

Policy 12 Child Protection Procedure

- We intend to create at YABC an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to.
- All known abusers will be excluded and reported
- All staff will be required to have / apply for an Enhanced Disclosure from the (CRB).
- All applicants both paid and voluntary will be subject to a probationary period of 3 months and their appointment will not be confirmed until YABC is confident that they can be safely entrusted with children.
- All staff should be aware of their responsibility as childcare workers to share any concerns they have about a child with the manager. If a staff member feels that their concern is not being taken seriously they have every right to share their concerns with Social Services or the Police without affecting their terms of employment. Staff also have the right to share concerns directly with Social Services or the police if they feel this is appropriate.
- All staff should be aware of possible indicators of child abuse through staff training, both internal and external.
- Where an allegation of child abuse is made against a member of staff we will
 1. Request the allegation in writing.
 2. The written allegation will go to the Chair/Owner/Manager.
 3. A decision will be made by the Chair/Owner on who should be informed i.e. Ofsted, Social Services and the rest of the committee (if appropriate).
 4. If the allegation is of a serious nature then the management and /or Ofsted will decide if the employee should be suspended on pay, whilst investigations are being made.
 5. The investigation will include obtaining statements from all witnesses available and from the employee who is involved and will be carried out by Owner/Chair/Ofsted/Social Services/Police.
 6. At all times the employee will have the right to representation.
 7. Depending on the outcome of the investigations, Disciplinary Procedure will be followed if deemed necessary.
 8. All the above will be additionally reported to the ABAE through their policies and documentation.



All allegations and concerns must be reported to the Local Authority

Designated Officer (LADO) within the same working day. The LADO will then decide what action to take.

The LADO can be contacted on 01904 555695

- Records will be kept as appropriate.

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up. This record will include the child's name, address, age, times and dated observations. The report will objectively describe the child's behaviour and appearance without comment or interpretation, where possible the child's exact words spoken, the date, time and signature of the recorder. These records will be kept as confidential and will not be accessible to anyone other than the nominated person. Records will be subject to regular review in order to note repeat incidents or progressive build up of concerns.

- We will liaise with other bodies

YABC operates in accordance with local authority guidelines. All confidential records on a child will be shared with the Social Services Department if YABC feels that the parents have not given an adequate explanation of the child's condition.

- We will support families

Where abuse at home is suspected, YABC will continue to welcome the child and their parents into the Centre while investigations are carried out.

