

**Happy Hens Childcare**

**Child protection and safeguarding policy**

**Introduction**

*Happy Hens Childcare* fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all children.

This policy applies to all staff, paid and unpaid, working in the setting, including volunteers, all of whom have a vital role in safeguarding children. Concerned parents may also contact the setting’s Designated Person/s for Child Protection.

This policy sets out how the setting complies with statutory responsibilities relating to safeguarding and promoting the welfare of children who attend the setting. The policy will be reviewed regularly, annually as a minimum.

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children. The setting will therefore:

* Establish and maintain an ethos where children feel secure, are encouraged to talk, and are actively listened to.
* Ensure children know that there are adults in the setting whom they can approach if they are worried or in difficulty.

We will follow Cambridgeshire & Peterborough Local Safeguarding Children Board (LSCB) procedures. The setting has regard for Working Together to Safeguard Children 2018 and What to Do if You are Worried a Child is Being Abused 2015 (Department for Education).

**The Designated Persons for Child Protection (DPCP’s) in our setting are:**

* **Jeanette Fenn and Hannah Underwood**

**Happy Hens will:**

* Ensure a trained DP is always available (during setting hours) for staff in the setting to discuss any safeguarding concerns.
* Ensure this training is updated every two years and in addition to the formal training DPs will refresh their knowledge and skills e.g. via bulletins, C-PIN meetings or further reading at least annually
* Recognise the importance of the role of the Designated Person and ensure she has the time and training to undertake her duties.
* Ensure there are contingency arrangements should the Designated Person not be available (another Designated Person will be on site).
* Ensure that the Designated Person has access to ‘professional consultations’ via the Multi Agency Safeguarding Hub (MASH).
* Ensure that the Designated Person has access to conversations with professionals in the Early Help Hub.

**The roles of staff and management**

Happy Hens Childcare will ensure every member of staff knows:

* The name of the Designated Person and her role.
* How to pass on and record concerns about a child.
* That they have an individual responsibility for referring child protection concerns to relevant agencies and within the timescales set out in LSCB procedures.

All staff and volunteers will undertake appropriate safeguarding training at induction and receive regular updates on safeguarding (this will be at every staff meeting, held every half term) and during supervision/appraisals.

The setting will ensure that all staff attend basic child protection training every three years at a minimum. New staff shall attend basic child protection training ideally within the first half term of commencing employment. In the interim period between commencing employment and attending basic CP training, we advise DPs to talk through signs and indicators and relevant setting processes with new staff as part of their safeguarding induction and staff will be asked to complete the online PLA safeguarding training in advance of the council training.Training made available must enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond to these in a timely and appropriate way. All staff will have access to all relevant leaflets and information from the Local Authority and a set of flash cards on Safeguarding Children

These may include:

* Significant changes in children’s behaviour.
* Deterioration in children’s general well-being.
* Unexplained bruising, marks or signs of abuse or neglect.
* Children’s comments which give cause for concern.
* Pattern of absences or frequent absences
* Any reasons to suspect neglect or abuse outside the setting for example in the child’s home.
* Inappropriate behaviour displayed by other members of staff or any other person working with the children.

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| **Concerns about the safety or welfare of a child – action to be taken by staff and volunteers:*** Record the concern on a ‘log of concern form’
* Pass the form **immediately** to the Designated Person for Child Protection
* The Designated Person will decide what action to take next. This may include seeking advice from the Multi Agency Safeguarding Hub (MASH) or making a referral to Social Care.
* If for any reason the Designated Person is not available and the child is at immediate risk of harm, call the Multi Agency Safeguarding Hub (MASH) for advice **0345 045 5203.** Refer to the Child Protection Procedure (Nov 18)
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**Liaison with other agencies**

Happy Hens Childcare will:

* Work to develop effective links with relevant services to promote the safety and welfare of all children.
* Cooperate as required, in line with Working Together to Safeguard Children 2018, with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups
* Notify the relevant Social Care Unit immediately if there is an unexplained absence of a child who is subject to a Child Protection Plan or there is any change in circumstances to a child who is subject to a Child Protection Plan.
* Respond to requests for information from the Education Navigator at the MASH in a timely manner.

**Record keeping**

Happy Hens Childcare will keep clear, detailed written records of concerns about children’s welfare using the Log of Concern Form. Records will be kept in individual child welfare files. Records will be stored securely with access only available to the setting DP’s.

