



# EARLYBIRDS PRESCHOOL CHILD PROTECTION AND SAFEGUARDING POLICY

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## Child Protection & Safeguarding children Policy

### 1. Introduction

This Child Protection and Safeguarding Policy applies to all staff, volunteers and committee members, students or anyone working on behalf of Earlybirds Preschool.

We believe that a child should never experience abuse of any kind. We endeavour to provide a safe and welcoming environment where all children are respected and valued.

Our Child protection and Safeguarding policy follows the statutory guidance **'Working Together to Safeguard Children 2015'** and **'Keeping Children Safe in Education 2016'**

Education Providers and volunteers are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have daily contact with children.

All Earlybirds staff will receive appropriate safeguarding training (which is updated regularly), so that they are knowledgeable and aware of their role in the early recognition of the indicators of abuse or neglect and of the appropriate procedures to follow. In addition, all staff members should receive safeguarding and child protections updates (for example, via email and staff meetings), as require, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

Bank staff and volunteers will be made aware of the safeguarding policies and procedures by the Designated Safeguarding Lead- including Child Protection and Safeguarding Policy and staff behaviour policy (code of conduct).

*"Children are best protected when professionals are clear about what is required of them individually, and how they need to work together." (Working Together to Safeguard Children 2015 updated 2017).*



## 1a. Terminology

**Safeguarding and promoting the welfare of children** refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

**Child Protection** refers to the processes undertaken to protect children who have been identified as suffering or being at risk of suffering significant harm.

**Staff** refers to all those working for or on behalf of the preschool, full time or part time, and bank staff, in either a paid or voluntary capacity.

**Child** includes everyone under the age of 18.

**Parent** refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

## 2. Mission Statement of Earlybirds

- Establish and maintain an environment where school staff and volunteers feel safe, are encouraged to talk and are listened to when they have concerns about the safety and well-being of a child.
- Ensure children know that there are adults at Earlybirds who they can approach if they are worried.
- Ensure that children, who have additional-unmet needs, are supported appropriately. This could include referral to Early Help services or specialist services if they are a child in need or have been / are at risk of being abused and neglected.
- Consider how children may be taught about safeguarding, including online safety, through teaching and learning opportunities, as part of providing a broad and balanced curriculum.
- Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and develop a culture where **Safeguarding is everyone's responsibility**.



### **3. Implementation, Monitoring and Review of the Child Protection and Safeguarding Policy**

This policy will be reviewed annually by the preschool manager and committee chair through the provider's induction and training programme, and as part of the day to day practice. Compliance with the policy will be monitored by the Designated Safeguarding Lead, committee chair through staff performance measures and day to day practice.

### **4. Statutory Framework**

In order to safeguard and promote the welfare of children, Earlybirds will act in accordance with the following legislation and guidance:

- The Children Act 1989 and 2004
- United Convention of the Rights of the Child 1991
- Data Protection Act
- Safeguarding Vulnerable Groups Act 2006
- Somerset Safeguarding Children Board Inter-agency Child Protection and Safeguarding Children Procedures (Effective Support for Children and Families Feb 2017)
- Keeping Children Safe in Education (DfE, September 2016)
- Special education needs and disability (SEND) code of practice: 0-25 years. HM government 2014.
- Section 26, The Counter Terrorism and Security Act 2015 (PREVENT duty)
- Female Genital Mutilation Act 2003 (Section 74, Serious Crime Act 2015)

Earlybirds follows the requirements outlined in **Working Together to Safeguard Children (DfE 2017)** to follow the procedures for protecting children from abuse which are established by the South West Child Protection Procedures ([www.swcpp.org.uk](http://www.swcpp.org.uk)) and Somerset Safeguarding Children Board.

Earlybirds has procedures in place for responding to situations in which: a child may have been abused or neglected or is at risk of abuse or neglect: a member of staff has behaved in a way that has or may have harmed a child or that indicates they would pose a risk of harm.



## 5. The Designated Safeguarding Lead

Earlybirds has a designated staff member who takes lead responsibility for all child protection and safeguarding issues. The Designated safeguarding lead at Earlybirds is Kerry Wood (contact 01934 740123) or

[kerry.earlybirds@gmail.com](mailto:kerry.earlybirds@gmail.com), the Deputy is Helen Amesbury (contact 01934 740123) or [helen.earlybirds@gmail.com](mailto:helen.earlybirds@gmail.com).

