



06. Safeguarding Children, Young People and Adults 2022

Adopted by Little Fishes on 31/01/22

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06.01 Safeguarding Policy Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. It is **everyone's responsibility** to ensure that children's safety and welfare are protected, and all staff and visitors have a role to play.

We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to. We are all responsible for being alert, aware, identifying concerns, sharing the information and taking prompt action. We always act in the best interest of the child.

We maintain an attitude of "it could happen here" where safeguarding is concerned.

The purpose of this policy is to provide staff, volunteers and governors with the framework they need in order to keep children safe and secure in our setting, and to inform parents and guardians how we will safeguard their children whilst they are in our care.

Specific guidance is available to staff within the procedure documents.

Definition of safeguarding

The definition of safeguarding is broad but includes:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking prompt action to enable the best outcome for every child.

Aims

- To provide all staff with the framework to promote and safeguard the wellbeing of children and in so doing ensure they meet their statutory responsibilities.
- To ensure consistent good practice across the setting
- To demonstrate our commitment to protecting children.

We are committed to safeguarding children, young people and vulnerable adults and do this by putting their rights to be '*strong, resilient and listened to*' at the heart of all our activities.

Our key commitments to safeguarding children in our care

We make 'three key commitments' against which all policies and procedures will be drawn; thus providing a consistent and coherent strategy for safeguarding children in our care.

1. A commitment to building 'a culture of safety' in which children and young people are protected from abuse and harm at all times.
2. A commitment to responding promptly and appropriately to all incidents 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 are worried a child is being abused*' (HMG 2015) and '*No Secrets (updated by the Care Act 2014) and Working Together 2018*.'
3. A commitment to promoting awareness of child abuse issues throughout our staff training and learning programmes and a commitment to empower children, through the curriculum; promoting their right to be '*strong, resilient and listened to*'.

Commitment 1

- We have a 'designated person', known as the 'Designated Safeguarding Lead', who is responsible for carrying out child, young person, or adult protection procedures.
- The 'Designated Safeguarding Lead' reports to a 'Designated Officer' responsible for overseeing all child, young person or adult protection matters
- *The* 'Designated Safeguarding Lead' and the 'Designated Officer' ensure the following:
 - They have links with statutory and voluntary organisations regarding safeguarding children.
 - They have received appropriate training on child protection matters and that all staff are adequately informed and/or trained to recognise possible child abuse in the categories of physical, emotional and sexual abuse and neglect.
 - All staff are aware of the additional vulnerabilities that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation or culture and that these receive full consideration in child, young person or adult protection related matters.
 - That staff are aware and receive training in social factors affecting children's vulnerability including
 - social exclusion
 - domestic violence and controlling or coercive behaviour
 - mental illness
 - drug and alcohol abuse (substance misuse)
 - parental learning disability
 - radicalisation
 - That staff are aware and receive training in other ways that children may suffer significant harm and stay up to date with relevant contextual safeguarding matters:
 - abuse of disabled children
 - fabricated or induced illness
 - child abuse linked to spirit possession
 - sexually exploited children
 - children who are trafficked and/or exploited
 - female genital mutilation
 - extra-familial abuse and threats
 - children involved in violent offending, with gangs and county lines.
 - They are adequately informed in vulnerable adult protection matters.

Commitment 2

- There are 'safer recruitment' procedures in place to prevent known abusers from coming into the organisation as employees or volunteers at any level.
- Safeguarding is the responsibility of every person undertaking the work of Little Fishes' in any capacity.
- There are procedures for dealing with allegations of abuse against a member of staff, or any other person undertaking work whether paid or unpaid for the organisation, where there is an allegation of abuse or harm of a child. Procedures differentiate clearly between an allegation, a concern about quality of care or practice and complaints.
- There are procedures in place for reporting possible abuse of children or a young person in the setting.

- There are procedures in place for reporting safeguarding concerns where a child may meet the s17 definition of a child in need (Children Act 1989) and/or where a child may be at risk of significant harm, and to enable staff to make decisions about appropriate referrals using local published threshold documents.
- There are procedures in place to ensure staff recognise children and families who may benefit from early help and can respond appropriately using local early help processes. Designated persons should ensure all staff understand how to identify and respond to families who may need early help.
- There are procedures in place for reporting possible abuse of a vulnerable adult in the setting.
- There are procedures in place in relation to escalating concerns and professional challenge.
- There are procedures in place for working in partnership with agencies involving a child, or young person or vulnerable adult, for whom there is a protection plan in place. These procedures also take account of working with families with a 'child in need' and with families in need of early help, who are affected by issues of vulnerability such as social exclusion, radicalisation, domestic violence, mental illness, substance misuse and parental learning disability.
- These procedures take account of diversity and inclusion issues to promote equal treatment of children and their families and that take account of factors that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation, or culture.
- There are procedures in place for record keeping, confidentiality and information sharing, which are in line with data protection requirements.
- We follow government and LSCB guidance in relation to extremism.
- The procedures of the Local Safeguarding Partners must be followed.

Commitment 3

- All staff receive adequate training in child protection matters and have access to the setting's policy and procedures for reporting concerns of possible abuse and the safeguarding procedures of the Local Safeguarding Partners.
- All staff have adequate information on issues affecting vulnerability in families such as social exclusion, domestic violence, mental illness, substance misuse and parental learning disability, together with training that takes account of factors that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation, or culture.
- We use available curriculum materials for young children, taking account of information in the Early Years Foundation Stage, that enable children to be *strong, resilient, and listened to*.
- The setting seeks to build the emotional and social skills of children and young people in an age-appropriate way, including increasing their understanding of how to stay safe.
- We adhere to the EYFS Safeguarding and Welfare requirements.

Definitions (within this document)

- **Child protection** is an aspect of safeguarding but is focused on how we respond to children who have been significantly
- harmed or are at risk of significant harm.

- The term **staff** applies to all those working for or on behalf of the school, full time or part time, in either a paid or voluntary capacity. This also includes parents and governors.
- **Child** refers to all young people who have not yet reached their 18 birthday. On the whole, this will apply to pupils of our school; however, the policy will extend to visiting children and students from other establishments
- **Parent** refers to birth parents and other adults in a parenting role for example adoptive parents, step-parents, guardians and foster carers.
- **Abuse** could mean neglect, physical, emotional or sexual abuse or any combination of these. Parents, carers and other people can harm children either by direct acts and / or failure to provide proper care. Explanations of these are given within the procedure documents.
- A '**young person**' is defined as 16–19-year-old. In an early years setting, they may be a student, worker, or parent.

During the Covid pandemic staff remain vigilant and alert to the signs of neglect that may be a result of the measures implemented to curb the virus spread e.g. self isolation.

This policy includes safer recruitment of staff, child protection, managing allegations of abuse against a member of staff and our Prevent Duty (Extremism, Radicalism and British Values).

