

JULES ET LIS
SAFEGUARDING CHILDREN
CHILDREN PROTECTION POLICY & PROCEDURE
Links to the EYFS 3.4-3.18, 3.19 3.21, 3.22

- meeting the needs of children who have special educational needs and/or disabilities.
- the use of reasonable force
- meeting the needs of children and learners with medical conditions
- providing first aid
- educational visits
- intimate care and emotional well-being
- online safety and associated issues
- Appropriate arrangements to ensure children's and learners' security, considering the local context.

Policy intention

- To safeguard children and promote their welfare we will:
- Create an environment to encourage children to develop a positive self-image.
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct.
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development.
- Provide a safe and secure environment for all children.
- Promote tolerance and acceptance of different beliefs, cultures, and communities.
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion, and role modelling.
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need.
- Share information with other agencies as appropriate.

The after-school club is aware that abuse does occur in our society, and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care, we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents, and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

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The after-school club aims to:

- Keep the child at the centre of all we do.
- Ensure staff are trained to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour.
- Ensure staff understand how to identify early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures.
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need.
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures.
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate.
- Ensure that information is shared only with those people who need to know to protect the child and act in their best interest.
- Ensure that children are never placed at risk while in the charge of nursery staff.
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities.
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur.
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Essex Safeguarding Children Board.
- We will support children by offering reassurance, comfort, and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group.

Designated Officers/Persons

We have a named person within the Out of School Club who takes lead responsibility for safeguarding and co-ordinates child protection and welfare issues, known as the Designated Safeguarding Person (DSP). We also have a Designated safeguarding Officer (DCO) who is a member of the Management Team/Committee Member, who oversees this work. The Out of School Club DSP and DSOs liaise with the Local Safeguarding Children Board (LSCB) and the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field.

Our Designated Person who co-ordinates child, young person or adult protection issues is:

CLARE TROTT-PORTER - GENERAL MANAGER
NICOLA VANNER - PROPRIETOR

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Our Designated Officer who oversees this work is: CLARE TROTT-PORTER & NICOLA VANNER

- The Designated Person and Officer ensure they have links with statutory and voluntary organisations regarding safeguarding.
- Designated Officer/Person Training will be updated every two years and refreshed at least annually.
- All staff will be expected to have an up-to-date knowledge of safeguarding issues, be alert to the signs and symptoms of abuse, and understand their professional duty to ensure safeguarding concerns are reported to the local authority MASH team or the NSPCC.
- Training for all staff will be updated every three years and refreshed at least annually through the sharing of relevant publications, bulletins, newsletters, quizzes and questioning and via supervision and updates provided in staff meetings.
- The Designated Officer in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
- 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 the children's social worker services, the LADO, Ofsted or Riddor.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the after-school club to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or any other adult who may be present in the club regardless of whether they have a DBS clearance.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the Out of School Club. During induction staff will be given contact details for the LADO (local authority designated officer), MASH and the local authority children's services team, the Local Safeguarding Children Board (LSCB) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so. We will also.

- Provide adequate and appropriate staffing resources to meet the needs of all children.
- Ensure applicants for posts within our clubs are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

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- Give staff members, volunteers, and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children.
- Ensure staff understand it is their responsibility to advise us of any changes to the status of their DBS check. This information is also stated within every member of staff's contract.
- Request DBS checks before a person starts work with us and sign staff onto the update service where possible.
- At least annually, ensure that staff sign a form to confirm that the status of their DBS check hasn't changed.
- Abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so.
- Ensure we receive at least two written references BEFORE a new member of staff commences employment with us.
- Ensure that all students will have enhanced DBS checks conducted on them before their placement starts.
- Ensure that volunteers, including students, do not work unsupervised.
- Abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- Have procedures for recording the details of visitors to the setting and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children.
- Ensure that all visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use.
- Ensure that all staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner.

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015) and 'No Secrets' (DoH 2015).

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Responding to suspicions of abuse

We acknowledge that abuse of children can take different forms –

- neglect
- physical abuse
- sexual abuse
- emotional abuse
- bullying, including online bullying and prejudice-based bullying
- racist, disability and homophobic or transphobic abuse
- gender-based violence/violence against women and girls
- radicalisation and/or extremist behaviour
- child sexual exploitation and trafficking
- the impact of new technologies on sexual behaviour, for example ‘sexting’ and accessing pornography
- teenage relationship abuse
- substance misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic violence
- female genital mutilation
- forced marriage
- fabricated or induced illness
- poor parenting, particularly in relation to babies and young children
- Other issues not listed here but that pose a risk to children, young people, and vulnerable adults.

We ensure that all staff understand the additional vulnerabilities that arise from inequalities of race, gender, disability, language, religion, sexual orientation or culture and that these receive full consideration in relation to child, young person or vulnerable adult protection.

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

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Child Protection and SEND

We ensure that all staff are aware that there can be additional barriers that exist when recognising signs of abuse and neglect of children who have special educational needs and or disabilities:

- Commutations barriers
- Increased Isolation
- Dependency on others
- Inadequate response to disclose
- Missing the signs
- Lack of education on staying safe.