Parents do not have an automatic right to access child welfare records and consideration will be given as to what the consequences of information sharing might be. Unless it would place the child at risk of significant harm, parents will be informed that a Log of Concern Form has been completed, where it will be stored and what will happen to it when the child leaves the setting.

**When a child leaves or moves to another setting, their individual child welfare file will be transferred to the receiving school or setting using the following protocol:**

* The file will be marked 'Confidential, Addressee Only' and sent to the Designated Person, if known, of the receiving setting. The file will be delivered by hand if possible; otherwise sent by delivery that can be tracked and signed for.
* The setting will contact the receiving setting/school by telephone to make them aware that there is a child welfare file and, once sent, ask them to confirm as soon as possible that they have received the file. The setting will keep a record that the file has been received in order to be able to identify its location.
* Parents will be made aware that child welfare records will be transferred, unless this would place the child at risk of acute harm.
* The setting will not keep a copy of transferred records but will keep a record of the current file location and date the file was transferred.
* If individual child welfare files cannot be transferred for any reason, the setting will archive them for 25 years from the child’s date of birth\*.
* All actions and decisions will be led by what is considered to be in the best interests of the child.

\*The national Independent Enquiry into Child Sexual Abuse has requested that all files are now kept. Archived files will therefore be kept for the duration of the enquiry, until 2020.

**Confidentiality and information sharing**

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people.

The DP will read and follow the the Department for Education (DfE) Guidance **‘**Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers’ - July 2018

Fears about sharing information will not be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. The General Data Protection Regulation (GDPR) and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe:

• ‘information will be shared legally without consent, if the DP or a member of staff is unable to or cannot be reasonably expected to gain consent from the individual, or if to gain consent could place a child at risk.’

• ‘relevant personal information will be shared lawfully if it is to keep a child or individual at risk safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental, or emotional well-being.’

**What information will be shared?**

When taking decisions about what information to share, the DP will consider how much information they need to release and the impact of disclosing information on the information subject and any third parties. Information should be proportionate to the need and level of risk.

Only information that is relevant to the purposes will be shared with those who need it. This allows others to do their job effectively and make informed decisions.

Information sharing decisions must be recorded, whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom. If the decision is not to share, the DP will record the reasons for this decision and discuss them with the person requesting the information.

If a child discloses information that may indicate that they are at risk of abuse or neglect, the staff member will be clear that they cannot promise to keep the information a secret. The staff member will be honest to the child and explain that it will be necessary to tell someone else in order to help them and to keep them safe.

**Communication with Parents**

Happy Hens Childcare will:

* Undertake appropriate discussion with parents prior to involvement of another agency, unless the circumstances may put the child at further risk of harm. If in any doubt, staff will seek advice from Social Care as required.
* Ensure that all parents/carers have an understanding of the responsibility placed on the setting and staff for safeguarding and child protection by ensuring that they receive a copy of this policy when registering their child at the setting.
* Record on the log of concern form what discussions have taken place with parents and if a decision was made not to discuss the matter with parents, the reason why not. (circumstances may include if the DP is unable to or cannot be reasonably expected to gain consent from the individual, or if gaining consent could place a child at risk of harm such as potential physical or sexual abuse).

**Supporting Children**

At Happy Hens Childcare recognise that children who are abused or witness abuse may find it difficult to develop a sense of self-worth and trust those around them. Some children may adopt inappropriate or abusive behaviours and that these children may be referred on for appropriate support and intervention.

The setting will support children through:

* Activities to encourage self-esteem and self-motivation.
* A behaviour policy aimed at supporting all children. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the child’s sense of self-worth. The setting will ensure that the child knows that some behaviour is unacceptable but she/he is valued and not to be blamed for any abuse which has occurred.
* Liaison with other agencies which support the child and family such as Social Care and District Teams.
* A commitment to develop partnerships with parents.
* Recognition that children living in a home environment where there is domestic abuse/violence, mental ill-health or substance misuse may be vulnerable and in need of support and protection.
* Monitoring children’s welfare, keeping records and seeking advice or making a referral to other agencies, e.g. Social Care, when necessary.

**Early Years Settings**

Happy Hens will have Early Years Foundation Stage age children within the setting, our setting is working in partnership with the Police and Cambridgeshire County Council (CCC) to identify and provide appropriate support to children who have experienced Domestic Violence; this scheme is called Operation Encompass.

