

Safeguarding & Child Protection Policy for Early Years Settings

Safeguarding Ethos

As an Early Years setting, we aim to keep children safe by adopting the highest possible standards and taking all reasonable steps to protect children from harm.

All parents and carers are asked to read this document carefully, prior to a child being placed.

The purpose of this Child Protection Policy is to set a clear protocol of action and a framework of our responsibilities and legal duties in relation to your child's welfare. As such, it complies with all relevant legislation and other guidance or advice from City & Hackney Safeguarding Children Board. All staff and volunteers are expected to abide by this policy and any other connected to it.

We aim to put children's needs first at all times. We hope to encourage children to be confident and assertive, and to develop a trusting and respectful relationship with the children in our care, so that they know they will be listened to and believed.

The *Statutory Framework for the Early Years Foundation Stage 2017* (EYFS) states "A practitioner must be designated to take lead responsibility for safeguarding children in every setting. The lead practitioner is responsible for liaison with local statutory children's services agencies. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect." A Designated Lead for Safeguarding will be available at all times the setting is open, for staff to discuss any concerns.

In accordance with the EYFS, as providers, we will have regard to the Government's statutory guidance *Working Together to Safeguard Children, 2018* and to the '*Prevent Duty Guidance for England and Wales 2015*'. We may also refer to the government's 'Keeping Children Safe in Education' statutory guidance for schools.

As providers, if we have concerns about children's safety or welfare, we must notify agencies with statutory responsibility without delay. The hope is to ensure a reliable and effective response in the event of any concern for your child's welfare, and to support your child and your family.

This Child Protection Policy adheres to the following concepts from the United Nations Convention on The Rights of the Child:

Non discrimination - All the rights apply to all children equally regardless of their race, sex, religion, language, disability, opinion or family background. (Article 2)

Best interests of child - When adults or organisations make decisions which affect children, they must always think first about what is best for the child. (Article 3)

The child's view - Children have the right to say what they think about anything which affects them. When courts or official organisations make decisions which affect children, they must listen to what children want and feel. (Article 12)

Parents' & Carers' Responsibilities

The best way to ensure the highest care for your child is to develop a good partnership and to ensure a continuity of care between your home and our care.

We can do this together by **sharing information regularly** about your child.

If your child has any health problems or has suffered an accidental injury away from our care, you must inform us when you leave a child in our care so that we can keep a record of it. We will both sign and date this record.

Likewise, if your child suffers an injury in our care, we will record it and we will both sign and date this record.

Definition of Abuse

There are many different types of abuse. Children can be abused by an adult's direct actions (e.g. hitting a child) or because of an adult's inactions (e.g. not feeding or bathing a child) and even by an adult's indirect actions (e.g. domestic abuse, mental health, substance misuse etc.).

Children can be abused by men and women, as well as by other young people or children.

Children's Social Care will be notified if any professional suspects that a child is either suffering or at risk of suffering significant harm. Significant harm may constitute a single traumatic event or a build-up of concerns or a series of incidents over time.

There may be additional barriers to recognising signs of abuse and neglect of children who have additional needs and/or disabilities. We aim to be aware of any potential vulnerabilities of the children in our care and of their families.

The law recognises the following categories of abuse under the Children Act (1989):

Neglect

- Persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of a child's health or development.
- Neglect may occur during pregnancy as a result of maternal substance misuse.
- May involve a parent or carer failing to:
 - provide adequate food, clothing and shelter (including exclusion from home or abandonment)
 - protect a child from physical & emotional harm or danger
 - ensure adequate supervision (including use of inadequate care givers)
 - ensure access to appropriate medical care or treatment
- May also include neglect of, or unresponsiveness to a child's basic emotional needs

Emotional Abuse

- Persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on a child's emotional development
- May involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another
- Not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate
- May feature age or developmentally inappropriate expectations being imposed
- Overprotection, limitation of exploration and learning, or preventing normal social interaction
- Seeing or hearing the ill-treatment of another
- May involve serious bullying (including cyberbullying)
- Causing children to feel frightened or in danger, or the exploitation or corruption of children
- Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

Physical Abuse

- May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child

Sexual Abuse

- Forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening
- May involve physical contact including assault by penetration or non-penetration
- May also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

