



What mothers, fathers and carers using our service should know about what we will do if we have child protection concerns about their child

Adapted from NCMA (now PACEY) model child protection policy www.ncma.org.uk

Where our child protection responsibilities come from

The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017 is the benchmark for good practice in Early Years provision. Services that are registered with Ofsted **must** meet the EYFS standards.

The EYFS safeguarding and welfare requirements set out what early years' providers **must** do to safeguard children.

It states that: *"Providers **must** have and implement a policy and procedures to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board"*

*"A practitioner **must** be designated to take lead responsibility for safeguarding children in every setting"*

*"Providers **must** train all staff to understand their safeguarding policy and procedure, and ensure that all staff have up to date knowledge of safeguarding issues"*

What our setting means by child abuse

We understand that child abuse can be physical, sexual, emotional, neglect or a mixture of these.

Our responsibilities under our safeguarding children procedures

In any situation where we are concerned that a child might be at risk of abuse, our first responsibility and priority is towards the child

If any staff member, student or volunteer is concerned about a child's safety or welfare, they must discuss it with the person responsible safeguarding in our setting without delay. If necessary, the person responsible for safeguarding will implement our safeguarding children procedures. Providing it would not put the child at risk of further harm, they will also discuss the concerns with the child's mother, father or carer

We keep our child protection concerns about a child confidential and only share them with the people who need to know this information.

Our responsibilities if we have concerns that a child may have been abused

If we notice:

- significant changes in children's behaviour
- deterioration in their general well-being
- unexplained bruising, marks or signs of possible abuse
- neglect
- any comments made which give us cause for concern;
- any reasons to suspect neglect or abuse

we will implement our safeguarding children procedures without delay, to minimise any risk to the child.

We will keep a factual record of our concerns, discuss them by telephone with the Sheffield Safeguarding Children Hub and follow this up in writing within 24 hours.

We will discuss our concerns with the child's mother, father or carer and let them know the action we have taken, providing this will not put the child at risk of further harm.

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

Our responsibilities if a child tells us that they or another child may have been abused

If we think that a child might be telling us that they or another child has been abused, we will:

- Show that we have heard what they are saying, and that we take their account seriously
- Encourage the child to talk, but 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
- Explain what actions we must take, in a way that is appropriate to the age and understanding of the child
- Write down what we have been told using the exact words where possible
- Make a note of the date, time, place and people who were present
- Report our concerns immediately to children's social care via the Sheffield Safeguarding Hub

Responsibilities of mothers, fathers and carers using our setting

Mothers, fathers and carers must notify us of any concerns they have about their child and any accidents, incidents or injuries affecting the child. We will keep a record of this.

Mothers, fathers and carers must let us know immediately if they have any concerns about poor childcare practice or harm to children taking place at our service.

We will also encourage them to report their concerns to Ofsted (Tel: **0300 123 1231**)

How we deal with complaints about poor childcare practice in our setting

If we receive any complaints about poor childcare practice that is alleged to have taken place in our setting we are required by Statutory Framework for the Early Years Foundation Stage to investigate it and report it to Ofsted.

How we deal with allegations against staff and volunteers in our setting

If we receive an allegation that a member of staff or volunteer has harmed a child, or may be an unsuitable person to look after children we are required to report it to Ofsted and to the Local Authority Designated Officer (LADO), who will ensure that a proper investigation is carried out.

We are required to inform the Disclosure and Barring Service (DBS) if we dismiss a member of staff or volunteer because they are unsuitable to work with children.

Recording

In all instances we will record:

- the child's full name and address
- the date and time of the record
- factual details of the concern, for example bruising, what the child said, who was present
- details of any previous concerns
- details of any explanations from mothers, fathers or carers
- any action taken such as speaking to mothers, fathers or carers