***AYA* Child Protection Procedures**

**Overview**

The following procedures apply to all staff working in the setting and will be covered by training to enable staff to understand their role and responsibility.

The aim of our procedures is to provide a robust framework which enables staff to take appropriate action when they are concerned that a child is being harmed or is at risk of harm.

The prime concern at all stages must be the interests and safety of the child. Where there is a conflict

of interest between the child and an adult, the interests of the child must be paramount.

All staff are aware that very young children with those with disabilities, special needs or with language delay may be more likely to communicate concerns with behaviours rather than words. Additionally staff will question the cause of knocks and bumps in children who have limited mobility which will include children visiting the site as well as those who are pupils.

**If a member of staff suspects abuse, spots signs or indicators of abuse, or they have a disclosure of abuse made to them they must:**

1. Make an initial record of the information -On paper, referring to factual information only
2. Report it to the DSL immediately
3. The DSL will consider if there is a requirement for immediate medical intervention, however urgent medical attention should not be delayed if the DSL is not immediately available
4. Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:

* Dates and times of their observations
* Dates and times of any discussions in which they were involved.
* Any injuries
* Explanations given by the child / adult
* What action was taken
* Any actual words or phrases used by the child

The records must be signed and dated by the author

In the absence of the DSL or their Deputy, be prepared to refer directly to Children’s Social Care (and the police if appropriate) if there is the potential for immediate significant harm

**Following a report of concerns the DSL must:**

1. Decide whether or not there are sufficient grounds for suspecting significant harm in which case a referral must be made to Children’s Social Care and the police if it is in keeping with the National Police Chiefs Council [“When to call the Police](https://www.npcc.police.uk/documents/Children%20and%20Young%20people/When%20to%20call%20the%20police%20guidance%20for%20schools%20and%20colleges.pdf)” guidance. The rationale for this decision should be recorded by the DSL.
2. Normally the setting should try to discuss any concerns about a child’s welfare with the family and the school, and where possible to seek their agreement before making a referral to Children’s Social Care. However, in accordance with DfE guidance, this should only be done when it will not place the child at increased risk or could impact a police investigation. Where there are doubts or reservations about involving the child’s family, the DSL should clarify with Children’s Social Care or the police whether the parents should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a criminal investigation. The child’s views should also be taken into account.
3. If there are grounds to suspect a child is suffering, or is likely to suffer, significant harm the DSL (or Deputy) must contact Children’s Social Care via the Inter-Agency Referral Form (IARF) making a clear statement of:
   * the known facts
   * any suspicions or allegations
   * whether or not there has been any contact with the child’s family

If there is indication that the child is suffering significant harm, a call will also be made to Children’s Reception Team (CRT) on **0300 555 1384, out of hours 0300 555 1373.**

1. If a child is in immediate danger and urgent protective action is required, the police must be called. The DSL must then notify Children’s Social Care of the occurrence and what action has been taken
2. When a pupil needs *urgent* medical attention and there is suspicion of parental abuse causing the medical need, the DSL or their Deputy should take the child to the accident and emergency unit at the nearest hospital, while Children’s Social Care are informed. Advice should be sought from Children’s Social Care about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention.
3. If there is not a risk of significant harm, the DSL will either actively monitor the situation or consider the Early Help process.
4. In cases of allegations against staff or low level concerns, the Low Level Concerns (LLC) procedure will be followed.

**Staff need to refer to the Staff Safeguarding folder to access further Annexes and Information.**

| This policy was adopted by: AYA | Date: 01/09/23 |
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| To be reviewed: 01/09/24 | Signed |