The designated committee members for child protection/safeguarding are Veronica Pearce (contact [ronnie.earlybirdscommittee@gmail.com](mailto:ronnie.earlybirdscommittee@gmail.com)) and committee chair Helen Nicholson (contact [helen.earlybirdscommittee@gmail.com](mailto:helen.earlybirdscommittee@gmail.com))

During term time the designated safeguarding lead and or a deputy will always be available (during provision hours) for staff in the provision or other professionals to discuss any safeguarding concerns. Out of hours/out of term the DSL can be contacted on 07866011378 or by email [kerry.earlybirds@gmail.com](mailto:kerry.earlybirds@gmail.com)

### 5a. Responsibility of the Designated Safeguarding Lead (DSL)

- The DSL will refer all cases of suspected abuse or neglect to the Local Authority Children's Services (Safeguarding and Specialist Services) and/or Police (cases where a crime may have been committed) or to the Channel programme where there is a radicalisation concern.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Support staff members around requests for involvement to other agencies.
- Share information with appropriate staff in relation to a child looked after (CLA) legal status (whether they are looked after under voluntary arrangements with consent of parents or on an Interim Care Order or Care Order) and contact arrangements with birth parents or those with parental responsibility.
- Ensure they have details of the CLA's social worker.
- Have a good knowledge and attend meetings (or submit reports) to contribute to the planning for children who have Child in Need or Child Protection Plans.
- Utilise, implement, scrutinise, and monitor the use of **Early Help Assessments** in the provision.



- Work with relevant staff in the provision to ensure the site is safe and secure at all times.
- Ensure recording child safeguarding and child protection files are correctly drawn up and regularly reviewed to scrutinise any patterns/outstanding actions
- Ensure the education provision's **Single Central Record** is correct at all times and safe recruitment procedures are upheld.
- Ensure the provision's site security and risk assessments are maintained and completed to support staff and children feel safe. (Earlybirds undertake weekly and daily security and risk assessments to ensure both staff and children feel safe).

### 5b. Training

The Designated Safeguarding Lead and deputy attend the Local Authority's formal training every two years. The DSL should also undertake Prevent (WRAP) awareness and disseminate in addition to this training. Their knowledge and skills are refreshed (for via e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments) at least annually.

Other requirements include:

- Understand the assessment process for providing **early help** and intervention, for example through locally agreed common and shared assessment processes as early help assessments. **(EHA)**
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend.
- Ensure each member of staff has access to and understand **Earlybirds Child Protection and Safeguarding Policy and procedures**.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Understand and support the requirements of the Prevent duty and be able to provide advice and support to staff on protecting children from the risk of radicalisation.
- Be able to keep detailed, accurate, secure written records of concerns and referrals with action and outcomes.
- Obtain/disseminate access to resources and attend any relevant or refresher training courses.



- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

### 5c. Raising Awareness

The designated safeguarding lead should ensure that Earlybirds policies are known, understood and used appropriately, as well as;

- Ensure Earlybirds Child Protection and Safeguarding policy is reviewed annually.
- Ensure the safeguarding and child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of Earlybirds in this.
- Ensuring that an effective child protection policy is in place, together with a staff behaviour code of conduct policy.
- Ensuring staff are provided with Part One of Keeping Children Safe in Education (DfE 2016) - Appendix 1 and are aware of specific safeguarding issues.
- Ensuring that staff induction is in place with regards to child protection and safeguarding.
- Ensuring that an effective child protection policy is in place, together with a staff behaviour code of conduct policy.
- Ensuring staff are provided with Part One of **Keeping Children Safe in Education (DfE 2016)** - Appendix 1 and are aware of specific safeguarding issues.
- Ensuring that staff induction is in place with regards to child protection and safeguarding.
- Ensuring that all Designated Senior Persons (including deputies) undergo formal child protection training every two years (in line with SCSB guidance) and receive regular (annual) safeguarding refreshers (for example via e-bulletins, meeting other DSPs, or taking time to read and digest safeguarding developments).
- Prioritising the welfare of children and creating a culture where staff are confident to challenge senior leaders over any safeguarding concerns.
- Link with the Somerset Safeguarding Children's Board (SSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding.



- Where children leave the setting, ensure the file for safeguarding and any child protection information is sent to any new setting as soon as possible but transferred separately from the main pupil file.
- Earlybirds should obtain proof that the new setting has received the safeguarding file for any child transferring and then destroy any information held on the child in line with data protection guidelines.
- Contributing to ensure the provision is carrying out inter-agency working, which includes providing a coordinated offer of early help when additional needs of children are identified
- Ensure that children are taught about safeguarding in an age appropriate way.
- Ensure safeguarding is discussed and outcomes recorded at staff meetings
- Ensuring that children are taught about safeguarding in an age appropriate way.

## **6. The Committee**

- The committee will ensure that they will also have regard to this guidance to ensure that the policies, procedures and training in the provision are effective and comply with the law at all times. The responsibilities placed on committee include ensuring that an effective child protection policy is in place, together with a staff behaviour code of conduct policy.
- Ensuring that staff induction is in place with regards to child protection and safeguarding.
- Ensuring that all of the Designated Senior Persons (including deputies) undergo formal child protection training every two years (in line with SCSB guidance) and receive regular (annual) safeguarding refreshers (for example via e-bulletins, meeting other DSPs, or taking time to read and digest safeguarding developments).
- Prioritising the welfare of children and young people and creating a culture where staff are confident to challenge senior leaders over any safeguarding concerns.
- Ensuring appropriate filters and appropriate monitoring systems are in place to safeguard children from potentially harmful and inappropriate online material and adequate E-Safety and online policies in place.
- Ensure scrutiny and effectiveness of the single central record and child protection recording is undertaken.
- Ensure safeguarding is discussed and outcomes recorded at committee meetings.