In order to achieve this, CCC Education Safeguarding Team will share police information of all Domestic Violence incidents, where a child (attending our setting) was present, with our DP. On receipt of any information, the DP will decide on the appropriate support the child may require.

The Operation Encompass information is stored in line with all other confidential safeguarding and child protection information. All information sharing and resulting actions will be undertaken in accordance with the ‘Cambridgeshire and PeterboroughJoint Agency Protocol for Domestic Abuse – Notifications to Schools, Colleges and Early Years settings’.

If our setting understands that a sibling/s of the child attend other provision such as breakfast or after school clubs, we will contact the DP in this setting to share relevant and proportionate information about the Domestic Violence concern.

**Children of Substance Misusing Parents/Carers**

Misuse of drugs and/or alcohol is strongly associated with significant harm to children, particularly when combined with other features such as domestic violence.

If Happy Hens Childcare has concerns about drug and alcohol abuse by a child’s parents/carers they will follow appropriate procedures. This is particularly important if the following factors are present:

* Use of the family resources to finance the parent’s dependency, characterised by inadequate food, heat and clothing for the children
* Children exposed to unsuitable caregivers or visitors, e.g. customers or dealers
* The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviour
* Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance
* Disturbed moods as a result of withdrawal symptoms or dependency
* Unsafe storage of drugs and/or alcohol or injecting equipment
* Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child.

 **Domestic Abuse**

Domestic Abuse is defined as: *‘’any incident or pattern of incidents of controlling, coercive or 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. This can encompass but is not limited to the following types of abuse: Psychological, physical, sexual, financial and emotional’’.*

Happy Hens Childcare recognises that where there is Domestic Abuse in a family, the children/young person will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships.

At Happy Hens Childcare we are aware of Coercive Abuse and Economical Abuse within families. And how abusers use these towards their victims and what effect this can have on children.

Domestic Violence can also affect children in their personal relationships as well as in the context of home life.

The setting will follow the procedures outlined in this policy if Domestic Violence concerns arise. The DP will monitor vigilantly the welfare of children living in Domestic Violent households, offer support to them and their parents/carers and contribute to any Multi-Agency Risk Assessment Conference (MARAC) safety plan as required.

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| Where there are concerns regarding Domestic Abuse, the member of staff must log the concern and pass to the Designated Person who will seek advice from the relevant agencies and follow child protection procedures. |

**Bruising, marks or injuries in pre-mobile babies**

Research indicates that severe child abuse is six times more common in babies aged under one year than in children aged one to 4 years, and 120 times more likely than in the 5 – 13 year old age group. Our setting adheres to the Bruising in Pre-Mobile Babies Protocol published by Cambridgeshire and Peterborough Safeguarding Children Partnership Board.

Bruising, marks or injuries are the most common presenting features in physical abuse in children. The younger the child the higher the risk that the bruising, mark or injury is non-accidental, especially where the child is under the age of 6 months. Bruising, marks or injury in any child ‘not independently mobile’ should be taken as a matter for inquiry and concern by the DP. This is also relevant to older children who are not independently mobile by reason of a disability.

It is accepted that marks could be the result of birth trauma, birth marks or areas of skin pigmentation such as ‘Mongolian Blue Spots’. The setting will ensure that parents/carers are requested upon registration to inform them of any distinguishing marks that the child may have.

The setting recognises that concerns may be raised about pre-mobile babies or older children who are not independently mobile by reason of a disability who do not attend the setting. Concerns may arise when younger siblings are present during drop off or collection of children who attend the setting.

**Children with Special Educational Needs and/or Disabilities (SEND)**

Statistically, children with special educational needs and/or disabilities (SEND) are most vulnerable to abuse. Setting practitioners who support children with SEND will use their knowledge of the individual child to ensure that signs and indicators of abuse are recognised and acted upon quickly & sensitively.

Children who have difficulty with expressive language may be particularly vulnerable to abuse so practitioners will be alert to changes in behaviour and other possible signs of abuse. Staff supervision will be vigilant to create a protective ethos around the child.

Where necessary, the setting will seek advice from other professionals and specialist services and provide additional training to staff in the use of Makaton, PECS or other communication systems.