06.02 Roles and responsibilities

Designated Safeguarding Lead	Amber Delves	manager@littlefishesrowledge.org.uk
Deputy Designated Safeguarding Leads	Lucy Chapple & Suzanne Franklin-Ferrar	deputy@littlefishesrowledge.org.uk
Safeguarding Officer	Russ Gant	vicar@stjamesrowledge.org.uk

The Designated Safeguarding Lead (DSL) who co-ordinates and has lead responsibility on child protection and safeguarding issues is **Amber Delves, Nursery Manager**. She is overseen by the Little Fishes Steering Committee and her line manager **Rev. Russ Gant**, who is the **Designated Officer**. The deputy Designated Safeguarding Leads are **Suzanne Franklin-Ferrar and Lucy Chapple** who are responsible in the managers absence. There will always be a contactable safeguarding lead on site during term time and school hours. The parish safeguarding officer is **Tasha Dean** and she is contacted if the designated officer is unavailable.

The DSL ensures that all practitioners are alert to the signs and symptoms of abuse and know how to respond to these. The DSL ensures all staff receive annual training in safeguarding issues and their responsibilities.

All concerns about child welfare should be reported to the DSL.

The DSL informs the designated officer of any serious concerns and agrees further actions. Clarification will be sought if there are any doubts. If the designated officer is unavailable, advice is sought from the parish safeguarding officer, action taken to safeguard the child and the designated officer informed as soon as possible.

Issues that require notifying to Ofsted are notified to the designated officer to make the decision regarding notification. The DSL must remain up to date with Ofsted reporting and notification requirements.

If the incident requires reporting to RIDDOR the DSL and designated officer will work with the St. James' Health and Safety Officer, Brian Capper, as outlined in the Health and Safety Policy. We follow the guidance from Hampshire Safeguarding Children's partnership for safeguarding, specific procedures and responding to concerns, such as radicalisation/extremism. Procedures are followed for managing allegations against staff, responding to complaints and concerns, whistle blowing and escalation.

The DSL must ensure that safeguarding records are transferred accordingly (separate from pupil files) and in a timely fashion when a child transfers school, including in-year transfers.

06.03 Responding to Safeguarding and Child protection concerns

Identifying safeguarding concerns and issues

- We know that abuse of children can take different forms – physical, emotional and sexual, and neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through different indicators or behaviours. **See Appendix 1.**
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent’s drug or alcohol abuse, mental or physical illness or parent’s learning disabilities.
- We are aware of new and emerging threats such as digital online abuse, grooming, sexual exploitation, criminal gang exploitation, modern slavery, radicalisation and extremism.
- We are aware of other factors that affect children’s vulnerability such as having a disability or special educational needs, being in care, experienced a traumatic childhood event, children in need and young carers.
- We are aware that some issues are extra-familial and arise outside of the home, such as, children and young people are affected by complex, multiple or organised abuse, by gang activity, exploitation, through religious or cultural abuse, such as Female Genital Mutilation, forced marriage or honour-based violence or maybe victims of modern slavery, or 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 and their families who we may come into contact with.
- Practitioners should be alert to symptoms that would indicate that FGM has occurred, or may be about to occur, and take appropriate safeguarding action. Designated persons should contact the police immediately as well as refer to children’s services local authority social work if they believe that FGM may be about to occur. (See **Appendix 8** for more information regarding the law and signs of FGM)
- We are aware and try to develop our understanding and knowledge of the impact of domestic abuse, including controlling and coercing behaviour of the perpetrator and the impact this can have on families.
- We have a zero tolerance to peer-on-peer abuse.
- We actively protect children and teach them British Values by recognising and valuing the universal uniqueness of all individuals and we are mindful to instil early, appropriate learning and resilience to protect children against the development of extremist and radicalised thinking and behaviour. **See Appendix 2**

Responding to safeguarding concerns or disclosures

- We recognise that providing early help and support may prevent a more serious situation escalating and will refer, seek advice and work with other services as appropriate.
- Where we believe a child in our care or known to us may be affected by any of these factors, we follow the procedure for reporting child protection concerns.
- Where such evidence is apparent, the adult makes a dated, signed record of the details of the concern and discusses what to do with the Designated Safeguarding Lead / Deputy Safeguarding lead. This information is then stored in the confidential safeguarding file.
- We take care not to influence the child either through the way we speak to children or by asking leading questions of children. We use the strategy TED (Tell, Explain, Describe)

- We refer concerns to the local authority children’s Social Care Team and co-operate fully in any subsequent investigation. In some cases, this may mean the police or another agency identified by the Local Safeguarding Children’s Board (LCSB).
- 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 taken into account, 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.
- When making a referral to children’s social care or other appropriate agencies, we use the detailed procedures and reporting format contained in “What to do if you’re worried a child is being abused – summary” booklet by DfES publications.

Responding to marks or injuries observed

- If a member of staff observes or is informed by a parent/carer of a mark or injury to a child that happened at home or elsewhere, the member of staff makes a record of the information given to them by the parent/carer on the pre-existing injury form which is signed by the parent/carer and stores this in the child’s personal file.
- The member of staff advises the DSL as soon as possible if there are safeguarding concerns about the circumstance of the injury.
- If there are concerns about the circumstances or explanation given, by the parent/carer and/or child, the DSL decides the course of action to be taken after reviewing Child welfare and protection summary and completing Expression of concern reporting form.
- If the mark or injury is noticed later in the day and the parent is not present, this is raised with the DSL. If there are concerns about the nature of the injury, and it is unlikely to have occurred at the setting, the designated person decides the course of action required and completes an Expression of concern reporting form as above, taking into consideration any explanation given by the child.
- If there is a likelihood that the injury is recent and occurred at the setting, this is raised with the DSL.
- If there is no cause for further concern, a record is made in the Accident Record, with a note that the circumstances of the injury are not known.
- If the injury is unlikely to have occurred at the setting, this is raised with the designated person
- The parent/carer is advised at the earliest opportunity.
- If the parent believes that the injury was caused at the setting this is still recorded in the Accident Record and an accurate record made of the discussion is made on the child’s personal file.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (a disclosure), or a member of staff observes signs or signals that gives cause for concern, such as those outlined in **Appendix 1**, that member of staff follows a precise procedure to record their concerns

- The exact procedure for recording a concern or disclosure is detailed in **Appendix 3**
- **The procedure for recording marks or injuries on children is outlined in Appendix X; Procedure for recording pre-existing injury. These records are signed and dated by both staff and parents and are stored in the confidential welfare folder.**
- If marks or injuries are observed, where abuse is suspected, these may be recorded on a body diagram, following the procedure in Appendix 3.
- These records are signed and dated and kept in a confidential safeguarding file which is secure and confidential, with restricted access for Designated Safeguarding Leads only.
- We adhere to the Local Safeguarding Children Board stipulations for recording and sharing concerns.

