



## SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

### POLICY STATEMENT

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Our setting will work with children, parents and the community to ensure the rights and safety of children, young people\* and vulnerable adults. Our Safeguarding Policy is based on the three key commitments of the Early Years Alliance Safeguarding Children Policy.

### PROCEDURES

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We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

#### *KEY COMMITMENT 1*

We are committed to building a 'culture of safety in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

- Our designated lead who co-ordinates child, young person and vulnerable adult protection issues is:  
**Claire Chaffey**
- Our deputy designated lead is;  
**Rae Tucker**
- Our designated person (St Gregorys School) is:  
**Debbie Field**
- Our designated officer (committee) who oversees this work is:  
**Laurie Shea**
- The designated person, the suitably trained deputy and the designated officer ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.

- The designated person (and the person who deputises for them) understands LSCB safeguarding procedures, attends relevant LSCB training at least every two years and refreshes their knowledge of safeguarding at least annually.
- The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern; however, this should not delay any referrals being made to children's social care (Children's advice and duty service), or where appropriate, the LADO, Ofsted or RIDDOR.
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff understand that safeguarding is their responsibility.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team or the NSPCC.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.
- In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour.
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- All staff understand the principles of early help (as defined in Working Together to Safeguard Children, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- All staff understand the thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the LSCB or safeguarding partners in areas where the safeguarding partners have replaced the LSCB.
- All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
- We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
- We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
- We will be transparent about how we lawfully process data.
- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistleblowing and dignity at work.
- Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.

- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided to meet the needs of children.

### **Safer recruitment**

- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974 and the post is subject to an enhanced DBS.
- Enhanced criminal records and barred lists checks (DBS) and other suitability checks, are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person, works at the setting or has access to the children. This is in line with the requirements set out in the 'Statutory framework for the Early Years Foundation Stage'
- Two references will be sought, prior to interviews
- Where applications are rejected based on information disclosed, applicants have the right to know and challenge incorrect information.
- Enhanced criminal records and barred lists checks (DBS) are carried out on anyone working on the premises. No one without a DBS will be left unattended, while on the premises.
- We operate an equal opportunities recruitment procedure and setting
- As part of continued safeguarding, all staff's employment with The Jungle Hut is subject to a Disqualification by association declaration any changes need to be declared immediately.

### **Volunteers must:**

- Be aged 17 or over
  - be considered competent and responsible;
  - receive a robust induction and regular supervisory meetings;
  - be familiar with all the settings policies and procedures;
  - be fully checked for suitability if they are to have unsupervised access to the children at any time.
  - Volunteers are not counted in ratios, unless they have a valid early year's qualification
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
    - the criminal records disclosure reference number;
    - certificate of good conduct or equivalent where a UK DBS check is not appropriate;
    - the date the disclosure was obtained; and
    - details of who obtained it.
  - All documentation obtained is stored in the employees individual file, locked in the filing cabinet. This complies with data protection act and GDPR 2018.

### **Visitors**

- Procedures are in place to record the details of visitors to the setting – All visitors are required to sign in and out. They must record the date, time in, their name, company, reason for their visit, safeguarding/fire policy, time out and signature.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child. Staff do not use personal cameras or filming equipment to record images.
- Personal mobile phones are not used where children are present.
- The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place.

- We keep a written record of all complaints and concerns including details of how they were responded to.

## **KEY COMMITMENT 2**

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with agencies in accordance with the procedures that are set out in 'What to do if you're worried a child is being abused' (HMG, 2015) and the Care Act 2014.

