

## Section 1 SAFEGUARDING AND CHILD PROTECTION BUSY BEE

Springwood Lead Safeguarding Officer is Nikki Green

Springwood Lead Safeguarding Officer Deputy is Julie Fitzgerald

Room Leaders/Supervisors are 3<sup>rd</sup> in charge for Safeguarding and Child Protection matters.

Springwoods' Senior Safeguarding Officers is Rachael C. – she has overall responsibilities for ensuring safeguarding practice for all sites. She provides advice and support for all sites, ensuring staff training and knowledge is up to date.

LADO Local Authority Designated Officer is Barbara Piddington/ Mark Blackwell

Our Lead Safeguarding Officers are available on site and for advice via phone outside of working hours. All staff understand they have a Duty of Care, and if for some reason Springwood Safeguarding Leads or their deputies cannot be contacted in any time the staff must follow procedures themselves regards any Safeguarding or Child Protection matters.

All Springwood's Policies and Procedures have regards to Safeguarding and Child Protection. They promote staff and child's best interest and their individual rights. We intend to create an environment in which, children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:

### **Exclude known abusers**

It will be made clear to applicants for posts within the pre-school and nursery that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

- We have strict recruitment policy and procedures and we always have regards to statutory legislation including DBS Code of Practice 2015, DBS checks: guidance for employers September 2018 and ID checking guidelines for DBS check applications 13 November 2018.
- All applicants for work, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least two positive references.
- All such references will be followed up.
- In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought. We challenge all gaps in employment history.
- All appointments, both paid and voluntary, will be subject to a probationary period of six months and will not be confirmed unless the pre-school and nursery is confident that the applicant has suitable performance for the position.
- All staff on site have enhanced DBS certificate applied for before they start work with us or they will have their online update status checked when on DBS update service (consent is taken from new applicant and existing employees). If their DBS is in process when starting this staff member will be supervised at all times until the DBS is seen and appropriate information noted - DBS references number, the date check was obtained and who obtained. This will be recorded and stored on premises.

Seek and supply training

- We will seek out training opportunities for all staff involved in the group to ensure that they recognise the possible symptoms of physical abuse, neglect, emotional abuse and sexual abuse as well as FGM and Prevent Duty awareness courses so the applicant can be safely entrusted with children.

### **Aim and Purpose**

Springwood is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes
- To develop an ethos in which the children feel secure and their views are valued.
- To support the pre-school and nursery and its staff in the early recognition of the possible signs and symptoms of abuse and neglect.
- To provide a clear framework for the referral process.
- To inform staff and parents about the pre-school and nursery's responsibilities.
- To ensure there is a clear procedure to be followed in terms of child abuse and allegation against staff
- To ensure staff, apprentices, volunteers, agency staff, third party contractors and parents are aware of this procedure.
- Lead Safeguarding Officers must refresh their safeguarding training every two years and other staff every three. HOWEVER, everyone will refresh their knowledge and skills at least once a year.
- Peer on peer play and observations must be respected and supervised by staff.
- Springwood offer a lead role buddy system to meet all needs for children under child protection and raise concerns on site

## Requirements

The pre-school and nursery is required-

- To have effective policy and procedures to safeguard children
- To have a designated member of staff to take a lead responsibility for safeguarding children.
- To follow the LOCAL SAFEGUARDING PARTNERS (2019) and procedures and to make referrals promptly in accordance with the guidelines.
- All concerns regarding a child will be reported to Authorities with Statutory Rights for Child Protection and any allegation against staff must be reported to LADO and OFSTED and we will make a referral to DBS when person is dismissed or would have been.

Our provision has a key role in the early recognition of the signs and symptoms of abuse and neglect and the appropriate referral process.

All staff are particularly well placed to observe any outward signs of abuse, changes in behaviour or development concerns including appropriate action to be taken with suspicion of staff concerning behaviour or their action.

All staff are aware of the Safeguarding boards where relevant information are displayed and where to find them.

## Procedure

- We ensure anyone applying for a job, completes an application form, with employment history along with personal information such as NI number and ID checks. Applicants are expected to disclose any suitability concerns (whether received before or during their employment at Springwood) - any convictions, cautions, court orders, reprimands, or warnings. Safeguarding policies and procedures (along with all policies) are shared with new staff and understood through rigorous induction training. New enhanced DBS including Barred List, is processed and references are requested. Possible employees are informed that job offer can be withdrawn if DBS shows relevant information (any past convictions will be taken on account), or references are not satisfactory to Springwood, and any other relevant conditions that Springwood deem necessary, e.g. qualification certificate.
- Where enhanced DBS\* check will reveal any information (DBS not clean) the applicant will be questioned about them. We will ask for relevant court orders, police, solicitor's letters and any that are relevant. We will consult with the Department of Education and confirm that offenses are not disqualifying the applicant to work with children and young adults. We then conduct our own risk assessment to assess if the applicant is suitable for our environment.
- While in employment, we check if the DBS certificate is up to date. We do this via DBS update service where we ask all our employees to subscribe. When check shows the certificate reveals new information we will immediately

speak to the employee. The employees will not be able to carry the duties until after the investigation. The new enhanced DBS check will be requested. The LADO and Department of Education will be informed and we will follow guidance given. The same will apply when Springwood's employee disclose new information to us.

- Suitably and any relevant checks are made in the United Kingdom and overseas if applicable (**Criminal records checks for overseas applicant, that is within EU, EEA and outside of these areas**). **We will adhere to new employment rules for EU, EEA and Swiss citizen in the UK as well as ANY citizen coming to work to the UK after 1<sup>st</sup> January 2021.**
- 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 schoolchildren 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.
- Volunteers, students on long term placement, apprentices and agency staff do not usually work unsupervised, unless deemed competent and responsible;
- and only those 17 or over and apprentice age 16 or over may be included in ratios if deemed competent and responsible.
- Springwood will not employ anyone who has been disqualified. If during employment, Springwood will become aware of relevant information, that may lead to disqualification then we reserve the right to suspend employee with full pay while investigation takes place.
- When appropriate to do so an employee can apply to OFSTED to waive their disqualifications.
- We provide regular supervisions that provide opportunity for staff, apprentices and volunteers to discuss any issues concerning children's development or well-being.
- Supervisions also provide opportunity for staff, apprentices and volunteers to raise concerns about a colleague's behaviour.
- If staff, volunteers, apprentices, students or agency staff have concerns regarding the manager's behaviour and/or conduct regarding the safety and welfare of children or any other, they must report this to the Owner - Rachael Clarke or Springwood Early Years Advisor- Karolina Klepacka. Where there are concerns about the Owner or EY Advisor, staff can report that to their line manager and/or seek advice from ACAS 0300 123 1100 and Whistleblowing Helpline 08000280285
- Any allegations of abuse made against ANY member of staff who provide direct care to children will be dealt in line with appropriate policy.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

### **\*DBS MATTERS**

Springwood will follow the statutory guidance at all times. Springwood reserves the right to request the new enhanced DBS check at any time during employment with us. When matters are left to be decided between employee and employer, Springwood will seek advice on these matters, will risk assess the situations and will make a decision in the best interest of the children, employees and the business. We will follow relevant procedures for e.g. disciplinary, if necessary.

### **Prevent abuse by means of good practice**

- Those providing direct care to children will not be left alone for long periods with individual children or with small groups. Children are usually within sight and hearing and always within sight or hearing.
- Children will be encouraged to develop a sense of autonomy and independence through adult support in making

choices and in finding names for their own feelings and acceptable ways to express them.

- This will enable children to develop the self-confidence and extend vocabulary to resist inappropriate approaches.
- The layout of the playroom(s) will permit constant supervision of all children.
- Each child is measured against Thresholds Chart <http://documents.hants.gov.uk/childrens-services/ThresholdChartJuly2015.pdf> This happens every term and always when needed.