Decision making (all categories of abuse)

- The designated person makes a professional judgement about referring to other agencies, including Social Care using the Hampshire Safeguarding Children Partnership (HSCP) threshold document:
 - Level 1: Child's needs are being met. Universal support.
 - Level 2: Universal Plus. Additional professional support is needed to meet child's needs.
 - Level 3: Universal Partnership Plus. Targeted Early Help. Coordinated response needed to address multiple or complex problems.
 - Level 4: Specialist/Statutory intervention required. Children in acute need, likely to be experiencing, or at risk of experiencing significant harm.
- Staff are alert to indicators that a family may benefit from early help services and should discuss this with the DSL, also completing Expression of Concern reporting form if they have not already done so.

Making a referral to the local authority Social Care Team

- The DSL is responsible for reporting to the designated officer and seeking advice (if required) prior to referral.
- For child protection concerns at Level 3 and 4 (Hampshire threshold charts) the DSL will need to complete an Expression of concern form and send it to the designated officer and the parish safeguarding officer.
- The designated officer is to be kept briefed of any updates.
- If the child is in immediate danger ring 999.
- If the concern is urgent the safeguarding lead will ring Hampshire Social Services Professional line as soon as possible to discuss the situation.
- To report any other concern the DSL will use **the interagency referral form (IARF)**(Hampshire children). *See appendix 4* for link.
- To make a referral for a Hampshire child, more information on how to make a referral can be found on the [HIPS procedures website](#).
- To make a referral for a Surrey child, contact C-SPA or complete a request for support form
- If a practitioner disagrees with a decision made by the DSL they should discuss it with them and try to resolve it. If it can't be resolved they can speak to the designated officer. If it can't be resolved, then whistle blowing procedures must be used.
- Concerns can be discussed at supervisions, but this can't delay making referrals, if required.
- The referral is recorded on the form: child's welfare and protection summary

- Follow up phone calls to and from social care are recorded in the child's file. Details to be included are date, time, name of social worker and summary of conversation.
- Records are kept up to date and made available for confidential access by the Designated Officer during closures and the school holidays.

Informing and seeking consent from parents

- Parents are made aware of our privacy policy which explains the circumstances in which we share information.
- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events unless we feel this may put the child in greater danger.
- We inform parents where we make a record of concerns in their child's file. We also make a note of any discussion we have with them regarding a concern. Parents are asked to sign and date this record. It should be noted what action was taken, the outcome and any follow up.
- The DSL must always seek consent to share information before a referral is made for early help (Level 2/3 on the Hampshire threshold charts). If consent is sought and withheld but the child may be at risk without early intervention, then there may be grounds to override a parental decision. This would be noted on the referral and the parent would still be informed that a referral was being made beforehand.
- In most circumstances consent will not be required to make a child protection referral because even if consent is refused the DSL has a professional duty to act on the concern and make a referral. The DSL contacts parents (in agreement with social care) indicating that concerns have been raised unless 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 child may be put at harm by discussion with parent, or an offense may have been committed, where there are concerns about sexual abuse, fabricated illness, FGM or forced marriage or where contact puts another person at risk e.g. domestic abuse. In these cases, the social workers will inform parents.

Reporting and liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- All staff know how to contact the local authority on child protection issues. See **Appendix 4 for Contact Numbers and emails**.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the wellbeing of the children or where an allegation of abuse is made against a member of staff as soon as reasonably possible, but within 14 days. (**See Appendix 4 for contact details**)
- The National Society for the Prevention of Cruelty to Children (NSPCC) may be contacted for further advice or support. (**See Appendix 4**)
- If a referral is to be made to the local authority social care department, we will inform parents unless this is against the area's Safeguarding Children and Child Protection advice.
- We also inform our local diocesan safeguarding officer: Tasha Dean of the alleged incident or allegation within 24 hours.

Working with and providing support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group. We work with parents for the best interests of each child.
- Little Fishes does not allow staff who are currently employed to babysit privately for families that attend the preschool, as this can lead to safeguarding issues. The exception to this is where the staff have children who also attend the preschool. This must be discussed with the manager to mitigate any safeguarding issues.
- We make this policy available to all parents via a printed copy in the welcome pack, a printed copy is displayed in the entrance hall and available to download through our website.
- We have a copy of “What to do if you’re worried a child is being abused” for parents to refer to.
- We make clear to parents our role and responsibilities during the child protection process such as for the reporting of concerns, providing information, monitoring of the child and liaising at all times with the local children’s social care team.
- We will continue to welcome and care for 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 Little Fishes designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child’s parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

06.04 Staffing and safer recruitment

- We provide adequate and appropriate staffing resources to meet the needs of the children and meet the EYFS requirements.
- Applicants for posts at Little Fishes are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed that “enhanced disclosure” checks with the Disclosure and Barring Service must be carried out 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.
- All permanent applicants for work within the pre-school will be interviewed before an appointment is made and will be asked to provide two references. They will also need to provide confirmation of their right to work in the UK and confirm their identity.
- All permanent appointments will be subject to a probationary period of half a term and will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with the children.
- At Little Fishes, we abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at Little Fishes or has access to the children.
- Volunteers and students do not work unsupervised.
- We abide by the Protection of Vulnerable Groups Act requirements with regards to any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children, whether received before or during their employment with us.
- We record information about staff qualifications and the identity checks and vetting processes that have been completed including:
 - The Disclosure and Barring Service reference number (or CRB)
 - The date the disclosure was obtained; and
 - Details of who obtained and checked it
- New staff sign to verify they have read and understand “What to do if you’re worried a child is being abused”, “Keeping children safe in education-part1” and Working together 2018. There is a summary document of this information kept in the office for staff to access.
- Temporary staff are asked to read and sign a Safeguarding briefing sheet.

06.05 Allegations against staff, volunteers or agency staff

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within Little Fishes, which may include an allegation of abuse or serious harm. A copy of the complaints policy is available on our website.
- We have a procedure for whistleblowing and all staff report to the DSL who alerts the designated officer (or Parish safeguarding officer if unavailable) within 3 to 4 hours. They decide together to Determine if a concern about a member of staff is a 'low level concern' or an allegation and on the immediate action to be taken¹
- . This includes ensuring the safety of the children and staff in the setting and level of acceptable fact finding.
- If the allegation is made against the DSL, the safeguarding officer or parish safeguarding officer, will be required to immediately record details of the allegation and liaise with the LADO. The deputy DSL would take over the role of DSL.
- If an allegation is made against the safeguarding officer, the parish safeguarding officer would be informed.
- We always respond to any disclosure by children, parents 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.
- The matter is kept confidential. The DSL ensures the member of staff fills in Confidential Safeguarding incident report form. A copy of this is sent to the safeguarding officer and to the parish safeguarding officer.
- The Local Area Designated Officer (LADO) is contacted as soon as possible on 01962 876364 (within one working day)
- The DSL gets clarification on actions to be taken, when and how parents are informed, whether the LADO believes a criminal offense has occurred (who will inform the police if so), whether the LADO is happy for the setting to conduct an internal investigation and what action should be taken concerning the person (e.g. suspension, working from office, not working unsupervised). The DSL records details of this discussion on the child's file (dates, type of contact, advice given, agreed actions, updates).
- If the LADO decides in discussion that the allegation is not false, then they will usually make a referral to children's social care service.
- Staff do not investigate the matter unless the LADO advises this.
- Parents are informed after discussion with LADO, unless circumstances mean they need to be informed straight away e.g. child is injured and needs medical attention.
- If staff believe a child is still in danger due to a member of staff or volunteer then they must speak to a DSL, if they believe appropriate action has not been taken, they must speak to the designated officer. If concerns remain then the whistle blowing procedure must be followed.
- We also report any serious alleged incident to Ofsted, within 14 days and inform them 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.
- We still identify and respond to allegations even if the person resigns or ceases to be a volunteer.
- We would follow the same procedures for agency staff.