## 7. Supporting Children

Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

All Earlybirds staff form part of the wider safeguarding system for children. This system is based on the principle of providing help for families to stay together where it is safe for the children to do so, and looking at alternatives where it is not, whilst acting in the best interests of the child at all times.

Children who may require early help will be offered early intervention through **Early Help Support Services for families.**

A directory of early help services is available from the **Early Help Advice Hub on 01823 355803.** Somerset Choices and Professional Choices will also help practitioners and families find information and support to prevent escalation of needs and crisis.

Staff will be aware of the early help process, and understand their role in identifying emerging problems, sharing information with other professionals to support early identification and assessment of a child's needs. It is important for children to receive the right help at the right time to address risks and prevent issues escalating. This also includes staff monitoring the situation and feeding back to the Designated Senior Person any ongoing/escalating concerns so that consideration can be given to a request for involvement to Children's Services if the child's situation does not appear to be improving.

Staff and volunteers working within the provision will also be alert to the potential need for early help for children also who are more vulnerable. For example:

- Children with a disability and/or specific additional needs
- Children with special education needs
- Children missing education
- Children whose family circumstances present challenges, such as substance abuse, adult mental health or learning disability, domestic violence
- Children who are showing early signs of abuse and/or neglect



Earlybirds staff members acknowledges that abuse of children can take different forms and are aware of the **main categories of maltreatment: physical abuse, emotional abuse, sexual abuse and neglect**. They will also be aware of the indicators of maltreatment and specific safeguarding issues so that they are able to identify cases of children who may be in need of help or protection. (See Appendices for information on further descriptors of abuse and specific safeguarding issues)

### **8. Dealing with a disclosure**

If a child discloses that he or she has been abused in some way, the member of staff or volunteer should:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child, but not make promises which it might not be possible to keep
- Never promise a child that they will not tell anyone - as this may ultimately not be in the best interest of the child
- Reassure him or her that what has happened is not his or her fault
- Stress that it was the right thing to tell
- Listen, only asking question when necessary to clarify
- Explain what has to be done next and who has to be told
- Make a written record (see Record Keeping)
- Pass the information to the Designated Safeguarding Lead without delay

Dealing with a disclosure from a child, and safeguarding issues can be stressful. The member of staff/volunteer should, therefore, consider seeking support for him/herself and discuss this with the Designated Safeguarding Lead.

If a staff member receives a disclosure about potential harm caused by another staff member, they should see section - **Allegation involving school staff/volunteers**.

### **9. Record Keeping**

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. If in doubt about recording requirements staff should discuss with the designated safeguarding lead.



When a child had made a disclosure, the member of staff/volunteer should:

- Record as soon as possible after the conversation. Do not destroy the original notes in case they are needed by a court
- Record the date, time, witness, place and any noticeable non-verbal behaviour and the words used by the child
- Indicate the position of any injuries (use body map)
- Record statements and observations rather than interpretations or assumptions

All records need to be given to the Designated Safeguarding Lead promptly. No copies should be retained by the member of staff or volunteer.

If a child who is/or has been the subject of a child protection plan changes provision, the Designated Safeguarding Lead will inform the social worker responsible for the case and transfer the appropriate records to the Designated Safeguarding Lead at the receiving provision in a secure manner and separate from the child's academic file.

All child protection recordings should be scrutinised regularly to ensure the action and outcome has been carried out.

## **10. Confidentiality**

Safeguarding and protecting children raises issues of confidentiality that must be clearly understood by all staff/volunteers in education.

All staff have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Children's Services: Safeguarding and Specialist Services and the Police).

If a child confides in a member of staff/volunteer and requests that the information is kept secret, it is important that the member of staff/volunteer tell the child in a manner appropriate to the child's age/stage of development that they cannot promise complete confidentiality - instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe. This may ultimately not be in the best interest of the child.



All staff/volunteers who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

### **11. Procedure**

When a member of staff is concerned about a child, he or she will inform the Designated Safeguarding lead. The DSL will decide whether the concerns should be referred to Children's Services. If it is decided to make a request for involvement to Children's Services this will be discussed with the parents, unless to do so would place the child at further risk of harm.

Whilst it is the DSL's role to make request for involvement, any staff member can make a referral to Children's Services. If a child is in immediate danger or is at risk of harm, (e.g. concern that a family might have plans to carry out **Female Genital Mutilation**), a referral should be made to Children's Services and/or the Police immediately, telephone **0300 123 2327**

The member of staff must record information regarding the concerns on the same day. The recording must be a clear, precise, factual account of the observations.

Particular attention must also be paid to the attendance and development of any child about who the setting has concerns, or who has been identified as being the subject of a child protection plan. A written record will be kept' and attendance procedures followed.

The **Designated Safeguarding Lead** is responsible for making all staff (where appropriate) aware of trends in behaviour or concerns that may affect child welfare.

### **12. Communication with Parents**

This provision will ensure the Child Protection and Safeguarding Policy is available publicly via the Earlybirds website. In addition, a copy is kept in the policy folder located on the reception desk.

