

CHILD SAFEGUARDING PROCEDURES

Children have the right to be safe from harm. We take our responsibilities of care very seriously and ensure that we have systems in place to protect children from harm. If we suspect a child may be being abused in any way whether physically, emotionally, sexually or by neglect, we have a robust system to follow.

NOTE All documents used to support this policy can be found here - [R:\Centre Admin\SAFEGUARDING](#)

Confidential Child Records are kept on a separate secure drive – all documents are password protected utilising a 6 letter word followed by child initials.

Definitions of Abuse

Physical Abuse

Physical abuse is where a child may be the victim of being hit, shaken, poisoned, punched, kicked, scalded, burnt, drowned or suffocated. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. Symptoms may include bruising, [HERE](#) burn marks, scarring, signs of fingerprints on the skin, unusual markings on the skin. Children may present as shying away from quick movements, cowering, and showing emotional fear responses to certain activities or stimuli or may be aggressive themselves.

Emotional Abuse

Emotional Abuse is where a child's need for love, security, recognition, and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in domestic violence or domestic abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening, or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include: Excessively clingy or attention seeking; Very low self-esteem or excessive self-criticism; Withdrawn behaviour or fearfulness; Lack of appropriate boundaries with strangers; too eager to please; Eating disorders or self-harm; inappropriate level of expectation

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether, or not, the child is aware of what is happening. This may include physical contact both penetrative and non-penetrative, or viewing pornographic material including using the internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing .

- Further information can be sourced here <https://www.devonchildrenandfamiliespartnership.org.uk/documents/2017/10/child-sexual-abuse-one-minute-guide.pdf>
- Resource link to NSPCC "PANTS" <https://www.youtube.com/watch?v=-lL07JOGU5o>
- And the NSPCC Pants Guidance tool <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/underwear-rule/>
- This tool is particularly helpful to be able to be able to better spot the possible signs that a child may be sexually abused <https://www.brook.org.uk/our-work/the-sexual-behaviours-traffic-light-tool>

Child Sexual Exploitation

We maintain an awareness of Child sexual exploitation -CSE – a form of sexual abuse that involves the manipulation and/or coercion of young people under the age of 18 into sexual activity. To support any conversation, we may have with parents who may have concerns for older siblings at home. With

under 5s our focus is to support children to have an initial understanding of positive and safe relationships.

Link to some of the most common apps which can be used for CSE purposes. [CSE Social Media Library](#)

Female Genital Mutilation

We are alert to the potential risks that a child could be subjected to female genital mutilation. This may be the case for an older sibling, or we should be alert to the prospect that a child may be led to believe that it is a cultural norm in their family and community. We support our very young children to establish a sense of self and to gain a voice and questioning mind. We support children to be able to develop trusting relationships with safe adults and to know that their body is theirs alone. See the NSPCC Pantasaurus link [Above](#)

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

Indicators of Neglect include growth delay, continuous hunger, inability to meet child emotional need, poor hygiene, and poor attendance at the setting.

Further supporting information [R:\Centre Admin\SAFEGUARDING\NEGLECT](#)

Children may also suffer unintentional abuse as the result of a parent accessing illicit substances, being the perpetrator or victim of domestic abuse or as the result of poor maternal or paternal mental health. [R:\Centre Admin\SAFEGUARDING\Signs of abuse\Outcomes of substance, domestic abuse and parental mental health.docx](#)

What to do if you are concerned

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you

- Stay calm and listen carefully
- Reassure them that they have done the right thing in telling you
- Do not investigate or ask leading questions – you may ask the TED questions
- T – tell me what happened
- E – Explain how did that happen?
- D – describe what happened
- Let them know that you will need to tell someone else, if you think they are or someone else might be at risk
- Do not promise to keep what they have told you a secret. However, you will let them know who you are telling and what.
- Inform the Designated CP officer as soon as possible
- Complete a CP disclosure Report Form detailing the allegation, disclosure or incident which you must sign, time and date. [R:\Centre Admin\SAFEGUARDING\Forms\CP Disclosure Report form.docx](#)
- Any completed CP Disclosure Report forms will be scanned and saved in the child's confidential computer folder.
- The CP Flow diagram will be used to support any decisions or following actions . [R:\Centre Admin\SAFEGUARDING\Forms\FLOWCHART safeguarding.xlsx](#)

Staff Best Practice

Always keep a record of any behavior or incident that could compromise you as a worker, for example;

- If the child makes any allegation against you or another member of staff;
- If a child touches you in a sexual manner or inappropriate place.
- Know Daisy and rainbow childcare's 'Safeguarding Procedures';
- Know who the 'designated' Child Protection person is;
- Avoid excessive amounts of time alone with a child;
- Respect confidentiality unless the information you have may impact on the safety/welfare of the child;
- Think about the type and frequency of touch required when working with children with additional needs.
- Always share any concerns you have with your Manager/Supervisor/Designated Child Protection person. Don't be afraid to get advice or seek clarification.

Working with parents and carers

- As parents come into our setting, we will engage them in our desire to work with them closely in order to keep their child safe.
- Each parent will be given a simplified copy, devised by staff and parents, of our Safeguarding procedures 'Working together to stay safe'.
- We will work to develop open and transparent relationships with parents and carers to ensure that "difficult" conversations can be more easily managed.
- Parents will be made very aware that we monitor the well-being of all children in our care. Our processes and procedures will be shared at induction.
- We encourage and enable parents to feel that they can trust us and bring their concerns directly to us to seek support.
- Parents will have access to the "Devon MASH (Multi Agency Safeguarding Hub) information for parents and carers" poster to inform them how to refer a child if they are concerned about a child's safety.
- Any causes for concern that require parental action will be notated on a carers conversation form, [Carers Conversation Form](#) with agreed actions shared and monitored. This document will then be scanned to the child's folder.

Stay Safe

- We will use the terms "keeping yourself safe" , being safe, making safe choices as a mechanism for enabling conversations with children about how to keep themselves safe increasing their understanding of the term.
- We will seek to understand the child as a part of their wider family and be attuned to the influences upon their lives.

Absenteeism

- We will monitor child attendance and open communication with parent carers if a child's attendance record becomes erratic or attendance reduces without a known cause.
- We are keen that parents value the importance of an agreed regular attendance at the setting. We request that parents inform us of any absences. When we are aware that a parent has failed to inform us of an absence for more than one day, we will contact the parent ourselves.
- We monitor absenteeism on our register keeping a regular awareness of the percentage of time a child has been absent
- When absenteeism is an ongoing issue or over a prolonged period, we invite parents to join us for a shared meeting to agree a shared response.

PREVENT

- We will work to the terms of the Prevent Duty to support and promote fundamental British values with our children and families – the values of democracy, listening and being open to understand different points of view and being able to define your own viewpoint. We use [Our Poster](#) to understand how to interpret this best for the young children we work with
- We will seek to grow an understanding of the likelihood of radicalisation of any of our young children through gaining a knowledge of our families and the community within which they live. We understand that children can be referred through to the Channel programme however in the first instance would make communication with MASH and the Devon Children and Families Alliance in the first instance.
- We understand that we have a responsibility under the PREVENT Duty to seek to reduce the risk that a child could become radicalised. Primarily we seek to be aware of the child's home and social environment and are alert to changes in a child's behaviour which may indicate coercion or grooming.

Registration

- Children are registered by a member of staff as soon as they enter the building.
- Children with additional safety needs are issued with a red band at registration.
- Parents / carers are encouraged to introduce themselves to staff to encourage visual familiarity.
- No child is left with us to access childcare without a completed registration form indicating phone contacts, emergency contacts and those who have written consent to collect the child.
- Parent carers are advised that they should alert us to any pre-existing injuries which they advise us about on a document as their child joins us to play at the start of their session.

Child Collection

- Children are most normally only handed into the care of a recognised parent/carer or person given prior written consent to collect on the registration form.
- When parents wish to remove the names of those who have consent to collect their child the registration form will be re-completed in its entirety.
- On those occasions when prior written consent to collect has not been given on the registration form, the parent / carer is asked to confirm verbal consent and provide a visual description of the person coming to collect. Notation is made at the setting and a random password is shared.
- We will not allow a child to leave the setting solely in the care of any child under the age of 13.
- It is at the parent's discretion and their own responsibility should they elect a young person 13-17 yrs old to collect their child.
- The setting has no authority to prevent any parent with PR (parental responsibility) from collecting their child unless we suspect the child's safety will be compromised. If the parents are separated, we will work to understand the issues which may impact upon the child and communicate appropriately with each parent. NOTE We will ask to see any relevant court orders to be able to fully establish / confirm when PR has been removed from a parent.
- The time of departure is registered by a member of the childcare staff when a child leaves the session.

Parent / Carer Capability

- If a member of staff suspects that the person who is to collect the child from the setting is not capable of providing safe care to the child, he / she will do the following:
 1. Greet the parent / carer in person in the reception area to make an initial assessment of capability.
 2. Consult with a line manager.
 3. Make an agreed decision with another member of staff.
 4. Consider if emergency services may need to be contacted for medical support or to protect personnel and/or children in the case of violence.

5. Attempt to keep the person away from the child.
6. Attempt to persuade the person to go home.
7. Contact emergency phone contacts listed on the registration form.
8. Consider if a referral needs to be made to the MASH, following our normal procedures.
9. In the case of emergency or suspected crime the police will be contacted.

Incapability requiring action may manifest itself in several ways, possible indicators of being under the influence of alcohol, medication, drugs or suffering a medical emergency may include:

- Slurred speech
- Poor balance, gait and spatial awareness
- Poor eye contact
- Uncharacteristic change to the voice pattern – loud, quiet, repetitious

Door Security

- Children are cared for in adherence to OfSTED recognised adult to child ratios or better.
- All internal doors leading directly to the designated childcare areas are controlled by a security keypad lock.
- Internal door exits are monitored by staff and controlled by release systems set out of reach of children.
- All outer doors are kept shut.
- All gates on to the property are kept bolted.
- Parents are advised of the necessity of caring for their own child's welfare before the start of and after the close of sessions.
- Parents are encouraged to be aware of children when they leave the building, ensuring that no children slip out the doors with them and that they ensure the door is closed behind them.
- Parents are discouraged from leaving toddlers unattended in the reception areas.

Child Images

- Neither visitors nor staff will be allowed to have personal mobile phones visible within the main protected play areas. Calls may be made and taken ONLY in the public areas, staff-only environments, and administrative areas.
- Parents may take photographs of their children only when all parents and staff present are aware this is happening, and this is allowed for specific occasions i.e., presentations and end of term parties and events.
- Staff will utilise the setting's photographic equipment only and memory cards will not be taken out of the setting without shared line-manager knowledge of the content of the card.
- No child or staff images will be posted on any social networking site other than any site administered directly by the setting.
- No child or staff image will be posted on any website without specific permission of the parent / carer and line manager.
- Parents and carers will give additional specific consent for the use of Eylog, the IT observation and tracking system used by the setting.

Visitor Procedures

- All legitimate visitors to the setting are welcomed.
- Visitors are asked to sign the visitor's book and are requested to wear a "Visitors" badge.
- Visitors will be accompanied by a member of staff throughout their visit.
- Visitors are asked to sign out on their departure.
- Any visitors without a prior appointment and unaccompanied by a child should be encouraged to make a specific appointment.
- Only members of the staff team will open doors to parents and visitors and will challenge anyone they do not recognise for their identification or authority to be there before allowing admittance.

Intruder Procedures

- If a stranger access the childcare environment they will be challenged by a member of staff, asked who they are and the reason for their presence.
- If the person's presence is legitimate the visitor procedures are followed.
- If it is established that we have an unwanted intruder, they will be asked to leave, and 2 members of staff will always remain with them until they have departed.
- At no time will a member of staff risk either their personal safety or that of the children.
- If an intruder is considered a threat to staff or children the police will be contacted immediately, if necessary, using the coded direction to "Fetch the Red Book"
- In the case of any perceived or actual threat, staff will attempt to get children into a secure area.
- Please read the Lockdown Procedure <R:\Centre Admin\SAFEGUARDING\LockDowns>

Safer Recruitment Procedures

- All job applicants will apply using the setting's standardised application form.
- All successful job-applicants will complete a health check.
- All applicants will be asked to provide at least two references. All such references will be followed up utilising the setting's standardised Reference request form. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.
- All applicants for work within the setting will be invited to attend for a work- based assessment and then interviewed by a panel of 2 or 3 persons before an appointment is made.
- All job candidates are asked if they have any previous convictions they wish to declare and are asked to sign a declaration indicating if they do or not.
- All job applicants are told that positions within the setting are exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All staff, whether paid or voluntary, undergo an enhanced DBS check, all new employees will pay for this check themselves. Maintenance of the online DBS registration is the responsibility of the individual.
- All Board trustees undergo an enhanced DBS check initiated by OfSTED and will register for the online DBS site.
- In the case of a DBS check being held up, the member of staff may be enabled to work within the setting, however this will always be under direct supervision and will never involve that worker being able to gain access to a child alone or be involved with any toileting procedures. All references and ID checks will be cleared prior to the start of work. A risk assessment form will be completed.
- Known offenders against children are excluded from working within the setting.
- All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the setting is confident that the applicant can be safely entrusted with children.
- All staff undergo an induction programme for 6 months including reviews at 1 month, 3 months and 6 months before the post is confirmed.
- All volunteers will complete a volunteer application form, complete a work- based assessment and an informal interview with a senior member of staff, provide two references and ID and complete an enhanced DBS.
- Any students on placement within the setting under the age of 16 years will provide a completed application form or letter, a school reference and ID checks.
- Overseas students will provide a CV, a letter of application and a letter of suitability from their own country. A risk assessment form will be completed.
- Agencies with whom we work will provide letters of assurance re, suitability of their employees to engage with children.

- Unless there is a substantial change of role or reason to question a team member's current status a new DBS check will not be required from any team member who has a current CRB.
- Annual declarations will be required from the full staff team to ensure they remain eligible and suitable to work with children.
- Supervision and support will be made available to every member of the team at least termly when safeguarding will be a consistent item on the agenda.
- A process of performance management will be established for any member of the team who is struggling to provide the level of service delivery anticipated of them in their role.

Training

- We will seek out training opportunities for all adults involved in the setting to ensure that they recognise the symptoms of possible physical, emotional, sexual abuse and neglect; this is arranged for all staff members before their probationary period is completed.
- Staff will be encouraged to update their knowledge & training at least every 3 years.
- We will seek out Level 3 Child protection training for all senior members of staff.
- The Setting Manager will attend the Management of Allegations of Abuse, Effective recruitment Training and both level 3 and level 4 Safeguarding training.
- The Designated CP officer will attend WRAP (workshop to Raise Awareness of Prevent) training should it become available, otherwise seek to improve knowledge through any online resources.
- All Training will be utilised to review and refine this policy.

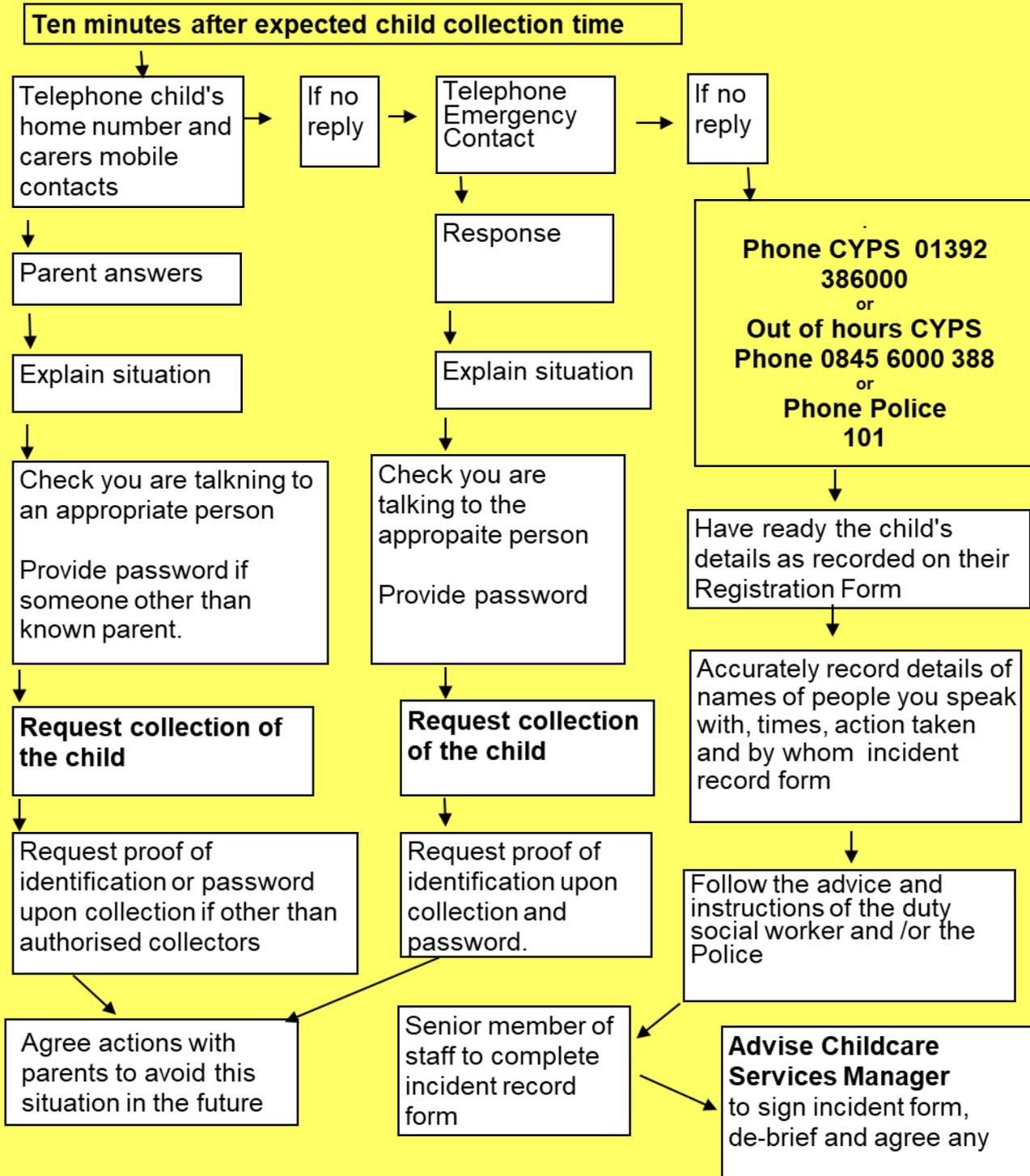
Online Safety

- We will access [360 Early Years](#) to resolve any questions we may have regarding online safety and the promotion of such with children and families.
- Tablets are used by team members within the sessions always within the sight of others and utilised only to post Eylog observations, post to our social media sites or for Internet use to follow a child's interests.
- The tablets are password-protected so that only a staff member can activate it.
- The tablets are appropriately loaded with virus and security guards.
- The children will be able to search the internet only via a filtered search program.
- The staff team are made aware of the potential risks of children accessing the internet without any filters in place and without supervision.
- No photographs of children are posted on the centre's social media platforms other than the two private FaceBook pages. Parents are reminded not to name their children in any comments they make on our sites.
- Children's photographs may only be posted on the Centre websites with full parental consents in place on the understanding that no child will be identified.
- The staff team have access to tablet computers for making child observations which are to be kept out of the reach of children.
- Any unacceptable use of IT will be reported to the designated manager and referrals made to MASH when a child is deemed to be at risk as the result of such an instance.

Uncollected Children Procedure

We are keen that all children are collected from the setting, at the close of their registered time with us, in a timely manner. We anticipate contact from the person who has been agreed to collect the child if they know or expect that they will be late arriving. In this instance we have a discourse in place and will manage the situation ensuring we have a minimum of two members of staff present to care for that child in the interim period. If, however, we have no contact we will follow the flow diagram on the next page to ensure an effective outcome for the child.

Uncollected Child Procedure Flowchart



Prevention of Harm through Good Practice

- In line with our childcare policy there will always be a minimum of two qualified childcare workers in attendance with any group of children within the setting.
- We work with children through the Stay Safe Golden Rules – Kind hands, Kind feet, Kind words, Sharing is caring, Stay safe, Walking legs
- Adults will not be left alone for long periods with individual children or with small groups without good and agreed communication in place with another team member.
- Children will be encouraged to develop a sense of independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- We will use “Mr Stay Safe” and the accompanying story to support our messages to children about all aspects of safety.
- We use our THRIVE training to support both our, and the children’s, awareness and capability to prioritise for children’s safety.
- Children’s worries, feelings and comments will be listened to with sensitivity and responded to appropriately.
- We encourage children to learn how to risk-assess their play environment to keep themselves safe whilst experiencing appropriate risk.
- The layout of the playrooms will permit constant supervision of all children.
- We will be alert to the tendency that may encourage us to show professional optimism when working with families that we have close engagement with. We will seek to discuss the children with the here and now in focus.
- In some instances, parents and carers may seek to encourage us to believe that there are reduced concerns by using disguised compliance whereby a parent may attend meetings, seemingly say that they are responding to our suggestions where in fact this may not be the case. We will seek to continue to question what we see and hear and seek out the facts that prove that there is improvement or that a parent is acting upon what they say to us.

Suspicious of Abuse

- In situations of suspected abuse, we follow the information provided in the publication” What to do if you’re Worried a Child’s Being Abused”, (2015) which each member of staff has access <R:\Centre Admin\SAFEGUARDING\What to do if you re worried a child is being abused.pdf>
- The staff follow the procedures available to them in the Setting’s child Protection Flow diagram
- All suspicions of abuse are documented and referred through for the attention of the designated Child Protection officer, the Setting Manager.
- A member of the board of trustees will have a designated responsibility for safeguarding, most normally this will be the chair or vice chairperson, who will have accessed suitable training.
- In the absence of the Setting Manager the most Senior Member of staff within the team should take the responsibility of CP Officer.
- Changes in children’s behaviour/appearance will be investigated.
- When unsure if a child should be referred to the MASH we will contact the MASH directly to discuss on the phone the scenario anonymously and in confidence.
- Referral will be made using the MASH devon secure form [MASH enquiry form.docx \(sharepoint.com\)](#)
- When referring children to the MASH we will refer to the Devon Multi-Agency Thresholds.
- A risk assessment based upon strengths and weaknesses identified using the assessment triangle, which may impact upon a child’s safety will be created to inform our decisions. <R:\Centre Admin\SAFEGUARDING\Forms\Risk and Protective Factors.docx>
- Parents will normally be the first point of reference, though suspicions will also be referred, as appropriate, to the MASH.

- Parents will not be informed of the referral if it is judged that the child may be likely to suffer significant harm as a result.
- All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most involved will be the key person, the Co-ordinator, deputy and the Setting Manager.
- Information will be provided for parents about the MASH referral process <R:\Centre Admin\SAFEGUARDING\MASH\mash-parentsfactsheet.pdf>

Allegations or Suspicions of Abuse involving a member of Staff, volunteer or student

