



It is the policy of The Den to make children's safety, wellbeing and protection our highest priority while they are in our care.

We do this by:

- Recognising that it is our legal duty to respond to and refer all allegations of child abuse and without delay

Having regard for the Rights of Children and Young Persons (Wales) Measure 2011 and specifically Article 19 of the UN Convention on the Rights of the Child which states: "Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them."

- The Procedures helps practitioners apply the legislation Social Services and Wellbeing (Wales) Act 2014 and statutory safeguarding guidance Working Together to Safeguard People.
- Having regard for the Wales Safeguarding Procedures for children 2019.
- Having regard for Welsh Government's statutory guidance on safeguarding children under the Social Services and Wellbeing (Wales) Act 2014
- Developing a professional link with the child protection coordinator in this Local Authority and the Local Safeguarding Children's Board (LSCB)
- Ensuring that all who use and work here know that child protection is the responsibility of everyone
- Operating a clear and thorough recruitment policy and procedure for staff and volunteers. These include maintaining current enhanced criminal records checks within the Disclosure and Barring Service (DBS) scheme and checks on suitability references, in addition to qualifications in line with the day care regulations
- Implementing an induction process and code of conduct for staff, students, visitors and volunteers. This includes:

- Informing staff that any failure to report suspected abuse will result in disciplinary action being taken
- Procedures for staff who work in a 1:1 capacity and provide personal care for children
- Designating a suitable child protection officer **Kevin Baugh** and deputy **Laura Butterton** to act in their absence, who acts on behalf of The Den in any child protection matters including making sure that appropriate training and information is available and accessible to all staff, students, visitors and volunteers
- Ensuring all staff are trained in child protection procedures (this includes recognition of signs of abuse within the categories of sexual, emotional, physical and neglect)
- Maintaining staff ratios for the supervision of children that are in line with or exceed regulatory requirements
- Operating and keeping an up-to-date risk assessment of all activity within The Den and ensuring adequate insurance cover is provided
- Informing all parents about the child protection policy and procedures (including relevant contact numbers) as each family starts to use The Den
- Operating an effective range of policies and procedures that support and safeguard children within the setting
- Reporting, recording and monitoring any injuries sustained by a child (while away from the setting, or in our care). We note changes in a child's behavior and discuss any issues with parents who will normally be the first point of contact, except when this may be considered to place the child at risk.

The local authority (social services duty social worker) is the prime authority for dealing with child protection investigations although concerns may be reported to a police officer or an officer of the National Society for the Prevention of Cruelty to Children (NSPCC) or CIW.

There are two types of disclosure:

1. A disclosure about a child
2. A disclosure about professional abuse

1. Action to be taken in the event of a disclosure about a child:

In the event of a member of staff having a concern/suspicion that a child has suffered abuse/neglect or if someone tells them that they or another child or young person is being abused/suffering neglect:

The member of staff acts without delay and (as is appropriate to the age/stage of the individual child):

- Listens, showing that they have heard what they are being told and that they take the allegations seriously
- Does not prompt or ask leading questions
- Does not ask the child to tell their story more than once
- Explains what actions they must take (using agreed procedures)
- Does not promise to keep what they have been told a secret or confidential, but explains that they will share information only on a 'need to know' basis.

The member of staff:

- Writes down, using the exact words, what they have been told. This is done immediately
- Makes a note of the date, time, place and people present in the discussion.
- Does not confront the alleged abuser
- Reports the concerns to the registered person/responsible individual and/or designated child protection officer as soon as possible, but without delay.

The registered person/responsible individual/designated child protection officer:

- Reports the concerns immediately (but within 24 hours) to the intake and assessment team duty officer of the local social services department. Verbal referrals are followed up in writing
- Informs CIW that a referral has been made and that procedures are being followed.

