**Child Protection Policy**

Our first responsibility and priority is towards the children in our care. If we have any cause for concern we will report it, following the local Safeguarding Children Board procedures. The relevant local procedures that are held by us are available on request. We understand that child abuse can be physical, sexual, emotional, neglect or a mixture of these. We must notify Ofsted as soon as is reasonably practical, but at the latest within 14 days but for more serious concerns this will be recorded within 48 hours.

**Procedure**

We keep up to date with child protection issues and relevant legislation by taking regular training courses and by reading relevant publications. This helps us be aware of the signs of abuse or neglect and what to do if we have a concern.

We have copies of, and we are familiar with, the local Safeguarding Children Board procedures. We replace them as new versions arrive at the setting.

We have a copy of the relevant booklets and guidance. Staff have read them and understood them.

If we are concerned about a child’s welfare, We may contact the relevant support services for advice providing this does not affect confidentiality.

Child protection concerns that could identify a particular child are kept confidential and only shared with people who need to know this information.

Parents must notify us of any concerns they have about their child and any accidents, incidents or injuries affecting the child, which will be recorded.

We will work together with parents to make sure the care of their child is consistent. Please see my Working with Parents policy.

If we notice:

1. significant changes in behaviour;
2. unexpected bruising, marks or signs of possible abuse;
3. any comments made which give me cause for concern
4. deterioration in general wellbeing which causes concern
5. Signs of neglect;

We will implement the local Safeguarding Children Board procedures without delay to minimise any risk to the child. We will call the local social services’ duty desk and follow it up with a letter within 48 hours. We will keep a factual record of the concern and will ask the parents for an explanation, providing it would not put the child at risk.

The Early Years foundation Stage requires us to inform Ofsted of any concerns that we have and report them without delay.

If a child tells us that they or another child is being abused, we will:

1. Show that we have heard what they are saying, and that we take their allegations seriously
2. Encourage the child to talk, but will not prompt them or ask them leading questions. We will not interrupt when a child is recalling significant events and will not make a child repeat their account
3. Explain to the child what actions we must take, in a way that is appropriate to the age and understanding of the child
4. Write down what we have been told using exact words where possible
5. Make a note of the date, time, place and people who were present at the discussion
6. Then report any concerns immediately to the duty social worker who has the experience and responsibility to make an assessment of the situation.
7. Put all relevant information said by the child in a sealed envelope with the persons signature across the seal.

If an allegation is made against a member of staff, We will report it to Ofsted and social services following the Safeguarding Children Board procedures.

In all instances we will record:

1. The child’s full name and address
2. The date and time of the record
3. Factual details of the concern, for example bruising, what the child said, who was present
4. Details of any previous concerns
5. Details of any explanations from the staff member
6. Any action taken such as speaking to parents.

**It is not our responsibility to attempt to investigate the situation ourselves.**

**Useful telephone numbers**

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| Local safe guarding children’s board | 01733 864180 |
| Local police station | 01733 563232 |
| Ofsted or CSIW | 03001231231 |
| PACEY allegations and complaints service for anyone concerned about the welfare of a child | 0845 880 0044 |
| PACEY Safeguarding Children Service | 0845 880 0044 |
| PACEY Regional office East of England Branch | 01234 211921 |
| NSPCC child protection helpline – 24-hour helpline for people worried about a child  NSPCC Peterborough Office | 0808 800 5000  01733 207620 |
| Local Authority Designated Office (LADO) | 01733 863953 |