

At Candystripe, we are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and we will work with the statutory agencies in accordance with the procedures set down under "What to do if you are worried a child is being abused" 2015 and "Working Together to Safeguard Children" 2018.

At Candystripe we acknowledge that abuse can take different forms including:

- Physical
- Sexual
- Emotional
- Neglect

Where children are suffering from physical, emotional, sexual abuse or experiencing neglect, this may be demonstrated through:

- Significant changes in behaviour.
- Deterioration in general well-being.
- Changes in appearance, their behaviour or their play.
- Unexplained bruising or marks, especially in children less mobile or areas not easy to injure.
- Comments which may give a cause for concern either a direct or indirect disclosure.
- Any reason or evidence to suspect that abuse or neglect is happening outside the setting.

When a child makes a disclosure (either a comment or discussion) or staff observe behaviour or marks/injuries that are concerning them, they must follow the procedure as follows:

- Listen to the child, offer reassurance.
  - DO NOT ask leading questions to the child.
  - Make a written record of what has been observed or shared in the disclosure including:
    - The date and time of the disclosure or observation.
    - The exact words spoken by the child (only write down what you remember, not what you think they said).
    - Names of other people present at the time of the disclosure or observation.
  - Ensure the record is signed and dated and stored securely in the child's folder.
  - Ensure designated staff are informed of the disclosure so they can support staff through the process of recording.
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## Informing Parents / Carers

- Parents / carers will normally be the first point of contact.
- The designated person will discuss concerns with the parents / carers to get their view on what has happened. Only do this if the child is not in danger.
- Record the discussion with the parents as a written record and allow the parents to view what has been written. Only if the child is not in danger should parents see the written record.
- If a suspicion of abuse has warranted a referral to social services, then the Company Safeguarding Officer must make the referral to the Children's Social Work Services, Duty and Advice Team.
- The Company Safeguarding Officer will be advised by the Duty and Advice Team that they need to inform the parents that a referral has been made.

Ofsted must be notified that a referral has been made to the Children's Social Work Services, Duty and Advice Team.

REVIEW DATE	MANAGER SIGNATURE

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