Parents should be informed prior to referral, unless it is considered to do so might place the child at increased risk of significant harm by:

- The behavioural response it prompts e.g. a child being subjected to abuse, maltreatment or threats/forced to remain silent if alleged abuser informed;



- Leading to an unreasonable delay;
- Leading to the risk of loss of evidential material.

(The provision may also consider not informing parent(s) where it would place a member of staff at risk).

The provision will ensure that parents/carers have an understanding of the responsibilities placed on Earlybirds staff for safeguarding children.

### **13. Allegations involving staff/volunteers**

An allegation is any information which indicates that a member of staff/volunteer may have:

- Behaved in a way that has, or may have harmed a child, this may include inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibilities or inappropriate sharing of images.
- Possibly committed a criminal offence against/related to a child
- Behaved towards a child or children in a way which indicates s/he would pose a risk of harm if they work regularly or closely with children.

This applies to any child the member of staff/volunteer has contact within their personal, professional or community life.

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the setting's safeguarding arrangements.

We ensure that all parents know how to complain about the behaviour or acting of staff or volunteers or household member.

Appropriate **whistleblowing procedures**, which are suitably reflected in staff training and staff behaviour policies, should be in place and concerns to be raised with the provider's senior leadership team. We ensure that all staff and volunteers know how to raise concerns about staff/volunteers working in the setting and follow the guidance of the Local Safeguarding Children Board. Information can be accessed in the safeguarding folder.



If staff members have concerns about another staff member then this should be referred to the **Preschool Manager**. Where there are concerns about the Preschool Manager, this should be referred to the **Chair of the Committee**.

In the event of allegations of abuse being made against the Preschool Manager, or where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, allegations should be reported directly to the **Local Authority Designated Officer (LADO)**. Staff may consider discussing any concerns with the Designated Safeguarding Lead if appropriate make any referral via them. (See Keeping Children Safe in Education: Part Four, DfE 2016, for further information).

The person to who an allegation is first reported should take the matter seriously and keep an open mind, recording details of any alleged incident. It is important not to make assumptions. Confidentiality should not be promised, and the person should be advised that the concern will be shared on a 'need to know' basis only.

Actions to be taken include making an immediate written record of the allegation using the informant's words - including time, date, and place where the alleged incident took place, brief details of what happened, what was said and who was present. This record should be signed, dated, and immediately passed on to the preschool manager.

The recipient of an allegation must not unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter.

We refer any complaint immediately to the **Local Authority Designated Officer (LADO)** by phoning Somerset Direct 0300 123 2224

We also report any alleged incident to **Ofsted**, advising of what measures we have taken.

If it is decided that the allegation meets the threshold for Safeguarding, it will take place in accordance with Somerset Safeguarding Children Board Inter-agency Child Protection and Safeguarding Children Procedures. 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 it is to protect staff, as well as children and families throughout the process.

If it is decided that the allegation does not meet the threshold for safeguarding, it will be handed back to the employer for consideration via the settings internal procedures.

The preschool manager should, as soon as possible, following briefing from the Local Authority Designated Officer inform the subject of the allegation.

For further information see: **SSCB's Allegations Management** or contact Somerset Direct for referral to the LADO **Somerset Direct 0300 123 2224**.

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children and vulnerable adults, we will notify the **Disclosure and Barring Service** of relevant information, to ensure that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

Where a staff member feels unable to raise an issue with their employer/through the whistleblowing procedure or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them.

**NSPCC whistleblowing helpline** is available for those who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285, line is available from 8:00 AM TO 8:00 PM, Monday to Friday and Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

#### **14. Safer Working Practice**

To reduce the risk of allegations, all staff should be aware of safer working practice and should be familiar with the guidance contained in the staff handbook/staff behaviour policy and safer recruitment document guidance for safer working practice for those working with children and young people in education settings (2015).



The document seeks to ensure that the responsibilities of all staff towards children and staff are discharged by raising awareness of illegal, unsafe, unprofessional and unwise behaviour. This includes guidelines for staff on positive behaviour management.

### **15. Site Safety**

The provision will make reasonable effort to provide a secure, healthy, hazard-free environment for everyone at and visiting our provision. Consequently, all staff will:

- Maintain physical boundaries and barriers such as fencing, gates and locks on doors, and complete daily health and safety checks.
- Directly supervise children at all times, ensuring correct child/staff ratios are maintained both indoors and outdoors. The layout of the room allows for constant supervision. No child is left alone with staff or volunteers in one-to-one situations without being visible to others.
- Take all reasonable steps to monitor contractors, visitors and volunteers using the premises, requiring them to report to reception, take and read our Guidance for Contractors and sign in sheet and wear a visitor's badge. Ensure all visitors hand their mobile phones and all cameras to reception and adhere to our policies.
- Alert contractors, visitors and volunteers to our school's Safeguarding expectations and protocols, advising them of the name of the DSL and Deputy DSL's.
- Update the **single central record** of staff/volunteers/committee who are in contact with children.