### **Babysitting policy**

- Springwood members **will not offer** babysitting services to family's who attend Springwood. The reasons for this is to support our Safeguarding policy, Springwood aims to safeguard all staff and children. Offering babysitting services would put staff in an unpredictable position therefore, not protecting staff, children and Springwood as a business.
- If Springwood is informed that such services are offered outside of Springwood disciplinary action will be taken.

### **Possible Abuse and/or Safeguarding Issues**

If staff have **Any concerns** about child's welfare, they must act on them immediately.

Relevant fact sheets are available at the end of this policy and procedures booklet. Any concerns will be reported to Safeguarding leads and their deputies, also where relevant straight to the Police(FGM), and/or advice will be sought from appropriate channels.

The designated safeguarding lead or a deputy should always be available to discuss safeguarding concerns. If in exceptional circumstances, the designated safeguarding lead (or deputy) is not available, this should not delay appropriate action being taken. Staff should consider speaking to a member of the senior leadership team and/or take advice from local children's social care. In these circumstances, any action taken should be shared with the designated safeguarding lead (or deputy) as soon as is practically possible. Staff should not assume a colleague or another professional will take action and share information that might be critical in keeping children safe. They should be mindful that early information sharing is vital for effective identification, assessment, and allocation of appropriate service provision. Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers supports staff who have to make decisions about sharing information. This advice includes the seven golden rules for sharing information and considerations with regard to the Data Protection Act 2018 and General Data Protection Regulation (GDPR). If in any doubt about sharing information, staff should speak to the designated safeguarding lead or a deputy. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children.

### **Recognising possible signs and symptoms of abuse.**

#### **What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm or by failing to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger, for example, via the internet. They may be abused by an adult or adults, or another child or children. Child abuse can have major long-term effects on all aspects of a child's health, development and well being. Below possible signs and symptoms may or may not be indicators that abuse has taken place, but the possibility should be considered. The main forms of maltreatment are:

#### **Physical Abuse**

Physical abuse is deliberately causing physical harm to a child. This might involve punching, kicking, biting, burning, scalding, shaking, throwing or beating with objects such as belts, whips, or sticks. It also includes poisoning, giving a child alcohol or illegal drugs, drowning or suffocation. Physical harm may also be caused when a parent or carer fabricates the symptoms of illness in a child. In pregnancy an unborn child can be harmed by domestic violence.

### Signs of possible physical abuse

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls or rough games
- Injuries which have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Bruises, bites, burns and fractures, for example, which do not have an accidental explanation
- The child gives inconsistent accounts for the cause of injuries
- Frozen watchfulness

### **Emotional Abuse**

Emotional abuse is where repeated verbal threats, criticism, ridicule, shouting, lack of love and affection causes a severe adverse effect on a child's emotional development. It includes conveying to children that they are worthless, unloved, inadequate or valued only insofar as they meet the needs of another person. Emotional abuse may include not giving a child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature inappropriate expectations being imposed on a child, over protection and limitation of exploration and learning, or preventing the child from taking part in normal social interaction. It may involve seeing or hearing the ill-treatment of another person. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of children, or it may occur alone.

### **Signs of possible emotional abuse**

- Depression, aggression, extreme anxiety, changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
- Obsessions or phobias
- Sudden underachievement or lack of concentration
- Seeking adult attention and not mixing well with other children
- Sleep or speech disorders
- Negative statements about self
- Highly aggressive or cruel to others
- Extreme shyness or passivity
- Running away, stealing and lying

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may involve physical contact including penetrative sex, oral sex, masturbation, kissing, rubbing, or touching outside of clothing, or it may involve non-contact activities such as involving children in watching sexual activities, producing or looking at sexual images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Abusers can be men, women or other children.

### Signs of possible sexual abuse

- Any allegations made by a child concerning sexual abuse
- The child has an excessive preoccupation with sexual matters and inappropriate knowledge of adult sexual behaviour for their age, or regularly engages in sexual play inappropriate for their age
- Sexual activity through words, play or drawing
- Repeated urinary infections or unexplained stomach pains
- The child is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home

- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares which sometimes have overt or veiled sexual connotations
- Eating disorders such as anorexia or bulimia.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. Neglect is when a parent or carer fails to provide adequate food, clothing, shelter (including exclusion from home or abandonment), medical care, or protection from physical and emotional harm or danger. It also includes failure to ensure access to education or to look after a child because the carer is under the influence of alcohol or drugs. In pregnancy neglect may occur as a result of misusing alcohol or drugs.

### **Signs of possible neglect**

- Dirty skin, body smells, unwashed, uncombed hair and untreated lice
- Clothing that is dirty, too big or small, or inappropriate for weather conditions
- Frequently left unsupervised or alone
- Frequent diarrhoea
- Frequent tiredness
- Untreated illnesses, infected cuts or physical complaints which the carer does not respond to
- Frequently hungry
- Overeating junk food

### **Possible effects of abuse**

The sustained physical, emotional, sexual abuse or neglect of children can have major long-term effects on all aspects of their health, development and wellbeing. Children can grow up to feel worthless, unlovable, betrayed, powerless, confused, frightened and mistrustful of others. They might feel, wrongly, that the abuse is their fault.

### **Possible effects of physical abuse**

Physical abuse can lead directly to neurological damage, physical injuries, disability and in extreme cases death. Physical abuse has been linked to aggressive behaviour in children, emotional and behavioural problems and learning difficulties.

### **Possible effects of emotional abuse**

If a child suffers sustained emotional abuse there is increasing evidence of adverse long-term effects on their development. Emotional abuse has a significant impact on a developing child's mental health, behaviour and self-esteem. It can be especially damaging in infancy and can be as important as the other more visible forms of abuse, in terms of its impact on the child. Domestic violence, adult mental health problems and parental substance misuse may be features in families where children are exposed to such abuse.

### **Possible effects of sexual abuse**

Disturbed behaviour including self-harm, inappropriate sexual behaviour, sadness, depression and loss of self-esteem have all been linked to sexual abuse. Its adverse effects may last long into adult life. The severity of the impact on the child is believed to increase the longer the abuse continues, the more serious the abuse, the younger the child at the start, and the closeness of the relationship to the abuser. The child's ability to cope with the experience of sexual abuse, once recognised, can be strengthened by the support of a non-abusive adult carer who believes the child, helps the child understand the abuse, and is able to offer help and protection. Some adults who sexually abuse children were themselves sexually abused as children.

### **Possible effects of neglect**

Neglect can seriously impair a child's health, physical and intellectual growth and development, and can cause long term difficulties with social functioning, relationships and educational progress. Extreme cases of neglect can cause death.

### **Protecting children at risk of radicalisation – Prevent Duty**

“For early year’s childcare providers, the statutory framework for the Early Years Foundation Stage sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world.”

We promote British values learning through play, staff modelling positive language, ideas and behaviour. We teach our children right from wrong, teaching our children to express their views and listen to others.

We learn about different cultures and religions and respecting others views and incorporate different focuses in our long term planning, we learn by using different props and resources around our environment to help children understand about differences in the world.

For Prevent Duty related concern, we will use the same procedure as for any other safeguarding concern.

All Springwood staff are trained on prevent duty.

### **FGM *the Female Genital Mutilation Act 2003***

**Under the 2003 Act it is an offence for any person (regardless their nationality or residence status) to:**

- Perform FGM in England, Wales and Northern Ireland
- Assist the carrying out FGM in England, Wales and Northern Ireland
- Assist a girl to carry out FGM on herself in England, Wales, Northern Ireland
- Assist (from England, Wales and Northern Ireland) a non-UK country to carry out FGM outside of the UK.
  
