

## Child Protection Policy (in line with Local Authority Guidelines)

**Aim of the Policy** - Kids Allowed Child Protection Policy is in place to ensure parents and team are aware of Kids Allowed duty to protect the children in their care, to inform Social Services of suspected child abuse, and outline the procedures in place should an allegation be made against a member of the team.

The welfare and safety of the children attending a Kids Allowed Centre is paramount at all times. As childcare providers we have a duty to protect the children within our care.

- Safeguarding procedures are covered during induction training with each new team member.
  - Annual refresher training is given to each Kids Allowed colleague through KAART and KA Way training.
  - Personal mobile phones and cameras are not permitted to be used at any time whilst a team member is on duty.
  - Parents are required to read and sign the Kids Allowed Safeguarding Statement within the Declaration of Consent as part of the settling in process.
  - The Centre Manager will work closely with both Social Services and the Local Authority Designated Officer (L.A.D.O) or Local Authority equivalent with regard to child protection issues.
- The L.A.D.O for Cheshire East is Jenny Crowther contact information: [jenny.crowther@cheshireeast.gov.uk](mailto:jenny.crowther@cheshireeast.gov.uk) 01606 288 931
- The L.A.D.O for Manchester is Majella O'Hagan contact information: [majella.o'hagan@manchester.gov.uk](mailto:majella.o'hagan@manchester.gov.uk) 0161 203 2393
- The L.A.D.O for Stockport is John Crawley contact information: [John.crawley@stockport.gov.uk](mailto:John.crawley@stockport.gov.uk) 0161 474 5657
- Team Members observe the children and know their normal behaviour patterns; any significant change to previous patterns of behaviour and development will be noted and brought to the prompt attention of the SoCCo. Equally, if a child discloses to a colleague the matter should be brought to the prompt attention of the SoCCo.
  - Written documentation of conversations and observations will be made in the event of suspected abuse. This information will be stored in a locked cabinet and accessible to as few people as need to know (*use the Kids Allowed Note Taking Paper where possible*). The location of this file will be known by the SoCCo and the Centre Admin Manager and will not be in the child's general file.
  - A record of conversations with parents relating to explanations for injuries received away from the Centre will be documented on the *Pre Existing Child Injury Form*
  - At Kids Allowed, the Centre Manager is the designated team member with lead responsibility for all Safeguarding issues within each Centre. This includes liaison with other professional bodies should an abuse situation be disclosed or suspected. Overall responsibility for child Safeguarding issues is held by the Managing Director of Childcare, James Crosswell. In their absence responsibility is delegated to Chief Executive Officer Jennie Johnson.
  - Any Safeguarding concern raised must be escalated to James Crosswell immediately (or in his absence Jennie Johnson)
  - Kids Allowed has a duty to report any suspicious of abuse to Ofsted and the Local Authority, who will advise of the next steps to be taken.
  - Ongoing support will be provided to the parties involved.
  - If a member of the team suspects that a Parent/Carer is under the influence of alcohol or drugs, an attempt will be made to establish if they were intending to drive home. If this is believed to be the case then the Centre Manager will be notified. The Centre Manager will then discuss this with the parent and offer the parent a disposable breathalyser to determine if they are fit to drive or offer to help find another mode of transport. If the parent refuses either option, the Centre Manager reserves the right to contact the Police should the parent still attempt to leave with their child.

### Prevent Duty

- If a member of the team suspects that a parent/carer or colleague are being targeted by or supporting groups who may promote violent extremist activities the safeguarding procedure will be instigated. Support will be given to any child/family who may be at risk.
- Safeguarding children and young people from radicalisation and extremism is no different than safeguarding them from other forms of harm. For example, if a member of the team suspects female genital mutilation has taken place to a child we have a mandatory duty to report this and the Child Protection procedure applies. The colleague/centre SoCCo would contact James Crosswell immediately.

Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- Children's health and safety and well-being, including their mental health
  - Meeting the needs of children who have special educational needs and/or disabilities
  - Meeting the needs of children and learners with medical conditions
  - Providing first aid
  - Intimate care and emotional well-being
  - Appropriate arrangements to ensure children's security.
- If you were concerned about any of the above or feel that this is not being provided for any child the safeguarding process applies and your centre SoCCo would be informed.

## Child Protection Policy (in line with Local Authority Guidelines)

Child on Peer and Peer on Peer abuse.

- We recognise that children and young people are capable of abusing their peers and this risk is covered in the Behaviour and Sanctions Policy.
- If you are concerned about peer on peer abuse please refer to the Colleague Behaviour, Including Bullying and Harassment Policy.

If an allegation of abuse is made against a team member, the following procedure will apply:

- The Managing Director of Childcare will contact The L.A.D.O **without delay** for support and advice on how to proceed.
- The L.A.D.O will advise if the allegation is to be subject to a multi-agency investigation (e.g. Ofsted, the police etc.) or dealt with internally. **Please note an internal investigation must not commence until this decision has been made as it could prejudice any subsequent police enquiry.**
- The Managing Director of Childcare will notify both Ofsted and the Social Services Duty Officer of the abuse allegation and team member details (the statutory requirement is to inform Ofsted within 14 days of the allegation being made although best practice would be sooner than this).
- The investigation into the allegation may be undertaken by the Police and the Safeguarding Children Unit, with full cooperation of the Centre Management and the Managing Director of Childcare. Access to written documentation relevant to the child and the allegation, will be made available to the relevant investigation bodies.
- Depending on the nature of the allegation, the team member may be suspended for the duration of the investigation. Other options would be to chaperone the colleague whilst the matter is investigated or change the duties of the colleague. This decision will be made in conjunction with the Centre Manager. Confidentiality will be maintained during the investigation as far as is practicable.
- The colleague will be given a named contact within Kids Allowed for any questions or support.
- Should the investigation outcome result in the allegation being unfounded, the employee will be reinstated.
- Should the investigation outcome result in a change being made, the colleague will be subject to the Company Disciplinary procedure where the outcome could range from an action plan up to, and including, dismissal from Kids Allowed
- If the investigation is a no action outcome, details of the investigation and outcome will be recorded on a Customer Care Form and stored in the locked child's file.
- If the allegation is about an adult who is not a colleague there are instances in which the allegation should not be disclosed to the child's parents. These instances are in the case of alleged sexual abuse, alleged fabricated & induced illness or if it is felt that the child may be put in further danger by disclosing the information to them. In these circumstances, you contact your SoCCo who will via the Managing Director of Childcare illicit advice about what to do next from children's services.
- The SoCCo for your Centre is the Centre Manager. If your SoCCo is absent, please call the SoCCo from another Centre or the Managing Director of Childcare James Crosswell or Chief Executive Officer Jennie Johnson for Advice.

For full Child Protection Flow chart please refer to the Child Protection Poster displayed in each room and available at request from Reception.

NB: The term **SoCCo** means "Safeguarding of Children Coordinator"

The term **L.A.D.O** means "Local Authority Designated Officer"