



Child protection and Safeguarding Policy

Berriew Pre-school aims to provide an environment in which children and young people will feel safe, secure and cared for.

Children's safety, wellbeing and protection are our highest priority.

The purpose of this policy is to provide the staff and parents of Berriew Pre-school with guidelines and support on the subject of child abuse and how they can act to assist in the protection of children and young people in the setting.

The policy aims to ensure that all members of staff are informed about child abuse, the forms that it can take, signs and symptoms of possible abuse and the steps that they should take in recognising and preventing child abuse.

We do this by:

- Recognising that it is our legal duty to respond to and refer all allegations of child abuse and without delay.
- Having regard for Welsh Government's statutory guidance on safeguarding children under the Social Services and Well-being (Wales) Act 2014
- Developing a professional link with the child protection co-ordinator in this Local Authority and the Local Safeguarding Children's Board (LSCB)
- Ensuring that all who use and work here know that **child protection is the responsibility of everyone.**
- Operating a clear and thorough recruitment policy and procedure for staff and volunteers. These include maintaining current enhanced criminal records checks within the Disclosure and Barring Service (DBS) scheme and checks on suitability references, in addition to qualifications in line with the day care regulations.
- Implementing an induction process and code of conduct for staff, students, visitors and volunteers.

This includes:

- informing staff that any failure to report suspected abuse will result in disciplinary action being taken.
- procedures for staff who work in a 1:1 capacity and provide personal care for children.
- Designating a suitable child protection officer Claire Munslow and deputy Chris Trow to act in their absence, who acts on behalf of Berriew Pre-school in any child protection matters including making sure that appropriate training



and information is available and accessible to all staff, students, visitors and volunteers. **Staff complete child protection training every 3 years as well as complete PREVENT and FGM (Female Genital Mutilation) Training.**

- Ensuring all staff are trained in child protection procedures (this includes recognition of signs of abuse within the categories of sexual, emotional, physical and neglect)
- Maintaining staff ratios for the supervision of children that are in line with or exceed regulatory requirements.
- Operating and keeping an up-to-date risk assessment of all activity within Berriew Pre-school and ensuring adequate insurance cover is provided.
- Informing all parents about the child protection policy and procedures (including relevant contact numbers) as each family starts to use Berriew Pre-school.
- Operating an effective range of policies and procedures that support and safeguard children within the setting.
- Reporting, recording and monitoring any injuries sustained by a child (while away from the setting, or in our care). We note changes in a child's behaviour and discuss any issues with parents who will normally be the first point of contact, except when this may be considered to place the child at risk.

This policy is underpinned by the UN Convention on the Rights of the Child which states in Article 19: Protection from Abuse and Neglect

- States parties should take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse whilst in the care of parents, legal guardian or any other person who has the care of the child.
- Such protective measures should, as appropriate include effective procedures for the establishment of social programme to provide the necessary support for the child and those who have the care of the child, as well as other forms for prevention and for identification, reporting, referral, investigation, treatment and follow-up of incidences of child maltreatment described heretofore, and as appropriate for judicial involvement.

This policy has been drawn up on the basis of Law and guidance that seeks to protect children : -



- Children's Act 1989
- Working together to safeguard children 2018
- Data Protection Act 1998
- Social Services Well Being Act 2014
- Sexual Offences Act
- Children Act 2004
- Protection of Freedoms Act 2012
- Welsh Government Circular 05/2008 Safeguarding children in education
- Prevent duty (Please read in conjunction with our Preventing Extremism and Radicalisation Policy)

We have copies of, and are familiar with, the All Wales Child Protection Procedures and the Social Services and Well-being (Wales) Act 2014. Every six months we check that we have the latest version of the relevant procedures (or any documents that may replace them in the future). The guiding principles of the Social Services and Well – being Act 2014 include:

- Giving individuals a stronger voice and more control over the care and support they receive.
- Encouraging a renewed focus on prevention and early intervention.

Definitions

For child protection purposes this policy refers to any child aged 0 – 16 years (18 years for Children with Additional Support Needs)

A parent is defined as any person who has parental responsibilities over a child. For example: a mother or father.

We may also include in this; foster and adoptive parents and carers, including those who may have substantial care of a child.

A childcarer: These people may not have specific parental responsibilities but nonetheless have a duty of care for the child. This is inclusive of Berriew Pre-school staff.

For information/actions to be taken following an allegation of a member of staff-

Please see Whistle blowing policy.

What is Child Abuse?

Child Abuse is the term used to describe ways in which children are intentionally or inadvertently harmed or placed at risk of harm, usually by adults, and often by people that they trust.



Categories of Abuse

Physical Injury: This is defined as any injury inflicted or knowingly not prevented by any person having custody or care of a child. Physical abuse is often defined by injuries that cannot be explained by the normal play activities of a child, and is defined as hitting or hurting a child on purpose.

Neglect: This is defined as the wilful failure to meet the basic needs of a child, for example, not clothing, feeding or caring for a child adequately and leaving them without adequate supervision.

Emotional Abuse: This is defined as any abuse or torment which would have an effect on the mental health and wellbeing of a child. Most commonly emotional abuse is categorised as shouting at a child, making a child feel worthless, exposing a child to inappropriate and never punishment and inconsistency of behaviour towards a child.

Sexual Abuse: This is defined as the exploitation of children in order to meet the demands of adults or other children. Sexual abuse may include: involvement of children in masturbation, involvement of children in pornographic activity, including taking pornographic photographs and involving children in watching or viewing pornographic materials, involvement of children in sexual activity, including; rape, sodomy, oral sex and sexual intercourse with a child, even with their consent.

Recognition of Child Abuse

It is not in the remit of members of staff at Berriew Pre-school to identify the specific category of abuse that a child may be experiencing but rather to highlight any causes for concern to the appropriate person and organisations.

The following list although not exhaustive may be indicative of some of the signs and symptoms of child abuse, it should be noted that some children may display some of these signs in times of stress; it does not necessarily mean that they are being abused.

Indicators of Abuse

- Injuries to the child that are not consistent with the normal play activities of a child, either in position or type.
- Inconsistent or unreasonable explanation of an injury by a child, parent or carer
- Inconsistent or inappropriate behaviour such as sexually explicit remarks or actions, mood swings, uncharacteristically quiet/aggressive, severe tantrums.
- Becoming isolated socially



- Overeating, loss of appetite, weight loss, weight gain.
- Inappropriately dressed or ill-kept and/or dirty
- Self inflicting injury
- Open distrust of, or discomfort with, parent or carer
- Delayed social development, poor language and speech
- Excessively nervous behaviour, such as rocking or hair twisting
- Low self esteem

General indicators of abuse, though often typical of sexual abuse

- Recurring Abdominal Pain
- Reluctance to go home
- Flinching when approached or touched
- Recurring headaches

NB. Please refer to the All Wales Child Protection Procedures 2008 for a full list of signs and symptoms of abuse.

Recording and Reporting of an Incident – Suspicions of Abuse

All staff should be aware that any incidents must be recorded. It is also very important for staff to communicate immediately about matters of this kind. If a member of staff suspects that a child is under threat there are a number of steps that must be taken.

Inform the your designated COP the member of staff in your organisation with designated responsibility for child protection as soon as possible; in the event that the member of staff in your organisation with designated responsibility for Child Protection is not available staff should refer to the Responsible Individual or to the local authority child protection guidelines for details of their local Social Services or the out of hours telephone number.

Report your concerns to your COP, the member of staff in your organisation with designated responsibility for child protection as soon as possible.

Your suspicions and give them to your COP, the member of staff in your organisation with designated responsibility for child protection as soon as possible, to ensure that all details are recorded accurately.



Records of suspicions must include the following information:

- The nature of the suspicion
- How and why those concerns have arisen
- The full name, address and date of birth (or age) of the child
- The names, addresses and dates of birth/ages of family members, along with any other names which they use or are known by
- The names and relationship of all those with parental responsibility (where known)
- Information on any other adults living in the household
- Information relating to other professionals involved with the family, including the name of the child's school and GP
- Any information held on the child's developmental needs and his/her parents'/carers' ability to respond to these needs within the context of the wider family environment
- Any information affecting the safety of staff.
- Details of any injury
- Times, dates and any other relevant information
- Dates, times and names of other adults involved with the child who may substantiate the suspicion
- The designated member of staff for Child Protection will then determine the situation and refer the case to Social Services or the police
- All Child Protection records should be kept confidentially in a locked cupboard/filing cabinet.
- The responsible individual-Becky James/Jackie Pryce, Chair-Jackie Pryce designated child protection officer-Claire Munslow has responsibility to ensure that child protection concerns are taken seriously and followed through, remaining accountable for their role throughout the child protection process.

NB. Child Protection records are to be kept for a 6 years from when the child no longer accesses the service.



Record Keeping

- Berriew Pre-school keeps accurate, concise and clear records in straightforward language to underpin good child protection practice.
- Berriew Pre-Schools arrangements for retention, storage and destruction of electronic and paper records of child protection matters meet the relevant regulations (including Data Protection Act 1998) and requirements made by the Information Commissioner's Office
- Records kept by Berriew Pre-school are shared on a need to know basis with social services departments

Berriew Pre-school's child protection records:

- Use clear, straightforward language.
- Are signed, dated and timed.
- Are concise, legible and comply with professional standards and requirements.
- Are accurate in fact and distinguish between fact, opinion, judgement and hypothesis.
- Are organised and include detailed recording and chronologies and summaries, including all contacts.
- Are comprehensive
- Clearly record judgements made and actions and decisions taken.
- Clarify where decisions have been taken jointly across agencies or endorsed by a manager.
- Record both formal and informal supervision discussions
- Record directions given and agreements or disagreements made in consultation with supervisors or managers.
- Record support provided for children who have been abused.
- Record kept in child protection file for monitoring children whose names are on the child protection register.
- Records and documents of Child protection issues and reports regarding any safeguarding issues are locked away.
- Berriew Pre-school's representative/child protection officer attends any multi-agency discussion (this may be a meeting or via telephone) and provides reports as necessary and appropriate.
- The strategy discussion considers risk associated with any allegation and should determine whether or not a member of staff will be suspended from duty without prejudice please see staff recruitment and employment, and whistle blowing policy.
- Decisions are recorded in writing.



Throughout a child protection investigation

Berriew Pre-school will:

- Make every effort to build and maintain trusting and supportive relationships between families, staff and volunteers.
- Do all it can to support and work with the child's family.
- Share any confidential records on a child with the child's parents, except in cases in which parents are implicated and evidence gives rise for concern.

Disclosure of Abuse

If a child discloses to you that they have been abused, the member of staff should:

Inform the child that in order to help them you have to tell your line manager or designated staff member for Child Protection, the member of staff should tell the child who this person is and reassure the child that they can trust them and that they have done the right thing in telling you what has been going on.

Listen to the child and note down what they say to you in their own words. It is important at this stage that you do not interrupt the child and you do not ask questions.

The member of staff:

- Writes down, using the exact words, what they have been told. This is done immediately.
- Makes a note of the date, time, place and people present in the discussion.
- Does not confront the alleged abuser.
- Reports the concerns to the registered person/responsible individual and/or designated child protection officer as soon as possible, but without delay.

Report the disclosure to the manager or designated staff member for child protection in the setting.

The responsible individual/designated child protection officer:

- Reports the concerns immediately (but within 24 hours) to the intake and assessment team duty officer of the local social services department. Verbal referrals are followed up in writing



- Informs CSSIW that a referral has been made and that procedures are being followed.

They will then contact the relevant agency or the police who will investigate the disclosure.

If the Line Manager or member of staff dealing with the situation at the time thinks that the case is serious enough to involve Social Services immediately, please contact the relevant Social Services office for the area, or contact Social Services out of hours service. If it is felt that the child is in immediate danger the Line Manager or designated member of staff should contact the police.

It should be noted that if a member of staff is named in the disclosure the member of staff should be as discrete as possible and inform their Line manager or designated member of staff as soon as possible.

In addition to this, if the disclosure is about the designated member, in the first instance the disclosure should be reported to the Responsible Individual/Registered Person, the person who the disclosure was made to should be discrete. Should the disclosure be about the Responsible Individual Claire Munslow the disclosure should be reported to the designated member of staff.

Should the disclosure involve someone who is no longer present at the setting, the procedure above will be followed and referred to the local Social Services department or the Police.

Should it be found that a child has suffered abuse; the setting will work with outside agencies to ensure that the child is supported in every way possible.

Berriew Pre-school recognises that it can be a traumatic experience for a member of staff to be witness to a child's disclosure of abuse; therefore all staff will be offered information on counselling services to help them through this time.

If the allegation is about the registered person/responsible individual it is the responsibility of the designated child protection officer (or deputy) to inform CIW without delay

Practitioners should refer to the police immediately in the event of an allegation against a member of staff who no longer works in the setting

Failure by a member of staff to report suspected abuse will result in disciplinary action being taken.