- All staff at Springwood are trained in FGM and have confidence when identify possible indicators for FGM like non-attendance of children, special holidays, female family staying over from countries outside of the UK, discussions about different types of cutting. Springwood staff will never examine the child. If any physical signs are discovered, then it is because support the child has been given in regular toilet/nappy care.

**FGM helpline on: [08000283550](tel:08000283550) or email: [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk).** For FGM related concern, we will use the same procedure as for any other safeguarding concern and WILL report it to the Policy

### **Breast Ironing/Flattering**

Professionals working with children and young people must be able to identify the signs and symptoms of girls who are at risk of or have undergone breast ironing or flattening . As with Female Genital Mutilation (FGM), breast ironing or flattening is classified as physical abuse.

Breast ironing is often a well-kept secret between the girl and her mother. This can make it difficult for professionals to identify. Care must be taken to navigate the deep-seated cultural belief and familial sensitivity of this practice. Many girls will not disclose that they are a victim of breast ironing for fear that their mother will get into trouble; or they believe it is being done for their own good.

Breast ironing is one of five UN defined ‘forgotten crimes against women’. It is a practice whereby the breasts of girls typically aged 8-16 are pounded using tools such as spatulas, grinding stones, hot stones, and hammers to delay the appearance of puberty. Other families may opt to use an elastic belt or binder to press the breasts so as to prevent

them from growing. It should also be acknowledged that some adolescent girls and boys may choose to bind their breast using constrictive material due to gender transformation or identity, and this may also cause health problems.

Breast ironing is often carried out by the girl's mother with the belief that she is:

- Protecting her daughter from sexual harassment and / or rape
- Preventing the risk of early pregnancy by "removing" signs of puberty
- Preventing her daughter from being forced into marriage, so she will have the opportunity to continue with her education

Some signs that a girl is at risk from breast ironing include:

- Unusual behaviour after an absence from school or college including depression, anxiety, aggression, becoming withdrawn
- Reluctance in undergoing medical examinations
- Some girls may ask for help, but may not be explicit about the problem due to embarrassment or fear
- Fear of changing for physical activities due to scars showing or bandages being visible

Like other forms of FGM, breast ironing is an extremely painful process for the victim. Contrary to the beliefs of its proponents, breast ironing does not decrease the likelihood of its victims experiencing sexual violence or becoming sexually active. Many Cameroonian men have been unaware that the practice exists until recently, due to the growth in campaigns to tackle the issue.

The process of breast ironing combined with insufficient aftercare leaves young girls exposed to significant health risks, such as:

- Cysts and lesions
- Breast cancer
- An inability to produce breast milk
- Complete or partial eradication of single or both breasts

Where does it happen?

According to UN estimates, up to 3.8 million girls worldwide are affected. Breast ironing is particularly widespread in the West African nations of Cameroon, Guinea-Bissau, Chad, Togo and Benin.

It is thought that about 1,000 girls in West African communities across the UK have been subjected to the practice, but the figure could be much higher.

Why is it not illegal?

There is no specific law banning breast ironing in the UK and no-one has ever been prosecuted for carrying out the practice. However, offenders can be prosecuted for a range of crimes, including common assault, child cruelty and grievous bodily harm.

Professionals may be reluctant to tackle the issue because of 'cultural sensitivities' – the words 'culture', 'tradition' or 'religion' might come up when trying to explain this harmful practice, but as in the case of female genital mutilation (FGM), breast ironing is a ritualised form of child abuse.

## Peer on peer abuse

Children can abuse other children. This is generally referred to as peer on peer abuse and can take many forms. This can include (but is not limited to)

- bullying (including cyberbullying);
- sexual violence and sexual harassment;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexting and initiating/hazing type violence and rituals.



Springwood treats any such harm seriously. Springwood has appropriate policies in place to support children's behaviour, emotions or recognising needs for support, etc. It has system in place to observe of what reason is causing it (communication, language, etc) and to educate children of how to respond to unwanted behaviour from other children (child will snatch the toys – we support both children with what right behaviour could be, model the language and play and support the understanding of why it is necessary to report/talk to adults and ask for help).

### **Children missing from education**

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school's or college's unauthorised absence and children missing from education procedures.

### **Children with family members in prison**

Approximately 200,000 children have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation, and poor mental health. NICCO provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children. Springwood will seek advice from appropriate sources and will work closely with family. Appropriate plans will be put in place if necessary.

### **Grooming**

Grooming is when someone builds a relationship, trust, and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Children and young people who are groomed can be [sexually abused](#), [exploited](#) or [trafficked](#).

Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative.

**Any child** is at risk of being groomed. And it's important to remember that both boys and girls can be groomed.

Children who are groomed online could be abused by someone they know. They could also be abused by someone who commits a one-off act or a stranger who builds a relationship with them.

Some children are more at risk of grooming, particularly those who are vulnerable. Children in care, with disabilities or who are neglected can be targeted by groomers. Groomers will exploit any vulnerability to increase the likelihood a child or young person will become dependent on them and less likely to speak out.

#### Types of grooming

Children and young people can be groomed online, in person or both – by a stranger or someone they know. This could be a family member, a friend or someone who has targeted them – like a teacher, faith group leader or sports coach. When a child is groomed [online](#), groomers may hide who they are by sending photos or videos of other people. Sometimes this'll be of someone younger than them to gain the trust of a "peer". They might target one child online or contact lots of children very quickly and wait for them to respond.

The relationship a groomer builds can take different forms. This could be:

- a romantic relationship
- as a mentor
- an authority figure
- a dominant and persistent figure.

A groomer can use the same sites, games and apps as young people, spending time learning about a young person's interests and use this to build a relationship with them. Children can be groomed online through:

- social media networks
- text messages and messaging apps, like Whatsapp
- email
- text, voice and video chats in forums, games and apps.

Whether online or in person, groomers can use tactics like:

- pretending to be younger
- giving advice or showing understanding
- buying gifts
- giving attention
- taking them on trips, outings or holidays.

Groomers might also try and isolate children from their friends and family, making them feel dependent on them and giving the groomer power and control over them. They might use blackmail to make a child feel guilt and shame or introduce the idea of 'secrets' to control, frighten and intimidate.

It is important to remember that children and young people may not understand they have been groomed. They may have complicated feelings, like loyalty, admiration, love, as well as fear, distress and confusion.

Signs of grooming

It can be difficult to tell if a child is being groomed – the signs are not always obvious and may be hidden. Older children might behave in a way that seems to be "normal" teenage behaviour, masking underlying problems.

Some of the signs you might see include:

- being very secretive about how they are spending their time, including when online
- having an older boyfriend or girlfriend
- having money or new things like clothes and mobile phones that they can't or won't explain
- underage drinking or drug taking
- spending more or less time online or on their devices
- being upset, withdrawn or distressed
- [sexualised behaviour](#), language or an understanding of sex that's not appropriate for their age
- spending more time away from home or going missing for periods of time.

A child is unlikely to know they have been groomed. They might be worried or confused and less likely to speak to an adult they trust. If you are worried about a child and want to talk to them, we have advice on [having difficult conversations](#).

If a child discloses

If a child talks to you about grooming it is important to:

- listen carefully to what they are saying
- let them know they've done the right thing by telling you
- tell them it's not their fault
- say you'll take them seriously
- don't confront the alleged abuser
- explain what you'll do next
- [report](#) what the child has told you as soon as possible.
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Effects of grooming

Grooming can have both short and long-term effects. The impact of grooming can last a lifetime, no matter whether it happened in person, online or both.

A child or young person might have difficulty sleeping, be anxious or struggle to concentrate or cope with school work. They may become withdrawn, uncommunicative and angry or upset.

Children, young people and adults may live with:

- anxiety and depression
- eating disorders
- post-traumatic stress
- difficulty coping with stress
- [self-harm](#)
- [suicidal thoughts](#)
- sexually transmitted infections
- pregnancy

- feelings of shame and guilt
- drug and alcohol problems
- relationship problems with family, friends and partners.

### Report grooming

Springwood will follow its procedures for reporting grooming as it does with reporting any other possible abuse or neglect.

Whether you are a parent, carer, worried adult or young person, you can make a [report online](#).

You can also contact your local child protection services or the police to report your concerns about any type of grooming - whether it is happening online, in person or both.

It is important to remember that it is against the law to make or share images of child abuse. If you see a video or photo that shows a child being abused, don't comment, like or share it – but please Report it.

You can also report videos and images of child sexual abuse to the [Internet Watch Foundation](#).

NSPCC Helpline on [0808 800 5000](tel:0808 800 5000), email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

If practitioners have concerns that a child may be a potential victim of **modern slavery or human trafficking** then a referral should be made to the National Referral Mechanism<sup>12</sup> [https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms/guidance-on-the-national-referral-mechanism-for-potential-adult-victims-of-modern-slavery-england-and-wales#:~:text=The%20National%20Referral%20Mechanism%20\(%20NRM,human%20trafficking](https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms/guidance-on-the-national-referral-mechanism-for-potential-adult-victims-of-modern-slavery-england-and-wales#:~:text=The%20National%20Referral%20Mechanism%20(%20NRM,human%20trafficking) , as soon as possible.

### Child sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or

(b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact: it can also occur through the use of technology. Like all forms of child sex abuse, child sexual exploitation:

- can affect **any child or young person** (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex;
- can still be abuse even if the sexual activity appears consensual;
- can include both contact (penetrative and non-penetrative acts) and noncontact sexual activity;
- can take place in person or via technology, or a combination of both;
- can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence;
- may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media);
- can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse; and
- is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. Some of the following signs may be indicators of child sexual exploitation:
  - children who appear with unexplained gifts or new possessions;
  - children who associate with other young people involved in exploitation;
  - children who have older boyfriends or girlfriends;
  - children who suffer from sexually transmitted infections or become pregnant;

- children who suffer from changes in emotional well-being;
- children who misuse drugs and alcohol;
- children who go missing for periods of time or regularly come home late; and
- children who regularly miss school or education or do not take part in education.

### Sexual violence and sexual harassment between children

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk. Staff should be aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is **not an inevitable part of growing up**;
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

### Domestic abuse

The cross-government definition of domestic violence and abuse is:

“Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological;
- physical;
- sexual;
- financial; and
- emotional

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life. Advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

National crime agency human-trafficking NSPCC- UK domestic-abuse Signs Symptoms Effects

Refuge what is domestic violence/effects of domestic violence on children Safelives: young people and domestic abuse.

### So-called ‘honour-based’ violence

So-called ‘honour-based’ violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving “honour” often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

If staff have a concern regarding a child that might be at risk of HBV or who has suffered from HBV, they should speak to the designated safeguarding lead (or deputy). As appropriate, they will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

### **Responding and Recording disclosure raised directly by the child or suspicion of abuse**

Where a child makes comments to a member of staff that gives cause for concern (disclosure), or possible signs or symptoms have been observed that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect Springwood staff will:

- Listen to the child, offer reassurance and give reassurance that action will be taken.
- Not ask Lead question the child - The signs of child abuse might not always be obvious and a child might not tell anyone what is happening to them. You should therefore **question behaviours** if something seems unusual but do not ask lead question as – "did mummy do it".
- Make a written record using **Record of Child Protection Concerns PART1 and PART1Body Map** that forms an objective record of the observation or disclosure that includes:
  - The date and time and moment (what child was doing) of the observation or disclosure took place.
  - The exact words spoken by the child as far as possible.
  - The name of the person to whom the concern was reported, with the names of any other person(s) present at the time.
  - If for some reason you haven't got access to the form please write above details down on the piece of paper and ASAP attached to the form completing rest of the details.
  - This information will be passed immediately onto the Springwood Lead Safeguarding Officer or LSO deputy – if they cannot be contacted at the time of incident they must act as their duty of care and informed LSO of action already taken as soon as reasonably practical (via phone, email, text message).
  - The LSO will provide advice and support
  - Springwood LSO will fill **PART 2 of the Record of Child Protection Concerns form along with Inter Agency Referral form and will** take further action.
  - **Children's Social Services may request a copy of Inter Agency Referral form or can ask you to fill one online.**
  - **Inter Agency Referral** form always must be completed even if not requested by Children's Services and stored in safeguarding children's file.
  - The LSO may seek advice from Professional Line Team where there is uncertainty about whether what has been said or seen indicates abuse. This will not constitute as a referral.
  - The Communication Log will be used to record ANY action taken - communication with any professionals – phone calls, emails, visits, with dates and signatures.
  - When contacting the Professional Line/Children Social Service, the LSO will make a clear statement of
    - Known facts
    - Suspicious and allegations
    - Any contact with the family
    - Family personal details, own and others if appropriate
  - All these records are signed and dated and kept in the safeguarding children files, which are kept securely and confidential. Staff involved **will not discuss the concerns with those who do not need to know.**
  - We will work in partnership with all agencies in order to protect the child and the family; this may mean the Police or another agency identified by the Local Safeguarding Children's Board.
  - We take care not to influence the outcome either through the way we speak to children or by asking them questions.

### **The Communication Log**

Communication Logs are used for recording safeguarding and child protection related information, they must be used to record details such as: any absences, existing injuries, the number of separate accidents and incidents the child had each half term, wetting/soiling accidents – record conversation afterwards, any conversation with parent regards changes in behaviour (e.g. seems unsettle), phone calls to professionals, referrals, complaints, etc.

When recording Safeguarding information please do not put details of conversations. This will only be e.g phone call to social worker XZ, time, date, who phoned, the details of conversation will be on a separate sheet in Safeguarding folder.

## Informing parents

- Parents are usually contacted immediately and in most cases after the initial phone call to professional line, where advice is needed whether to question/inform parents/carers.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where we believe, or have been advised not to do so by informed authorities (social service, police, LADO), that by doing so we may put child in greater danger - this will usually be the case where the parent is the likely abuser. In this case investigating officers will inform the parents.

## Looked-After Children

Springwood is committed to providing a quality provision based on equality of opportunity for all children and their families. All of the staff are committed to doing all they can to enable 'looked after' children in their care to achieve and reach their full potential.

Children become 'looked after' if they either have been taken into care by the local authority, or have been accommodated by the local authority (a voluntary care arrangement). Most looked after children will be living in foster homes, but a smaller number may be in a children's home, living with a relative or even placed back home with their natural parent(s).

Springwood recognises that children who are being looked after have often experienced traumatic situations; separation, domestic abuse, physical, emotional or sexual abuse or neglect, etc. However, we also recognise that not all looked after children have experienced abuse and that there are a range of reasons for children to be taken in to the care of the local authority. Whatever the reason, a child's separation from their home and family signifies a disruption in their lives that has an impact on their emotional well-being.

Most local authorities do not place children under five with foster carers who work outside the home; however there are instances when this does occur or where the child has been placed with another family member who works.

We place emphasis on promoting *children's right to be strong, resilient, and listened to*. Our policy and practice guidelines for looked after children are based on these two important concepts, *attachment and resilience*. The basis of this is to promote secure attachments in children's lives as the basis for resilience. These aspects of well-being underpin the child's responsiveness to learning and are the basis in developing positive dispositions for learning. For young children to get the most out of educational opportunities they need to be settled enough with their carer to be able to cope with further separation, a new environment and new expectations made upon them.