Signs of Abuse (What to watch and listen out for)

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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- We consider factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, drug, or alcohol abuse, mental or physical illness or 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 department.
 - 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 disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism and Peer on peer abuse.

Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child, or children. The signs and indicators listed below may not necessarily indicate that a child has been abused but will help us to recognise that

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something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Neglect

Action should be taken if the staff member has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in, or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g., a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy because of maternal substance abuse.

Physical abuse

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g., fleshy parts of the arms and legs, back, wrists, ankles, and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the Out of School Club nursery manager.

Sexual abuse

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g., for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and

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outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

Emotional abuse

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive, or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g., through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Peer on Peer abuse

Children are vulnerable to abuse by their peers. Such abuse will be taken as seriously as abuse by adults and will be subject to the same child protection procedures. We are aware of the potential uses of information technology for cyberbullying and abusive behaviour between young people.

We are also aware of the added vulnerability of children and young people who have been the victims' safeguarding issues, and or bullying, including the risk that they may respond to this by abusing younger or weaker children. If we are concerned about a child's welfare, we will contact the local authority early years improvement team, or other relevant support services for advice. Confidentiality will be assured only when there is no risk of harm to a child. I aim to share all information with parents but in some instances (where we are worried about a child's wellbeing) we may have to refer concerns without discussing this with you.

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On-line Abuse & Internet Safety.

The internet is an incredible resource for children to access, educational resources, support for homework, chatting to friends and family etc, but it can also be a very dangerous place. They can be exposed to inappropriate material, harassment and bullying, viruses and hackers and be conned into giving away financial information. They can also be vulnerable to on-line grooming by paedophiles.

Within some of our settings we offer children the opportunity to use the computer and the internet; however, we have introduced a range of procedures to ensure their safety:

- We talk to children in an age-appropriate manner about the dangers of the internet and how to keep themselves safe. Ensuring they feel safe and secure and understand they can come to me if they feel uncomfortable whilst accessing the internet.
- We discuss with the children about the importance of keeping safe on-line, not forwarding on chain letters, not talking to people they don't know, not giving out personal information that could enable people to identify them, to tell us if they are worried about anything and to never arrange to meet anyone they have spoken to online.
- We talk to the children about the websites they are using.
- There are filters on the computer that block out most inappropriate material.
- We do not permit the children to go onto chat rooms.
- We are always nearby so can keep an eye out on what websites they are visiting.
- We check the history on the computer regularly.
- We are aware of CEOP Internet Safety web site to gain advice, help and support parents.
- The children are not allowed to use a webcam.

Child Sexual Exploitation (CSE)

Child sexual exploitation (CSE) and trafficking is illegal activity by people who have some form of power and control over children and use it to sexually abuse them. It involves forcing or enticing a child (under the age of 18) to take part in sexual activities whether or not the child is aware of what is happening, including exploitative situations, contexts and relationships where children (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing, and/or others performing on them, sexual activities. CSE can be a form of organised or complex abuse, involving several abusers and/or a number of children.

CSE can occur through use of technology without the child's immediate recognition, for example the persuasion to post sexual images on the internet/mobile phones with no immediate payment or gain. In all cases those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. This links with our policy on internet safety procedures

Prevent Duty 2015

Under the counter Terrorism and Security Act 2015, we have a statutory duty to have due regard to the need to prevent people from being drawn into terrorism. Staff have received training and information and are aware of the Prevent Duty 2015 and the requirements to

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keep children safe from harm and from risk of radicalisation and extremism, both within the setting and home. If we have any concerns that a child may be at risk of exposure to extremism or radicalisation we will contact the Thurrock MASH, and follow the procedures as stated within the Southend Essex and Thurrock Child Protection procedure part B section 29.7

Attendance/Absence Monitoring

At the very least, good attendance practice promotes good outcomes for children. In a small Minority of cases, good attendance practice may also lead to the earlier identification of more serious concerns for a child or family and may have a vital part to play in keeping a child or other family members safe from harm.

It is particularly important for us to pay close attention to the patterns of attendance for potentially vulnerable groups of children, including, for example:

- Children facing difficult family circumstances e.g., housing problems, bereavement, separation/divorce.
- Funded 2-year olds
- Children on a CP or CIN plan
- Children with SEND
- Children about whom other agencies have raised concerns, including those supported through the Common Assessment Framework (CAF).
- Children for whom there may be concerns related to on-line exploitation, radicalisation or FGM

We will monitor attendance and make contact with the parent carers where a child is absent, and we have not received a reason for this. The reasons will be recorded. If any child's attendance starts to cause concern, we will meet with the parent carers to discuss this and to document the reasons for the absence. If a child stops attending without reason or notification, and where we have concerns about their welfare or safety, we will follow our procedures for reporting and referring a concern.

Female Genital Mutilation (FGM)

FGM is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision, cutting or Sunna. Religious, social, or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health. FGM may be practised illegally by doctors or traditional health workers in the UK, or girls may be taken abroad for the operation.

