



## Child Protection Procedure

We support the children within our care, protect them from maltreatment and have procedures in place to prevent the impairment of children's health and development. The Apple Tree Private Day Nursery is committed to an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to in accordance with The Governments Statutory Guidance 'Working Together to Safeguard Children 2015 'and the Greater Manchester child protection policies and procedures. *(These can be accessed via [www.rbscb.org](http://www.rbscb.org) )*

All staff are aware of their responsibility as early years practitioners to share any concerns they have about a child with the designated safeguarding leads – Kate Brearley and/or Emma Grenter.

**"If, at anytime, you believe that a child may be a child in need, or that a child is being harmed or is likely to be, you should refer immediately to local authority childrens social care. **This referral can be made by any practitioner.** "**

*(Taken from 'What to do if you're worried a child is being abused' 2015)*

All staff members in liaison with management/designated safeguarding leads are responsible for making a decision to refer to Child Care Services/Multi Agency Screening Service. If the staff member involved is unhappy with a decision made by management/designated safeguarding leads not to refer then staff members also have the right to share concerns directly with our Local Authorities Designated Officer (LADO) Gill Parnell-Jackson on 0300 303 0350, or the Multi-agency Screening Service (MASS) Team on 0300 3030440, or Emergency Duty Team on 0300 3038875, or the police on 101/999 if they feel this is appropriate.

All staff will be made aware of possible indicators of child abuse and the procedures for recording and reporting through staff training, both internal and external.

The staff will be made aware of the importance of recognising and reporting 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 and responsibilities: or inappropriate sharing of images (see whistle blowing policy) through staff training, both internal and external.

All parent/carers will be provided with a copy of the setting's child protection policy and procedure and are made aware of the fact that The Apple Tree Private Day Nursery has a legal obligation to safeguard and promote the welfare of the children in their care, and that the child's needs are be our first concern.

**Records will be kept as appropriate.**

Whenever concerns are raised or changes are observed in a child's behaviour, physical condition or appearance, a specific record is set up. Our records include; pre-existing injuries, incidents, accidents and observations. All concerns remain confidential and shared only on a need to know basis. The local guidance will be followed.

**Where a disclosure is made:**

- Reassurance is given to the child.
- The child is listened to.
- The child is not questioned.
- Promises are not made to the child to not share any of the information made in the disclosure.
- The designated people/person with responsibility for safeguarding children (Kate Brearley and Emma Greuter) are informed immediately and procedures under the guidance of the local Safeguarding Children's Board are followed.
- A referral is made without delay to Rochdale Children's Social Care/MASS team.

**Records are made to include:**

- The child's name, full address, date of birth.
- The date and time of the disclosure/observation.
- The exact record of disclosure (in child's own words).
- The name of person to whom disclosure was made.
- The name of any third party present.
- The telephone referral will be followed up in writing within 24 hours of the telephone referral.
- In most cases, parents/carers should be informed of the intention to refer. However, there are exceptions to this:
  - sexual abuse is suspected;
  - organised or multiple abuse is suspected;
  - fabricated or induced illness in children;
  - contacting parents/carers would place a child, you or others at further risk;

All records are kept separately and securely from the child's main records with restricted access.  
If no further action is taken and further signs of potential abuse and neglect occur, report and refer again.