- The term 'looked after child' denotes a child's current legal status; this term is never used to categorise a child as standing out from others. We do not refer to such a child using acronyms such as LAC.
- Springwood do offer places for 0 -8 years old. In such cases, the child should have been with the foster carer for a minimum of one month and show signs of having formed a secure attachment to the carer and where the placement in the setting will last a minimum of three months. We will also seek an opinion from the child's social worker on whether the relationship is positive and if all aspects of the child settling into foster family is going well.
- We will always offer 'stay and play' provision for a child who is still settling with their foster carer, or who is only temporarily being looked after.
- Where a child who normally attends our setting is taken into care and is cared for by a local foster carer we will continue to offer the placement for the child.

## Procedures

- Every child is allocated a key person before they start and this is no different for a looked after child. The key person, along with the Manager and the Safeguarding Lead needs to make sure they have the information, support and training necessary to meet the looked after child's needs.
- The nominated person for looked after child(ren) is the child's(ren's) key person, Safeguarding Lead and Manager if Manager is not a Safeguarding Lead already, unless otherwise agreed.

- Safeguarding Lead or Manager along with Key person, if necessary, will attend care plan meeting, where relevant, and will continue to support the child in the setting.
- Nominated persons will liaise with agencies and other professionals involved with the child and his or her family and ensures appropriate information is gained and shared.
- Springwood recognises the role of the Local Safeguarding Children Board and Children's Services department as the child's 'corporate parent' and the key agency in determining what takes place with the child.
- Regards decisions related to the Springwood, like registration form, attendance, etc. including relevant permissions, like Tapestry, outing, etc., the child's (dren's) social worker will be contacted to confirm who acts on behalf of the child and to establish first and emergency contact points and any other relevant information essential for us. This information MUST be confirmed in writing.
- At the start of a placement Springwood will hold a meeting that will determine the objectives of the placement and draw up an SSP Setting Support Plan, that incorporates the child's learning and wellbeing needs. This plan will be reviewed regularly and when needed, and at least once every Term.  
Most information can be noted on child's registration form. Any other needs will be noted on appropriate forms e.g IEP.
- The care plan needs to consider such issues for the child as:
  - the child's emotional needs and how they are to be met;
  - how any emotional issues and problems that affect behaviour are to be managed;
  - the child's sense of self, culture, language(s) and identity – and how this is to be supported;
  - the child's need for sociability and friendship;
  - the child's interests and abilities and possible learning journey pathway; and
  - how any special needs will be supported.
- In addition the SSP will also consider:
  - how information will be shared with the foster carer and local authority (as the 'corporate parent') as well as what information is shared with whom and how it will be recorded and stored;
  - what contact the child has with his/her previous carer or birth parent(s) and what arrangements will be in place for supervised contact.
  - what written reporting is required;
  - wherever possible, and where the plan is for the child's return home,
  - agreement with social worker, and as part of the plan, if previous carer or birth parent(s) should be involved in the setting's activities that include parents, such as outings and fun-days, alongside the foster carer.
- The settling-in process for the child is agreed. It should be the same as for any other child, unless otherwise agreed. It is even more important that the 'proximity' stage is followed until it is visible that the child has formed a relationship with his or her key person sufficient to act as a 'secure base' to allow the gradual separation from the foster carer. This process may take longer in some cases, so time needs to be allowed for it to take place without causing further distress or anxiety to the child.
- Further observations about communication, interests and abilities will be noted to form a picture of the whole child in relation to the Early Years Foundation Stage prime and specific areas of learning and development as stated in Early Outcomes for Children 2013.
- Concerns, other than safeguarding, about the child will be discussed with the foster carer, unless otherwise agreed.
- If the concerns are about the foster carer's treatment of the child, or if abuse is suspected, these are recorded in the Safeguarding Folder and reported to the child's social care worker according with the setting's safeguarding and child protection procedures.
- Regular contact should be maintained with the social worker through planned meetings that will include the foster carer.
- Transition to school will be handled sensitively and the key person will liaise with the school, passing on relevant information and documentation.
- Any communication regarding child will be noted in Communication Log.

## Children known to social care other than Looked-After Child

- Parents/Carers must disclose relevant information to Springwood and the fact the child, siblings or anyone within close family was subject to Child protection, Care Plans or any other relevant to Social Service involvement.
- Registration Form asks for any previous or current involvement of Social Care,
- Any previous involvement will be followed up with the phone call to Social Care asking about details of the case and confirmation that case was closed or dismissed.
- Any current involvement will be followed up with the phone call to Social Care asking about details of the case. Springwood will stay in touch with social worker and will work closely with them to ensure appropriate details are shared to ensure Springwood can offer best possible care to the child.
- Key person will be aware that the child is known to Social Care.
- Safeguarding Lead, Manager, and Key Person is responsible for monitoring and recording patterns of attendance.
- Pre-existing injuries will be recorded and challenged.
- Any concerns will be shared immediately with the LSO and child's Social Worker.

## Supporting documents

- Education Act 2002
- Children Act 1989 s47 and s17.
- General Data Protection Regulation 2016
- Data Protection Act 2018.
- Protection of children Act 1999.
- Children Act (every Child Matters) 2004.
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act 2006
- Working together to safeguard children 2018.
- What to do if you're worried a child is being abused 2015.
- Protocol for the management of actual or suspected bruising in infants who are not independently mobile 4LSCB February 2018
- The Childcare (Disqualification) Regulations 2009 (Amended Regulation 2018) (2018)
- Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ("the 2018 regulations") and obligations under the Childcare Act 2006 in schools.
- Prevent Duty Guidance: *for England and Wales* (HMG 2015)
- Counter - Terrorism and Security Act 2015
- The Prevent Duty. *Departmental Advice for Schools and Childcare Providers.* (DfE 2015)
- FGM Act 2003

## Further guidance:

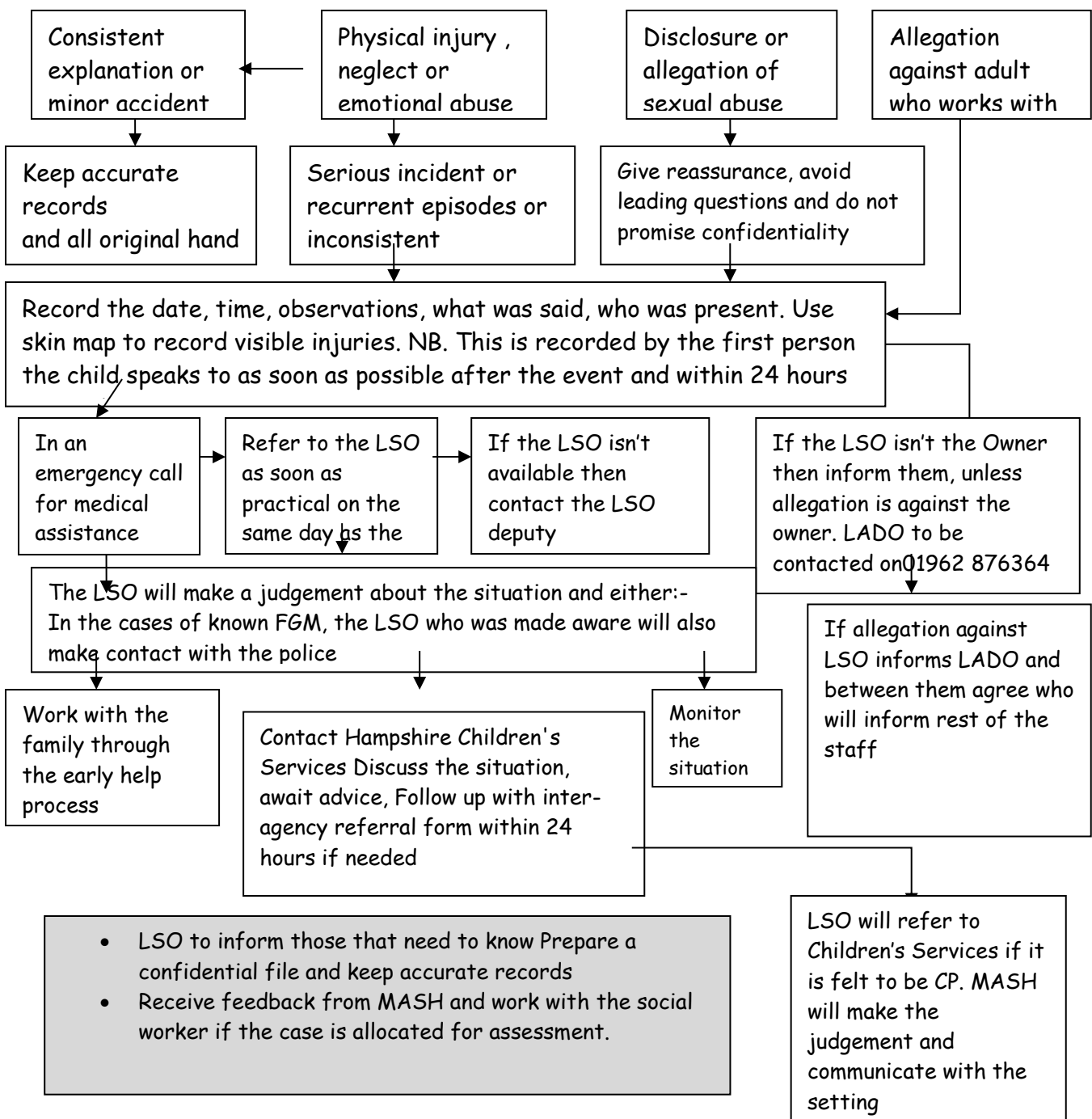
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance
- Information Sharing. *Advice for Practitioners Providing Safeguarding Service for Children, Young People, Parents and Carers. (4 July 2018)*
- Children and Families Act 2014
- Serious Crime Act 2015
- Safeguarding Partners
- Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
- Statutory Framework for Early Years Foundation Stage 2017 (last update 02.2018)