Responding to a Child who confides in you

- Stay Calm
- Do not make promises you cannot keep
- Offer reassurance and support



- Immediately tell your line manager
- Record the facts and discussion in the child's own words and give a copy to your manager
- Do not take control of the situation yourself
- Maintain confidentiality
- Write a full report as soon as possible (within at least 24 hours)
- Talk to the right people
- Do not collude on evidence

Diversity

In order to make sensitive and well informed professional judgements about a child's needs, and a parents' capacity to respond to their child's needs, it is important that professionals are sensitive to differing family patterns and lifestyles and to child rearing patterns that vary across different racial, ethnic and cultural groups. Professionals and practitioners should also be aware of the broader social factors that serve to discriminate against people from black or ethnic minority communities.

Berriew Pre-school should be aware of the Local Authorities systems and protocols in place for identifying children placed in their areas including asylum seeking and unaccompanied children and children placed under private fostering arrangements. These children can be particularly vulnerable, and protocols need to emphasise the importance of safeguarding and promoting their welfare.

Berriew Pre-school assessment process will always include consideration about how religious beliefs and cultural traditions in different racial, ethnic and cultural groups influence values, attitudes and behaviour and the way in which family and community life is structured and organised.

Berriew Pre-school will guard against myths and stereotypes, whether positive or negative, and anxiety about being accused of oppressive and discriminatory practice will not prevent the necessary action being taken to safeguard a child.

When required, independent, appropriate interpreting and translation services and sign language interpreters will be used wherever professionals have contact with children, young people and their families. Family members; children, and, friends should not be used as sole interpreters.

End Note

All parents should be aware that all members of staff attend regular child protection training and this reviewed every 3 years. Child Protection is discussed at each team meeting and is part of our induction process for any new staff.

Berriew Pre-school is committed to keeping your child/ren safe from harm and are fully aware of all policies and procedures



Berriew Pre-school has named Child Protection officers – details below..

The Setting has a duty to report any suspicion of abuse and neglect to any of the contacts below who have a duty to investigate such matters, should a parent/carer, staff member, child or Responsible Individual/Registered Person feel that a concern has not been dealt with appropriately, they can contact any of the contacts below for further advice.

Further Information, Useful Contacts

Child Protection Officer: Claire Munslow, Deputy: Chris Trow 07495698789

Powys Peoples Direct: 01597 827 666 <http://cysur.wales/home/>

Social Services: 01597 827666 (Powys People Direct)

LSCB (Local Safeguarding Children Board): 08456027050 office hours
01597827666 or Out of Hours 08450544847

Mid and West Wales Safe Guarding Board-
[Cysur | Regional Policies & Procedures](#)

Clw: 0300 7900126 Rhydyicar Business Park, Merthyr Tydfil, CF48 1UZ

Police: 101 - Welshpool Police Station, Severn Road, Welshpool, SY21 ?

NSPCC: 0808 800 500 – Cardiff service Centre, Unit 2 Treglown Court, Dowlais Road, Cardiff, CF24 5LQ

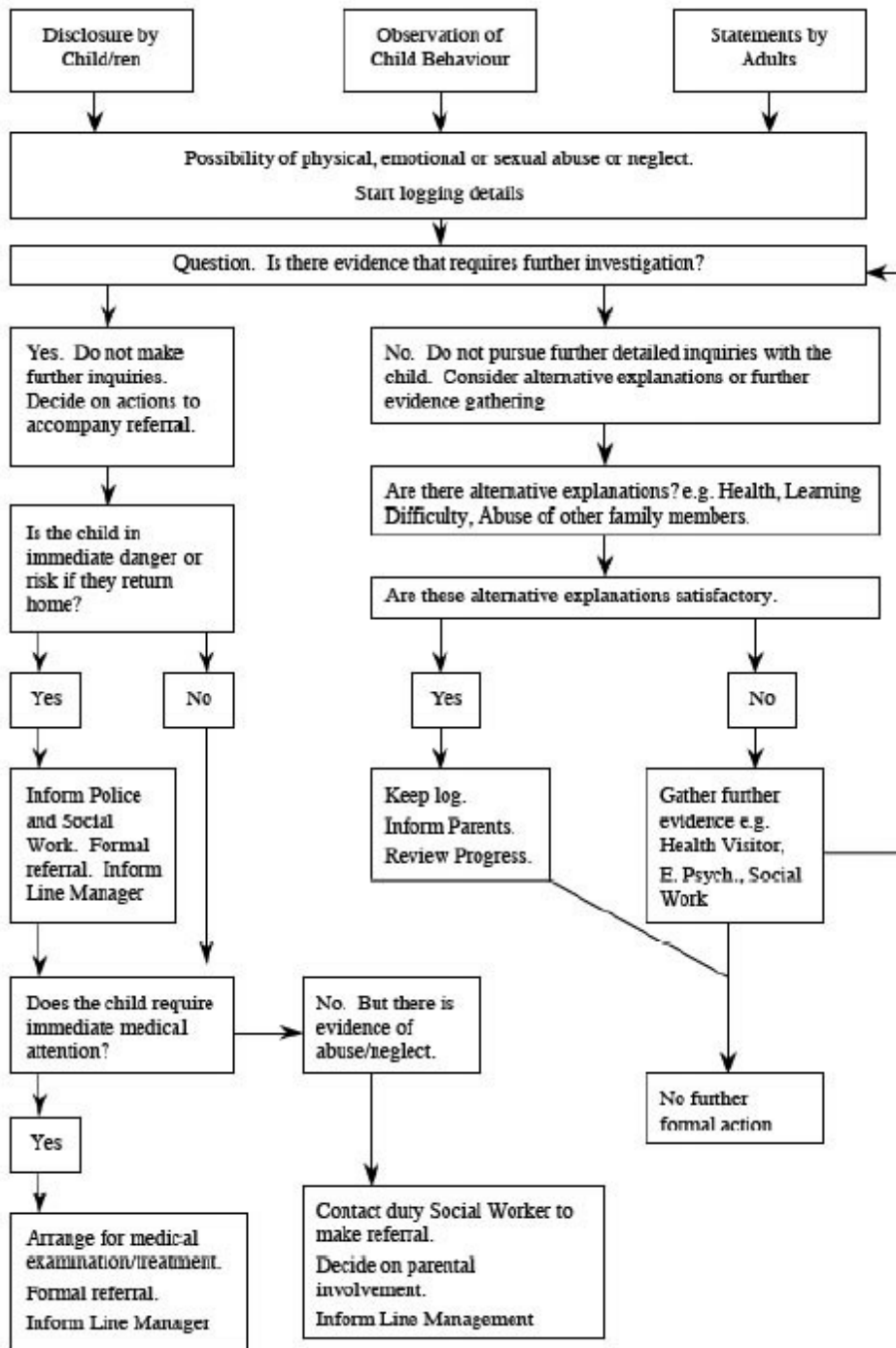
Powys Front Door- 01597 827666

[Front Door Support for children, young people and families - Powys County Council](#)



Child Protection Flowchart

This chart is to be used as a guide to the organisational procedures for The Protection of Children. For further information please refer to the internal policy for Child Protection and the All Wales Child Protection Procedures.



All Members of Staff Should:



- Understand that safeguarding and protecting children is everybody's responsibility and a child-centred approach.
- Play your part in helping to develop an ethos where all people matter and are treated with equality, and respect and dignity.
- Always put the care, welfare and safety needs of a child first.
- Respect a child's right to be involved in making choices and decisions which directly affect them.
- Listen attentively to any ideas and views a child wants to share with you.
- Respect a child's culture (for example, their faith and beliefs)
- Respect a child's right to privacy and personal space.
- Respond sensitively to children who seem anxious about participating in certain activities
- Speak to a member of staff immediately if you suspect that a child is experiencing bullying or harassment.
- Be aware of the vulnerability of some groups of children to being isolated and hurt.
- Ensure that when you are working with children you are at least within sight or hearing of other adults.
- Listen carefully when a child 'tells you' (sometimes through drawings and behaviour as well as words) that they are being harmed and report what you have discovered immediately to your line manager.
- Report immediately any suspicion that a child may be at risk of harm or abuse.
- Never dismiss what a child tells you as lies or exaggeration
- Only restrain a child who is at imminent harm of inflicting harm to themselves or others.
- Never underestimate the contribution that you can make to the development of safe communities for children.



Members of Staff Should Not:

- Exaggerate or trivialise another workers concerns about a child or ignore an allegation or suspicion of abuse in the hope that it will either go away or that someone else will deal with it.
- Discuss personal issues about a child or their family with other people except where it concerns the wellbeing of the child.
- Be drawn into derogatory remarks or gestures in front of the children or young people.
- Allow a child or young person to be bullied or harmed by anyone else in the organisation
- Allow children to swear or use sexualised language unchallenged.