Our provision believes good safe security allows both staff and children to feel safe and confident in their surroundings and offers reassurance to parents and carers.

### **16. Keeping Children Safe in Education 2016**

The statutory guidance 'Keeping Children Safe in Education' 2016 is available online. The DfE have confirmed that this guidance will be updated in 2018. And is available for staff to access online including Part 1 which all staff must be familiar with., and provides further information including:

- Children missing from education
- Child sexual exploitation



- Honour based violence
- FGM mandatory reporting duty
- Preventing radicalisation

This is to assist staff to understand and discharge their role and responsibilities as set out in this guidance.

Our staff members are asked to sign to say they have read these sections and should subsequently be re-directed to these online documents again should any changes occur.



## **Appendix A**

### **Types of Abuse**

#### **Physical abuse**

Is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts. It isn't accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, and slapped or having objects thrown at them. Shaking or hitting babies can cause non-accidental head injuries (NAHI). Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don't need and making the child unwell - this is known as fabricated or induced illness (FII). There's no excuse for physically abusing a child. It causes serious, and often long-lasting, harm - and in severe cases, death.

#### **Neglect**

Is the ongoing failure to meet a child's basic needs and is abuse. A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care. A child may be put in danger or not protected from physical or emotional harm. They may not get the love, care, and attention they need from their parents. A child who's neglected will often suffer from other abuse as well. Neglect is dangerous and can cause serious, long-term damage - even death.

#### **Sexual abuse**

A child is sexually abused when they are forced or persuaded to take part in sexual activities. This may involve grooming when somebody builds an emotional connection with the child to gain their trust for the purpose of abuse or exploitation.

#### **Emotional abuse**

Is the ongoing emotional maltreatment of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them. Children who are emotionally abused are often suffering another type of abuse or neglect at the same time - but this isn't always the case.



## **Specific abuse and vulnerability concerns**

### **Domestic abuse**

Domestic abuse may take many forms. Witnessing the physical and emotional suffering of a parent may cause considerable distress to children, and both the physical assaults and psychological abuse suffered by adult victims who experience domestic abuse can have a negative impact on their ability to look after their children. Children can still suffer the effects of domestic abuse, even if they do not witness the incidents directly. However, in up to 90% of incidents involving domestic violence where children reside in the home, the children are in the same or the next room. Children's exposure to parental conflict, even where violence is not present, can lead to serious anxiety and distress among children.

Domestic abuse can therefore have a damaging effect on a child's health, educational attainment and emotional well-being and development. The potential scale of the impact on children is not always easy to assess, but may manifest itself as behavioural, emotional, or social difficulties, including poor self-esteem, withdrawal, absenteeism, adult-child conflict. Children sometimes disclose what is happening or may be reluctant to do so, hoping that someone will realise something is wrong.

### **Fabricated or Induced Illness by Carer (FII)**

FII is a condition whereby a child suffers harm through the deliberate action of their carer and which is attributed by the adult to another cause. FII can cause significant harm to children. FII involves a well child being presented by a carer as ill or disabled, or an ill or disabled child being presented with a more significant problem than he or she has in reality and suffering harm as a consequence.

There are three main ways of the parent/carer fabricating or inducing illness in a child:

- Fabrication of signs and symptoms, including fabrication of past medical history.
- Fabrication of signs and symptoms and falsification of hospital charts, records, letters and documents, and specimens of bodily fluids.



- Induction of illness by a variety of means.

The possibility of fabricated and induced illness should be considered where there are discrepancies between professional and parental perceptions of the child's needs or of any illness or disability and where there is a possibility of significant harm to the child. Where there are suspicions of FII in a child, the DSL must make a referral to children's Social Care and/or the Police. Parents should not be informed of suspicions at this stage.

### **Child Exploitation, Sexual (CSE) and gangs, (also known as Child Criminal Exploitation)**

There will be other circumstances which give cause for serious concern about the welfare of children; such as Child Sexual Exploitation (CSE). The exploitation of children and young people under 18 involves exploitative situation, contexts and relationships where young people (or a third person or persons) receive something (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

**CSE** can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the internet/mobile phones.

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. Violence, coercion, and intimidation are common; involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.



The current definition updated March 2017 states:

*Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.*

Somerset's CSE screening tool can be found at:

<http://sscb.safeguardingsomerset.org.uk>

### **Peer on peer abuse including sexualised behaviour**

Earlybirds plays an important part of the inter-agency framework not only in terms of evaluating and referring concerns to children's services and the police, but also in the assessment and management of risk that the child may pose to themselves and others in the setting.

Earlybirds promotes positive behaviour and believes that children should be free to play and learn without fear of being hurt or hindered by someone else. Earlybirds recognises that some children display behaviour harmful to one another in a number of ways which could be classified as 'peer on peer abuse'. These ways include the following: physical abuse (for example kicking, hitting, biting), prejudiced behaviour (physical or emotional behaviour to do with special educational needs, ethnic, cultural and religious backgrounds, gender or home life etc). Sexually harmful behaviour (e.g inappropriate sexual language, inappropriate role play)

When considering whether behaviour is abusive, it is important to consider: Whether there is a large difference in power (for example age, size, ability, development) between the young people concerned; or whether the perpetrator has repeatedly tried to harm one or more other children; or where there are concerns about the intention of the alleged perpetrator.



