



Safeguarding Children and Child Protection

Induction Leaflet Guidelines for Setting Staff

This leaflet contains important and sensitive information for adults.

Please keep it in a safe place.

Introduction

These guidelines have been produced for settings by KCC's Children's Safeguards Team to give outline information about child protection, and the procedures that must be observed. It also gives contact names and addresses for further information. Child Protection in Kent is overseen by the Kent Safeguarding Children Board. All setting staff should be aware of and have reference to Kent and Medway Safeguarding Children Handbook, which was published in 2007. This guidance is still current but the national guidance "Working Together to Safeguard Children" was updated in 2010. In addition to the handbook (small purple book) there is also a large online procedures manual which contains additional material and specific procedures. The on-line manual can be found on the KSCB website (www.kscb.org.uk).

The full extent of child abuse is not easily quantified. Research indicates that children are reluctant to report abuse, particularly if it is happening within their family. Abusers come from all walks of life; they may be parents, a known adult who has built up a trusting relationship with the child, a professional or another child. Everybody who works with children, especially those who have regular daily contact, has a duty to help protect children from abuse. They must know how to *recognise* possible abuse both within their own organisation or externally and be familiar with the process of recording information in the setting and *Referral* to Children's Social Services and the Police. Staff working with children needs to enable them to learn how to keep themselves safe, and ask for help when they need to.

TYPES OF ABUSE

The definitions can be found in Working Together 2010 para 1.33.

Child abuse can take many forms, but they are usually divided into four categories:

Physical abuse:-

Can range from over-chastisement, slapping with the hand, a belt, a stick or other object, to shaking, punching or throwing a child across the room. It can lead directly to neurological damage, physical injuries, disability or – at the extreme – death. Harm may be caused by the abuse itself and by abuse taking place in a wider family or institutional context of conflict and aggression. It also includes a parent/carer fabricating symptoms of or inducing illness in a child. Some physical abuse is reactive, some may be clearly premeditated with an intent to cause harm.

Neglect:-

Can range from ignoring a child's developmental needs to not feeding or clothing her/him adequately and not properly supervising her/him. Persistent neglect can lead to serious impairment of health and development, and long-term difficulties with social functioning, relationships and educational progress. Neglect may occur by omission or commission – it is important that problems for a child's parent do not obscure neglect of a child in the family. Unborn babies may now be regarded as suffering neglect due to maternal substance misuse.

Sexual Abuse:-

Is the involvement of a child or adolescent in sexual activities that s/he does not understand, cannot give consent to and which are not acceptable by our society. This includes inappropriate touching, taking of obscene photographs, producing/trading in child pornography (including via the Internet) as well as attempted or actual sexual intercourse. Its adverse affects may endure into adulthood. Sexual abuse can be carried out by women and other children as well as men.

Emotional Abuse:-

Ranges from rejecting a child, refusing to show a child love or affection, or making a child unhappy by continually belittling her/him or verbally abusing her/him. It has an important impact on a developing child's mental health, behaviour and self-esteem. It may also include developmentally inappropriate expectations including overly high expectations which the child cannot fulfil. Domestic abuse, adult mental health problems and

parental substance misuse may be features in families where children are exposed to such abuse. Emotional abuse may occur by omission or commission and it is important the problems for a child's parents do not obscure professionals' view of their child's emotional development. Bullying – serious bullying causing a child to feel frightened or in danger may now be regarded as emotional abuse.

Indicators of Abuse

Child Abuse can present in many different ways. In simple terms there may be *physical evidence* such as marks or bruises, or weight loss.

There may be *behavioural evidence* such as reluctance to change for P.E, becoming aggressive or withdrawn, falling out with friends or a change in behaviour.

A child may *disclose abuse*; they may do this directly by telling you what happened or indirectly by telling friends or by asking for advice about a situation, say involving another person.

In the setting you will particularly notice *changes* in presentation, behaviour, friendships, ability to concentrate etc.

We ask that you be curious and report anything which may worry you to your Early Years Designated Person (EYDP).

DISCLOSURE

What to do if a child starts to disclose abuse

- Reassure the child that s/he is right to tell and is not to blame
- **DO NOT** promise not to tell anyone else; explain that you have to make sure the child is safe and may need to ask other adults to help you to do this
- **DO NOT** question the child; let her/him tell you what s/he wants to tell you and no more; s/he may need to have to disclose to a specialist later, and too much detail now may interfere with later investigations.
- When the child is finished, make sure s/he feels secure; explain what you are going to do next.
- Write down notes, including the date and time of the interview and sign them; record as much as you can remember, using the child's own words.