¹ See Keeping Children Safe in Education 2021 Part 4 section 2 paragraph 406 on

Further actions

- Where appropriate the LADO may offer advice or a view about a proportionate response, such as performance management, coaching or supervision instead of disciplinary procedures.
- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will make a referral to the DBS disclosure service.
- Where the Manager and children's social care agree it is appropriate in the circumstances, the Manager may suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place but is to protect the staff as well as children and families throughout the process. We will have regard for the employer duty of care while this process is ongoing.
- The DSL may revise the Risk Assessments if appropriate.

Whistleblowing and escalation

The whistle blowing procedure must be followed in the first instance if:

- a criminal offence has been committed, is being committed or is likely to be committed
- a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject. This includes non-compliance with policies and procedures, breaches of EYFS and/or registration requirements
- a miscarriage of justice has occurred, is occurring or is likely to occur
- the health and safety of any individual has been, is being or is likely to be endangered
- the working environment has been, is being or is likely to be damaged
- that information tending to show any matter falling within any one of the preceding clauses has been, is being or is likely to be deliberately concealed

There are 3 stages to raising concerns as follows:

1. If staff wish to raise or discuss any issues which might fall into the above categories, they should normally raise this issue with their manager/DSL.
2. Staff who are unable to raise the issue with their manager/DSL should raise the issue with their line manager's manager/Designated Officer.
3. If staff are still concerned after the investigation, or the matter is so serious that they cannot discuss it with a line manager, they should raise the matter with Diocesan Safeguarding Advisor. jackie.broadfoot@cofeguildford.org.uk. 07918 559387.

Ultimately, if an issue cannot be resolved and the member of staff believes a child remains at risk because the setting or the local authority have not responded appropriately, the NSPCC have introduced a whistle-blowing helpline 0800 028 0285 for professionals who believe that:

- their own or another employer will cover up the concern
- they will be treated unfairly by their own employer for complaining
- if they have already told their own employer and they have not responded

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. The people most commonly involved will be the member of staff/key person and Manager.

Any information is shared under the guidance of the Local Safeguarding Children Board. We maintain that all matters relating to child protection are to be treated as confidential and only shared as per the 'Information Sharing Advice for Practitioners' (DfE 2015) guidance.

06.06 Staff Training

- We seek out training opportunities 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 and neglect and that they are aware of the local authority guidelines for making referrals. New staff undertake a basic safeguarding training course and prevent Duty training.
- We ensure the Designated Safeguarding Leads and deputies receive training every two years, in accordance with that recommended by the Local Safeguarding Children Board. The Designated Safeguarding Leads also carry out further training, domestic abuse, and safer recruitment and keeps updated on current issues.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- DBS checked members of our pre-school are the only members of staff allowed to take a child to the toilet or change nappies.

06.07 Child safety and security

Security

We take security steps to ensure that we have control over who comes into the setting, so that no unauthorised person has unsupervised access to the children. The front door remains locked during the session, with the key easily accessible to staff, but not children. The garden gates are kept bolted, and the outside area is always supervised, when there are children outside. When children arrive or leave, there is a member of staff on duty at the door to prevent children leaving unaccompanied and unauthorised people entering the premises.

We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.

Visitor or intruder on the premises

The safety and security of the premises is maintained at all time and staff are vigilant in areas that pose a risk, such as shared premises. A risk assessment is completed to ensure that unauthorised visitors cannot gain access.

Visitors with legitimate business (generally a visitor will have made a prior appointment):

- On arrival, they are asked to verify their identity and confirm who they are visiting.
- Staff will ask them to sign in (using Envoy) and explain the procedures for the use of mobile phones and emergency evacuation.
- Visitors (including visiting VIPs) are never left alone with the children at any time.
- Visitors to the setting are monitored and asked to leave immediately should their behaviour give cause for concern.

Intruder - An intruder is an individual who has not followed visitor procedures and has no legitimate business to be in the setting; he or she may or may not be a hazard to the setting.

- An individual who appears to have no business in the setting will be asked for their name and purpose for being there.
- The staff member identifies any risk posed by the intruder.
- The staff member ensures the individual follows the procedure for visitors.
- The setting manager is immediately informed of the incident and takes necessary action to safeguard children.
- If there are concerns for the safety of children, staff evacuate them to a safe place in the building and contact police. In some circumstance this could lead to 'lock-down' of the setting and will be managed by the responding emergency service (see procedure: Terrorist threat/attack and lock-down in Health and Safety Policy).
- The designated person informs their designated officer of the situation at the first opportunity.
- In the case of a serious breach where there was a perceived or actual threat to the safety of the children, the manager/DSL completes a Confidential safeguarding incident report form and copies in their line manager on the day of the incident. The trustees ensure a robust organisational response and ensure that learning is shared.
- Staff may also need to have regard to the procedure 'Threats and abuse towards staff and volunteers' in the Health and Safety policy

Uncollected child

If a child is not collected by closing time, or the end of the session and there has been no contact from the parent, or there are concerns about the child's welfare then this procedure is followed.

- The DSL is informed of the uncollected child as soon as possible and attempts to contact the parents by phone.
- If the parents cannot be contacted, the DSL uses the emergency contacts to inform a known carer of the situation and arrange collection of the child.
- After one hour, the DSL contacts the local social care out-of-hours duty officer if the parents or other known carer cannot be contacted and there are concerns about the child's welfare or the welfare of the parents.
- The DSL should arrange for the collection of the child by social care.
- Two members of staff remain until child is collected.
- Where appropriate the designated person should also notify police.

Members of staff do not: go off the premises to look for the parents / leave the premises to take the child home or to a carer / offer to take the child home with them to care for them in their own home until contact with the parent is made.

- Staff make a record of the incident in the child's file. A record of conversations with parents should be made, with parents being asked to sign and date the recording.
- This is logged on the child's personal file along with the actions taken. An Expression of concern form should also be completed if there are safeguarding and welfare concerns about the child, or if Social Care have been involved due to the late collection.
- If there are recurring incidents of late collection, a meeting is arranged with the parents to agree a plan to improve time-keeping and identify any further support that may be required.