**Peer on Peer Abuse**

**Child on Child Abuse including Sexual Violence and Harassment**

Children and young people may be harmful to one another in a number of ways, this is classified as child on child (or peer on peer) abuse, this can can include:

* Bullying (including cyberbullying)
* Physical abuse such as hitting, kicking, shaking, biting, hair pulling
* Sexual bullying
* Being coerced to send sexual images (sexting)
* Sexual assault
* Teenage relationship abuse
* Upskirting – where someone takes a picture under a person’s clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm.

The setting recognise that sexual violence and sexual harassment can occur between two children of any age and sex. Sexual violence may include rape, assault by penetration or sexual assault. Sexual harassment refers to ‘unwanted conduct of a sexual nature’, such as sexual comments, sexual taunting or physical behaviour such as deliberately brushing against someone. Online sexual harassment may include non-

consensual sharing of sexual images and videos, sexualised online bullying, unwanted sexual comments and messages, sexual exploitation, coercion and threats.

The setting will:

* Be clear that child on child abuse, sexual violence and sexual harassment will not be tolerated.
* Provide training for staff on how to manage and report concerns.
* Make decisions on a case-by-case basis.
* Reassure victims that they are being taken seriously, offer appropriate support and take the wishes of the victim into account when decision making.
* Implement measures to keep the victim, alleged perpetrator and if necessary other children and staff members, safe. Record any risk assessments and keep them under review.
* Give consideration to the welfare of both the victim(s) and perpetrator(s) in these situations
* Liaise closely with external agencies, including police and social care, when required.

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| If there is any indication that a child has suffered from peer on peer abuse, the child protection procedures outlined in this policy must be followed. |

**Prevention of Radicalisation**

In 2010 the Government published the Prevent Strategy. This highlighted the need

to safeguard children, young people and families from violent extremism and

radicalisation.

Happy Hens Childcare recognises that children and young people are vulnerable to extremist ideology and radicalisation and that protecting children from this risk forms part of the setting’s safeguarding procedures.

Staff are required to be alert to changes in children’s behavior which could indicate they need help or protection. The committee/owner will ensure that the all staff have undertaken Prevent online training.

*See also ‘The Prevent Duty, Departmental advice for schools and childcare providers’, DfE (June 2015), and ‘Revised Prevent Duty Guidance: for England and Wales,’ HM Government, (July 2015).*

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| If there are concerns that a child, young person or adult may be at risk of radicalisation, exploitation or involvement in terrorism, the member of staff should log the concern and pass it to the Designated Person. The DP will seek the appropriate advice and make a Prevent referral if required.  |

**Children at Risk of Child Sexual Exploitation (CSE)**

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.

(Child Sexual Exploitation, Definition and Guide: DFE, 2017)

Sexual exploitation can take many different forms from the seemingly ‘consensual’ relationship to serious organised crime involving gangs and groups. Potential indicators of sexual exploitation will be addressed within staff training, including raising awareness with staff that some young people who are being sexually exploited do not show any external signs of abuse and may not recognise it as abuse. Staff will follow the procedures outlined in this policy if concerns of child sexual exploitation arise.

**Children at Risk of Criminal Exploitation**

Criminal exploitation of children is a form of harm that is a typical feature of county lines activity. Drug networks or gangs exploit children and young people to carry drugs and money from urban areas to suburban and rural areas. Exploitation can occur even if activity appears to be consensual.

The setting will address indicators of child criminal exploitation with staff through training. Staff will follow the procedures outlined in this policy if concerns of criminal exploitation arise.

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| **Summary: CSE or Criminal Exploitation**If CSE or Criminal Exploitation is suspected the member of staff must complete a Log of Concern form and pass it immediately to the Designated Person who should follow safeguarding procedures and refer to the MASH. |

**Children at risk of ‘Honour- Based’ Violence including Female Genital Mutilation**

**Honour- Based Violence (HBV):**

So called ‘honour-based’ violence encompasses incidents which have been committed to protect or defend the honour of the family and/or community, including:

* Female Genital Mutilation
* Breast Ironing
* Forced Marriage

The setting takes these concerns seriously and staff are made aware of the possible signs and indicators that may alert them to the possibility of HBV through training. Staff are required to treat all forms of HBV as abuse and follow the procedures outlined in this policy.