### **Female Genital Mutilation (FGM)**

FGM comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organ for non-medical reasons (World Health Organisation). It is also sometimes referred to as female genital cutting or female circumcision. The practice is illegal in the UK.

FGM is not an issue that can be decided on by personal preference - it is an illegal, extremely harmful practice, and a form of child abuse and violence against women and girls. Professionals in health, social care and education have a statutory duty to report all cases of FGM to the police where disclosure or signs of FGM are noted, or where a person knows or suspects FGM has been - or will be - perpetrated.

When someone reports FGM to the police, they should ask for a crime reference number.

If there is an IMMEDIATE RISK, call the Police on 999 (emergency number).  
If there is NOT an immediate risk, call the Police on 101 (non-emergency number).

### **Faith Abuse**

Faith abuse is linked to a belief in witchcraft or possession by spirits and demons. In such instances, physical and/or psychological violence may be used in order to "get rid" of the possessing spirit.

Child abuse is never acceptable in any community, in any culture, in any religion, under any circumstances. This includes abuse that might arise through a belief in spirit possession or other spiritual or religious beliefs.

Faith abuse usually occurs in the household where the child lives. It may also occur in a place of worship where alleged "diagnosis" and "exorcism" may take place.

When disclosure or signs of faith abuse are noted, staff should always alert the DSL immediately. In such situations, the DSL will always call Somerset Children's Social Care Emergency Duty Team on 0300 123 2224.



## **Extremism and Radicalisation**

The UK Government defines extremism as "The vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs" and/or "calls for the death of members of our armed forces, whether in this country or overseas".

Radicalisation is defined by the UK Government within this context as: "The process by which a person come to support terrorism and extremist ideologies associated with terrorist groups".

We understand the Earlybirds is subject to the revised **Prevent Duty** March 2016 under section 26 of the Counter-Terrorism and Security Act 2015. The four key duties are to; Identify local risks, identify at risk children (and adults), work in partnership with other agencies and to keep children safe online, where much of the radicalisation takes place. We understand the critical part we can play, serving arguably the most vulnerable and impressionable members of society. Earlybirds are clear of the duties place upon them by the Early Years Foundation Stage 2017 (EYFS) - to keep children safe and promote their welfare. We are clear that as part of our commitment to protect children in our care, we must demonstrate activity in assessing the risk of children being drawn into terrorism.

We are also aware that some children and young people are affected by gang activity (this encompasses crimes which have been committed to defend the honour of the family/community including FMG, forced marriage or breast ironing) by complex, multiple or organised abuse, through forced marriage or honour based violence (gangs may use children to move money and drugs and may take over the homes of vulnerable families 'cuckooing') or may be victims of children trafficking and hate crime (any incident, which the victim or anyone else, thinks are based on someone, prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender). 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 come into contact with.

The Police should be informed about allegations of crime at the earliest opportunity. Any reports of historic abuse made to Avon and Somerset Police must be to the Safeguarding Co-ordination Unit 01823 349037.



### **Private Fostering**

Private fostering is when a child under the age of 16 (18 if they are disabled) lives with someone who is not a close relative, guardian or person with parental responsibility for 28 days or more. Private fostering is not the same as fostering arranged by the local authority.

Children and young people become privately fostered for a variety of reasons:

- Their parents live overseas, and they come to this country to attend preschool
- Their parents are ill and cannot look after them
- Their parents work away from home, possibly abroad
- Their parents have come to the UK to study or work and require someone to look after their children
- They are teenagers who are estranged from their families

The law says that the Local Authority must be told about all private fostering arrangements. The child's parents or carers should notify us of the arrangement, although anyone else involved in making the arrangement or who is aware of it also has a responsibility to inform us.

**The Children Act 1989, and section 44 of the Children Act 2004**, outlines the legal duty of the local authority to make sure that the welfare of all privately fostered children is safeguarded and promoted.

A social worker will need to check the placement is suitable and that all the needs of the child or children are being met. They will also speak to the child or children to make sure that a thorough assessment of the placement is carried out.

When we are made aware a child may be privately fostered, a request for involvement will be made to Somerset Direct.

### **Hate Crime**

A Hate Incident is any incident which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender. If you, or anyone you know, has been called names, been bullied, or had anything happen to them that you think may be because of one of these factors, then you should report this



as a hate incident. Not all hate incidents will amount to criminal offences, but those that do become hate crimes.

### **Online Abuse**

This type of abuse happens on the web, through social networks, playing online games or using a mobile phone where sexting may also be an issue. (Sexting is sending, receiving, or forwarding sexually explicit messages, photographs, or images, primarily between mobile phones, it may also include the use of a computer or any digital device). Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation, or emotional abuse. Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world or may online happen online. eLIM is part of Support Services for Education. Support Services for Education provides a wide range of services to school and other educational providers promoting educational excellence for all the children and young people of Somerset.