### **RESPONDING TO SUSPICIONS OF ABUSE**

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection, in accordance to the Equality Act 2010

When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:

- significant changes in their behaviour
  - deterioration in their general well-being;
  - their comments which may give cause for concern, or the things they say (direct or indirect - disclosure);
  - changes in their appearance, their behaviour, or their play;
  - unexplained bruising, marks or signs of possible abuse or neglect; and
  - any reason to suspect neglect or abuse outside the setting
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- As professionals have a responsibility to refer a child to Children's social care under section 11 of the Children Act 2004 if we believe or suspect that the child:
    - Has suffered significant harm;
    - Is likely to suffer significant harm;
    - Has a disability, developmental and welfare needs which are likely only to be met through provision of family support services (with agreement of the child's parent) under the Children Act 1989;
    - Is a Child in Need whose development would be likely to be impaired without provision of services.
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- We understand that we should refer any child who may be at risk of significant harm, to children's advice and duty service
  - We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as; social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
  - We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
  - We are prepared to act if we have concerns about, the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and LSCB procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
  - All absences are recorded and monitored, to help identify a potential pattern

- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision. Such as; abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including internet abuse; Female Genital mutilation (FGM) and radicalisation or extremism.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCB procedures on responding to radicalisation.
- The designated person completes online Prevent training and attends local WRAP training where available, to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation and changes to legislation
- We are aware of the mandatory duty that applies to teachers, early years workers and health workers to report cases of Female Genital Mutilation (FGM) to the police. We are also aware that early years practitioners should follow local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may encounter.
- If we become concerned that a child may be a victim of modern slavery or human trafficking, we will refer/or seek advice from the Children's advice and duty service and/or the police
- We will be alert to the threat's children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.
- Where we believe that a child in our care or is known to us, who may be affected by any of these factors. We follow the procedures below for reporting child protection and child in need concerns and follow the Local Safeguarding Children's advice and duty service
- Where such indicators are apparent, a member of staff makes a dated record of the details of the concern and discusses what to do with the designated lead. The information is stored on the child's personal file.
- If a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral, they must speak to Lucy Chalke (committee safeguard)
- We refer concerns about children's welfare to the Children's advice and duty service team 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 Mutli-agency Hub.
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse or neglect is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account in an age appropriate way, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- We have a whistleblowing policy in place – see staffing policy

## 1.1 RECORDING SUSPICIONS OF ABUSE AND DISCLOSURES

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give 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:
  - listens to the child, offers reassurance, and gives assurance that she or he will take action;
  - do not question the child, although it is OK to ask questions for the purposes of clarification;
  - makes a written record that forms an objective record of the observation or disclosure that includes: 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 the date and time; and the names of any other person present at the time
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the designated person is informed of the issue at the earliest opportunity, and always within one working day.
- Concerns and incidents, are to be logged in the A5 book, with child's initials, date, time, a description of the event and staff members signature and printed name

### **Making a referral to children's advice and duty service**

- We report all serious concerns to Children's Advice and Duty Service on; 01305 228866

## 1.2 ESCALATION PROCESS

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the PAN Dorset Multi agency safeguarding board escalation process.
- We will ensure that staff are aware of how to escalate concerns.

- If there is a professional disagreement PAN Dorset's escalation process is followed; Decision made but professional disagreement remains In the unlikely event that the professional disagreement remains despite a decision being reached, the issues raised will be referred to the Head of Safeguarding of any agency involved so that they can note significant challenges to working together to safeguard children.

(Act immediately if there is a risk of significant harm)

**STAGE ONE: Take action within one day of agreement to move to stage two** PROFESSIONAL TO PROFESSIONAL When concern regarding practice or decision-making by a practitioner/agency arises, the initial response should be made between agencies to resolve the issue. If resolution cannot be agreed, practitioners must escalate to their line manager or safeguarding lead in their organisation to decide whether to proceed to a stage 2 escalation.

**STAGE TWO: By four working days** BETWEEN AGENCY LINE MANAGERS/SAFEGUARDING LEADS. These representatives should discuss the concerns/responses with their opposite manager in the relevant agency. Where not resolved the line manager will escalate to a senior manager to decide whether to proceed to a stage 3

STAGE TWO: BY WORKING DAYS 4

**STAGE THREE: No later than 10 working days** BETWEEN SENIOR MANAGERS The purpose of escalating the dispute to this level is to reach a position where differing professional opinions have been taken into account and efforts made to explore whether the dispute has arisen through lack of clarity or understanding in the professional dialogue.