**Contacts**

- Lead Safeguarding Officer – Perie
- Lead Safeguarding Officer Deputy – Lauren and Bethany
- Children’s Social Care Professional helpline 01329225379
- Hampshire Children’s services: 03005551384
  - Out of hours: 03005551373
- Police (non-emergency): 101
- Local Authority Designated Officer (LADO): Barbara Piddington/ Mark Blackwell 01962 876364
- OFSTED: Piccadilly Gate, Store Street, Manchester, M1 2WD 03001231231  
[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) <https://contact.ofsted.gov.uk/contact-form>
- NSPCC Child Line under 18 0800 1111
- NSPCC FGM fgmhelp@nspcc.org.uk
- Prevent Duty advice and information service 020 7697 2595

**Flow chart for monitoring and reporting possible signs of abuse or disclosure**



## Example only

### Interagency

referral form

Reference: AF1145530

Fields marked \* are mandatory

# Inter Agency Referral form for Hampshire Children's Services and Isle of Wight Children's Services

Please use this form whenever you are contacting us to report child welfare or safeguarding concerns.

All immediate safeguarding concerns should be made initially by telephone on the Children's Services

Professionals line 01329 225379 or by email to [csprofessional@hants.gov.uk](mailto:csprofessional@hants.gov.uk). Professionals on the Isle of

Wight should call 0300 300 0901 or email [iowcsprofessional@hants.gov.uk](mailto:iowcsprofessional@hants.gov.uk). Calls to the Children's Services

Professionals line number will be automatically redirected to the Out of Hours Service outside normal office hours.

Please have a completed referral form to hand. In circumstances where this is not possible a referral form should follow ASAP.

The 4LSCB safeguarding procedures will provide you with further guidance on your duty to refer.

[4lscb.proceduresonline.com](http://4lscb.proceduresonline.com).

## 1. About You

Name (required)\*

Role (required)\*

Organisation (required)\*

Address (required)\*

Contact Telephone Number (required)\*

Email address (required)\*

## 2. Consent to Sharing Information

Referrals to Children's Services should be made with the knowledge and agreement of the family members being referred. The exception to this is when seeking consent to share information would put a child, young person or others at risk of significant harm, or if it would undermine the prevention, detection or prosecution of a serious crime.

They need to know what information has been shared and stored by Children's Services. They must also be aware that Children's Services may need to share information with, and to seek information from other agencies to help them decide if additional services are needed, e.g., schools, health visitors, doctors, police, housing etc.

Are the child's parent(s) / carer(s) aware that you are reporting your concerns? (required)\*

Nothing selected

Has the child's parent(s) / carer(s) consent been gained? (required)\*

Nothing selected

Has consent been given for information sharing? (required)\*

Nothing selected

## 3. About the child/ren

Record details of unborn baby, child or young person. If unborn, state name as 'unborn baby' and mother's maiden name, e.g., unborn baby of Ann Smith

## 4. About the Parents or Carers

## 5. Your concerns for the child/ren

Please describe the reason for this referral your CONCERN for this child's wellbeing, EVIDENCE for your concern and an indication of the PREVALENCE and SEVERITY of your concern, e.g., how much, how often.

What is the view of the child and/or their parents/carers? (optional)

Please refer to the [Hampshire and Isle of Wight Safeguarding Children Board Threshold Chart](#).

## Lost Children

In the case when it appears that child is lost we will follow below procedures:

Person in charge will carry out a numerical check and if a child is thought to be missing all members of staff are to be alerted.

- Key workers will be aware of the presence of their key children.
- Exits will be checked first to see if it/they are insecure.
- A search of the premises will be carried out in order to find the missing child.

- If exits have been breached all staff are informed then a nominated member of staff will collect the remaining children into one area whilst the rest of the staff make a thorough search of the surrounding area, including gardens and linked school's site until the child is found.
- If the child is not found then a nominated member of staff will phone the parent/carer to alert them that their child is missing from premises.
- The remaining staff will continue to search until the child is found with one staff member making the journey to the child's home, on foot.
- If steps taken fail to locate the child then police must be called and that is before staff will attempt to make the journey to child's home.
- Call to children's social care will be made to inform them about the incident and that police are involved and action taken.
- Ensure all details are recorded in the incident book which, should include the last definite sighting of the child along with anything unusual that occurred that day relating to the child's behaviour.
- Inform Owner and in-house advisor as soon as practical.
- Do not say anything, which might invalidate our insurance by implying that liability is accepted.
- Staff can only be apologetic, without reviling any unnecessary information. The fact that social services and the police have been informed can be shared and that full investigation is now in hand.
- Relay accurate information as quickly as possible to other parents to avoid the spread of gossip. This usually will be done in writing.
- Ofsted, insurance and whoever must know will be informed in a timely manner.

### Uncollected Children

It is very important to collect child on time. Springwood recognises that this can cause distress to a child. It also has impact on Springwood staff who A) sometimes must vacate the property by certain time B) they become distressed, as they cannot collect own children on time from education or other childcare facilities.

If a child is not collected then we will adopt the following procedures in order to minimise the concern both for the child and the carer.

- Staff will try remaining on the premises until collection from appropriate carer or institution with statutory right.
- If not possible to stay inside the premises, they will try to find a safe place nearby.
- Staff is not allowed to take child with them, either staff's house or car, or to drop them off. Advice from Police or Social Service will be followed.
- The late collection fee is £5 for every 15 minutes.
- Contact numbers will be called in the order as set out by parents/carers on their child's registration form.
- Staff will phone The Police and social services if collection is unduly delayed and where attempts to contact parents and child's emergency contact.- **If Springwood is not informed about the delay and we have made everything to contact parents/emergency contact then 30 minutes after normal collection time Social Service and police will be called. If a child is regularly not collected on time preschool will monitor and record attendance and social services will be informed where necessary.**

### Alcohol/other substances

- In order to safeguard children within preschool and nursery, it will not be acceptable for any person that works with or is in association with children in this establishment to be under the influence of alcohol or other substances
- Any person found to be under the influence of alcohol or other substances would be suspended from work.
- Our policy is to suspend the member of staff on full pay for the duration of the investigation.
- Disciplinary action may occur following an investigation.