[www.SupportServicesforEducation.co.uk](http://www.SupportServicesforEducation.co.uk)



## Appendix b

### Single Central Record (SCR)

Keeping an accurate Single Central Record is a statutory requirement and an essential part of keeping children safe in education and forms part of the statutory guidance Keeping Children Safe in Education (KCSIE) (DfE 2016)

#### Single Central Record Checklist

	Yes	No	Action Required?
Is a single central record (SCR) in place for all staff (including bank staff)?			
Does the SCR include all others who work regularly with children, including volunteers?			
Are all members of the Preschool Committee included on the SCR?			
Does the SCR indicate that identity checks have been carried out and by whom?			
Is there evidence on the SCR that all staff have been checked against the Barred List?			
Does the SCR record the date when the DBS and/or Barred List checks was carried out and who carried out the check?			
Does the SCR record professional qualifications - where the qualification is a requirement of the job?			
Have all relevant staff been asked, been asked to complete a declaration confirming that they are not disqualified in line with the Childcare Act 2006 and the (Disqualification) Regulations 2009? Is evidence of these checks included on the SCR?			



## Appendix C

### Early Help

"Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years, through to the teenage years".

Working together to Safeguard Children, March 2015.

It's about working with children, young people and their families to identify and address problems before they escalate. Early help includes services that are available to all families as well as services for more vulnerable families who need a greater level of support. Effective early help means that:

- Parents and or care-givers feel supported to provide stable, consistent and appropriate care for their families
- Children and young people achieve their education goals
- Children and young people achieve the best possible physical and mental health
- Children and young people are safe and feel safe

Providing the right information and advice to enable choice for families so they can be empowered to make positive changes themselves with tailored support where needed. Helping families build protective factors and family resilience so that they have the skills, knowledge, and ability to meet the children's needs and to prevent situations escalating.

The **early help assessment** is used to help practitioners gather and understand information about the strengths and needs, based on discussions with the family. The holistic assessment identifies the most appropriate way to meet those needs. Earlybirds practitioners can complete an early help assessment as required.



## Appendix D

### **Managing Allegations and Escalation**

The statutory guidance '**Keeping Children Safe in Education (2016)**' states that settings should appoint a member of staff of the preschool's leadership team to the role of designated safeguarding lead. All staff should be instructed that any allegation should be reported immediately to the designated safeguarding lead. Our written safeguarding procedures should reflect this guidance.

On being advised of an allegation which meets the criteria, the designated safeguarding lead should contact the **Local Authority Designated Officer (LADO) within 1 working day. Phone Somerset Direct on 0300 123 2224 for a referral.**

The LADO'S role is to provide advice and guidance to organisations dealing with allegations, to liaise with the police and other agencies, and to monitor the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

All referrals should be made in the first instance by phone to **Somerset Direct** indicating that you wish to refer an allegation against an adult who works with children. Please follow up all referrals using the **LADO** Reporting Form available on the Somerset Children Safeguarding Board site.

All allegations against staff are dealt with in accordance with '**Working Together 2015**'. Should the allegation be about the designated lead or senior staff, allegations should be passed to the committee chair.

### **Escalation**

Transparency, openness, and a willingness to understand and respect individual and agency views are core aspects of a safe multi-agency/inter-agency working. Good preparation, open lines of communication and planning by professionals who take responsibility for decision-making will ensure the best outcomes for our children and families.

Safeguarding and promoting the welfare of children is a responsibility shared by all agencies. If you feel that a professional or an agency is not acting in the best interests of the child, young person, or family, you have a responsibility to



respectfully challenge the professional or agency. The Somerset Children Safeguarding Board or the SEE Education Safeguarding Advisor can provide further advice on this matter.

## Appendix E

### SSCB referral routes Somerset Safeguarding Children Board

The SSCB has a statutory duty to co-ordinate how agencies work together to safeguard and promote the well-being of children and young people in Somerset and to ensure the effectiveness of the safeguarding arrangements.

### Report a child at risk

If you are worried about a child or young person who could be in danger, please contact:

- **Children's Social Care on 0300 123 2224**
- By email at [childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk)
- Or the police

You can contact the police directly by dialling 101 and they will discuss with Children's Social Care what action should be taken. **In an emergency always contact the police by dialling 999.**

If you would like to speak to a social worker outside of office hours, please phone the **Emergency Duty Team (EDT) on 0300 123 2327.**

We will always deal with any calls in the strictest confidence.

If you suspect child abuse:

- **Do** listen to the child
- **Do** take what the child says seriously
- **Do** act quickly
- **Do** share your worries with Children's Social Care, the police, or the NSPCC - they are there to help you
- **Do** continue to offer support to the child
- **Don't** delay
- **Don't** probe or push the child for explanations
- **Don't** assume that someone else knows and will help the child. You must act



- **Don't** be afraid to voice your concerns, the child may need urgent protection and help

Safeguarding is everybody's responsibility.