Responsibilities

<p><i>Training</i></p> <ul style="list-style-type: none"> • We are responsible for training all staff to understand our policies & procedures and ensure that all staff update their safeguarding knowledge at least annually. • All staff will be able to access training (every 2 years) to enable them to identify signs of possible abuse/neglect & to respond appropriately. 	<p><i>Child Protection</i></p> <ul style="list-style-type: none"> • If any professional becomes concerned that a child might be at risk of abuse, it is our legal duty to pass on our concerns to the appropriate professionals who can assess what action, if any, is in the best interest of the child. • We will inform you when we have done this, except in cases where this could put your child at greater risk. 	<p><i>Allegations</i></p> <ul style="list-style-type: none"> • We will immediately inform the Designated Officer for the Local Authority (LADO) when an allegation is made against any member of staff, or against anyone employed (whether paid or unpaid). • We have a legal duty to contact Ofsted if an allegation of abuse is made against a staff member.
<p><i>Good Communication</i></p> <ul style="list-style-type: none"> • We aim to build a good relationship with parents and carers to ensure that we can provide a good continuity of care between the child's home and our care. • We endeavour to work with the family to protect their children and promote their welfare. 	<p><i>Confidentiality</i></p> <ul style="list-style-type: none"> • We maintain appropriate boundaries with regard to confidential information regarding your child. • However, we cannot keep any information to ourselves if we believe that someone may be at risk of harm – and we will need to inform the appropriate agency/professional. • We keep confidential records on children for a period of at least three years after they have left the setting. 	<p><i>Registration Requirements</i></p> <ul style="list-style-type: none"> • We have made the setting safe for children, according to the requirements set out in Statutory Framework for the Early Years Foundation Stage (Department for Education) and by Ofsted. • We have regard to Working Together to Safeguard Children 2018 (HM Gov) and to the Prevent Duty guidance for England and Wales 2015 (HM Gov). • We may also consult Keeping Children Safe in Education 2018 (HM Gov)

Responsibilities (continued...)

Accident/Injury Book	Police Check	Mobile Phone Photography	Intimate Care
<ul style="list-style-type: none"> • If your child develops any health problem or suffers an injury during the time that she or he is in our care, we will keep a record of the event and inform you about it upon collection of your child, or immediately by phone, in the event of an emergency. We will both log, sign and date the incident. • You must tell us if your child has sustained an injury out of our care, so that we can log it and both sign and date it. • In an emergency, we have a duty of care to act <i>in loco parentis</i> and will ensure that your child receives the necessary emergency police, medical, social or emotional care they require. 	<ul style="list-style-type: none"> • All members of staff (paid or unpaid), including frequent visitors, have a recent and clean enhanced Disclosure & Barring Service (DBS) check - this is required for any professional who works with children. • We will not allow anyone whose suitability has not been checked, to have unsupervised contact with children being cared for. • CHSCB Safer Recruitment Guidelines, recommend that it is good practice to conduct repeat checks every 3 years– either by means of the DBS Update Service or otherwise. 	<ul style="list-style-type: none"> • Mobile phones will not be used by staff in the setting during working hours. • We will be mindful of the use of mobile phones, cameras and other technology, by other people who come into contact with the children in our care, eg parents, contractors etc. • Taking and displaying pictures of children playing and involved in tasks can be affirming and validating. We will seek your written permission prior to photographing or filming children in our care and will state the precise circumstances in which they will be photographed and filmed and what will happen to these images. 	<ul style="list-style-type: none"> • We will agree the nature and frequency of the intimate care that your child receives in our care prior to your child remaining in our care. <p>Examples of intimate care include going to the toilet, changing nappies, washing and bathing.</p> <ul style="list-style-type: none"> • We always aim to encourage children to strive for greater independence at all stages of their development. • We will follow our Intimate Care policy and procedures and these will be discussed with all parents.

