



# CHILD SAFEGUARDING POLICY and 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 Curriculum\SAFEGUARDING>

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

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## 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 to seek attention through fabricated or induced illness. Symptoms may include bruising, burn marks, scarring, signs of fingerprints on the skin, unusual markings on the skin. Children may present themselves as shying away from quick movements, cowering, and showing emotional fear responses to certain activities or stimuli or may be aggressive themselves.

- FGM, female genital mutilation: [NHS - Female Genital Mutilation \(FGM\)](#)
- Information on Bruises: <R:\Centre Curriculum\SAFEGUARDING\Bruises>
- Fabricated and Induced illness: [NHS - Fabricated or Induced Illness](#)

If it is an immobile child, then any bruise or physical injury should be treated as a non-accidental injury.

[Bruising, skin mark or injury in babies and children - Devon Children and Families Partnership](#)  
[Bruising and Injuries to Non-Mobile Children \(proceduresonline.com\)](#)

### **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 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 and inappropriate level of expectation upon self.

## 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:

- Sexual Abuse One Minute Guide: <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=-IL07JOGU5o>
- 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 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>

## 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 Curriculum\SAFEGUARDING\NEGLECT>
- [Neglect - information for professionals - Devon Children and Families Partnership](#)

## **CONTEXTUAL SAFEGUARDING**

This recognises that as children grow and develop the influences around them extend from the micro family that they are a part of. We seek to stay alert to the risks within our community and the environment our children and their siblings are accessing. Partnership with a wider group of agencies is essential.

### **Parent Mental Health – Domestic Abuse – Parental Addictions (Drugs, Alcohol, Gambling and Gaming)**

We are alert to the presentation of parents and the wider circumstances of the family and what their needs may be. We understand that relationships, previous traumas, current traumas, poor finances, and housing can lead to a parent suffering poor mental health. A further outcome may be that a parent becomes addicted to something which initially may be designed to soothe their ills but then becomes a negative addiction.

This will all certainly impact upon the child and their own well-being. The abuse may not be intentional, however the effect upon the child will be very real.

<R:\Centre Curriculum\SAFEGUARDING\Signs of abuse\Outcomes of substance, domestic abuse and parental mental health.docx>

### **Parental Domestic Abuse**

We are alert to relationships between parents and know that any controlling behaviours, physical abuse, emotional abuse, or animosity will necessarily impact the child.

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Children may 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 Curriculum\SAFEGUARDING\Signs of abuse\Outcomes of substance, domestic abuse and parental mental health.docx>

### **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](#)

Links to resources we hold on file: <R:\Centre Curriculum\SAFEGUARDING\CSE>  
[Child sexual exploitation | Devon & Cornwall Police](#)

### **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 information:

<R:\Centre Curriculum\SAFEGUARDING\Pantasaurus>

<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

### **County Lines and Gangs**

We work with the wider family and remain alert to the possible impact from the community or within the household of County Lines. County Lines describes the influence that drugs crossing county borders into Devon may have upon our families, typically a gang will “use” young people and vulnerable individuals to embroil them into their bidding. The drugs then in turn bring their own level of destructive influence into families. Young people may too, become deeply influenced by a gang culture which is controlled typically by threat, intimidation, and violence. We remain alert to these possible influences and will report to the police if we have any suspicions or evidence which may support them to arrest any offenders.

[County lines | Devon & Cornwall Police](#)

### **Child Trafficking and Modern Slavery**

We are aware that children and young people may be trafficked into labour and possible child sexual exploitation. The incentive for gangs is being able to earn an illicit and valuable income from this whilst the young person will be trapped and without a voice.

[Child trafficking and modern slavery - information for professionals - Devon Children and Families Partnership](#)

## **Missing Young People**

If a young person goes missing, we will ask questions and alert the police. The team are trained to be alert to young people they may see out in the community who may be vulnerable and alone and if they feel safe doing so, to approach the young person and to check on their safety. We routinely monitor the attendance of children at the setting and will question why if we have not seen a child.

[Missing children - Devon Children and Families Partnership](#)

## **Radicalisation**

We understand that we have a responsibility under the PREVENT Duty to seek to reduce the risk that a child could become radicalised - the action or process of causing someone to adopt radical positions on political or social issues. 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.

