



Home-Grown in Malvern **Child Protection/Safeguarding Policy**

Our responsibility as childcare providers is to ensure the safety and welfare of all the children in our care in line with the procedures laid out by the local Safeguarding Children's Board.

Members of staff have received training on Safeguarding Children (Child Protection) and we are aware of the signs and symptoms of:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

We are also aware other the following additional types of abuse:

- Child on Child Abuse
- Domestic Abuse
- Online Abuse
- Child Sexual Exploitation
- Child Criminal Exploitation
- Grooming
- Harmful Sexual Behaviour
- Forced Marriage
- So-called 'honour-based' abuse
- Radicalisation and Extremism
- Modern Slavery
- Child Trafficking

If we have reason to believe that a child in our care is being abused in any way we will telephone the Worcester Family Front Door (FFD) and report the matter to the Duty Social Worker for Worcester Social Services, Child Protection Team. Under these circumstances, we will not be able to keep information relating to your child confidential, but will need to share it with Ofsted, Social Services and the Police if requested.

An individual child protection file is started for a child when:

- There are welfare and or safety concerns (including operation encompass or MARAC notifications)
- The child has been referred to the Family Front Door
- There is Children's Services Social Care involvement with the child/family
- We are participating in multi-agency support.

If concerns relate to more than one child from the same family attending the setting a separate file for each child is created and cross referenced to the records of other family members. Common records e.g. child protection conference notes are referenced in each file. Other files relating to the child, for example SEN information, are also cross referenced.

An individual child protection file includes:

- Front sheet
- Individual chronology
- All safety and welfare concern forms relating to the child
- Any notes initially recorded
- Records of discussions, telephone calls and meetings (with colleagues, other agencies or services, parents and children/young people)
- Professional consultations
- Letters sent and received
- Referral forms
- Minutes/notes of meetings (copies for each child as appropriate)
- Formal plans linked to the child (e.g. Child Protection Plan).

Security, storage, and retention of records

Individual files are stored securely and separately from the child's other information so that they are shared only on a need-to-know basis. The DSL reviews such records regularly so that increasing concerns can be identified and action taken to ensure that needs are met.

Parents have the right to access information held about their child so records are shared with them if they make this request, however there are some exceptions, namely those described previously in the section on sharing information with parents, for example when sharing the information would place the child at risk of significant harm.

All safeguarding records are retained until the child reaches the age of 25 years.

A copy of our “Group Settings Safeguarding and Child Protection Policy and Procedures” is available for you to read. This sets out guidelines for how we must record any incidents and disclosures and the procedures we must follow.

Please see our ‘Allegations of Abuse Policy’ regarding how we protect staff members from allegations being made against us.

If you have any concerns regarding this policy, please discuss them with Denise or Penny.

Date Reviewed:

Signed: