

Safeguarding and Welfare Requirements:	
Policy Name:	Child Protection Procedure
Policy creation date:	September 2020
Last review:	September 2023 (ongoing in line with government guidelines)
Next review:	September 2024
Owner:	Children’s Service Manager Adopted by The Board of Trustees
Related Documents:	Appendix 8 Safeguarding Concern Form Safeguarding Policy Child Protection Procedure Behaviour Policy and Procedure ICT Policy Staff Behaviour Policy and Procedure Allegation Against Staff Policy and Procedure

Policy Aim:

This policy applies to all staff, including the board of trustees, paid staff, volunteers or anyone working on behalf of The Rainbow Centre.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, are able to talk and believe that they are being listened to.

We maintain an attitude of “it could happen here” where safeguarding is concerned. The purpose of this policy is to provide staff, volunteers and trustees with the framework they need in order to keep children safe and secure in our centre, and to inform parents and guardians how we will safeguard their children whilst they are in our care.

Specific guidance is available to staff within the procedure documents.

Legal framework:

This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- The Protection of Children Act (1999)
- Data Protection Act (2018)
- The Childrens Acts (1989 and 2004)
- Every Child Matters (2003)
- Childcare Act (2006 and 2018)
- Children, Schools and Families Act (2010)

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Working together to safeguard children (2018)
Counter-Terrorism and Security Act (2015)
Disqualification under the Childcare Act (2006)
Keeping Children Safe in Education (2023)
SEND Code of Practice (2015)

Overview:

The following procedures apply to all staff working in our setting and will be covered by training to enable staff to understand their roles and responsibilities. Our procedures aim to provide a robust framework which enables staff to take appropriate action when they are worried a child is being abused.

The interests and safety of the child must always be the prime concern. In the event that there is a conflict of interest between the child and an adult, the interests of the child must be paramount.

If a member of staff suspects abuse or they have a disclosure of abuse made to them they must:

1. Make an initial record of the information.

- If a disclosure from a child/YP (young person)/adult:
 - Offer reassurance, listen, assure them that action will be taken.
 - Do not question the child and do not make promises to keep their disclosure a secret.
 - Additional consideration will need to be given to children with communication difficulties e.g. if English is not their preferred language or if they have a disability affecting their speech.
 - Let them know they have done the right thing in telling you and show that you are taking them seriously. A child/YP could keep abuse secret in fear they won't be believed. They've told you because they want help and trust you'll be the person who will listen to and support them.
Explain that you cannot keep it confidential and need to talk to the other professionals who can help.
 - Use the TED method (**Appendix 31**) to avoid closed or probing questions - the TED method will help with this.
 - **T.E.D-**
 - Tell,
 - Explain,
 - Describe
 - You might wish to use the acronym 'TED' as a reminder that the child can be encouraged to 'Tell', 'Explain' and 'Describe' the concern.
 - Record what is said accurately and not what you think. It must be fact and if it is opinion or interpretation, then make this clear on your Logging a Concern Form.
 - Reassure them- Tell them it's not their fault. Abuse is never the child's/YP's fault, and they need to know this. Use phrases like; 'I am going to try to help you', 'You are not to blame', 'You did the right thing by telling me'. Tell the child/YP what will happen next/what you plan to do. Report immediately to your EYDSL, do not hesitate and complete a Logging a Concern Form.

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Follow your organisation's Safeguarding Policy and Procedure

- 2. Report it to the EYDSLs immediately**
- 3. The EYDSL will consider if there is a requirement for immediate medical intervention however, urgent medical attention should not be delayed if EYDSL is not immediately available.**
- 4. Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:**
 - Dates and times of the observations
 - Dates and times of any discussions they were involved in
 - Any injuries (using a body map)
 - Explanations given by the child / adult
 - What action was taken
 - Any actual words or phrases used by the child
 - **The records must be signed and dated by the author.**
- 5. Guiding principles, the seven R's**

Receive

- Listen to what is being said, without displaying shock or disbelief
- Accept what is said and take it seriously
- Make a note of what has been said as soon as practicable

Reassure

- Reassure the child, but only so far as is honest and reliable
- Don't make promises you may not be able to keep e.g. 'I'll stay with you' or 'everything will be alright now' or 'I'll keep this confidential'
- Do reassure e.g. you could say: 'I believe you', 'I am glad you came to me', 'I am sorry this has happened', 'We are going to do something together to get help'

Respond

- Respond to the child/YP only as far as is necessary for you to establish whether you need to refer this matter, but do not interrogate for full details.
- Do not ask 'leading' questions i.e. 'did he touch your private parts?' or 'did she hurt you?' Such questions may invalidate your evidence (and the child's) in any later prosecution in court.
- Do not ask the child why something has happened.
- Do not criticise the alleged perpetrator; the child may care about him/her, and reconciliation may be possible.
- Do not ask the child to repeat it all for another member of staff. Explain what you have to do next and to whom you need to talk. Reassure the child that it will be a senior member of staff in confidence.