- Any allegations or suspicions of abuse that implicate a member of staff will be taken very seriously.
- Staff are encouraged to voice any concerns they may hold about the conduct of another member of staff if they feel that children may be under the threat of abuse as a result of that person's conduct.
- Concerns should be voiced in the first instance with the setting manager who will support the whistle-blower to make the report in writing, verbatim.
- Should concerns be held with regards to the setting manager's conduct, this should be expressed to the Chair of Trustees.
- Parents will be encouraged to make any complaints or to voice suspicions with any senior member of staff they may feel confident to talk with. A record of the complaint will be made utilising the OfSTED complaints log.
- The person who has raised the concern will be protected from recriminations and anonymity maintained if possible.
- No investigation will be made internally.
- The allegation will be referred through to the Referrals Clerk, phone 01392 384964 who will notify the appropriate Local Area Designated Officer (LADO).
- On receipt of the allegation, unless immediately refuted, the member of staff may be suspended pending further investigations. This decision will be made in consultation with the LADO.
- The member of staff alleged to be guilty of misconduct will not be told the details of any allegation or strategy meeting.
- In most instances a strategy meeting will be called by the LADO to properly respond to the allegations.
- A written report will be made including description of the allegation, a diary of events, accounts of meetings with parents, details of the investigation and any further agencies involved, any action taken, the actions taken to protect the child and family, any lessons learnt, and any changes made to policy and procedure as the result.
- OfSTED will be notified of the allegations and informed of the outcomes within 14 days.
- The child's parents will be kept fully informed throughout the process.
- Staff will work with the family and child concerned to re-build trust.
- In the light of any allegation the settings policies and procedures will be reviewed in order to minimise the risk of similar occurrences.
- If a member of staff is fully vindicated following an allegation of abuse the Line management team will work to the best of its ability to support that individual against recrimination or discrimination.
- Should a member of the staff team be implicated in abuse of children and disqualified from working within a childcare environment, their employment will be ceased under the terms of gross misconduct. OFSTED will be informed within 14 days. We will contact DBS and ensure the information is duly shared.

Record Keeping

- Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development.
- The Running Record will be held in the child's Confidential folder accessible by the safeguarding Lead, Co-Ordinator and Senior team Leads.
- The record will be dated and named by the recorder and circulated to be read by the other lead parties to ensure collaboration over the information shared. Any commentary made by the safeguarding Lead will be in **RED**. All meeting dates will be highlighted in **YELLOW**
- The record will include timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child. Context will be given
- Following conversations with families relating to potential safeguarding concerns the team member will alert the adult that a log of the conversation will be made.
- A <R:\Centre Admin\SAFEGUARDING\Forms\Carers conversation Form.docx> will be completed when needed
- All documentation from other agencies will be scanned to the child's folder.
- Documented evidence will be kept under review.
- The Running records will be transferred securely to the next provider / school.

Providing Information for Court

- When information for court is sought from us, we will ask to see the Court Order and ensure that the request has been made by the Court.
- When completing a statement for Court this will be supported by the Safeguarding Lead allowing at least 2 people to focus upon the content and style ensuring information is provided with context.
- The running record documents and chronologies will be used to support the writing of any court statement and will only be provided directly to court if they have been proofread to ensure only contextual fact is provided.
- The <R:\Centre Admin\SAFEGUARDING\Forms\Court Report Form.doc> will be used to structure our response
- We are aware that having completed a statement that person may be requested to attend court. In this instance support for the experience will be provided by the Safeguarding Lead to allow de-brief.