<i>Managing Children's Behaviour</i>	Staff Behaviour	<i>Online Safety</i>	<i>Female Genital Mutilation</i>
<ul style="list-style-type: none"> • All staff are responsible for managing children's behaviour in an appropriate way. • Staff will not give corporal punishment to a child and take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person living or working in the premises where care is provided. • Staff must not threaten corporal punishment, and must not use or threaten any punishment which could adversely affect a child's well-being. 	<ul style="list-style-type: none"> • All staff are expected to behave in a professional manner at all times and act as positive role models for the children in their care. • All staff adhere to the setting's Staff Behaviour policy. • Staff will not be taken to have used corporal punishment (and therefore will not have committed an offence), where physical intervention was taken for the purpose of averting immediate danger of personal injury to any person (including the child). A record of the incident will be kept and parents/carers informed as soon as possible. 	<ul style="list-style-type: none"> • The setting will ensure the appropriate safe use of all electronic equipment. • Appropriate filters will be put in place. • Senior staff will oversee the safe use of electronic & social media by all staff & children and take action immediately, if there are concerns about bullying or risky behaviours. • All staff will adhere to the setting's Online Safety policy. 	<ul style="list-style-type: none"> • All staff are aware that FGM is illegal and a form of child abuse. • Regulated professionals are aware of their duty to report to the police as per the Serious Crime Act 2015. <div data-bbox="1133 987 1399 1084" style="background-color: #4a7ebb; color: white; text-align: center; padding: 5px; margin: 10px 0;">Prevent</div> <ul style="list-style-type: none"> • We are mindful of our duty under the Counter-Terrorism and Security Act 2015, to have due regard to the need to prevent people from being drawn into terrorism. • We will promote British Values in our setting.

Information Sharing

Effective sharing of information is essential for early identification of need, assessment and service provision to keep children safe. The Data Protection Act 2018 and the General Data Protection Regulation allows for storage and sharing of information for safeguarding purposes, including information which is sensitive and personal, which should be treated as 'special category personal data'. Practitioners are allowed to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.

Seven Golden Rules for Information Sharing (*Information Sharing*, 2018)

1. Remember that the GDPR and Data Protection Act are not barriers to justified information sharing
2. Be open and honest
3. Seek advice if you are in any doubt
4. Share information with consent, where appropriate
5. Consider safety and well-being
6. Necessary, proportionate, relevant, accurate, timely & secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is only shared with people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is securely shared
7. Keep a record of your decision and reasons for it – whether to share information or not

Record Keeping

Records will be kept whenever there are any concerns that might indicate possible abuse or neglect. This includes physical presentations on the child's body, change in moods or behaviour, statements or drawings from the child, and any concerns around parental behaviour or non-attendance.

Records will include specific and objective accounts, the date and time of the incident, the name, date of birth and address of the child, action taken, who information has been shared with and a stated opinion or interpretation of the facts.

When a child leaves the setting, any Child Protection records should be sent to the new setting, addressed to their Designated Professional Lead for Safeguarding. The setting will keep copies of these records.

Safer Recruitment

As early years practitioners, it is vital that we adopt recruitment and selection procedures that help deter, detect, and reject people who might harm children, or are otherwise considered unsuitable to work with them. We are committed to ensuring that all staff members are vetted, qualifications and identity checked, subject to Disclosure and Barring Service checks and written references are taken up, with one from the most recent employer. We will adhere to the City and Hackney Safeguarding Children Board's Safe Recruitment Minimum expectations.

Domestic Violence

Seeing, hearing or knowing of a parent being abused is traumatic for children and can have long-term damaging emotional and psychological effects. Wherever domestic violence is suspected in a home where a child is resident, we have a duty under the *London Child Protection Procedures*, to refer this information to Social Care services.

Child Protection Procedures



The Hackney Child Wellbeing Framework for Children and Families with support needs

Mostly we work with children who have additional needs before they meet the acute threshold that demands a child protection referral. As an Early Years setting, we can support these children by working with other relevant professionals, using the *Hackney Child Wellbeing Framework*.

The *Hackney Child Wellbeing Framework* focuses upon child and family need, not thresholds for services. It does, however, attempt to give an indication of what might be an appropriate approach to responding to child and family need by defining three levels:

Universal – a response by universal services, often working individually

Universal and Universal Partnership Plus – a response by universal services working together in universal settings and sometimes bringing additional targeted resources into a multi-agency partnership plan to both assess and address concerns

Complex/high risk – a response that requires high level specialist services, often governed by statutory frameworks, to take the lead role

Some of the targeted services that can support universal services include family support services, First Steps, Young Hackney, SEN, behaviour and educational support, speech and language therapy, short breaks and transition, and voluntary and community services.

When needs are sufficiently intense or numerous to require a Universal Plus or Universal Partnership Plus response, this will often require a written plan as part of the Common Support Framework, so that the family and all workers involved are aware what outcomes we hope to achieve, who is responsible for the actions to achieve them and how we will know when we are successful.

When children and families have complex needs or are high risk, specialist support will sometimes be provided by Children's Social Care. These are often situations where the child is at risk because of deficits in parenting or carer capacity. The pathway and processes for responding to need are described in the *Hackney Children & Young People's Services Resource Guide for Professionals*.

It is important to remember that each child and family will have a unique set of needs and strengths. The Hackney Child Wellbeing Framework is a guide and is not intended to replace professional knowledge, experience and discretion.

Professionals should be alert to the likely cumulative effect on children and young people of multiple concerns and consider whether the presence of numerous indicators (about the parenting being provided) amounts to the child's needs being neglected.

Early Years professionals can access support through the area Strategic Children's Centre which coordinates fortnightly Multiagency Team (MAT) meetings.

Staff member has **concerns** about a child's welfare but doesn't think they are at risk of significant harm

Staff shares concerns with DSL & records in detail

With parental consent, DSL makes a CSF referral to MAT Co-ordinator, who invites relevant professionals and family to attend the next MAT meeting

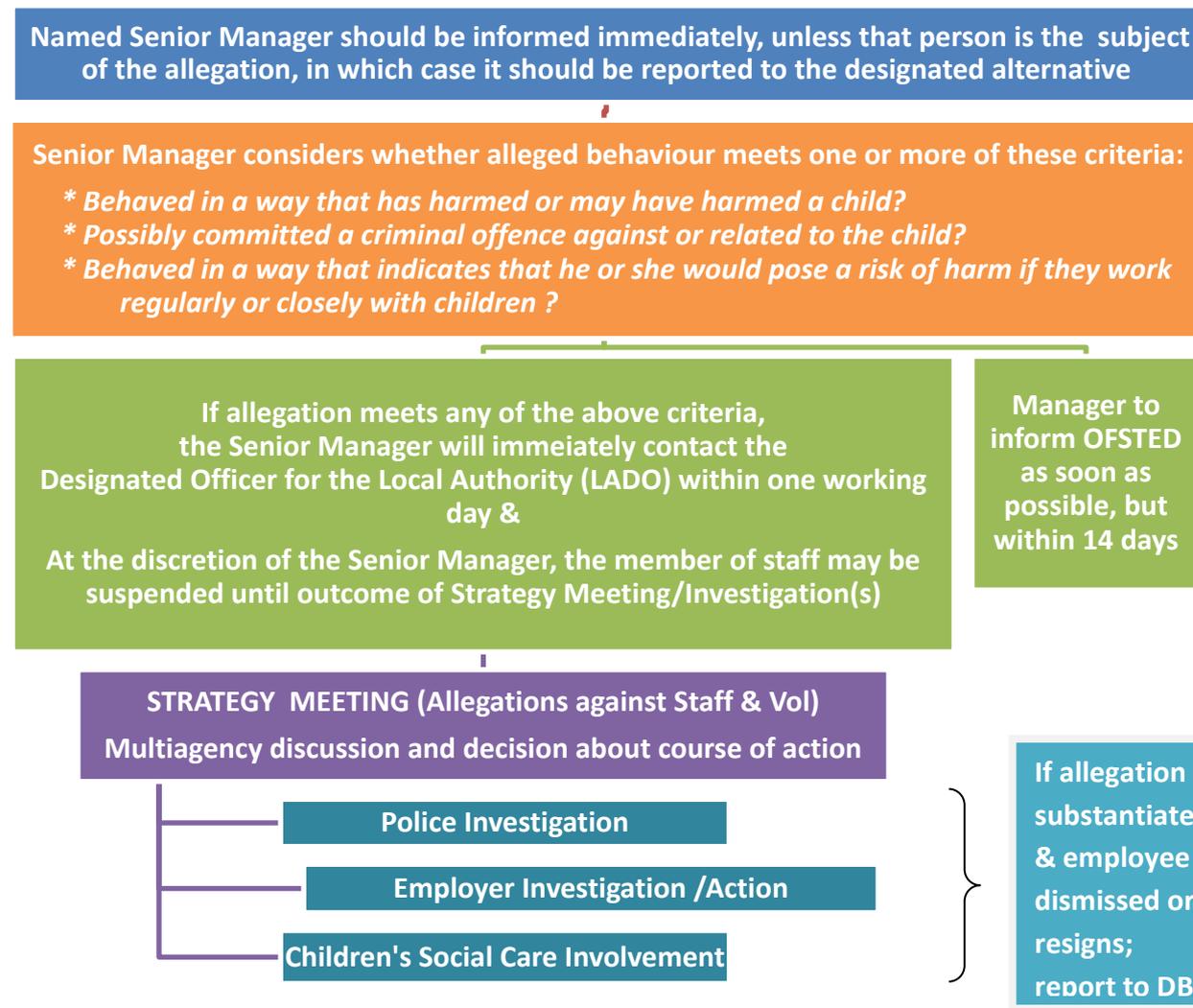
Allegations

All staff have a legal responsibility to report concerns about professional conduct of colleagues whose behaviour might harm a child. All staff should be aware of how to identify and respond in a timely appropriate way to any inappropriate behaviour displayed by other members of staff, or any other person working with children e.g. inappropriate sexual comments, excessive one-to-one attention or inappropriate sharing of images. Any allegation against a member of staff should be given consistent and fair consideration.

An allegation is information or a concern which suggests that an adult working with children and young people has:



All allegations against staff members should be dealt with fairly, quickly and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation. See *London Child Protection Procedures (2017)* for a thorough outline of allegations procedures.



Important Contacts

Designated Professional Lead for Safeguarding/DSL

- Name: _____ Maisie Collin _____

Deputy Designated Professional Lead for Safeguarding

- Name: _____ Ana Vieira Marques _____

Named Senior Member of Staff for Allegations

- Name: _____ Maisie Collin _____
- Designated alternative: __Ana Vieira Marques _____

Hackney Children's Social Care Services

- First Access & Screening Team: 020 8356 5500/4844
- Out of Hours: 020 8356 2710/2346

Designated Officer for the Local Authority (LADO)

- 020 8356 4569/8082

Hackney Learning Trust

- Safeguarding in Education Team: 020 8820 7276
- MAT Co-ordinator: 020 8820 7002

Ofsted

- 03001231231

Hackney & City Safeguarding Children Board

- 020 8356 4183

Child Abuse Investigation Team (CAIT) @ Police

- 020 8217 6552

NSPCC

- 24-hour Helpline: 080 8800 5000

Disclosure and Barring Service (D.B.S.)

- www.gov.uk/dbs

References and Relevant Guidance

Children Act 1989. (c.41) London: HMSO.

Children Act 2004. (c.31) London: HMSO.

HM Gov (2018) **Information Sharing: Guidance for Practitioners and Managers.** London: HMSO.

DfES (2003) **Every Child Matters,** London: HMSO.

DfES (2004) **Safeguarding Children.** London: HMSO.

HM Gov (2015) **What to Do If You're Worried a Child is Being Abused.** London: HMSO.

D for Ed (2017) **Statutory framework for the early years foundation stage.**

HM Gov (2018) **Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children.** London: HMSO.

HM Gov (2015) **Prevent duty guidance for England and Wales.**

DoH (1995) **Child Protection: Messages from Research.** London: HMSO.

Education Act 2002. (c.32) London: HMSO.

Human Rights Act 1989 (c.42). London: HMSO.

London Safeguarding Children Board (2017). **London Child Protection Procedures,** 5th Ed.

Safeguarding Vulnerable Groups Act 2006. (c.47) London: HMSO.

Hackney Children & Young People's Services (2016) **Children and Young People's Services Resource Guide for Professionals.**

HM Gov (2016) **Multi-agency Statutory Guidance on FGM.**

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (2015)

City & Hackney Safeguarding Children Board **Escalation Policy**

City & Hackney Safeguarding Children Board **Safe Recruitment Minimum Expectations**

HM Gov **Keeping Children Safe in Education** (2018)

Please sign this page and return to the setting.

I confirm that I have read and understood this child protection policy.

Child's Name: _____

Parent / Guardian's Name: _____

Parent / Guardian's Signature: _____

Date: _____

I confirm that I have read and understood this child protection policy.

Staff/Volunteer/Student Name: _____

Staff/Volunteer/Student Signature: _____

Date: _____