Missing child

In the building:

- As soon as it is noticed that a child is missing, the member of staff informs the manager/ DSL who initiates a search within the setting.
- If the child is found on-site, the designated person checks on the welfare of the child and investigates the circumstances of the incident.
- If the child is not found on site, one member of staff searches the immediate vicinity, if there is no sign of the child, the police are called immediately.
- The parents are then called and informed.
- The designated person contacts their designated officer, to inform them of the situation and seek assistance.

Off-site (outing or walk)

- As soon as it is noticed that a child is missing, the senior staff present carries out a headcount.
- One member of staff searches the immediate vicinity.
- If the child is not found, the senior staff calls the police and then contacts the DSL.
- The DSL informs the parents.
- Members of staff return the children to the setting as soon as possible if it is safe to do so. According to the advice of the police, one senior member of staff should remain at the site where the child went missing and wait for the police to arrive.

- The DSL contacts the designated officer, who attends the setting.

Recording and reporting:

- A record is made on: Child welfare and protection summary and Expression of concern form. The manager as designated person completes and circulates: Confidential safeguarding incident report form to the designated officer on the same day that the incident occurred.
- Inform N.E Hampshire SfYC office for support. See contacts.

The investigation:

- Ofsted are informed as soon as possible (and at least within 14 days).
- The designated officer carries out a full investigation.
- The DSL and the designated officer speak with the parents together and explain the process of the investigation
- Each member of staff present during the incident writes a full report using Expression of concern form, which is filed in the child's file. Staff do not discuss any missing child incident with the press.

Incapacitated parent

Incapacitated refers to a condition which renders a parent unable to take responsibility for their child; this could be at the time of collecting their child from the setting or on arrival. Concerns may include appearing drunk, appearing under the influence of drugs, demonstrating angry and threatening behaviour to the child / members of staff / others and appearing erratic or manic.

Informing

- If a member of staff is concerned that a parent displays any of the above characteristics, they inform the DSL as soon as possible.
- The DSL assesses the risk and decides if further intervention is required.
- If it is decided that no further action is required, a record of the incident is made using the Expression of concern form.
- If intervention is required, the DSL speaks to the parent in an appropriate, confidential manner.
- The DSL will, in agreement with the parent, use emergency contacts listed for the child to ask an alternative adult to collect the child. The emergency contact is informed of the situation by the DSL and of the setting's requirement to inform social care of their contact details. If there is no one suitable to collect the child social care are informed.
- The designated officer is informed of the situation as soon as possible and provides advice and assistance as appropriate.
- If violence is threatened towards anybody, the police are called immediately.
- If the parent takes the child from the setting while incapacitated the police are called immediately and a referral is made to social care.

Recording

- The designated person completes an Expression of concern form. If social care were contacted, a Confidential safeguarding incident report form is completed by the designated officer. If police were contacted, a Confidential safeguarding incident report form should also be copied to the trustees.
- Further updates/notes/conversations/ telephone calls are recorded.

Death of a child on-site

Identifying

- If it is suspected that a child has died in the setting, emergency resuscitation will be given to the child by a qualified First Aider until the ambulance arrives.
- Only a medical practitioner can confirm a child has died.

Informing

- The DSL ensures emergency services have been contacted; ambulance and police.
- The parents are contacted informing them that there has been an incident involving their child and that an ambulance has been called and asking them to come straight to the setting or hospital as appropriate.
- The DSL calls the designated officer and informs them of what has happened.
- The trustees are contacted and a confidential safeguarding incident report form prepared by the designated person and designated officer.
- One member of staff is delegated to phone all parents to collect their children. The reason given must be agreed by the designated officer and the information given should be the same to each parent.
- The decision on how long the setting will remain closed will be based on police advice.
- Ofsted are informed of the incident by the nominated person and a RIDDOR report is made.
- Staff will not discuss the death of a child with the press.

Responding

- The trustees will decide how the death is investigated within the organisation after taking advice from relevant agencies.
- The trustees will coordinate support for staff and children to ensure their mental health and well-being.

06.08 Looked after children

Identification

A 'Looked after Child' is a child in public care, who is placed with foster carers, in a residential home or with parents or other relatives.

Services provided to Looked after Children

Two-year-olds

- Places will be offered to two-year-old children who are looked after; where the placement in the setting will normally last a minimum of three months.
- Where the child is already in attendance and has a secure attachment with an existing key person a continuation of the existing place will be offered.

Three- and four-year-olds

- Places will be offered for funded three- and four-year-olds who are looked after; where the placement in the setting will normally last a minimum of six weeks.
- If a child who attends a setting is taken into care and is cared for by a local carer the place will continue to be made available to the child.

Additional Support

- The DSL and key person liaise with agencies and professionals involved with the child, and his or her family, and ensure appropriate information is gained and shared.
- A meeting of professionals involved with the child is convened by the setting at the start of a placement. A Personal Education Plan (PEP) for children over 3 years old is put in place within 10 days of the child becoming looked after.
- Following this meeting, a Care plan for looked after children form is completed. The care plan is reviewed after two weeks, six weeks, three months, and thereafter at three to six monthly intervals.
- Regular contact will be maintained with the social worker through planned meetings, which will include contribution to the PEP which is reviewed annually.

06.09 E-safety (including all electronic devices with internet capacity)

Online Safety

It is important that children and young people receive consistent messages about the safe use of technology and can recognise and manage the risks posed in both the real and the virtual world. Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks.

The issues are:

- Content – being exposed to illegal, inappropriate or harmful material
- Contact – being subjected to harmful online interaction with other users
- Conduct – personal online behaviour that increases the likelihood of, or causes, harm

I.C.T Equipment

- The setting manager ensures that all computers have up-to-date virus protection installed.
- Tablets are only used for the purposes of observation, assessment and planning and to take photographs for individual children's learning journeys.
- Tablets remain on the premises and are always stored securely when not in use.
- Staff follow the additional guidance provided with the system

Internet access

- Children never have unsupervised access to the internet.
- The setting manager ensures that risk assessments in relation to e-safety are completed, if used.
- Only reputable sites with a focus on early learning are used (e.g. CBeebies).
- Video sharing sites such as YouTube are not accessed due to the risk of inappropriate content.
- Children are taught the following stay safe principles in an age-appropriate way:
 - only go online with a grown up
 - be kind online and keep information about me safe
 - only press buttons on the internet to things I understand
 - tell a grown up if something makes me unhappy on the internet
- Staff support children's resilience in relation to issues they may face online, and address issues such as staying safe, appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at www.iwf.org.uk.
- The setting manager ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely, if required.