- If you suspect that parent/carer is under influence of any substance, they alternative arrangement must be discuss with the person. Police will be called if necessary.

### Management of allegations against employed staff or young person

There is distinction between an allegation, a concern about the quality of care or practice or a complaint. Any concern and/or complaint may escalate to allegation. PLEASE NOTE THAT: Once contacted the LADO will determine the distinction between a complaint, a concern about the quality of practice and an allegation.

An **allegation** may relate to a person who works with children who has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children, which can include numbers of concerns:
  - Children's Social Care involvement with their own child
  - Being the perpetrator of domestic abuse
  - Mental ill health or substance misuse issues **that may impact the care of children**
  - Criminal proceedings for hate crime
  - Membership of organisations with terrorist or extreme right-wing links believed to cause harm to others.

An example of **concern** about the quality of care or practice may relate to a person who has:

- behave in a way that discriminate the child or family, or members of staff in any way
- has disregards to job description
- has disregards to Springwood's policies and procedures, especially Safeguarding and Child Protection policy and procedures
- behave in a way that that shows careless behaviour towards the child in any aspect
- behave in a way that compromise child and others safety

The list is not exhaustive

A **complaint** received about member of staff or any who had or has access to the premises (e.g. outside contractors), will be dealt in timely manners. Will seek advice from outside agencies if necessary and will follow our policies. If complaint relates to allegation statements the complaint will be dealt appropriately.

The following process should be followed:

With concern and complain it is more likely that member of staff may be asked to stop performing duties, until more advice is sought on the matters (It does not mean they will be send home straight away). Risk assessment may be performed. Appropriate statements from members involved will be taken in all circumstances and an investigation will take place.

The LSO must be informed.

- a) Any allegation of abuse made against employed adult or young person, or third party will 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.

- b) Person, more likely will be suspended, with pay if relevant, until the end of investigation. Third party, students, agency staff will be dismissed and their college/employer contacted.
- c) All allegations of serious harm or abuse must be reported to the LSO immediately who must inform the Local Authority Designated Officer (LADO) within 24hrs to determine the next steps. If the allegation is made against the LSO, the most senior member will inform the LADO.

There may be up to three strands in the consideration of an allegation:

- a police investigation of a possible criminal offence;
  - enquiries and assessment by children's social care about whether a child is in need of a protection or in need of services; and
  - consideration by an employer of disciplinary action in respect of the individual
- d) The setting will notify OFSTED of any allegations (including complaints that are safeguarding and child protections matters, and if concerns are escalated to allegation) of serious harm or abuse by a person working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Ofsted will be informed as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
  - e) Allegations will be treated seriously and the decision to inform parents or carers, if they do not already know, will be made in conjunction with the LADO. In circumstances where the Police or children's social care is involved, the LADO will consult with these agencies as to how the parents should be informed.
  - f) The person of concern will be informed of the allegation as soon as appropriate after the LSO has consulted with the LADO. In circumstances where a strategy meeting is required with Police and children's social care, such person should not be informed until those agencies have agreed that information can be disclosed to the individual. If the person is a member of a union or professional association, they should be advised to seek support from that organisation.
  - g) A full investigation of the allegation will be carried out by the appropriate agencies in liaison with the LADO and the LSO.
  - h) The LADO will chair meetings to consider the strategy and action plan. The action plan will be reviewed through meetings until the conclusion of the investigation. The LADO's role is to monitor and oversee the investigation and conclusion of the case. The following definitions should be used when determining the outcome of allegation investigations:
    - Substantiated: there is sufficient evidence to prove the allegation;
    - Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
    - False: there is sufficient evidence to disprove the allegation;
    - Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence;
    - Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made.
  - i) If a substantiated allegation is serious enough to warrant dismissal, the LADO will advise who should be making referrals to the Disclosure and Barring Service and the registered body.
  - j) If it is decided on conclusion of the investigation that the member of staff should return to work, the owner, in-house advisor and manager if appropriate will consider how best to facilitate this. Help and support will be provided to the individual to return to work and depending on the individual's circumstances, a phased return with the provision of a mentor will be considered.
  - k) On the conclusion of a case in which an allegation is substantiated, the owner, in-house advisor and manager if appropriate will oversee a review of the circumstances of the case to determine whether there are any improvements to be made to the organisations procedures or practice to help prevent similar events in the future.

- l) Any other breach of Springwood safeguarding and child protection policy will be disciplinary matters and in some cases, due to severity of such breach instant dismissal will be issue. The investigation procedures will not be necessary if immediate evidence are provided or presented.

## **LADO – Reporting Procedures**

If you are unsure whether the allegation meets the LADO referral criteria, you should contact them immediately to seek further guidance.

We will follow HAMPSHIRE CHILDREN SAFEGUARDING BOARD procedure:

### **Persons to be notified**

The employer must inform the local authority designated officer (LADO) within **one working day** when an allegation is made and prior to any further investigation taking place.

The LADO will advise the employer whether or not informing the parents of the child/ren involved will impede the disciplinary or investigative processes. Acting on this advice, if it is agreed that the information can be fully or partially shared, the employer should inform the parent/s. In some circumstances, however, the parent/s may need to be told straight away (e.g. if a child is injured and requires medical treatment).

The parent/s and the child, if sufficiently mature, should be helped to understand the processes involved and be kept informed about the progress of the case and of the outcome where there is no criminal prosecution. This will include the outcome of any disciplinary process, but not the deliberations of, or the information used in, a hearing.

The employer should seek advice from the LADO, the police and / or Children's social care about how much information should be disclosed to the accused person.

Subject to restrictions on the information that can be shared, the employer should, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome (e.g. disciplinary action, and dismissal or referral to the DBS or regulatory body).

The accused member of staff should:

- Be treated fairly and honestly and helped to understand the concerns expressed and processes involved;
- Be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process;
- If suspended, be kept up to date about events in the workplace.

Ofsted should be informed of any allegation or concern made against a member of staff in any day care establishment for children under 8 or against a registered child minder. They should also be invited to take part in any subsequent strategy meeting/discussion.

Children's social care should inform Ofsted of all allegations made against a foster carer, prospective adopter, or member of staff in a residential child care facility.

### **Confidentiality**

Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. Apart from keeping the child, parents and accused person (where this would not place the child at further risk) up to date with progress of the case, information should be restricted to those who have a need to know in order to protect children, facilitate enquiries, manage related disciplinary or suitability processes.

The police should not provide identifying information to the press or media, unless and until a person is charged, except in exceptional circumstances (e.g. an appeal to trace a suspect). In such cases, the reasons should be documented and partner agencies consulted beforehand.

Section 13 of the Education Act 2011 introduced restrictions implemented in September 2012 on the publication of any information that would identify a teacher who is the subject of an allegation of misconduct that would constitute a criminal offence, where the alleged victim of the offence is a registered pupil at the school.

Such restrictions remain in place unless or until the teacher is charged with a criminal offence, though they may be dispensed with on the application to the Magistrates' Court by any person, if the court is satisfied that it is in the interests of justice to do so, having regard to the welfare of:

- a. The person who is the subject of the allegation; and

- b. The victim of the offence to which the allegation relates.

There is a right of appeal to the Crown Court.

This restriction will apply to allegations made against any teacher who works at a school, including supply and peripatetic teachers. 'School' includes academies, Free Schools, independent schools and all types of maintained schools.

There is a new offence of publishing any information in breach of these restrictions. Publication includes any communication, in whatever form, which is addressed to the public at large or any section of the public.

It is a defence to show that the person publishing was not aware of the allegation having been made as set out in section 141H 'Defences' of the Act.

### Support

The organisation, together with Children's social care and / or police, where they are involved, should consider the impact on the child concerned and provide support as appropriate. Liaison between the agencies should take place in order to ensure that the child's needs are addressed.

As soon as possible after an allegation has been received, the accused member of staff should be advised to contact their union or professional association. Human resources should be consulted at the earliest opportunity in order that appropriate support can be provided via the organisation's occupational health or employee welfare arrangements.

### Suspension

Suspension is a neutral act and it should not be automatic. It should be considered in any case where:

- There is cause to suspect a child is at risk of harm; or
- The allegation warrants investigation by the police; or
- The allegation is so serious that it might be grounds for dismissal.

The possible risk of harm to children should be evaluated and managed in respect of the child/ren involved and any other children in the accused member of staff's home, work or community life.

If a strategy meeting / discussion is to be held or if Children's social care or the police are to make enquiries, the LADO should canvass their views on suspension and inform the employer. Only the employer, however, has the power to suspend an accused employee and they cannot be required to do so by a local authority or police.

If a suspended person is to return to work, the employer should consider what help and support might be appropriate (e.g. a phased return to work and/or provision of a mentor), and also how best to manage the member of staff's contact with the child concerned, if still in the workplace.

### Resignations and 'compromise agreements'

Every effort should be made to reach a conclusion in all cases even if:

- The individual refuses to cooperate, having been given a full opportunity to answer the allegation and make representations;
- It may not be possible to apply any disciplinary sanctions if a person's period of notice expires before the process is complete.

'Compromise agreements' must **not** be used (i.e. where a member of staff agrees to resign provided that disciplinary action is not taken and that a future reference is agreed). A settlement/compromise agreement which prevents the employer from making a DBS referral when the criteria are met for so doing would likely result in a criminal offence being committed for failure to comply with the duty to refer.

N.B. For full details please go to:

[http://4lscb.proceduresonline.com/hampshire/p\\_alleg\\_against\\_staff.html](http://4lscb.proceduresonline.com/hampshire/p_alleg_against_staff.html)

### LADO NOTIFICATION FORM

After seeking advice from LADO they may ask you to fill the form, which they will send to you. Alternatively PLEASE completes online form: [https://forms.hants.gov.uk/en/AchieveForms/?form\\_uri=sandbox-publish://AF-Process-c8d4175e-e440-4cdd-9968-349c655374b9/AF-Stage-64282b4d-4083-4e7c-9c4e-1a25a6a74599/definition.json&redirectlink=/en&cancelRedirectLink=/en](https://forms.hants.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-c8d4175e-e440-4cdd-9968-349c655374b9/AF-Stage-64282b4d-4083-4e7c-9c4e-1a25a6a74599/definition.json&redirectlink=/en&cancelRedirectLink=/en)

*\*Do not assume that the form has been received. Always ask for conformation.*

LADOs: Barbara Piddington / Mark Blackwell

Tel: 01962 876364 Fax: 01962 876229 (secure line)

E-mail: [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk)

**If you think a child is at immediate risk of significant harm**

**phone Children's Social Care and/or Police immediately**

Hants Direct: 0300 555 1384 or out of hours 03005551373)

Police – 101 (999 if an emergency)

When receiving an allegation:-

- Treat it seriously and keep an open mind
- **Do not** investigate
- **Do not** make assumptions or offer alternative explanations
- **Do not** promise confidentiality
- Record the details using the child/adult's own words
- Note time/date/place of incident(s), persons present and what was said
- Sign and date the written record
- Do not inform the subject if this might place the child at risk of further harm or jeopardise any future investigation

Further information about allegations procedure can be found at: 4lscb (Local Safeguarding Children Board)

Procedures - [http://4lscb.proceduresonline.com/hampshire/p\\_alleg\\_against\\_staff.html](http://4lscb.proceduresonline.com/hampshire/p_alleg_against_staff.html)

## **Camera, Mobile phone and recording devices**

- The setting forbids the use of personal cameras, mobile phones and recording devices by staff members, students and volunteers whilst on duty including parents or visitors.
- We aim to inform practitioners, parents and visitors of this procedure in the event of a mobile phone being identified on the premises, maintaining safety of themselves and children.
- The preschool phone remains onsite and may be used to take photos of children to upload to Facebook or dojo. In an emergency closure or school holidays the manager may take the phone home to contact parents or new parents wishing to start. They will take all precautions to keep the phone safe.
- Visitors do not have unsupervised access to children at any time
- Photographs that are taken for achievement records are taken in full view of other staff, camera and tablet is not to be taken near the toilets or nappy area
- All staff, students and volunteers who are working with children are required to store all devices containing a camera (iPad/camera/phone) in the kitchen or office for Management to acknowledge.
- Personal devices will be stored securely on the premises.
- Staff members, students and volunteers may access their personal devices whilst off duty and on their lunch breaks away from the children.
- Any member of staff who does not comply with the 'camera, mobile phone and recording device policy' will be dealt with in line with the settings grievance and disciplinary procedures.
- Children will only be photographed or recorded by the use of a camera/recording device that has been agreed by Management. Children will only be photographed or recorded if parental consent has been obtained.
- Parents and visitors are informed that the use of mobile phones within the setting is not allowed and this is done when they sign our visitors book. Parents and visitors seen using their mobile phone will immediately be



challenged by a member of staff who will ask them to terminate the use and escort them off the premises where they can use their mobile phone safely.

- On occasion where there are large number of parents/carers visiting, e.g Christmas play if all parent consent , parents can take a large group photo supervised by staff members.
- Children do not bring mobile phones or other ICT devices (tablets, cameras etc.) with them to the setting. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in the office/kitchen until the parent collects them at the end of the session. Staff must take appropriate actions and remove the device immediately from child or any other personnel. Failure to act will result in disciplinary actions being taken.

### **Laptop Policy**

- Permission has been granted for management to the laptop for work on/off premises. They will manage laptop's security settings to ensure that information related to Springwood Preschools and Nurseries LTD are only available to people they choose to share them with being a professional. They may store children's and staff's personal details for job related matters.
- Springwood Laptop, when on premises, can be shared among the staff for work purpose only.
- Users must never load program files or applications on laptops without the permission of the Management or Owner.
- Users will log out every time they are away from the laptop.

### **Tablet Policy**

- Springwood supplies staff with a tablet in order to use to create our children's online learning journals. It is a secure network, which Springwood has received parents' consent to use.
- Springwood's tablet is NOT to be taken off site without permission. The tablet is solely used for learning development.
- Staff WILL NOT use the tablet for internet based searches that are NOT relevant to work. If staff are caught searching the internet for other reasons this will accrue disciplinary action.
- Springwood takes ownership of any technical faults with the tablet, however if the tablet is dropped or misused by any member of staff, repair charges will be the staff members responsibility.
- CHILDREN ARE NOT TO PLAY WITH THE TABLET on their own, children can look at their observation with a staff member but by no means hold the TABLET.
- TABLETS may be used for education purposes for children but always in present of member of staff that will hold the tablet (educational videos from website like CBBC, youtube, etc).
- Springwood teach children about online safety when using tablets/internet or if children have access to such play at home.
- Users will log out every time they are away from the tablet.

### **Lone Working Policy:**

**There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day or his/her profession require the use of their laptop or tablet or phone. Visitors will be advised of a quiet space where they can use their mobile phone (office or outside) where there are no children present. When using laptops or tablets the camera must be covered. The devices or their mobile phone must Never be used for social use and to photograph and/or record children while on Springwood premises. All visitors will be never left unsupervised on premises.**