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 [R:\Centre Curriculum\SAFEGUARDING\Funadamnetal Brituish Values\British values poster.pub](#) to understand how to interpret this best for the young children we work with.

We will seek to develop 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 Partnership (DCFP) in the first instance.

[Get help for radicalisation concerns - GOV.UK \(www.gov.uk\)](#)

[Revised Prevent duty guidance: for England and Wales - GOV.UK \(www.gov.uk\)](#)

<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>



## **BEST PRACTICE TO REDUCE RISKS OF ABUSE** **and/or to DETECT SIGNS QUICKLY**

### **Staff Best Practice**

Team members are advised to keep a record of any behaviour or incident that could compromise them as a worker; for example, if the child makes any allegation against you or another member of staff, or if a child touches them in a sexual manner or inappropriate place. This should be shared as soon as possible with a senior member of the team so that it may be fully documented, and an action plan agreed.

Each member of the team is inducted to this policy and the procedures and is advised who their safeguarding Lead is.

Team members are encouraged not to spend excessive amounts of time alone with a child – team members will activate the listening device when using any of our Quiet spaces and inform office staff. When working with children with additional needs we are aware that they are a potentially very vulnerable group to abuse, the team are made alert to this to ensure that they remain transparent in their work.

All team members are advised that they should always seek out advice and support when not sure about any incident that may impact upon safeguarding. Reflective practice and professional curiosity is expected as a core part of the role.

All team members are taught that safeguarding continues to be their responsibility even when not at work and any concerns that arise at home or when out in the community should both be acted upon and reported back to a senior manager.

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 and 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.

### **Working with parents and carers**

As parents come into our setting, we will engage them in our desire to work with them closely 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 carer’s conversation form, <R:\Centre Curriculum\SAFEGUARDING\Forms\Carers conversation Form.docx> with agreed actions shared and monitored. This document will then be scanned to the child’s folder.

### **Registration**

No child is left with us to access childcare without a fully completed registration form indicating phone contacts, emergency contacts and those who have written consent to collect the child. All families will receive a thorough induction to our policies and procedures and will provide information to us about their family history and current circumstances.



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 and a password is provided when another person is given parental consent to collect a child from the setting. Parent carers are advised that they should alert us to any pre-existing injuries which they advise us about in a document as their child joins us to play at the start of their session.

### **Absenteeism**

We will monitor child attendance and keep 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 meeting to agree on a shared response.

### **Collecting the child from the setting at the end of their session**

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. 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.

Persistent late collections are notated and reasons sought from the parents.

### **Parent / Carer Capability**

It is important that we allow children to go home into the care of an adult that we believe has the current capacity to provide "good enough" safe care to their child.

A parent's lack of capacity to safely care for their child, which requires 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
- “Shifty” behaviour
- Uncharacteristic change to the voice pattern – loud, quiet, repetitious
- The uncharacteristic wearing of sunglasses
- The desire not to engage in conversation.

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 request for support needs to be made to the MASH, following our normal procedures.
9. In the case of an emergency or suspected crime the police will be contacted.

### **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 and 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 and 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 or babies unattended in any part of the building or within the grounds of the setting.

### **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 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 when consent is agreed and the parents have joined the private group.

No child or staff image will be posted on any website without specific permission gained from the subject or their parent.

### **Visitor Procedures**

All legitimate visitors to the setting are welcomed and 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 and will sign out on their departure.

Any visitors without a prior appointment and unaccompanied by a child should be encouraged to make a specific appointment. Most parent visits will follow the "Pop in" procedures, which are planned in advance with a named member of staff accompanying the parents for a short 15-minute visit.

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 and Lock Down procedures**

If a stranger accesses 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, however, 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 Curriculum\SAFEGUARDING\LockDowns>

### **Safer Recruitment**

We understand the importance of assessing that our team is safe to be working with children.

All job applicants will apply using the setting's standardised application form and complete a health check. All applicants are asked to provide at least two references. All such references are 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 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, they are made aware 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, likewise, 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. Unless there is a substantial change of role or reason to question a team member's 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:

R:\Centre Admin\Personnel\Personnel Forms\Annual Safeguarding Declaration.docx

### **Induction**

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. Likewise, 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 followed by a supported induction process. 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.