Earlybirds Child Protection and Safeguarding Policy  
Part 1 and Annex A of 'Keeping Children Safe in Education' DfE Guidance 2016

I am aware of who is our Designated Safeguarding Lead, Deputy Designated Safeguarding Lead and Designated Committee members for Child Protection and Safeguarding are and I able to discuss any concerns that I may have with them.

I know that further guidance, together with copies of the policies mentioned above, are available in the Safeguarding file in the front office.

Signed \_\_\_\_\_

## Appendix F

**Radicalisation** is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups. "Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas" (HM Government Prevent Strategy (CONTEST) and aims to stop people from being exposed to extreme ideologies and becoming radicalised. The CONTEST strategy is divided up into four priority objectives:

- Pursue - stop terrorist attacks
- Prepare - where we cannot stop an attack, mitigate its impact
- Protect - strengthen overall protection against terrorist attacks
- Prevent - stop people becoming terrorists and supporting violent extremism



It is an approach that involves many agencies and communities, to safeguard people who may be at risk of radicalisation. Since the publication of the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people, and families from violent extremism. There have been attempts to radicalise vulnerable children and young people to develop extreme views including views justifying political, religious, sexist, or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation. Keeping children safe from these risks is a safeguarding matter and should be approached in the same way as safeguarding children from other risks. Children should be protected from messages of all violent extremism.

To report concerns, contact the Regional Police Prevent Team:

- Phone: 01179 455 536
- Email: [channelsw@avonandsomerset.pnn.police.uk](mailto:channelsw@avonandsomerset.pnn.police.uk)
- SWCPP (Safeguarding Children and Young people against Radicalisation and Violent Extremism)  
[http://www.proceduresonline.com/swcpp/somerset/.sg\\_ch\\_extremism.html?zoom\\_highlight=prevent](http://www.proceduresonline.com/swcpp/somerset/.sg_ch_extremism.html?zoom_highlight=prevent) Revised Prevent Duty guidance for England and Wales
- <https://www.gov.uk/government/publications/prevent-duty-guidance>

## Appendix G

**The Somerset Safeguarding Children Board (SSCB)** is the statutory, multi-agency partnership with responsibility of co-ordinating, monitoring and challenging all activity relating to safeguarding children and young people living in Somerset. Safeguarding Children Boards were set up as a result of the 2004 Children Act and are regulated by that law.

The work of the SSCB is broad and varied but includes:

- Developing multi-agency policies and procedures for safeguarding
- Participating in the strategic planning of children's services
- Communicating the need to safeguard and promote the welfare of children to professionals and the public
- Conducting Serious Case Reviews when a child dies or is seriously harmed, and abuse or neglect is suspected



- Ensuring procedures to ensure a coordinated response to unexpected child deaths
- Collecting and analysing information about all child deaths that occur in the area to identify issues of concern
- Providing multi-agency training and development to staff on safeguarding children

### **Somerset Direct**

<http://www.somerset.gov.uk/childrens-services/safeguarding-children/report-a-child-at-risk/>

### **Useful Contacts**

**Consultation Line for Children's Safeguarding Leads', 0300 123 3078**  
**Somerset Direct (Children's and Adult's) 0300 123 2224**

- CAMHS Telephone Advice Line (12.00pm - to 2.00pm Monday to Friday)
- Early Help Advice Hub 01823 355803
- Emergency Duty Team (EDT) 0300 123 2327
- getset Sedgemoor 01278 446771
- Prevent - Regional Police Prevent Team 01179 455536/539
- [channelsw@avonandsomerset.pnn.police.uk](mailto:channelsw@avonandsomerset.pnn.police.uk)

### **LGBT - stonewall.org.uk**

- Somerset Drug and Alcohol Service (SDAS) 0300 303 8788
- Somerset Integrated Domestic Abuse Service (SIDAS) 0800 694 9999
- Somerset Partnership Integrated Therapy Service 0303 033 3002
- (9.00am to 12.00pm, Mon, Wed, Thurs, Fri)

### **Somerset Support for Education (SSE)**

<http://www.supportservicesforeducation.co.uk/>

Includes Education Welfare, Governance, eLIM, Traveller Education and Property & Grounds services.

All children and young people will have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or



identity. We are committed to anti-discriminatory practice and recognised the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

This policy was adopted by Earlybirds on 21/03/2018 and to be reviewed annually.

Signed on behalf of the Preschool  
Kerry Wood, Manager  
Date: 21.03.18

Signed on behalf of the committee  
Helen Nicholson, Chair  
Date: 21.03.18



All staff, committee and volunteers to sign on completion of reading this policy and 'Keeping Children safe' (2016) part one (including Annex A)

I am aware who is Earlybirds Designated Safeguarding Lead, Deputy Designated Safeguarding Lead and Designated Committee members for Child Protection and Safeguarding and I am able to discuss any concerns that I may have with them.

I, \_\_\_\_\_ have read and understood the contents of the following documents and understand my role and responsibilities as set out in Child Protection and Safeguarding Policy of Earlybirds Preschool, Cheddar

Signed by \_\_\_\_\_ Date \_\_\_\_\_

Please return to Kerry Wood, Designated Safeguarding Lead