Liaison with other bodies

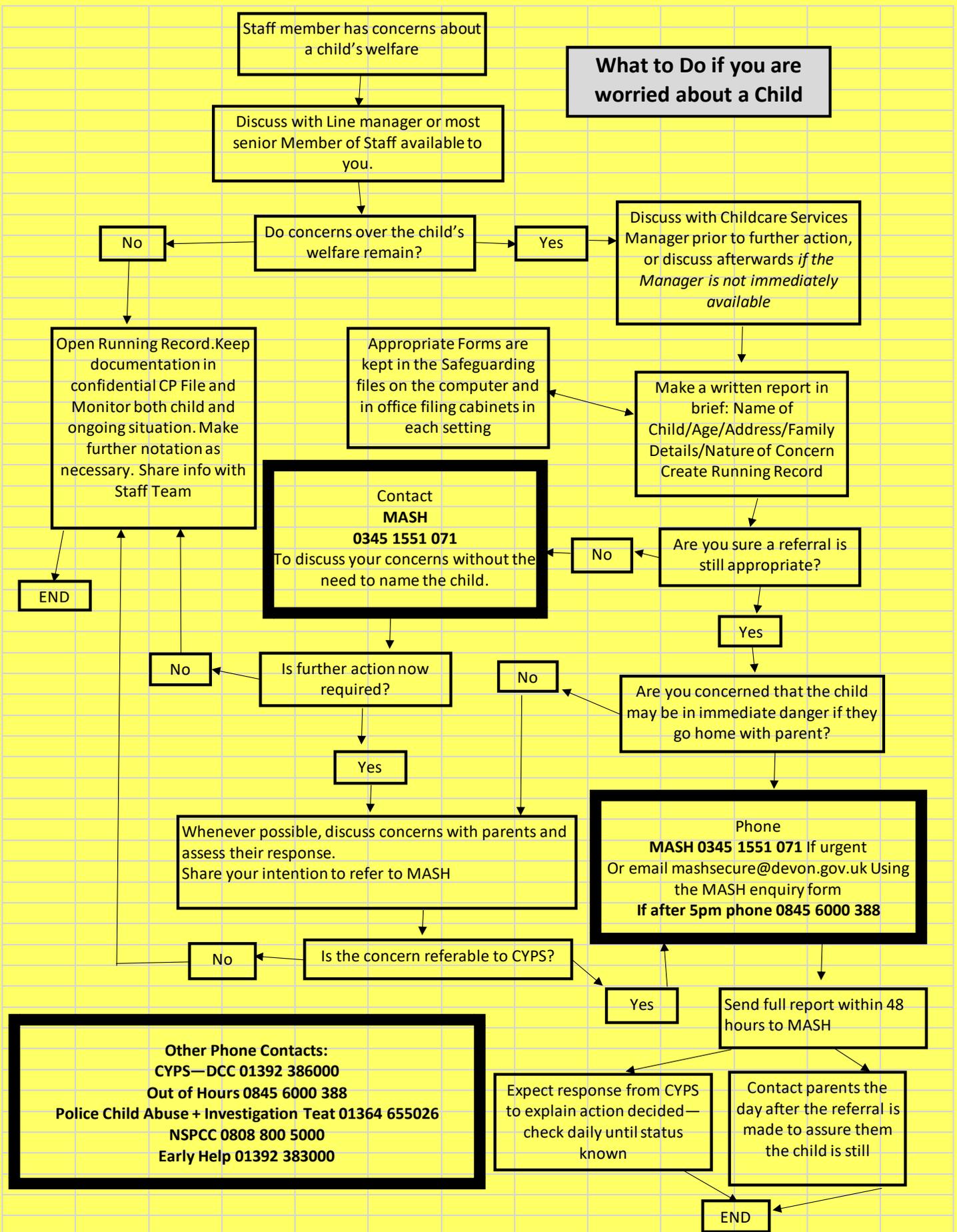
- The Setting operates in accordance with OFSTED guidelines. Confidential records kept on children about whom the Setting is anxious will be shared with the MASH if the Setting feels that adequate explanations for changes in the child's condition have not been provided.
- If a report on a child is made to the authorities, the child's parents will normally be informed at the same time as the report is made unless there is likely risk of significant harm should we do so. Normally a referral will be made using the [Link to MASH Referral Form](#)
- Any urgent referrals will be made directly to MASH (phone 0345 155 1071) the referral will be made verbally followed by an email to confirm the information. Non-urgent referrals will be made via email. The MASH enquiry form will be used whenever possible. [Link to MASH Referral Form](#)
- When working with children who have a CIN or CP plan we will liaise closely with the social worker as lead professional enabling them access to information, they need regarding the child so that their safety is paramount.
- In those cases when we believe that a social worker may not be meeting the young person's safety needs we will refer to and use the DCFP [case resolution procedures](#)
- At the time of a Children and Young Person's referral, should a member of staff or the setting be implicated, OFSTED will be contacted too.

- The Setting will maintain ongoing contact with the local authority, including names, addresses and telephone numbers of individual social workers, to ensure that it would be easy, in any emergency, for the Setting and the Children and Young Person's Department to work well together.
- We will refer all allegations of abuse when a member of staff is involved to the Referrals Clerk 01392 384964.
- Currently, at the time of policy review, our Local Authority Designated Officer, LADO, is contactable via 01392 384964. (Note that any referrals should go through the referrals clerk).
- Records will also be kept of the local NSPCC contact and Police child protection team, or other contact(s) as appropriate.
- We will work closely with local early Help services and SPA – Single Point of Access – based at Lescaze to support any child as appropriate when our referral to MASH does not meet CYPS thresholds. We will work with the Children's Centre team to establish an Early Help Plan and multi-agency support and intervention through Team around the Family meetings. If a family is unwilling to consent to the integrated working processes, we will continue to work with the child to support them as appropriate through our setting.
- As children make a transition to another setting or school any notated CP concerns will be shared on a confidential CP chronology.
- We will alert MASH if we believe that a private fostering arrangement is being made for any children accessing our care that has not been notified to the local authority– we understand this to mean that the arrangement will be for more than 28 days and in the care of someone other than a close relative.
- Significant events / serious incidents will be reported to Ofsted within 14 days
- We may have reason to share information with the police – intelligence that may be worthy of their knowledge – which may be shared with us by someone in our community or by a member of the team. The information may not be wholly substantiated however can be shared with the police to enable them to build a potential community profile or case against a suspect or individual. The link to the partnership form is <https://www.devon-cornwall.police.uk/contact/contact-forms/partner-agency-information-sharing-form/>

Support families

- The Setting will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.
- When abuse at home is suspected, the Setting will continue to welcome the child and family while investigations proceed. The child's attendance at the Setting will always be welcomed.
- When a referral has been made to MASH, even when advised by CYPS not to inform the parents we will contact the parents the following day to inform them that the child will still be welcomed.
- With the proviso that the care and safety of the child must always be paramount, the Setting will do all in its power to support and work with the child's family.