Cyber Bullying

If staff become aware that a child is the victim of cyber-bullying at home or elsewhere, they discuss this with the parents and refer them to help, such as: NSPCC Tel: 0808 800 5000 www.nspcc.org.uk or ChildLine Tel: 0800 1111 www.childline.org.uk

Use of social media

Staff are expected to:

- understand how to manage their security settings to ensure that their information is only available to people they choose to share information with
- ensure the organisation is not negatively affected by their actions and do not name the setting
- be aware that comments or photographs online may be accessible to anyone and should use their judgement before posting
- be aware that images may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone
- observe confidentiality and refrain from discussing any issues relating to work
- not share information they would not want children, parents or colleagues to view
- set privacy settings to personal social networking and restrict those who are able to access
- not accept service users / children / parents as friends, as it is a breach of professional conduct
- report any concerns or breaches to the designated person in their setting
- not engage in personal communication, including on social networking sites, with children and parents with whom they act in a professional capacity. There may be occasions when the practitioner and family are friendly prior to the child coming to the setting. In this case information is shared with the manager and a risk assessment and agreement in relation to boundaries are agreed

Use/distribution of inappropriate images

Staff are aware that it is an offence to distribute indecent images and that it is an offence to groom children online. In the event of a concern that a colleague is behaving inappropriately, staff advise the designated person who follow procedures in this policy: Allegations against staff, volunteers or agency staff.

Use of mobile phones and cameras

- We do not allow the use of personal mobile phones, cameras or video recorders on the premises, when and where children are present or during working hours. This does not include breaks when personal phones can be used in the staffroom.
- Staff phones, and photographic devices must be kept in the office. Staff will take their phones on outings and visits in case of emergency. These should be switched off.
- Visitors are asked to keep phones in their pocket / bag or stored in the office for the duration of the visit.
- Staff do not use personal equipment to take photographs of the children.
- If staff, parents or visitors need to make a phone call they are required to use their device in the office with permission.
- Photographs and recordings must only be taken for valid reasons e.g. to record learning and this is monitored by the manager.
- Permission may be given to parents to take photos of their own children at special events, such as sports day and Christmas services. This is for personal use only and not to be shared on social media.

- Permission is asked and reviewed annually as to whether we can take photos for recording development and learning and share pictures of children on displays, our website, Facebook page and publicity. Children's names are not published when used on publicity. Little Fishes devices are used for this purpose.
- A poster explaining our policy on use of mobile phones and cameras is displayed on the parent information board.

06.10 Key person supervision

Staff taking on the role of key person must have supervision meetings in line with this procedure.

Structure

- Supervision meetings are held every half term for key persons. For part-time staff this may be less frequent.
- Key persons are supervised by the setting manager or deputy.
- Supervision meetings are held in a confidential space suitable for the task
- Key persons should prepare for supervision by having the relevant information to hand.

Content

- The child focused element of supervision meetings must include discussion about:
 - the development and well-being of the supervisee's key children and offer staff opportunity to raise concerns in relation to any child attending. Safeguarding concerns must always be reported to the designated person immediately and not delayed until a scheduled supervision meeting
 - reflection on the journey a child is making and potential well-being or safeguarding concerns for the children they have key responsibility for
 - promoting the interests of children
 - coaching to improve professional effectiveness based on a review of observed practice/teaching
 - reviewing plans and agreements from previous supervisions including any identified learning needs for the member of staff
- During supervision staff can discuss any concerns they have about inappropriate behaviour displayed by colleagues but must never delay until a scheduled supervision to raise concerns.
- Staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children that have occurred during their employment. New information is referred immediately to the designated officer.

Recording

- Key person supervision discussions are recorded and is retained by the supervisor and a copy provided to the key person.
- The key person and supervisor must sign and date the minutes of supervision within 4-6 weeks of it happening and disagreements over recorded content must be minuted.
- Each member of staff has a supervision file that is stored securely at all times.

- Concerns raised during supervision about an individual child's welfare may result in safeguarding concerns not previously recognised as such, these are recorded on Safeguarding incident reporting form and placed on the child's file. The reasons why the concerns have not previously been considered are explored.
- Additional safeguarding or welfare decisions made in relation to a child during supervision are recorded on the individual case file. The supervisor (if not the designated person) should ensure the recording is made and the designated person is notified.

Checking continuing suitability

- Supervisors check with staff if there is any new information pertaining to their suitability to work with children. This only needs to be recorded on the supervision meeting record.
- Where staff are on zero hours contracts or are employed as and when needed, their line manager completes the staff suitability self-declaration form quarterly and / or at the beginning of every new period of work.
- Regarding the use of agency staff / support workers / self-employed persons there is an expectation that, as part of the agreement with agencies, they have sought information regarding their employee's suitability to work with children. Line managers must review this regularly.
- The position for students on placement is the same as that for agency staff

Exceptional Circumstances

Where exceptional circumstances prevent staff from conducting supervision as outlined in this procedure, the line manager is informed in writing, a copy placed on the supervision file and the appropriate actions agreed to ensure that the setting meets its obligations within the EYFS.

06.11 Planning and provision for a culture of safe practice

- We strive to create a culture of safety, equality and protection.
- Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and learning ways to express their own feelings. This will enable children to have the self-confidence and the vocabulary to resist/reject inappropriate approaches.
- The layout of the rooms allows for constant supervision. Where possible, no child is left alone with staff or volunteers in a one-to-one situation without being visible to others.
- We introduce the key elements of keeping safe into our curriculum to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and that they develop an understanding of why and how to keep safe.
- Within Little Fishes, we create a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this practice is carried out in a way that is developmentally appropriate for the children.

List of Appendices

Appendix 1 – Indicator signs of potential abuse

This is not an exhaustive list. Please read '[Child abuse concerns: guide for practitioners - GOV.UK \(www.gov.uk\)](http://www.gov.uk)- potential signs that may be indicators of abuse or neglect and types of neglect:

- significant changes in 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.

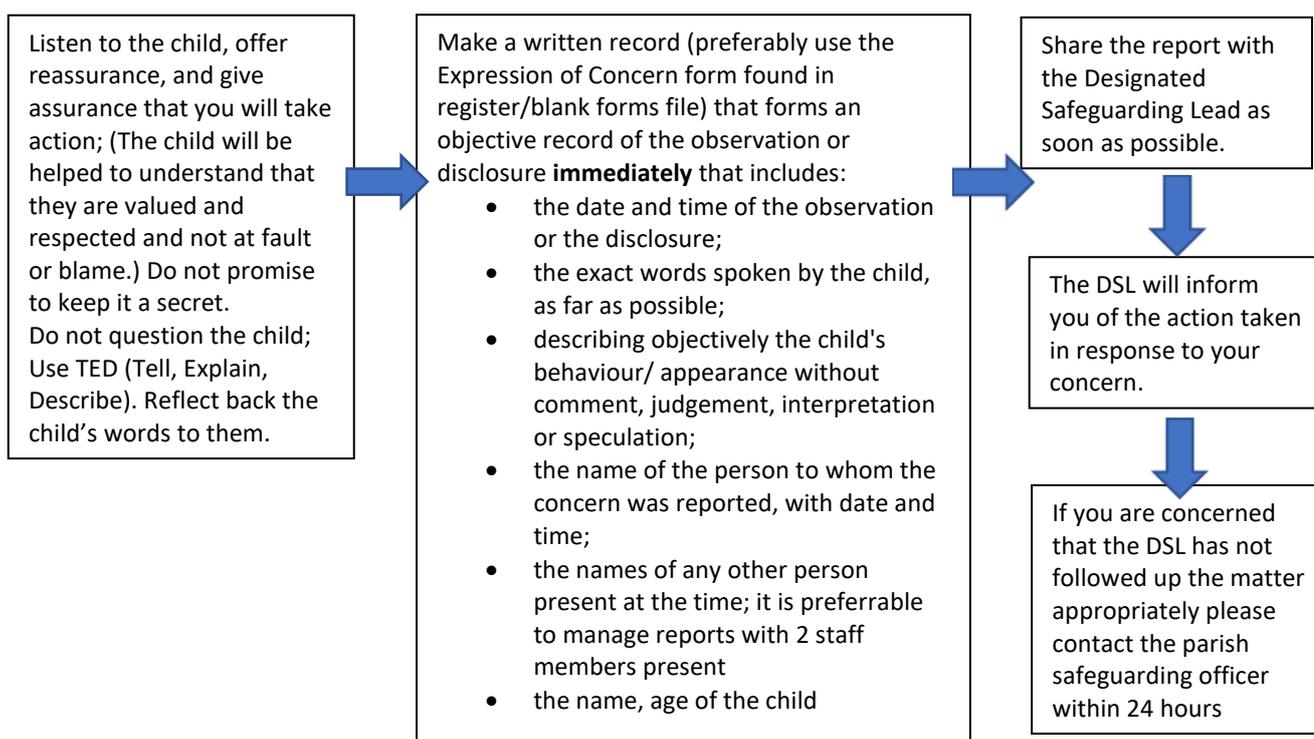
Appendix 2 – Prevent Duty: Preventing radicalisation and promoting British values

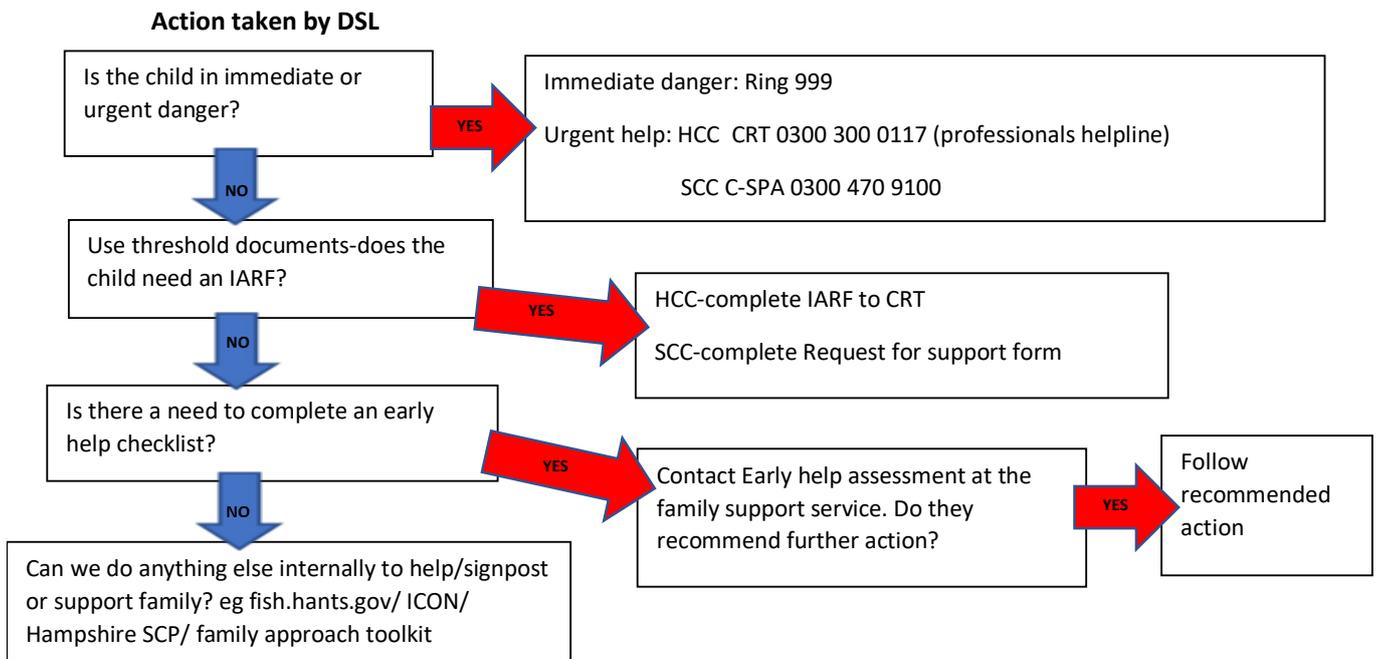
Early years providers already focus on children's personal, social and emotional development. The Early Years Foundation Stage framework supports early years providers to do this in an age appropriate way, through ensuring children learn right from wrong, mix and share with other children and value other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes.

Appendix 3 – Procedure for recording information

This must be followed in the case of a safeguarding concern or allegation.

Adult to whom disclosure is made/ or observed





Appendix 4 – Female Genital Mutation

- It is illegal to undertake FGM or to assist anyone to enable them to practice FGM under the Female Genital Mutilation Act 2003, it is an offence for a UK national or permanent UK resident to perform FGM in the UK or overseas. The practice is medically unnecessary and poses serious health risks to girls. FGM is mostly carried out on girls between the ages of 0-15, statistics indicate that in half of countries who practise FGM girls were cut before the age of 5. LSCB guidance must be followed in relation to FGM, and the designated person is informed regarding specific risks relating to the culture and ethnicity of children who may be attending their setting and shares this knowledge with staff.
- Symptoms of FGM in very young girls may include difficulty walking, sitting or standing; painful urination and/or urinary tract infection; urinary retention; evidence of surgery; changes to nappy changing or toileting routines; injury to adjacent tissues; spends longer than normal in the bathroom or toilet; unusual and /or changed behaviour after an absence from the setting (including increased anxiety around adults or unwillingness to talk about home experiences or family holidays); parents are reluctant to allow child to undergo normal medical examinations; if an older sibling has undergone the procedure a younger sibling may be at risk; discussion about plans for an extended family holiday