A girl or woman who's had FGM may:

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- Have difficulty walking, sitting, or standing.
- Spend longer than normal in the bathroom or toilet.
- Have unusual behaviour after an absence from school or college.
- Be particularly reluctant to undergo normal medical examinations.
- Ask for help but may not be explicit about the problem due to embarrassment or fear.

Our first responsibility and priority are towards the children in our care. If we have any cause for concern we will contact the Thurrock MASH, and follow the procedures as stated within the Southend Essex and Thurrock Child Protection procedure part B section 40.3. Additional support and guidance can be gained through contacting the FGM helpline [0800 028 3550](tel:08000283550).

Staff have updated their knowledge in regard to FGM and have completed the Home Office online FGM training module. Staff can also refer to their copy of the multi-agency statutory guidance on Female Genital Mutilation.

We are 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.

Honour Based Abuse (HBA) is violence and abuse in the name of honour, covering a variety of behaviours (including crimes), mainly but not exclusively against females, where the person is being punished by their family and/or community for a perceived transgression against the 'honour' of the family or community, or is required to undergo certain activities or procedures in 'honour' of the family.

A Forced Marriage (FM) "is a marriage conducted without the valid consent of both parties, where duress is a factor" ('A Choice by Right' HM Government 2000).

Where we believe that a child in our care or that is known to us may be affected by any of these factors, we follow the procedures below for reporting child protection concerns and follow the LSCB procedures;

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:

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- listens to the child, offers reassurance, and gives assurance that she or he will take action.
- does not question the child.
- 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 officer or person' is informed of the issue at the earliest opportunity, and within 1 working day.
- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- 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 is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be considered, 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.
- We have a whistle blowing policy in place.

Making a referral to the Local authority children's social care team

The designated officer will implement the Working Together to Safeguard Children 2015 and Southend Essex and Thurrock (SET) Safeguarding and Child Protection Procedures without delay to minimise any risk to the child. Contacting Thurrock Multi Agency Safeguarding Hub (MASH) immediately, **(01375 652802)** if it is known that a child is at risk of harm. This will follow it up with CAF form within 48 hours. Factual records of the concern and we will ask the parent for an explanation, providing it would not put the child at further risk.

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 LSCB escalation process.
- We will ensure that staff are aware of how to escalate concerns.

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Informing parents

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child in greater danger.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion [we/I] have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed while the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser.
- If there is a possibility that advising a parent beforehand may place a child at greater risk the designated person should seek advice from children's social work services, about whether to advise parents beforehand, and should record and follow the advice given.

Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have the **Southend Essex and Thurrock** procedures for contacting the local authority regarding child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy in any emergency, for the setting and children's social care to work well together.
- We will 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, and any specific procedures such as responding to concerns about radicalisation or extremism (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 at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

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 respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:

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- inappropriate sexual comments.
- Excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We have a Staff code of conduct for behaviour, and this details our expectations for staff

If an allegation is made against a member of staff, we will follow section 3.8 of the Statutory Framework for the Early Years Foundation Stage, and the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.

We will report it to the Local Authority Designated Officer (LADO) immediately and will follow their advice. Ofsted will be informed within 14 days of the allegation being made. I operate safe working practices to protect the setting / staff against allegations. In all instances we will record:

- The child's full name and address.
- The date and time of the record.
- Factual details of the concern, for example bruising, what the child said and who was present.
- Details of any previous concerns.
- Details of any explanations from the parents.
- Any action taken such as speaking to parents.
- Record all visitors to the setting.

It is not our responsibility to attempt to investigate the situation.

We ensure that staff and volunteers know how to raise concerns about another member of staff or volunteer within the setting. We will ensure that staff know how to escalate their concerns if they are not satisfied with the response of the designated officer and/or Manager.

- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting or anyone living 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 (LADO) to investigate: **01375 652921**.
- We also report any such alleged incident to Ofsted, 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.

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- 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- Dismissal

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/I] 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.

Training and awareness

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; we will do this by ensuring that:

- Training opportunities are sought for all adults involved in the setting to ensure that they can 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.
- Designated persons receive training takes place every two years, in accordance Inspecting safeguarding in early years education and skills.
- We/ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision. Child Protection training is updated every three years and refreshed annually.

Planning & Curriculum

- The layout of the rooms allows for constant supervision. We encourage that No child is left alone with staff or volunteers in a one-to-one situation, but we understand that this is not always possible and inform other staff of our whereabouts.
- We introduce key elements of keeping children safe into our programme to **promote the British Values** and 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 create within the setting 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.

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- 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.

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 always 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 care worker in relation to the settings designated role and tasks in supporting that child and their family, after 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 Local Safeguarding Children Board.

*A 'young person' is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer, or parent. A 'vulnerable adult' is defined as a person 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (No Secrets DoH 2015)

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Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- Data Protection Act (1998)
- Childcare (Disqualification) Regulations 2009
- Children and Families Act 2014
- Serious Crime Act 2015

Further guidance

- No Secrets (DoH 2015)
- Working Together to Safeguard Children (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)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Thurrock Local Safeguarding Children Partnership [Thurrock Local Safeguarding Children Partnership - lscp \(thurrocklscp.org.uk\)](http://thurrocklscp.org.uk)

Clare Trott-Porter
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