Report

- Share concerns with the EYDSL as soon as possible *if the child is at risk this must be verbal. If you are not able to contact your EYDSL or the Deputy, and the child is at risk of immediate harm, contact the children's services social care department directly.

Record

- If possible, make some very brief notes at the time, and record on the Safeguarding Concern Form/write them up as soon as possible.
- Ensure your original notes are transcribed to the Safeguarding Concern Form.
- Record the date, time, place, persons present and noticeable non-verbal behaviour, and the words used by the child. If the child uses sexual 'pet' words, record the actual words used, rather than translating them into 'proper' words.
- Complete a body map to indicate the position of any noticeable bruising or marks.
- Record facts and observable things, rather than your 'interpretations' or 'assumptions'.

Remember

- Support the child: listen, reassure, and be available.
- Complete confidentiality is essential. Share your knowledge only with appropriate professional colleagues.
- Try to get some support for yourself if you need it.

Review (led by EYDSL)

- Has the action taken provided good outcomes for the child?
- Did the procedure work?
- Were any deficiencies or weaknesses identified in the procedure? Have these been remedied?
- Is further training required?

After recording concerns (**Appendix 10**), we refer to '**Hampshire Safeguarding Children's Partnership and Children's Trust Threshold Chart** – displayed in **Conductors' Office**

Following a report from a concerned staff member, the EYDSL:

1. **Must decide** whether there are enough grounds for suspecting significant harm, in which case a referral must be made to children's social care. The EYDSL would normally try to discuss the welfare concerns with the family, where possible. However, in accordance with Department of Education guidance, this should only be done when it will not place the child at increased risk or could impact a police investigation.

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2. If there are grounds to suspect a child is suffering, or is likely to suffer, significant harm the EYDSL **must contact** children's social care via the children's reception team (CRT) on 01329 225379 and make a clear statement of or make a referral through an **Inter-Agency referral form (can be found online)**.
3. If there is not a risk of significant harm, then the EYDSL will either **actively monitor the situation** using the **Safeguarding Concerns Record Form** or consider contacting the CRT to discuss the concerns. Use the Neglect and the HSCB and Children' Trust Threshold Chart.

Ultimately, all staff have the right to make a referral to the police or social care directly and should do so if, for whatever reason, there are difficulties following the agreed protocol e.g. they are the only adult on the premises at the time and have concerns about sending a child home.

If you think a child is at immediate risk of significant harm, phone Children's Social Care and/or the Police immediately:

- Hants Direct: 08456 035620
- Police: 0845 0454545 (999 if an emergency)

Information line:

Contact Details for External Support:

Local Authority Designated Officer:

Barbara Piddington / Fiona Armfield / Shona McMinn/Alison Nealis

Tel No: 01962 876364

Email: child.protection@hants.qcsx.gov.uk
child.protection@hants.gov.uk

Local Safeguarding Children Board:

LSCB, Compliance House, The Walled Garden, Herriard Park Estate, Herriard, RG25 2PL

Email: hscb@hants.gov.uk

Tel No: 01962 876230/01962 876 355

Ofsted:

National Business Unit

Piccadilly Gate

Store Street

Manchester M1 2WD

Email: enquiries@ofsted.gov.uk

Ofsted Contact Number: **0300 123 1231**

Social Services Emergency Duty Call Number:

Phone 0300 555 1384

Email childrens.services@hants.gov.uk

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Out of Hours

Phone 0300 555 1373 (public and professionals)

Email out.of.hours@hants.gov.uk (professionals only).

Legal Framework

The Protection of Children Act (1999)

Data Protection Act (2018)

The Children Act (2004)

Every Child Matters (2003)

Childcare Act (2006 and 2018)

Children, Schools and Families Act (2010)

Working together to safeguard children (2018)

Counter-Terrorism and Security Act (2015)

Disqualification under the Childcare Act (2006)

Keeping Children Safe in Education (2023)

“The guidelines of the Charity Commission document “What to Report?” will be taken into account when implementing this policy and procedure

<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>