2. Action to be taken in the event of a disclosure about professional abuse:

If the behaviour of a colleague, adult (including volunteers and members of the public) towards children or young people causes concern:

- The procedure above (in **1. Action to be taken in the event of a disclosure about a child**) is implemented (and adapted to who is making the disclosure)
- The *registered person/responsible individual* considers the options for removal/suspension of the member of staff/volunteer from duty without prejudice pending decisions made at the strategy discussion
- The member of staff/volunteer is informed and written records of discussions and decisions are made in line with the staff disciplinary policy and procedure
- The *registered person/responsible individual* informs CIW of any allegations of serious harm to a child committed by any person looking after children in The Den, or by any person living, working, or employed on the premises, or any abuse alleged to have taken place on the premises without delay
- If the allegation is about the *registered person/responsible individual* it is the responsibility of the designated child protection officer (or deputy) to inform CIW without delay
- Failure by a member of staff to report suspected abuse will result in disciplinary action being taken

Making the referral

- The referral is made to social services as soon as a problem, suspicion or concern about a child becomes apparent, and at least **within 24 hours**
- Outside office hours, referrals are made to the social services emergency duty team or the police.
- The duty social worker taking the referral is given as much of the following information as possible by The Den's referrer, (using the form agreed with the LA child protection co-ordinator):
 - The nature of the concerns
 - How and why those concerns have arisen
 - The full name, address and date of birth (or age) of the child
 - The names, addresses and dates of birth/ages of family members, along with any other names which they use or are known by
 - The names and relationship of all those with parental responsibility (where known)
 - Information on any other adults living in the household

- Information relating to other professionals involved with the family, including the name of the child's school and GP
- Any information held on the child's developmental needs and his/her parents' /carers' ability to respond to these needs within the context of the wider family environment
- Any information affecting the safety of staff.

The *(registered person/responsible individual designated child protection officer)* has responsibility to ensure that child protection concerns are taken seriously and followed through, remaining accountable for their role throughout the child protection process.

If they remain concerned about a child they will make representations to the intake and assessment team duty officer of social services.

Record Keeping

- The Den keeps accurate, concise and clear records in straightforward language to underpin good child protection practice
- The Den's arrangements for retention, storage and destruction of electronic and paper records of child protection matters meet the relevant regulations (including Data Protection Act 1998) and requirements made by the Information Commissioner's Office
- Records kept by The Den are shared on a need to know basis with social services departments
- The Den's child protection records:
 - Use clear, straightforward language
 - Are signed, dated and timed
 - Are concise, legible and comply with professional standards and requirements
 - Are accurate in fact and distinguish between fact, opinion, judgement and hypothesis
 - Are organized and include detailed recording and chronologies and summaries, including all contacts
 - Are comprehensive
 - Clearly record judgements made and actions and decisions taken
 - Clarify where decisions have been taken jointly across agencies, or endorsed by a manager
 - Record both formal and informal supervision discussions
 - Record directions given and agreements or disagreements made in consultation with supervisors or managers

- The Den's representative/child protection officer attends any multi-agency discussion (this may be a meeting or via telephone) and provides reports as necessary and appropriate
- The strategy discussion considers risk associated with any allegation and should determine whether or not a member of staff will be suspended from duty without prejudice (*reference staff recruitment and employment, and whistle blowing policy*)
- Decisions are recorded in writing.

Throughout a child protection investigation

The Den will:

- Make every effort to build and maintain trusting and supportive relationships between families, staff and volunteers
- Do all it can to support and work with the child's family
- Share any confidential records on a child with the child's parents, *except in cases in which parents are implicated and evidence gives rise for concern.*

The following contact details are also kept and checked and updated as needed by Kevin Baugh.

Social Services Intake and Assessment Team:

Address: Education Department, 3rd Floor, Crown Buildings, 31 Chester Street, Wrexham, LL13 8BG

Contact number/s: 01978 292039 / 08450533116

Police: PC Erin Hulley

Address: N/A

Contact number/s: 07974243561

CSSIW regional office: Llandudno

Address: Government Buildings, Sarn Mynach, Llandudno Junction, Conwy, LL31 9RZ.

Contact number/s: 0300 790 0126 / email@ ciw@gov.wales

This **medication, asthma and on-going medication** policy and procedure was passed for use in The Den

On: 27.01.2023

By: *Mr. Kevin Baugh & Mrs Laura Batterton*

Positions: *Registered Person & Person in Charge*

Date of planned review: September 2025