Ultimately a decision will need to be reached between agencies with an agreed way forward where the interests of the child take precedence over a professional stalemate. In some cases, there will need to be a note made that disagreement to the plan remains. It will be helpful to think about contingency.

### **Informing parents**

- Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events, unless it is felt that this will put the child or other person at risk, or interfere with a police investigation, or unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from Children's Advice and Duty Service, or in some circumstances police, where necessary.
- Parents are informed when we make a record of concerns in their child's file and a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the procedures of the Local Safeguarding Children Board/Local Safeguarding Partners does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser or where sexual abuse may have occurred.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should consider seeking advice from children's advice and duty service, about whether or not to advise parents beforehand, and should record and follow the advice given.

## **1.3 LIAISON WITH OTHER AGENCIES AND MULTI-AGENCY WORKING**

- We work within the Local Safeguarding Children Board and Children's Advice and Duty Service guidelines.
- We have procedures for contacting the local authority regarding child protection issues and concerns about children's welfare
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but within 24 hours.

### **Allegations against staff and persons in position of trust**

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting
- We ensure that all staff volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.
- We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person working on the premises, which includes:
  - inappropriate sexual comments;
  - excessive one-to-one attention beyond the requirements of their usual role and responsibilities
- We will recognise and respond to allegations that a person who works with children has:
  - behaved in a way that has harmed a child, or may have harmed a child
  - possibly committed a criminal offence against or related to a child
  - behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- We respond to any concerns raised by staff and volunteers, who know how to escalate their concerns if they are not satisfied with our response
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.

- Any such complaint is immediately referred to the chair of the committee and the Local Authority Designated Officer (LADO) as necessary to investigate and/or offer advice: **Patrick Crawford -01305 228327**

We also report any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures we have taken. We are aware that it is an offence not to do this.

- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended 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 volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

## **1.4 KEY COMMITMENT 3**

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering children through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

### **Training**

- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals. Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming, and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures.
- All staff and committee safeguard attend safeguarding training and attend refresher training every three years, in line with Local Safeguarding Children Board
- Any changes to legislation, or best practice are communicated immediately, to all staff
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
- We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings.

## **1.5 PLANNING**

- The layout of the room allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers.

## **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 so that they develop an understanding of why and how to keep safe.
- We incorporate British values within the setting, to include a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- 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 Local Safeguarding Children Board/Local Safeguarding Partners and in line with the GDPR, Data Protection Act 2018, and Working Together 2018.

## **1.6 SUPPORT TO FAMILIES**

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, 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 Child Protection Plan as set by the child's social worker in relation to the setting's designated role and tasks in supporting the child and their family, subsequent to any investigation.
- We will engage with any child in need plan or early help plan as agreed.
- 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, and only if appropriate under the guidance of the Local Safeguarding Children Board.
- Chads Professional line for parents – 01305 228558

## **1.7 LEGAL FRAMEWORK**

### **Primary legislation**

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 S11)
- Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)
- Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018

### **Secondary legislation**

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)

- Care Act (2014)
- Serious Crime Act (2015)
- Counterterrorism and Security Act (2015)

## 1.8 FURTHER GUIDANCE

- Working together to safeguard (HMG 2018)
- What to do if you're Worried a Child is Being Abused (HMG 2015)
- Framework for the Assessment of Children in Need and their Families (DOH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm — Responding to the Needs of Children of Problem Drug Users
- Information Sharing: Advice for Practitioners providing Safeguarding Services (DFE 2018)
- Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2019)
- Safeguarding Children (Pre-school Learning Alliance 2013)
- Safeguarding through Effective Supervision (Pre-school Learning Alliance 2013)
- The New Early Years Employee Handbook (Pre-school Learning Alliance 2016)
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\* A 'young person' is defined as 16 to 19 years old — in our setting they may be a student, worker, volunteer or parent.