

# Area Child Protection Committee Procedure Childminders, Day Nurseries, Out of School Clubs, Sessional Care and Crèches

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If you suspect that a child is being abused then you have a DUTY to report your concerns to Social Services. In Barnsley there are two Assessment Teams, which are your initial contact on:

Barnsley East Assessment Team at Brierley 01226 775131

Serving the following areas:

Brierley, Cudworth, Shafton, Royston, Grimethorpe,  
Thurnscoe, Goldthorpe, Bolton-on-Deane, Wombwell,  
Darfield, Monk Bretton, Lundwood and Athersley

Barnsley West Assessment Team at Wellington House

01226 772423

Serving the following areas:

Worsbrough, Hoyland, Darton, Dodworth, Penistone  
and the town centre

8.45 am to 5.00 pm Monday to Thursday

8.45 am to 4.30 pm Friday

*Please note that you should contact the area team where the child you are concerned about lives, not where they access childcare.*

❖ If you need to contact Social Services out of these hours  
you should call the Emergency Duty Team on 01226 715656

If you are not sure whether your concerns constitute child abuse you should feel free to consult with your Local Area Social Work Team.

❖ Social Services Child Protection Unit 01226 772400

It is important that you record, in writing, your concerns as and when a situation occurs, recording factual and first hand knowledge only. The range of information you may need to refer on to the Duty Social Worker will include:

- Your address and telephone number at which you can be contacted
- Your place of work and occupation
- The name of the child and the child's age and date of birth
- The name of the child's Social Worker, if he/she has one
- Any family details that you know, e.g:-
  - Parent(s)/carer(s) names
  - Address of child and parents/carers
  - Names of brothers and sisters of the child
  - Date of birth of other family members
  - School(s) which the child or family members attend
  - The name of the family Doctor
  - The name of the family Health Visitor
- How long you have known the child
- Why you are worried about the child
- What the child said about the injury/situation
- Any immediate or impending danger to the child
- The current whereabouts of the parents/carers eg:-
  - Place of work
  - Times of work
  - When parents are due home
- When the child is due to go home

## **Some important do's and don'ts**

### **Do:**

- Be accessible and receptive
- Listen carefully
- Take it seriously
- Reassure children they are right to tell
- Negotiate getting help
- Find help quickly
- Make careful records of what was said/seen immediately: eg:-
  - A description of any observed injuries (i.e. site, size, colour, etc) and who has seen them
  - Any allegations made and who witnessed them
  - Any discussions with the child or others
  - Dates/times/locations of alleged incidents
  - Any known witnesses to the alleged abuse
  - Action taken and people contacted (including when the referral was made, to whom, their response and any agreed action)

### **Don't:**

- Jump to conclusions
- Try to get the child to 'disclose'/interrogate the child
- Speculate or accuse anybody
- Make promises you cannot keep

Barnsley Area Child Protection Committee is committed to the principles of working in partnership with parents/carers. However, the decision as to whether, when and how to inform parents/carers that an allegation has been made or concerns raised, rests solely with Social Services/Police.

This means that if the nature of your concerns relates to child protection then you should NOT inform parents of your intention to refer or the fact that you have done so, unless this is agreed as outlined below.

Consultation and inter-agency working is the key to effective child protection and it may be that, following your discussions with Social Services, it is agreed that you will inform parents; or that Social Services will do so; or that doing so will be delayed.

### **Child Protection Training**

It is strongly recommended that all childcare providers periodically undertake Child Protection Training. This includes:

- Managers, supervisors, staff, volunteers and committees of Day Nurseries, Out of School Clubs, Play-group/Pre-School and Crèches.
- Childminders, jointly registered childminders, home carers and registered assistants.

It is vitally important to keep up to date your knowledge of signs and symptoms, accurate record keeping and referral procedures along with allegations and complaints, dealing with disclosure and writing a child protection policy/staff awareness. Training opportunities can be accessed via Barnsley Choices.

**This leaflet was developed in January 2005 by:**

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**Working together with Barnsley Social Services**