Appendix 5 – Important Contact Numbers and emails

<p>Safeguarding lead (Monday to Thursday): Amber Delves 01252 794617 manager@littlefishesrowledge.org.uk</p>	
<p>Deputy safeguarding lead (Friday / managers absence) Lucy Chapple 01252 794617 deputy@littlefishesrowledge.org.uk</p>	<p>Deputy safeguarding lead Suzanne Franklin-Ferrar 01252 794617 deputy@littlefishesrowledge.org.uk</p>
<p>Chair of steering committee Revd Russ Gant 07414 631359 vicar@stjamesrowledge.org.uk</p>	<p>Parish safeguarding officer Tasha Dean 07584 598954 safeguarding@stjamesrowledge.org.uk</p>

<p>Staff and professionals:</p>	<p>If you think a child might be in immediate danger ring 999. If you have an immediate or urgent concern contact Hampshire Social Services as soon as possible. Professional’s Line: 01329 225379 A direct line to Social workers 8.30am – 5.00pm. For general help and advice: Phone 0300 555 1384</p>	<p>Professionals should report all other concerns through the interagency form using the link below. Interagency referral form https://forms.hants.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-7e6115a7-b0ba-484d-991f-084c1248ac72/AF-Stage-52cf8e73-0daf-47d4-bb55-0fdad856d3e6/definition.json&redirectlink=/en&cancelRedirectLink=/en For general help and advice: childrens.services@hants.gov.uk</p>
	<p>Surrey Phone: 0300 470 9100 (Monday – Friday 9am – 5pm) Out of hours phone: 01483 517898 to speak to our emergency duty team.</p>	<p>Email: cspa@surreycc.gov.uk</p>
<p>For Parents and carers:</p>	<p>Contact Hantsdirect on 0300 555 1384 (8.30am – 5.00pm) At all other times (all through the night, at weekends and over Bank Holidays), contact the out of hours Emergency Service on 0300 555 1373 If this line is engaged leave name and</p>	<p>Email: childrens.services@hants.gov.uk</p>

	number on answer phone and they will call back as quickly as possible	
Prevent	Ring 101 - non-emergency police line to talk in confidence and get advice and support 020 7340 7264 D Of E helpline to raise concerns directly	Counter.extremism@education.gsi.gov.uk non-emergency situations
National Society for the Prevention of Cruelty to Children (NSPCC).	Text: 88858 Tel: 0808 800 5000 Can seek advice at any time	help@nspcc.org.uk
OFSTED:	0300 123 1231	enquires@ofsted.gov.uk
Hampshire children's services	To report an allegation of abuse against an adult in a position of authority, by contacting Local Area Designated Officer (LADO) Barbara Piddington (Hampshire social care unit) Tel: 01962 876364	Email: Barbara.piddington@hants.gov.uk Online: http://www3.hants.gov.uk/childrens-services/contact-cs/childrens-services-allegations.htm
DBS services	We will contact the DBS service to inform them of an incident or dismissal of a staff member DBS helpline: 03000 200 190	https://www.gov.uk/government/organisations/disclosure-and-barring-service Email: customerservices@dbs.gsi.gov.uk
Guildford Diocese	Diocesan Safeguarding Advisor Jackie Broadfoot 07918 559387	jackie.broadfoot@cofeguildford.org.uk.

Appendix 6 – Resources

www.hampshirescp.org.uk/toolkits/ Useful advice and toolkits for professionals

<https://hipsprocedures.org.uk/> More information for professionals regarding referrals and process

<https://hipsprocedures.org.uk/page/glossary> Interactive glossary of all safeguarding terms

<https://www.hampshirescp.org.uk/wp-content/uploads/2019/08/Hampshire-IOW-Thresholds-Chart-July-2019-1.pdf> Hampshire- Information for professionals to help identify risks and support a family may need

Effective-family-resilience-SSCP-Dec-2020-v7.pdf (surreyscp.org.uk) Surrey thresholds

<https://fish.hants.gov.uk/kb5/hampshire/directory/home.page> Hampshire families information hub

[Working together to safeguard children - GOV.UK \(www.gov.uk\)](http://Working%20together%20to%20safeguard%20children%20-%20GOV.UK%20(www.gov.uk))

[Child abuse concerns: guide for practitioners - GOV.UK \(www.gov.uk\)](http://Child%20abuse%20concerns:%20guide%20for%20practitioners%20-%20GOV.UK%20(www.gov.uk)) Advice following concerns

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://Keeping%20children%20safe%20in%20education%20-%20GOV.UK%20(www.gov.uk)) Section 1 particularly useful for practitioners. Relates to schools but helpful information

Appendix 7 – Legal Framework

Legal references

Primary legislation

Children Act 1989 – s 47
Protection of Children Act 1999
Care Act 2014
Children Act 2004 s11
Children and Social Work Act 2017
Safeguarding Vulnerable Groups Act 2006
Counter-Terrorism and Security Act 2015
General Data Protection Regulation 2018
Data Protection Act 2018
Modern Slavery Act 2015
Sexual Offences Act 2003
Serious Crime Act 2015
Criminal Justice and Court Services Act (2000)
Human Rights Act (1998)
Equalities Act (2006)
Equalities Act (2010)
Disability Discrimination Act (1995)
Data Protection Act (2018)
Freedom of Information Act (2000)

Further Guidance

Working Together to Safeguard Children (HMG 2018)
Statutory Framework for the Early Years Foundation Stage 2021
What to Do if You're Worried a Child is Being Abused (HMG 2015)
Prevent duty guidance for England and Wales: guidance for specified authorities in England and Wales on the duty of schools and other providers in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism' (HMG 2015)
Keeping Children Safe in Education 2018
Education Inspection Framework (Ofsted 2019)
The framework for the assessment of children in need and their families (DoH 2000)
The Common Assessment Framework (2006)
Statutory guidance on inter-agency working to safeguard & promote the welfare of children (DfE 2015)
Information sharing advice for safeguarding practitioners (DfE 2018)
The Team Around the Child (TAC) and the Lead Professional (CWDC 2009)
The Common Assessment Framework (CAF) – guide for practitioners (CWDC 2010)
The Common Assessment Framework (CAF) – guide for managers (CWDC 2010)
Multi-Agency Statutory Guidance on Female Genital Mutilation (HMG. 2016)
Multi-Agency Public Protection Arrangements (MAPPA) (Ministry of Justice, National Offender Management Service and HM Prison Service 2014)
Safeguarding Children from Abuse Linked to a Belief in Spirit Possession (HMG 200)
Safeguarding Children in whom Illness is Fabricated or Induced (HMG 2007)
Safeguarding Disabled Children: Practice Guidance (DfE 2009)
Safeguarding Children who may have been Trafficked (DfE and Home Office 2011)
Child sexual exploitation: definition and guide for practitioners (DfE 2017)
Handling Cases of Forced Marriage: Multi-Agency Practice Guidelines (HMG 2014)

This policy was adopted on: 31/01/22
Review date (12 months): September 2022
Name of Manager: Amber Delves
Signature:

A. Delves