# Child Protection Policy and procedure - 1

# Allegations of Abuse

**Statement of intent:** It is the aim and responsibility of the nursery at all times to ensure the welfare of all children in our care. In order to achieve this we:

* Where possible, work in partnership with parents/carers
* Ensure all permanent member of staff have been checked and cleared by the DBS
* All staff members are trained in safe-guarding and have read and understood the setting’s Safe guarding procedures. (In accordance with the EYFS Statutory framework 2017.
* All staff members will receive regular updates on safeguarding, at least annually.
* A Designated Safeguarding lead (DSL) will be available at all times that the setting is open for staff to discuss concerns.
* The PC at the setting will be fitted with filters to prevent children accidently accessing harmful online material.
* Staff will be able to identify signs of possible abuse and neglect at the earliest opportunity, and respond in a timely and appropriate way. These may include:

1. Significant changes in children’s behaviour
2. Deterioration in children’s general well being
3. Children’s comments which give cause for concern
4. Any reasons to suspect neglect or abuse outside the setting e.g. in the child’s home, e.g. reporting known cases of female genital mutilation, unexplained bruising, marks or signs of possible abuse and or neglect.

**NB:** The Surrey Safeguarding board have issued mandatory multi agency guidance:

* Bruising is the commonest presenting feature of physical abuse in children.
* Any bruising or mark that might be bruising, in a child of any age, should be taken as a matter of inquiry and concern.
* Any bruising or mark that might be bruising on a NIM (Not independently mobile) child, should result in an immediate referral to Children’s services.
* NIB means a child who is not yet crawling, bottom shuffling, pulling to stand, cruising or walking independently, includes all children under 6 months, even if they are rolling or children with significant disabilities resulting in immobility.

1. Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role or responsibilities or inappropriate sharing of images.

* Only leave children in the care of permanent staff members who have a DBS check in place.
* Only allow permanent staff members to accompany children to the toilet
* Investigate any significant change in a child’s behaviour or appearance and note these concerns in the child’s record.
* Maintain appropriate confidentiality at all times.
* Respond quickly and appropriately to any suspected incident of emotional, physical or sexual abuse or neglect.

As a regular day care provider it is our duty to inform Surrey County Council Children’s Service if we suspect any case of abuse or non-accidental injury. In such a case, this setting will follow the procedures set out in the local authority child protection documents and follow their advice on all steps to be taken subsequently.

Our setting will give prompt and serious attention to any concerns regarding the safety of the children in our care. The rights of the child and member of staff will be considered. However, where there is a conflict of interest between the adult and the child, then the child’s interests will be paramount as required by the Children Act 1989.

**Procedure to be followed when there is an allegation of abuse**

1. **Listen to the allegation** The member of staff who has heard the allegation must not attempt to investigate the allegation, but provide a full written account of what the child/parent/staff member has said.

Guidance when listening to allegations:

1. Do not interrupt a child/person when they are recalling significant events
2. Not make assumptions or interpretations
3. Avoid asking questions, particularly leading questions
4. Record all the information using the child’s own words and note the time, context, who was present and what was said. Any apparent signs of physical injury will be recorded.
5. Staff should not promise confidentiality to children who make allegations. They should inform the child that they have a duty to pass information on in order to protect children but information will only be passed on a “need to know” basis. They should also be reassured that support will be made available to them.
6. Staff should sign and date the record, printing their name
7. **Immediately inform the Manager (DSL) of the concern or allegation:** All staff have a responsibility to report if they believe anyone harming, or using unacceptable behaviour towards a child. All allegations will be taken seriously and will be treated fairly and in confidence.
8. **The Manager will listen to the adult/child making the allegation and taken seriously.** The manager will talk to the person who has heard the allegation, in private, and make notes of what has been said.
9. **The Manager will contact the local multi agency safeguarding hub (MASH)**

The MASH responds to initial enquiries about children and young people and adults. The MASH is based at Guildford police station and combines children’s service social workers, adult service social workers and health and police staff.

The MASH is open Monday to Friday 9 am to 5 pm.

Phone: 0300 470 9100

Surrey Police: 101 or 999 in an emergency

Email: [mash@surreycc.gov.uk](mailto:mash@surreycc.gov.uk) – emails are dealt with during normal office hours.

Out of hours phone: 01483 51798 to speak to the emergency duty team.

If you have already been in touch with children’s social care services and would like to contact your allocated socialworker or family support worker direcetly phone:

North East: )300 123 1610

1. Following confirmation that there was the potential for referral the Manager will complete a multi agency referral form **(MARF)**

If the allegation is against a member of staff, the manager will take the advice of the board to decide whether the member of staff should be suspended while investigations are carried out.

(See Allegations of abuse by a member of staff – separate policy)

1. **The Nursery Committee will be informed.**
2. If the setting feels there is still cause for concern following such discussion it will contact the Duty Officer for referral and follow this up in writing within 48 hours. If a referral needs to be made the DSL will fill out and submit a MARF (Multi agency referral form
3. A copy of the MARF will be sent to Ofsted.

**Ofsted Early Years will be contacted at:**

Compliance Investigation and Enforcement Team

Ofsted Early Years

Freshford House

Redcliffe Way

Bristol

BS1 6NL

Tel: 0300 123 1231

1. **Children’s services** will acknowledge receipt of the referral and will decide on a course of action within 1 day.
2. **Practitioners to refer to online** Surrey Safeguarding Guidelines on the nursery computer: [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding)