



## **Safeguarding Children (including Channel Referral & Early Help).**

(This policy now includes the use of Images, cameras and mobile phones within the setting)

### **Policy statement**

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

### **Introduction**

Boscastle Playschool believes that children have the right to be completely secure from both the fear and reality of abuse and we are committed to protecting all the children in our care from harm.

We adhere to the content of the Working Together to Safeguard Children March 2015 (*with particular regard to Page 56*). In all aspects of our safeguarding practice we adhere to the EYFS Sept 2014 requirements and follow the procedures on the [www.swcpp.org.uk](http://www.swcpp.org.uk) website. To ensure immediate access to the procedures, we have a shortcut to those procedures on the office desktop. We also have a copy of, and adhere to the, 'What do you do if you are Worried a Child is being abused' MARCH 2015 publication.

### **Aim**

Our aim is to ensure as far as is possible that anyone, paid or voluntary, who seeks to work with children and young people through the Pre-schools activities and who gains substantial access to them thereby is as safe to do so in Child Protection terms as can be guaranteed.

### **Our Designated Child Protection Officer is Lyn Lockyear (Manager)**

In her absence Anita Roots - Safeguarding Officer is a designated person

These Officers have suitable experience, training and expertise, and will be responsible for liaising with the Multi Agency Referral Unit, the Local Safeguarding Children Board and Ofsted in any child protection matter.

### **Our principles -**

**One** - our policy affects all children (inc vulnerable groups/ vulnerable adults) and aims to identify and prevent maltreatment, or impairment of health or development, and ensure children are growing up in circumstances consistent with safe and effective care.

**Two** - our activity is proactive work that aims to target particular groups.

**Three** - our responsive work to protect children who are suffering, or at risk of suffering, harm including:

- Children abused and neglected within families, including those harmed:
  - In the context of domestic violence
  - As a consequence of the impact of substance misuse
  - As a consequence of the impact of parental mental illness
- Children abused outside families by adults known to them
- Children abused and neglected by professional carers, within institutional settings, or anywhere else where children are cared for away from home
- Children abused by strangers
- Children abused by other young people
- Young perpetrators of abuse
- Children abused through prostitution.

#### **Staffing and operational commitments**

- We ensure all staff, students and parents are made aware of our safeguarding policies and procedures. All parents of children on role have a copy of the Parent Information Leaflet and this is also displayed on the notice board with other supporting information.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out Enhanced Criminology Checks (now DBS).
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Enhanced Criminology Checks (now DBS) for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children. This also applies to adults residing at the staff members home address. (Disclosure by Association)
- Volunteers do not work unsupervised.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Staff are required to sign an annual declaration stating that there are no changes to their original Enhanced Criminology Checks (DBS) for them AND by association through any person residing at their home address.
- In respect of disclosure by association we advise the staff member to instruct the person to apply for a waiver of disqualification and follow advice given by Ofsted in terms of staff member suitability, following Ofsted investigation outcome.

#### **Recognising Child Abuse**

There are four different types of abuse

**Physical(including Female Genital Mutilation), neglect, emotional(including Domestic Abuse), and sexual(including child sexual exploitation).**

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff will have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

To ensure that staff, students and volunteers have a consistent approach to identifying the FOUR DIFFERENT types of abuse, we use the **LSCB/Reconstruct training handout** in the safeguarding documents folder in the office as a guide. We also use the [www.swcpp.org.uk](http://www.swcpp.org.uk) website for more detailed information. Where signs and indicators raise cause for concern we adhere to the following:

- The child's key person or session supervisor makes a dated record of the details of the concern and discusses what to do with the setting leader or manager who is acting as the 'designated person'.
- We refer concerns to the Multi Agency Referral Unit and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We use the Inter-agency referral form when making a referral.
- We follow advice given by the Multi Agency Referral Unit and document all conversations.

#### **Conduct and Recording suspicions of abuse and disclosures**

Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:

1. listens to the child, offers reassurance and gives assurance that she or he will take action;
2. does not question the child;
3. makes a written record that forms an objective record of the observation or disclosure that includes:

- the child's name
- the child address
- the age of the child
- the date and time of the observation or the disclosure;
- the exact words spoken by the child as far as possible;
- the name of the person to whom the concern was reported, with date and time; and
- the names of any other person present at the time.
- An objective, factual and accurate record of the disclosure

The name of any other person present at the time who should also write a report on the incident in question. ALL records are signed, dated and stored securely.

**It is not our responsibility to attempt to investigate the situation within the setting.**

#### **Making a referral**

We follow the guidance written on the Cornwall interagency referral form (October 2015)  
We keep a copy of this document and follow the detailed guidelines given.  
All members of staff know the procedures for recording and reporting.

#### **Informing parents/working with parents**

Parents are normally the first point of contact.

If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, **except under section 47 fear of further harm circumstances** (female genital mutilation/serious harm/fabricated illness) where the guidance of the Local Safeguarding

Children Board does not allow this. In these cases the investigating officers will inform parents with the appropriate protection order in place for the child.

As **domestic abuse** is now defined as Emotional Abuse for children, in the event of knowledge of domestic abuse, we will advise the parent to contact the National Domestic Abuse Helpline number on [www.nationaldomesticviolencehelpline.org.uk](http://www.nationaldomesticviolencehelpline.org.uk) or call 0808 2000 247 (female) or [www.mensadvice.org.uk](http://www.mensadvice.org.uk) or call 0808 801 0327 (male) immediately for support. Failure of the victim to seek this support and advice, we adhere to the content of the Serious Crime Act 2015, by us making a safeguarding referral to the Multi Agency Referral Unit.

### **Liaison with other agencies**

We work within the Local Safeguarding Children Board guidelines.

We have a copy of 'What to do if you're worried a child is being abused' March 2015 for parents and staff and all staff are familiar with what to do if they have concerns.

We have procedures for contacting the local authority on child protection issues, including the Multi Agency Referral Unit.

We notify **Ofsted** of any incident or accident and any changes in our arrangements which may affect the wellbeing of children **within 14 days**.

If a referral is to be made to the Multi Agency Referral Unit (contact number **0300 1231 116** or Out of Hours **01208 251300**), we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at that time.

### **Allegations against staff**

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Board, [www.swcpp.org.uk](http://www.swcpp.org.uk) website when responding to any complaint that a member of staff or volunteer within the setting working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.

We refer any such complaint **immediately** to the **Local Authority Designated Officer Team (LADO) on 01872 327225** to discuss the concern. IF this has met the threshold for further investigation, we complete the Professional Allegation Referral Form provided by the LADO and email this completed form to the MARU. We also report any such alleged incident to **Ofsted within 14 days** and what measures we have taken and we document all stages.

We follow all advice given by the LADO, including the instruction to refer to the **DBS referral helpline** (see disciplinary action), as deemed necessary by the LADO and instructed to do so.

- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where children's social care/LADO/DBS advise it is appropriate in the circumstances, the Owner will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

### **Disciplinary action**

Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child or there is an allegation against a member of staff or volunteer, we make a

referral to the LADO IMMEDIATELY on 01872 327225 AND ALSO the DBS referral helpline on 01325 953795, as instructed by the LADO.

We follow the guidance called: Making Safeguarding referrals to the Disclosure and Barring Service (DBS) and Referral guide for: Employers and volunteer managers that is available on the [www.gov.uk/](http://www.gov.uk/) website

### **Training**

- We seek out training opportunities for all adults involved in the setting, with the designated officer attending the Multi Agency Child Protection Level 3 training as advised by the Cornwall LSCB. We ensure that other staff attend the group 2 single agency training and are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect. All staff are aware of who to speak to with concerns of the welfare of a child in our care and the procedure in Cornwall Council for making referrals through the MARU and seeking advice through the MAAT.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

### **Planning**

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others although staff ensure dignity and appropriate privacy for the child during toileting/nappy changing.

### **Curriculum**

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe. We also promote a holistic SAFEGUARDING approach to help children keep themselves safe, understand risks and appropriate actions to reduce risk whilst also actively promote the Fundamental British Values.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background (see British Values policy).
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

### **Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Cornwall Local Safeguarding Children Board.

### **Support to families - Early Intervention/Early Help**

- We work to the Early Help protocol in Cornwall (Cornwall Early Help Strategy) which aims to ensure that services to support children, young people and their parents are there when they need them. Early Help is about identifying problems at an early stage and providing purposeful and effective help as soon as possible once they have been identified, working with families to solve those problems before they get worse.
- We use the Threshold Tool as a guide to identify the four levels of need and appropriate service intervention to ensure families are referred to services in a timely way to reduce the need for a child protection referral. We will contact the Locality Team Early Help Coordinator: contact details available on: [www.cornwallfisdirectory.org.uk/integratedworking/localityteams](http://www.cornwallfisdirectory.org.uk/integratedworking/localityteams) or via the Multi Agency Advice Team, to discuss any concerns on Early identification of need.

- Our Early Intervention referrals will be either through a request for service support through the Early Help Hub or initiation of an Early Help assessment, where a child may have additional needs that cannot be met solely by universal services *and where there is no perceived risk of significant harm*. **Early Help Hub advice/consultation line: 01872 322277.**
- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Early Help Assessment or Child Protection Plan as set by the Lead Professional or child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Cornwall Local Safeguarding Children Board or MARU.

### **Creating Safe Environments to reduce risk**

All staff understand our child protection and safeguarding procedures and have had appropriate training and guidance in the principles of maintaining safe environments. To this end:

- Through training, staff are confident to identify situations where they may be vulnerable and make recommendations to reduce levels of risk and maintain an environment free from unacceptable levels of risk.
- Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a child. If staff are alone with a child, the door of the room should be kept open and another member of staff should be informed.
- If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully on an Incident Report form.
- Staff will never carry out a personal task for children that they can do for themselves (promoting independence). Where this is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has a particular need, staff should not accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued.
- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.
- Staff follow and adhere to the content of **Guidance for safer working practice for those working with children and young people in education settings October 2015** to reduce levels of personal risk/misunderstanding associated with working with children.

## **Use of Images, Cameras and Mobile Phones**

The safety and welfare of the children within our care is of upmost importance.

We use digital images in the day to day running of our group in some capacity as this can play a very important part in communicating with the children, aiding their development, as well as allowing parents/guardians to see what their children access.

We use images of children;

1. For personal Learning Journeys
2. Our photo albums
3. Our displays
4. For training purposes (including childcare students on placement with us)
5. For our website
6. In the Local media.

We support children, under supervision, to take photographs of each other for their Learning Journeys, displays and photo albums. As an ESSENTIAL safeguarding requirement, on Registration prior to a child starting, we ask parents/guardians (with legal parental responsibility) to sign a 'Permission Form for the use of Images'.

We take photographs with our digital camera only. Photographs are printed within the setting for their required purpose and then deleted from the camera.

Unused photographs are also deleted.

Photographs are not stored on the settings computer.

All photographs that are no longer required are destroyed.

### **Student Placements;**

Students must work within the guidance provided by their training provider and also all policies and procedures within the setting, in addition;

Students who require photos for their workbooks must;

1. Gain written permission from the child's parent/guardian.
2. Only use the settings camera under supervision of a staff member.
3. Print their photos on the settings printer.
4. Delete all photos from the camera after use.

### **Local Media/Website**

Photographs of special occasions maybe used in the Local media and/or on our website. Permission for the use of these photos is sought on our Images Permission Form which also details the conditions of consent. A record is kept of children whose parents/guardians have not given permission and we ensure that these children are not included.

### **The Use of Cameras/Videos by Parents/guardians**

Events maybe recorded by video and photographed by staff and parents/guardians if consent has been obtained from ALL parents/guardians prior to each event and always in full view of authorised staff and all attending. Parents/guardians **MUST NOT** post photographs on social network sites.

### **The Use of Mobile Phones**

Staff, students, volunteers and visitors are not allowed to take their mobile phones beyond our Reception office into areas where there are children.

All mobile phones are kept on a high shelf in the office.

Staff are able to access their phones during their lunch break and only within the office. A mobile phone, with no camera or internet facility, is used when groups leave the setting on arranged outings. This enables staff to contact the setting or emergency services should the need arise.

### Reporting 'risk of radicalisation'

In order to promote positive values of equality, tolerance and respect for others, we have regard for the following:

The DfE have published guidance stating that education settings must promote British values i.e learning right from wrong, taking turns, sharing and challenging negative attitudes and stereotypes (*see documents below*). Ofsted will be required to inspect our setting against these criteria's as part of our safeguarding duty. Our 'Prevent Lead' and staff (LYN LOCKYEAR **Prevent Lead person**) will attend the WRAP 3 training that they need to identify children, siblings and parents/carers or staff and volunteers at risk of radicalisation and how to refer them for further help if necessary through the **CORNWALL CHANNEL PROCESS** (*flowchart attached as an appendix*). We will not carry out unnecessary intrusion into our families' lives but our staff will take action when they observe behaviour of concern and share concerns at the earliest opportunity as part of this Safeguarding Policy. In the instance of a member of staff hearing a child/staff/volunteer/ third party worker, parent or carer make an anti-Semitic or discriminatory comment we would contact the local prevent lead and follow a Prevent action plan as deemed necessary. Referrals might be made to Channel (this is a programme that provides support for individuals who are at risk of being drawn into terrorism where they are deemed to be within the **pre-criminal space**). If a person is suspected to be within criminal activity and this is made known to us, we will contact the police by calling **101** (non-emergency) or **0800 789 321** (anti-terrorist hotline). This information has been taken from the guidance document and our policy on this will comply with the requirements under The Counter-Terrorism and Security bill March 2015.

### **Support documents:**

**HM Prevent duty guidance**

**DfE Promoting fundamental British values as part of SMSC in schools; Departmental advice for maintained schools November 2014**

**DfE The Prevent duty; Departmental advice for schools and childcare providers June 2015**

**Cornwall Channel referral process document**

This policy was adopted at a meeting of

Held on

Date to be reviewed

Responsible person

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