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Agencies with whom we work will provide letters of assurance re, suitability of their employees to engage with children.

### **Supervision**

We understand how crucial it is for team members to access reflection, support, and coaching time with a skilled line manager.

Supervision and support is made available to every member of the team at least bi-monthly and combines a period of reflection when child progress is tracked. Additionally, supervision may be requested or given at any time when there is a need.

This time is used to focus on:

- The needs of each individual child the person is working with, analysing the child's learning, care, and safety needs.
- The team members' training needs, which may include their ability to recognise and manage safeguarding situations.
- The team members personal support needs – we know that a team member's personal wellbeing, personal history and view of the world will impact their ability to reflect, analyse and act upon their own skills and what may be happening for a child they are working with.

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 recognised level two training 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. Early in the induction stage the safeguard policy is read, and questions answered to assess understanding.

Safeguarding is always addressed as a part of our twice-yearly in-house training ensuring focus is given to the team's wider knowledge and understanding.

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 with 3 yearly reviews in place.

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, and 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](#) and/or [Professionals | CEOP Education \(thinkuknow.co.uk\)](#) to resolve any questions we may have regarding online safety and the promotion of such with children and families. Tablets or phones are used by team members within the sessions always within the sight of others and utilised only to post WhatsApp notifications, post to our social media sites, or for internet use to follow a child's interests or to make specific contact with parents. The tablets and phones are password protected and appropriately loaded with virus and security guards so that only a staff member can activate it safely.

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 consent in place for all children depicted, and on the understanding that no child will be identified. All consents are sought at the point when a child is registered.

Any unacceptable use of IT will be reported to the designated manager and referrals made to MASH, or LADO if appropriate, when a child is deemed to be at risk as the result of such an instance.

### **Prevention of Harm through Good Curriculum 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. 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. The layout of the playrooms will permit constant supervision of all children so that they remain in line of sight or vision.

We work with children through the **Stay Safe Golden Rules** – Kind hands, Kind feet, Kind words, Sharing is caring, Stay safe, Walking legs

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 may 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 will use the **Colour Monster story** by Anna Llenas, to support this work.

We encourage children to learn how to risk-assess their play environment to keep themselves safe whilst experiencing appropriate risk.



### **Reflective Practice**

Reflective practice is core to our ability to be able to protect children from harm. We use a process of Watch and Wonder which supports our team to be able to “step back” from a child and to use direct observation and analysis of what we see and hear and what our guts may be telling us. Further to this we will use the Neglect toolkit [Neglect - information for professionals - Devon Children and Families Partnership](#) and a consideration of risk and protective factors [Risk and protective factors form](#)

### **Good Practice with Parents**

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, merely saying 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.

Parents may also use **deflection** as a way of distracting our attention from the safety of the child. For example, a parent may make a complaint about us or raise concerns about someone else (i.e., a partner or another professional). This can easily have the effect of re-focusing professional attention away from the child.

We will employ **Professional Curiosity** as a core approach to every communication with parents.

### **Support for families**

The team at Daisy and Rainbow Childcare 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, we will continue to welcome the child and family while investigations proceed. The child’s attendance at the setting will always be welcomed.

When a request for support 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, we will do all in our power to support and work with the child’s family.

# PROCEDURES In the Case of Suspected Abuse

## Suspicious of Abuse of a Child

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)

[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](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)

The staff follow the procedures available to them in Daisy and Rainbow's Child Protection Flow diagram:

[R:\Centre Curriculum\SAFEGUARDING\Forms\FLOWCHART\\_safeguarding.xlsx](R:\Centre Curriculum\SAFEGUARDING\Forms\FLOWCHART_safeguarding.xlsx)

All suspicions of abuse are documented and referred through for the attention of the designated Child Protection Officer, the Childcare Services Manager. In the absence of the Childcare Services Manager the most senior member of staff within the team should take the responsibility of the Child Protection Officer.

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.

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 Curriculum\SAFEGUARDING\Forms\Risk and Protective Factors.docx>

When assessing a child's safety we will refer to the Level of Needs Tool:

<Levels of Need framework - Devon Children and Families Partnership>

## Managing a Disclosure or Allegation of Abuse

- If a child makes an allegation or a disclosure of abuse against an adult or other child or young person, the adult is taught to remain calm and listen carefully. It will be important that the adult can retain as much of the conversation as possible immediately afterwards to make a faithful record. The adult will reassure the child that they have done the right thing by telling them how they are feeling and what may have happened. The adult will not ask any leading questions, however, may ask the child what happened and to describe what happened. We know that our young children may have limited capacity with language so will be observing the child carefully. The adult will not promise to keep anything secret and will actively make the child understand that they will be talking to another adult who can help.
- When an adult believes they have heard a disclosure they will write the exchange and/or observation down as soon as possible. The concerns will be shared as soon as possible with the Safeguarding Lead.
- The process of documenting the disclosure will involve ensuring that all information is added to the child's running record and a copy to the practitioner's original report, in whatever form originally made, will be scanned to the file as supporting evidence.
- The CP Flow diagram will be used to support any decisions or following actions: [R:\Centre Curriculum\SAFEGUARDING\Forms\FLOWCHART\\_safeguarding.xlsx](R:\Centre Curriculum\SAFEGUARDING\Forms\FLOWCHART_safeguarding.xlsx)



## **Request for Support - MASH**

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.

MASH Consultation Line: 0345 155 1071

A request for support will be made using the MASH Devon secure form:

[Making a MASH contact - Devon Children and Families Partnership \(dcfp.org.uk\)](https://dcfp.org.uk)

Parents will normally be the first point of reference and consent sought as a preference, if consent is not received, we make the decision to advise them that we will go ahead with the process and document that their consent was not given. Information will be provided for parents about the MASH request for support process. NOTE parents will not be informed of the request for support 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 child's Key Person, the Manager, Deputy, and the CEO.

## **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 have about the conduct of another member of staff if they feel that children may be under the threat of abuse because of that person's conduct. Concerns should be voiced in the first instance with the Setting Manager, who will support the whistle-blower to complete the report in writing, verbatim. Should concerns be held regarding 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.

## **Allegations**

An allegation will be referred to the Referrals Clerk (01392 384964), who will notify the appropriate Local Area Designated Officer (LADO). In the case that there is no response to the call a written referral will be completed [HERE](#)

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 rebuild trust.

In the light of any allegation the settings policies and procedures will be reviewed 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 any recrimination or associated 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 safeguarding folder accessible by the Safeguarding Lead, Manager 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. The content should be as factual and as concise as possible, any opinions or inferences should be clearly marked as thus.

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 Carer's Conversation form will be completed when needed:

<R:\Centre Admin\SAFEGUARDING\Forms\Carers conversation Form.docx>

All documentation from other agencies will be scanned to the child's folder. Documented evidence will be kept under review. All safeguarding running records will be transferred securely to the next provider/school.

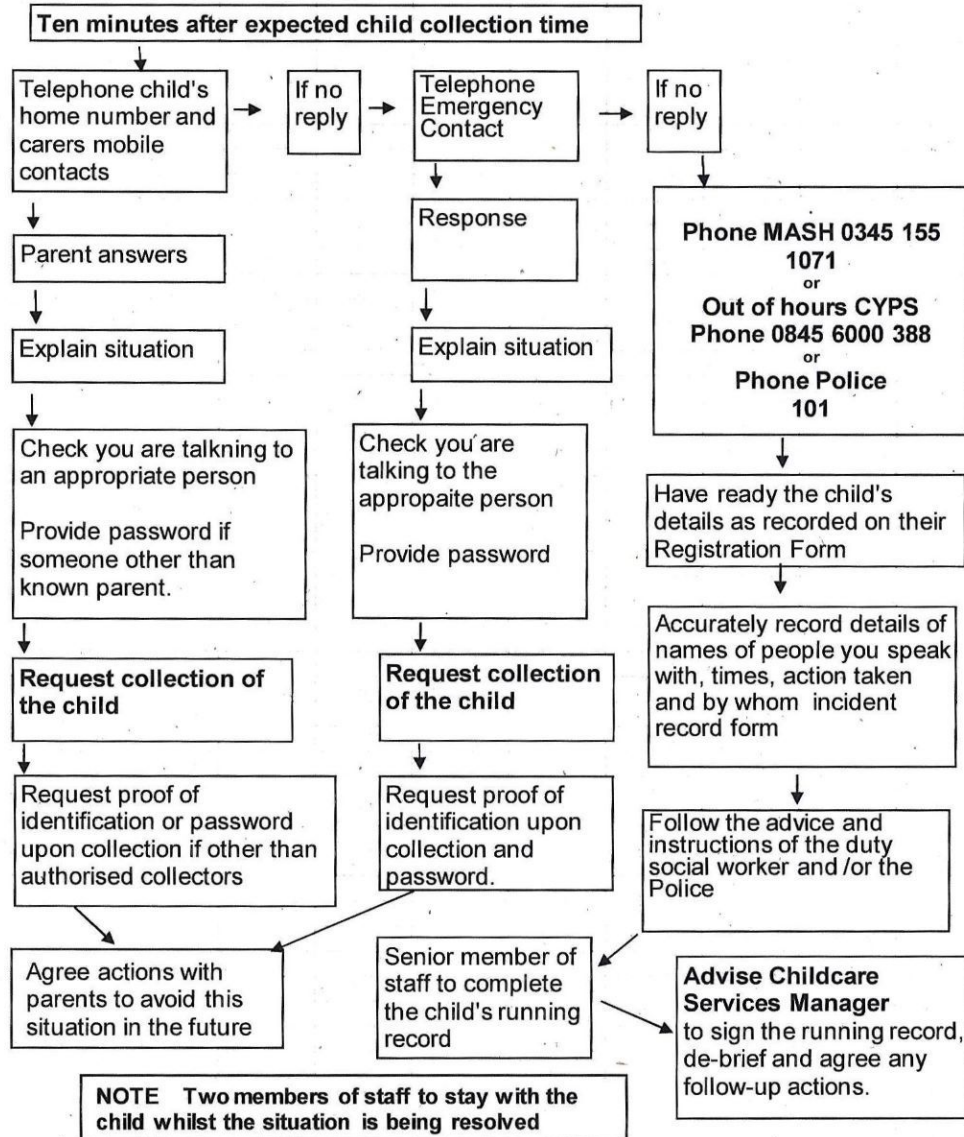
### **Uncollected Children Procedure**

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 agreed individual 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. We understand that a "no show" from a parent may be an indicator of the possible risk of harm for the child.

See the flowchart below.



**Uncollected Child Procedure Flowchart**



**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 Court Report form will be used to structure our response.

<R:\Centre Admin\SAFEGUARDING\Forms\Court Report Form.doc>

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 debrief.

### **Liaison with other bodies**

We will report to **OFSTED** if there are any significant incidents including allegations that involve a member of the team.

We liaise with the **Children and Young Peoples Services (CYPS)** when we are 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, or that MASH may not have reached an appropriate decision, we may use the Case Resolution protocols:

[Case Resolution Protocol and Escalation Procedures - Devon Children and Families Partnership](#)

We will refer all allegations of abuse when a member of staff is involved to the **LADO**.

Records will also be kept of the local **NSPCC** contact and **Police Child Protection Team**, or other contact(s) as appropriate – see below.

We will work closely with **local Early Help services** and/or the **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. 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/>



