

Do not interrogate a child or their parent/carer. You must contact a statutory agency as a matter of urgency. Do not photograph any marks or injuries, this may compromise any subsequent investigation.

Contact either  
Safeguarding Referral Team (SRT),  
Telephone: 01782 235100

or  
The Police Telephone 101

You will need to give details of:

- The child and family (name, d.o.b.. etc)
- Health visitor details, if known
- Childcare setting
- The basis of your concern, with reference to dates if possible

If you make a referral to SRT you **MUST** follow this up in writing using the relevant form within 24 hours of the verbal referral. The Multi Agency Referral Form (MARF) can be found at

[www.safeguardingchildren.stoke.gov.uk](http://www.safeguardingchildren.stoke.gov.uk)

Alternatively you can contact your Development Officer or SRT for a copy.

### What happens next?

Due consideration will be given to your referral and this will be acted upon sensitively and in a way that will be most helpful to the child and family concerned. You should receive written confirmation from SRT that your referral to them has been received and that it is receiving attention. Advice will be given if you are required to assist in taking any further action.

## CONTACTS

### Local Authority Designated Officer

01782 235100

**Safeguarding Referral Team** 01782 235100

**Access and Advice Team** 01782 232200

**Emergency Duty Team** 01782 234234  
(Out of hours emergencies 5pm—830am)

### Early Years Development Officer

01782 234927

### Safeguarding Education Development Officer

01782 235897

## Safeguarding Children Board (SCB)

[www.safeguardingchildren.stoke.gov.uk](http://www.safeguardingchildren.stoke.gov.uk)

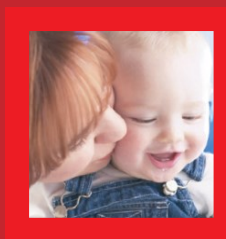
By clicking on the Professional tab on the SCB website, you can find out more information on:

- Abuse
- Carers
- Child Safety
- Child Sexual Exploitation
- Concerned about a Child
- Death of a Child
- Early Help
- Forced Marriage
- Government Guidance
- Health
- Homelessness
- Learning from Reviews



# Safeguarding Children Guidance Notes

## Information for Early Years Providers



SCB Leaflet No. 6

**2019** January

## Introduction

Those who provide childcare services have a unique opportunity to promote and safeguard the welfare of children in their care.

Promoting a child's welfare must remain paramount and takes priority over all other considerations.

These notes are offered as guidance to Early Years providers.

## What is child abuse?

There are different forms of child abuse accompanied by some signs that you need to be aware of. However, it is important for childcare providers to be mindful that they must consider the whole picture and seek help and advice when unsure.

## Physical Abuse

Physical abuse occurs when a child has been hurt or injured as a result of being hit, shaken, burnt, squeezed or bitten. Below are some possible indicators of different forms of physical abuse:

- Children have unexplained injuries, bruises or marks
- Marks which may be caused by burning or pinching
- Children may be absent from the childcare setting in order to conceal injuries. Therefore it is important that childcare providers are satisfied as to the reason for the absence.

## Sexual Abuse

Sexual abuse is when others use children to meet their own sexual needs. This might include sexual activity actually involving the child or showing the children pornographic material on videos or the internet.

Below are some possible indicators of different forms of sexual abuse:

- Comments about sexual activity made by either the child or their parent/carer
- Inappropriate sexual language, sexual knowledge or age inappropriate sexual behaviour which is not what you would expect from a child
- Repeated urinary or genital infections

## Emotional Abuse

Children who are persistently denied love and affection will suffer emotional abuse if they are continually shouted at, made to feel stupid, rejected, used as scapegoats, or live in a violent environment. Below are some possible indicators of different forms of emotional abuse:

- Withdrawn, anxious behaviour
- Lack of self-confidence or low self esteem
- Self-harm and eating disorders
- Demanding or attention-seeking behaviour
- Unwillingness to communicate
- Repetitive, nervous behaviour

## Neglect

Neglect is when a child's basic needs are not met. This could include lack of food, warmth, protection, education, healthcare and general well-being. Signs of neglect could include:

- The child's clothes are often dirty, scruffy or unsuitable for the weather
- No one seeks medical help when child is ill or hurt
- The child is smelly and dirty
- The child is left alone or with unsuitable carers

- The child is thin, pale, lacking in energy
- Lots of accidents happen to the child
- The child is exposed to risks or dangers, such as dangers in the home or drugs or needles being left around

## What to do if you are worried or uncertain

If you are worried about a child it is important that you share your concerns with someone as soon as possible. This will help you to decide what to do next. You must contact either:

- Your manager/designated safeguarding officer
- Early Years development officers
- A social worker (if you know that the child has one allocated)

The preliminary discussion may subsequently lead to:

- You contacting the Safeguarding Referral Team to report the matter to a social worker.
- Keeping a diary and making notes relevant to the child's progress.
- Querying the child's general progress with the parent / carer
- Any combination of these

Remember - acting positively on even minor concerns can be influential in properly safeguarding a child. If in doubt seek advice from any of the agencies listed overleaf.

## Acting upon a disclosure of sensitive information

Children who disclose sensitive information need reassurance from the adult. However you must not make promises that you cannot keep.