**Female Genital Mutilation (FGM)**

FGM is a procedure involving the partial or total removal of the external female genitalia or other injury to the female genital organs. FGM is illegal in the UK. Any indication that a child is at risk of FGM, where FGM is suspected, or where the woman is over 18, will be dealt with under the child protection procedures outlined in this policy. Staff will report concerns to the DP, who will make appropriate and timely referrals to social care. In these cases, parents will not be informed before seeking advice and the case will still be referred to social care even if it is against the child or young person’s wishes. The Multi-agency statutory guidance on female genital mutilation, 2020 will be followed

In accordance with the Female Genital Mutilation Act, it is a statutory duty for professionals to report ‘known’ cases of FGM in under-18s which they identify in the course of their professional work to the police.

**Breast Ironing**

Breast ironing also known as ‘Breast Flattening’ is the process whereby young pubescent girls breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage and therefore be kept in education. Much like FGM, Breast Ironing is a harmful cultural practice and is child abuse and is classified as physical abuse.

**Forced Marriage**

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived cultural practices as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

**Children exposed to County Lines and Cuckooing**

County Lines is a term used when drug gangs from big cities expand their operations to smaller towns, often using violence to drive out local dealers and exploiting children and vulnerable people to sell drugs. A common feature in county lines drug supply is the criminal exploitation of young and vulnerable people. Cuckooing is where drug gangs take over someone’s home and uses this home as a base to sell drugs. They tend to prey on vulnerable people. All staff are aware of this and will do training during staff meetings to ensure all staff are aware of what we need to look out for.

**Children who have Family Members in Prison**

Happy Hens Childcare is committed to supporting children and young people who have a parent or a close relative in prison and will work with the family to find the best ways of supporting the child.

Happy Hens Childcare recognises that children with family members in prison are at risk of poor outcomes including: poverty, stigma, isolation, poor mental health and poor attendance.

The setting will treat information shared by the family in confidence and it will be shared on a ‘need to know’ basis.

The setting will work with the family and the child to minimise the risk of the child not achieving their full potential.

**Privately Fostered Children**

Private fostering is when a child under the age of 16, (under 18 if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or relative in their own home for 28 days or more.

Happy Hens Childcare will follow the mandatory duty to inform the local authority of any ‘Private Fostering’ arrangements.

**Young Carers**

Happy Hens Childcare recognises that children who are living in a home environment which requires them to act as a young carer for a family member or a friend, who is ill, disabled or misuses drugs or alcohol can increase their vulnerability and that they may need additional support and protection.

Happy Hens Childcare will: seek to identify young carers; offer additional support internally; signpost to external agencies; be particularly vigilant to the welfare of young carers and follow the procedures outlined in this policy, referring to Early Help or Social Care as required if concerns arise.

**Online Safety**

It is important that children and young people receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world.

Terms such as ‘e-safety’, ‘online’, ‘communication technologies’ and ‘digital technologies’ refer to all fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks to their well-being.

The issues can be categorised into three areas of risk:

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

**Best practice:**

* **Whole setting approach** – staff recognise and are aware of e-safety issues and the management team make online safety a priority. Information on online safety is shared with parents.
* **Policies** – E-Safety Policy is in place and implemented.
* **Monitoring and evaluation** – There are appropriate filters and monitoring systems in place to protect children from harmful online material.
* **Management of Personal Data** – data is managed securely and in accordance with the requirements of the Data Protection Act.
* **Only the setting camera or mobile phone is to be used to take photos. All personal mobile phones/technological devices will be left in the staff vestry at the start of the session with personal belongings**.

**Promoting a protective ethos**

Happy Hens Childcare will create an ethos in which children feel secure, their viewpoints are valued, they are encouraged to talk and they are listened to. This will be achieved in the following ways:

* All staff, including the Designated Persons, are trained regularly to ensure skills and knowledge are up-to-date.
* Staff know how to respond to child protection concerns.
* Contribution to an inter-agency approach to child protection by working effectively and supportively with other agencies.
* Raising children's awareness and actively promoting self-esteem building, so that children have a range of strategies and contacts to ensure their safety.
* Using personal safety programmes, such as Protective Behaviours, NSPCC PANTS campaign and the Early Years Service ‘Children’s Safety Matters’ training and resources.
* Working with parents to build an understanding of the setting’s responsibility to the welfare of the children.
* Ensuring the relevant policies are in place, i.e. the use of mobile phones and cameras, behaviour management, intimate care, whistle-blowing, social networking.
* Being vigilant to the inappropriate behaviour of staff or adults working with children and ensuring that all staff and volunteers know the allegations procedure.
* Staff acting as positive role models to children and young people.
* Ensuring staff are aware of the need to maintain appropriate and professional boundaries in their relationships with children and parents/carers.