Members of Staff Should Never:

- Engage in sexually provocative games, including horseplay
- Never allow others to or yourself engage in touching a child in a sexually provocative manner
- Never make sexually suggestive comments to a child, even in fun
- Engage in rough or physical contact unless it is permitted within the rules of a game or sports activity or conforms to the guidance on appropriate physical restraint
- Never form inappropriate emotional or physical relationships with children
- Harass or intimidate a child or worker because of their age, race, gender, sexual orientation, religious belief, socio-economic status or disability



Staff Child Protection Training grid

Name	Child Protection	DBS Number	Prevent
Claire Munslow	28.06.2020	001742485179 14.07.21	
Chris Trow		HR02388972 23.11.2026	KCYFTHUL1644167518 06/02/2022
Sasha Hampson			
Ayesha Owen Jones			
Suzanne Millington	1.10.2020	001709316695 10.9.2020	EA7VEOFV1603727201 26.10.2020
Esther Johns	17.6.2021	001727992385 05.03.2021	58OQGBYS1631015329 07.09.2021
Marie Heath	28.03.2021	001743177310 10.07.2021	EYDB6JX41585662828 31.03.2020
Kat			



The policy will be monitored and evaluated as detailed throughout the policy. The policy will be reviewed on at least an annual basis. I am signing to say that I have read and understood this policy and procedures and understand my role in Safeguarding Children and Adults

- Name.....Date.....Signature.....
- Name.....Date.....Signature.....
- Name.....Date.....Signature.....
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This child protection (safeguarding) policy and procedure was passed for use in Berriew Pre-school and adopted by the registered person and committee and implemented and evaluated by Claire Munslow Person in charge,

Pre-school Leader/Manager and child protection officer

C.Munslow

.....

On:

By:

Position:

Date of planned review:

Additional guidance:

Look at NMS 20 outcome: children are protected from harm and abuse and parents are confident that all possible steps to protect children from abuse are taken

Regulation 22(1)(a) and (b)

Look at:

- **NMS 20.2** states that you must be familiar with the Welsh Government's statutory guidance on safeguarding children under the Social Services and Wellbeing (Wales) Act 2014
http://www.legislation.gov.uk/anaw/2014/4/pdfs/anaw_20140004_en.pdf
- <http://gov.wales/topics/health/socialcare/safeguarding/?lang=en> where you will find helpful documents
- information provided by your local authority; do you understand how the Local Safeguarding Children's Board (LSCB) works in your area?
- United Nations Convention on the Rights of the Child (UNCRC): **Article 19** states that children have the right to be protected from violence, abuse and neglect
- publications and guidance about staff recruitment and induction provided by Care Council for Wales
<http://www.ccwales.org.uk/education-and-learning-for-early-years-and-childcare> Further advice on employment can be sought from ACAS at www.acas.org.uk
- information about DBS checks and how to inform CSSIW about a significant event is on the CSSIW website
<http://cssiw.org.uk/providingacareservice/register/dbs/?lang=en>
- guidance about confidentiality by the Information Commissioner's Office visit <https://ico.gov.uk> or tel 01625 545740
- NMS 21 – notification of significant events.

If the behaviour of a colleague, adult (including volunteers and members of the public) towards children or young people causes concern: it is important to differentiate between cases involving issues such as poor



professional practice and cases that give rise to child protection concerns (including cases involving abuse of trust). While the former may be handled through disciplinary procedures or other avenues, child protection concerns should always be dealt with through local child protection procedures and, in particular, the guidance contained in Chapter 8: Handling Individual Cases. (Safeguarding Children: Working Together to Safeguard Children under the Children Act 2004.12.3).

CSSIW requirements: people working in child care settings that are registered by CSSIW are required to maintain/update child protection (CP) training every three years (as well as food hygiene and first aid training). You must have a designated Child Protection Officer and Deputy in your group setting (NMS 20.4) to take a lead responsibility for CP matters. Name them in your policy/procedures.

Check your local authority website for information and leaflets that you can keep in your setting for parents' guidance.

Consider:

- the potential for female genital mutilation (FGM) in specific culture groups
- the Prevent Duty Guidance for England and Wales (July 15). This is the statutory guidance issued under section 29 of the Counter-Terrorism and Security Act 2015. In England it applies to providers of early years child care registered and inspected by Ofsted. In Wales registration of early years childcare provision is the devolved responsibility of CSSIW. You may, however want to read the guidance and consider the implications for you as a provider:
<https://www.gov.uk/government/publications/prevent-duty-guidance>
- how the activities you provide reinforce children's understanding of living and playing in an environment of mutual respect where each child can learn that they have a right to have a say and to be listened to
<http://www.uncrcletsgetitright.co.uk/> is a useful website with lots of resources.