## KEY CONTACTS

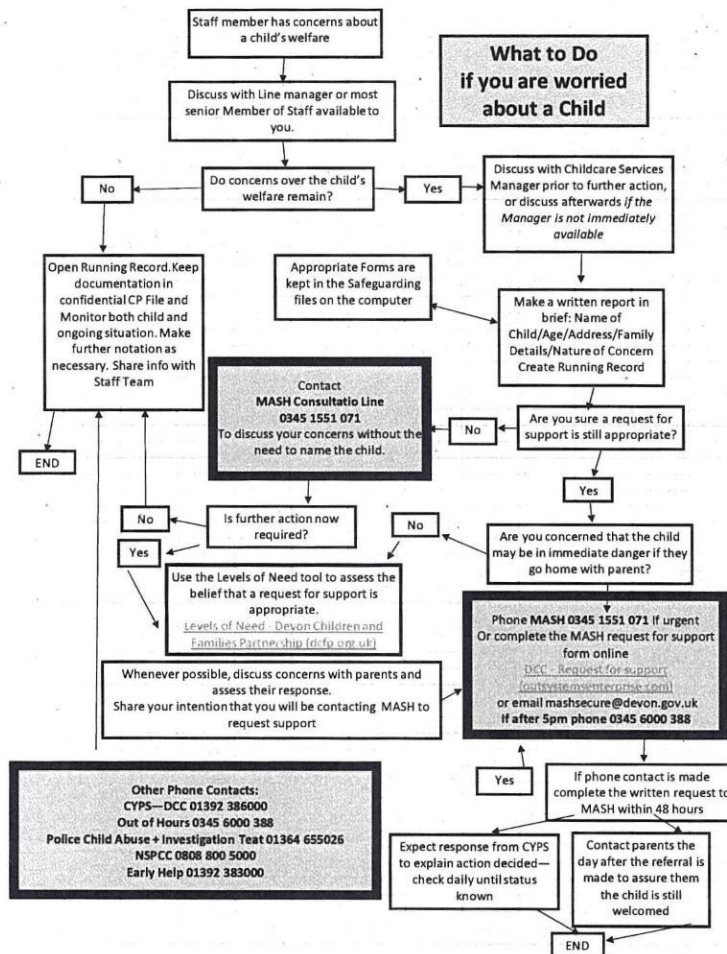
### Devon Children and Families Partnership Main point of access for ALL Information:

<https://www.dcfp.org.uk/training-and-resources/key-info-for-professionals/>

MASH Referral and Consultation	0345 155 1071
MASH secure email	<a href="mailto:mashsecure@devon.gcsx.gov.uk">mashsecure@devon.gcsx.gov.uk</a>
Devon Child Protection Services	<a href="https://new.devon.gov.uk/educationandfamilies/child-protection">https://new.devon.gov.uk/educationandfamilies/child-protection</a>
Emergency Duty Service	0345 6000 388
Early Help	<a href="#">Early Help Locality Contact Information - Devon Children and Families Partnership</a>
Children's Social Work Team	0345 155 1078
Devon Children's Centre Action for Children	<a href="#">Devon Children's Centres - Targeted Early Help Request for Support and Registration Form</a>
Devon and Torbay Police	101
DCC main switch board	01392 383000
Out of Hours Duty social worker	0345 6000 388
Child Abuse and Investigation team (Police)	01364 655026
NSPCC	0808 800 5000 <a href="https://www.nspcc.org.uk/search/?query=definitions%20and%20signs%20of%20child%20abuse%20december%202017">https://www.nspcc.org.uk/search/?query=definitions%20and%20signs%20of%20child%20abuse%20december%202017</a>
LADO referral Clerk	01392 384964 <a href="mailto:ladosecure-mailbox@devon.gcsx.gov.uk">ladosecure-mailbox@devon.gcsx.gov.uk</a> <a href="#">Managing allegations against adults working with children (for professionals) – Education and Families</a>
OfSTED	0300 123 1231 <a href="#">Ofsted - GOV.UK</a>
<a href="mailto:helpline@saferinternet">helpline@saferinternet</a>	0844 381 4772
Lorna Pitts DCC EY Childcare Advisor	01392 381994

**REFERENCES**

- 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](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working Together to Safeguard-Children.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 are worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What to do if you are 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/eyps/providers/safeguarding>
- South West Child Protection Procedures: <http://www.proceduresonline.com/swcpp/>
- OFSTED Inspecting safeguarding in the Early Years: [Final EB Safeguarding with DfE changes \(publishing.service.gov.uk\)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working Together to Safeguard-Children.pdf)
- This policy should be read in conjunction with the Child protection Flow Diagram - see on next page: [R:\Centre Curriculum\SAFEGUARDING\Forms\FLOWCHART\\_safeguarding.xlsx](R:\Centre Curriculum\SAFEGUARDING\Forms\FLOWCHART_safeguarding.xlsx)



Flow Chart Last reviewed : June 2023

Policy formulated on:	Oct 2011
Policy last reviewed on:	June 2021
Policy date	Sept 2023
Signed:	<i>M. Paul</i>
Date	20.9.23