**Preventing unsuitable people from working with children**

The setting has a duty to ensure that people looking after children are suitable to fulfil the requirements for their role. Happy Hens Childcare will follow safer recruitment practices including verifying qualifications and ensuring appropriate DBS and reference checks are undertaken. Happy Hens Childcare will not allow people, whose suitability has not been checked, to have unsupervised contact with children.

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| **Summary: Suitability to work with children**Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). |

**Whistleblowing**

Happy Hens Childcare has a separate whistle-blowing policy which aims to help and protect both staff and children by:

* Preventing a problem getting worse;
* Safeguarding children and young people;
* Reducing the potential risks to others.

The earlier a concern is raised, the easier and sooner it is possible for the setting to take action.

The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students and volunteers.

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| **Allegations of abuse against adults who work or volunteer in the setting**If an allegation is made against a staff member or volunteer, the following action will be taken (as per the ‘Allegations of Abuse against Adults who Work or Volunteer in a Childcare Setting’ flowchart and guidance):* The setting will ensure the immediate safety of the children.
* The setting will **not** start to investigate and will immediately contact the Early Years Safeguarding Manager: 01223 714760 (if the Early Years Safeguarding Manager is not contactable, the Local Authority Designated Officer (LADO) should be contacted direct: 01223 727967).
* The Early Years Safeguarding Manager will discuss the case with the LADO, who will decide if it could be a child protection case.
* If the LADO decides the matter is a child protection case, external/internal agencies (e.g. police) will be informed by the LADO and the setting will act upon the advice given to ensure that any investigation is not jeopardised.
* The setting will notify Ofsted of an allegation of abuse.
* It may be necessary for the employer to suspend the alleged perpetrator. Suspension is a neutral act to allow a thorough and fair investigation.
* If it is agreed that the matter is not a child protection case, the setting will investigate the matter and feedback the outcome of the investigation to the Early Years Safeguarding Manager and Ofsted.
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Happy Hens Childcare will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the setting and that notification of any concerns is made to the relevant agencies, the Disclosure and Barring Service (DBS) and included in references where applicable.For further information, refer to the setting’s Recruitment and Vetting Policy.

**Management child protection responsibilities**

Happy Hens Childcare Management fully recognises their responsibilities with regard to child protection and safeguarding and promoting the welfare of children. They will:

* Designate a person for child protection who will monitor the setting’s child protection policy and practice and champion good practice in relation to child protection and safeguarding.
* Ensure that this policy is annually reviewed in conjunction with the setting’s Designated Person/s.

**Useful contacts**

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| **Referrals:**Multi Agency Safeguarding Hub (MASH)(8am -5.30pm Mon-Thurs and 8am-4.30pm Fri)Emergency Duty Team (out of hours)   | 0345 045 520301733 234724  |

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| **Early Help Hub**  | 01480 376666 |
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| **Early Years Safeguarding Manager (Gemma Hope)** | 01223 714760  |
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| **Local Authority Designated Officer (LADO)** | 01223 727967 |
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| **Ofsted** | 0300 123 1231 |
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| **Safeguarding Flowchart** |

Safeguarding concern or concern about a child’s welfare

No safeguarding concern, but emerging needs of the child indicate that additional services or support may be required

Allegation made against member of staff

Concern logged and passed immediately to the Designated Person (DP) for Child Protection

Refer to and follow the allegations flow chart (turquoise and yellow flow chart)

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Discuss with the setting manager or DP

Manager/SENCO or DP will complete an Early Help Assessment and contact the Early Help Hub for further advice **01480 376666**

DP will decide what action to take, which may include a Children’s Social Care referral or professional consultation to the Multi Agency Safeguarding Hub (MASH): **0345 045 5203**

Manager or DP will complete an Early Help Assessment or contact the Early Help Hub for further advice 01480 376666

If the DP is unavailable or not contactable for any reason and you have immediate concerns about a child’s welfare, contact the Multi Agency Safeguarding Hub (MASH) **0345 045 5203**