This policy should be read in conjunction with the Child protection Flow Diagram - see on next page



Phone numbers

MASH Referral and Consultation	0345 155 1071
Children's Social Work Team	0345 155 1078
MASH secure email	mashsecure@devon.gcsx.gov.uk
Devon and Torbay Police	101
DCC main switch board	01392 383000
CYPS Duty Team	01392 386961
Out of Hours Duty social worker	0345 6000 388
Child Abuse and Investigation team (Police)	01364 655026
NSPCC	0808 800 5000
LADO referral Clerk	01392 384964
OfSTED	0300 123 1231
Early Help	01392 383000
Devon and Torbay Children's safeguarding Board	01392 386067
Children and families team Lead Jean Beynon	01392 383000 (voice recognition)
Duty line	01392 380743

helpline@saferinternet

<http://www.devonsafeguardingchildren.org/>
0844 381 4772

Policy formulated on:	Oct 2011
Policy last reviewed on:	July 2018
Policy date	June 2021
Signed:	
Date	

Key Reference Materials

- **Working Together to Safeguard Children July 2018**
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf
- **Early Years Inspection Handbook September 2019**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828465/Early_years_inspection_handbook.pdf
- **What to do if you are worried a child is being abused – a practitioners guide March 2015**
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf
- **Information Sharing Guidance**
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>
- **Devon Early Years and Childcare Service Safeguarding**

<https://new.devon.gov.uk/eycs/for-providers/safeguarding>

- **Devon Early Years and Childcare Service and DSCB Safeguarding Training**
<https://www.devoncpd.co.uk/ey/cpd/Default.asp>
- **Devon Children and Families Partnership Website** **NOTE Main source for safeguarding Information**
<https://www.dcfp.org.uk/>
- **South West Child Protection Procedures**
<http://www.proceduresonline.com/swcpp/>
- **Prevent Duty for Schools and Childcare**
<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>
- **Fundamental British Values**
<https://foundationyears.org.uk/wp-content/uploads/2017/08/Fundamental-British-Values-in-the-Early-Years-2017.pdf>
- **Female Genital Mutilation**
<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>
- **Public Law Outline - PLO**
<https://www.devonchildrenandfamiliespartnership.org.uk/documents/2017/10/public-law-outline-one-minute-guide.pdf>
- **Devon Children and family's Partnership**
<https://www.devonchildrenandfamiliespartnership.org.uk/> CHECKED
- National publications and links to further information
[Safeguarding group 2 publications list UPDATED Aug. 17.docx](#)
- **NSPCC**
<https://www.nspcc.org.uk/search/?query=definitions%20and%20signs%20of%20child%20abuse%20december%202017>

Key Roles and Contacts

Multi Agency Safeguarding Hub (MASH)

You can call the Multi Agency Safeguarding Hub to make a MASH enquiry or to get advice if you are concerned about a child. You can also visit the website to access the enquiry form. Call or visit:

 0345 155 1071
 <https://new.devon.gov.uk/educationandfamilies/child-protection>

Early Help

Early help describes the range of support that can be offered in response to the emerging needs of children, young people and families. When a child's needs increase, more than one service may be required to meet their needs. Early help is the name given to the way services work together, in a coordinated way, to support the child, young person and their family.

If you have more questions or would like to speak to someone, you can contact the Early Help Coordination Centre on:

 0345 155 1071
 Earlyhelpsecure-mailbox@devon.gcsx.gov.uk

Devon Children and families Partnership

Website - <https://www.dcfp.org.uk/>

Local Authority Designated Officer (LADO)

The Local Authority Designated Officer (LADO) has the responsibility of managing and overseeing allegations made against those who work or volunteer with children. If the allegation relates to their working/volunteering role, you should make a LADO referral or request LADO advice directly from the LADO Service instead of MASH enquiry. Please contact:

 01392 38496
 ladosecure-mailbox@devon.gcsx.gov.uk

Early Years and Childcare Advisers

Early Years and Childcare Advisers (EYCA) provide advice, support and guidance to all childcare providers within the Devon County Council administrative area on Safeguarding and welfare requirements. For Childminders, the EYCA's cover all aspects of the Early Years Foundation Stage and have the area SENCO role. To contact your Early Years and Childcare Adviser:

 01392 38300 – please state the name of your EYCA – If you are unsure who your EYCA is, please ask for Simon Twigg
 simon.twigg@devon.gov.uk

Early Years Consultants

Early Years Consultants are qualified teachers with experience in the Early Years curriculum and Special Educational Needs. The Early Years Advisory Service supports high quality inclusive curriculum for children aged 0-5, in settings and schools throughout Devon.

Early Years Consultants have two aspects to their role. These are:

- to provide training, advice and support to settings and schools in relation to the EYFS
- have an area SENCO role and give advice to pre-school settings.

If you are unsure who the Early Years Consultant is for your setting please contact the main office

 01392 287377
 LDP-EarlyYears@babcockinternational.com