New technology

The internet and related technologies has created new opportunities for creativity and communication. However with this has come new concerns about sexual grooming of

children, cyberbullying and access to inappropriate material. Setting staff should be aware of the Kent's e-safety policy and safer practice advice.
<http://www.kenttrustweb.org.uk/kcn/e-safety>

What to do if you are concerned:

- ❖ immediately inform the designated person in the setting

Every setting is required by the Early Years Foundation Stage (EYFS) to designate a person to take lead responsibility for child protection (EYDP). It is essential that all staff know who this is and who to inform if they are not available.

The designated person (EYDP) will decide whether the child should be referred to Children's Social Services. To help him/her decide this, (s)he may consult with the local CSS Duty and Initial Assessment Team or the KCC's Children's Safeguards Team.

Although we would encourage you to use the Setting's Child Protection process in certain cases it may be appropriate for any person who is concerned about a child to contact the Children's Safeguards Team or Children's Social Services directly, e.g. if the concern relates to the EYDP.

Referring to Social Services

If the child is to be referred to Children's Social Services, the EYDP will ensure that an inter-agency referral form is completed. This can be obtained from Kent Contact and Assessment Service – telephone number is on the contact list later in this leaflet, or alternatively can be downloaded from the Children's Safeguards web page on [kenttrustweb](http://kenttrustweb.org.uk) www.kenttrustweb.org.uk or www.kscb.org.uk

UNLESS the situation is urgent or grave (such as when a child has disclosed abuse), when the referral can be made by telephone to the local Social Services Duty Officer for Children and Families, and the inter-agency referral form completed afterwards.

Informing Parents that a Referral is being made

The agreement of the child's parents should usually be obtained in writing before a referral of a child in need is made to the Social Services or the Police, including where a child is in need of protection. However where informing the parents/carers may be thought to increase the risk of harm to the child or other persons, including the referrer, advice should be sought from Children's Social Services or the Children Safeguards Team.

Allegations of abuse made against a Member of Staff

When an allegation is made against a member of staff, the designated person must consult with the Area Children's Officer (Safeguarding) who will help to determine how the matter is to be investigated. Each Local Authority must now have Designated Officer (LADO) responsible for ensuring that allegations are managed in a proper way. The LADO for Kent Education is the Head of the Children's Safeguards Team, Kel Arthur.

UNCONFIRMED WORRIES ABOUT CHILD ABUSE

Staff often have unconfirmed worries about children, but little real evidence, and so feel unsure about how to proceed. Many cases have shown that these unconfirmed worries are in fact the tip of the iceberg; that if the staff member's information was placed alongside that of another colleague, it all added up to a serious cause for concern.

It is vital, therefore, that even vague "worries" are passed on at the earliest stage to the EYDP, who is in a position to involve other agencies, collate information and make decisions about further referral.

Again, staff should record incidents or suspicions, dating and signing the record that should be kept in a secure part of the setting with other confidential material. A copy of the early years recording guidelines is contained on Kenttrustweb or can be accessed from your SIP or CBO.

PREVENTATIVE WORK IN THE SETTING

Children need to learn how to keep themselves safe and how to report concerns in the setting. There are many training and resource packs available to help Early Years Practitioners design a curriculum that empowers children who may be being abused. Various elements can be

incorporated into everyday activities, including issues around touch, secrets, self-esteem, assertiveness and feelings and emotions.

Every Setting should have details of child protection and other policies easily available for staff – possibly in a staff room. Make sure you know where to find them!

USEFUL NAMES AND ADDRESSES:

Your Setting's Designated Person(s):

**Social Services Professional Consultations
County Duty Team (CDT):**

Tel no: 08458 247102

Area Children's Officer (Safeguarding) Name:

Tel No:

USEFUL CONTACTS:

Safeguarding Team HQ:	
Care Standards:	01622 696366
Training & Development:	
West Kent Area Children's Officers (Safeguarding)	01732 525097
East Kent Area Children's Officers (Safeguarding)	01227 284682
Mid Kent Area Children's Officers (Safeguarding)	01233 898644