Chingford Mount Baptist Church Preschool **Model Safeguarding Policy**

**for the Early Years**



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| **Version** | **2019** |
| **Developed by** | **Aimee Weal** |
| **Date developed** | **October 2019** |
| **Review date** | **September 2020** |

**This policy will be reviewed and ratified at a minimum annually and/or following any updates to national and local guidance and procedures.**

**Key Setting Information**

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| --- | --- |
| **Name of Setting**  **DfE or Ofsted Registration Number 155087** | **Chingford Mount Baptist Church Preschool** |
| **Setting Type** | **Ofsted Registered Childcare Setting** |
| **Setting Main Phone Number** | **0208 559 3903** |
| **Setting Main Email** | **cmbcpreschool@yahoo.co.uk** |
| **Setting Address** | **1a Leadale Avenue, Chingford, E4 8AT** |
| **Designated Safeguarding Lead** | **Aimee Weal - 07971374688** |
| **Deputy Designated Safeguarding Lead** | **Pat Webb**  **Sue Crisp** |
| **Named Person responsible for Allegations against staff in setting** | **Aimee Weal (Manager)**  **Hillary Thompson (Trustee)** |
| **SENCo / Special Needs Lead** | **Aimee Weal** |
| **Manager** | **Aimee Weal** |
| **Chair of Governors / Chair of Trustees/Managing Director or Business Owner (Sole Traders)** | **Anthony Thompson** |
| **Governor/Trustee/Managing Director or Business Owner with Lead responsibility for Safeguarding** | **Hillary Thompson** |

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**This is a Core Model Safeguarding Policy that forms part of the induction for all staff students and volunteers. It is a requirement that all members of staff, students and volunteers have access to this policy and sign to say they have read and have understood its contents.**

# **Purpose and Aims**

This Safeguarding policy of October 2019 applies to all staff, including paid staff, volunteers, sessional workers, agency staff, one-off visitors, students or anyone working on behalf of the setting.

The aim of our safeguarding and child protection policy at (insert DfE/Ofsted registered setting name) is to provide all staff committee/trustees/proprietors, visitors and volunteers with a framework which will enable them to holistically safeguard and promote the welfare of all children in the setting up to their 5th birthday.

The Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

* 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.

*Working Together to Safeguard Children (2018)*

We acknowledge that we are in a unique position to observe any changes in a child's behaviour or appearance which could alert us to safeguarding concerns about their well-being. This is especially important in children who are unable to communicate through spoken language e.g. babies, very young children and children with SEND.

We are therefore are guided by the following key principles;

* all children have the right to be safe and should be protected from all forms of abuse and neglect
* safeguarding children is everyone's responsibility
* it is better to help children as early as possible before issues escalate and become more damaging
* children and families are best supported and protected when there is a coordinated response from all agencies.

# **Our commitment to children**

As part of our ongoing commitment to safeguarding children in our care we will ensure that this policy is readily available for professionals, parents and partners, to access via our website [ insert schools or settings website/ and or noticeboard address]. We will ensure that parents are also given access to the policy prior to children attending the setting and following each update. Where English is not the parents first language support and consideration will be given to access the information.

We will ensure all staff are supported to read, understand and put the policy into practice. This we will do through the process of training, support and supervision.

In addition to this Safeguarding policy we also have other supporting policies and procedures in place to enable us to ensure that all children in our care are supported and feel safe.

# **Obligatory practice for ALL staff**

At Chingford Mount Baptist Church Preschool we recognise that we as individuals

• are responsible for safeguarding

• must be able to identify the signs and symptoms of abuse

• must be able to identify concerns (Early Help / Child in Need / Child Protection / Allegations Against Professionals)

• must be familiar with internal reporting procedures and processes (reporting safeguarding concerns to DSLs, and allegations only to Proprietor/similar)

• must refer concerns to children’s social care in the absence of Designated Safeguarding Leads (DSL)

• must ensure that all safeguarding concerns are shared promptly with DSLs

• must be able to challenge professional safeguarding decisions internally/ externally with other agencies

• must refer/ escalate a case if we disagree with the DSL not to refer, with respect and transparency

• must be able to whistle blow when required

• In addition, we are also aware as individuals regardless of where we work within our setting that we are responsible for reading and reviewing the safeguarding policies of (insert DfE/Ofsted registered setting name)

# **Working in partnership**

We will work in partnership with all agencies i.e. LBWF Safeguarding in Education & Local Authority Designated Officer (LADO) service, Early Help, MASH, Social Care, Police to ensure the children’s safety and welfare is always paramount. We will also seek to establish effective working relationships with both parents, carers and other colleagues so that we can develop and provide activities and opportunities that will enable and equip the children in our care with the necessary skills that they will need to develop protective behaviours and life skills to keep themselves safe from harm.

# **Designated Safeguarding Lead**

**Overall responsibility for compliance with statutory safeguarding requirements lie collectively with the Trustees , however one will be nominated as having the lead responsibility for Safeguarding.**

At (insert DfE/Ofsted registered setting name) we have a Designated Safeguarding Lead (DSL) Aimee Weal who has a specific operational responsibility for implementing the organisations safeguarding and child protection policies and procedures. In the event that Aimee is unavailable, to ensure safeguarding matters are dealt with promptly Pat Webb or Sue Crisp, our Deputy DSLs will be available to cover the DSL duties.

**The Trustees with Lead responsibility for Safeguarding will ensure that the DSL is provided with regular support, advice, training and supervision to enable and empower them to fulfil this role.**

To safeguard children our Designated Safeguarding Lead will undertake formal DSL training at a minimum every two years. This will be to equip and provide her/him with the knowledge and skills required to carry out the role of the DSL and support staff. In addition, the DSL will attend regular DSL forums at a minimum four times a year and will access safeguarding updates into developments and training relevant to the role of the DSL including managing allegations and managing thresholds. The DSL will also have access to the Waltham Forest Safeguarding Handbook for DSL’s to support them in effective practice.

This responsibility of the DSL includes

* being the operational person with delegated lead responsibility for safeguarding in the setting
* Inducting staff about emergency procedures, safeguarding, child protection and health and safety arrangements
* liaison with Trustees at the setting**,** local Statutory children's service agencies, Waltham Forest Safeguarding Children's Board (WSCB) and all other agencies concerned with the protection of children, including social services, police and health colleagues.
* Providing support advice, training to both staff students, volunteers and guidance to all on an ongoing basis with regards to specific safeguarding issues
* The transfer of child protection files where child leaves setting
* Representing the setting at inter-agency meetings strategy discussions, child protection conferences and core groups;
* Managing and monitoring the setting’s role in early help, child in need and child protection plans.

# **Safeguarding & the Welfare Requirements of the EYFS 2017**

The Early Years Foundation Stage 2017 (EYFS) Statutory Framework sets out the standards for learning development, assessment and the safeguarding and welfare requirements which all early year’s providers must meet in order to ensure the children learn and develop well and are kept healthy and safe.

To meet this requirement, we will ensure that all our staff are trained to understand the settings safeguarding policy and procedures and that they have up to date knowledge of safeguarding issues which will enable them to identify the signs and symptoms of possible abuse.

# **Visitors**

To ensure the safety of the children in the setting we have procedures in place for recording the details of visitors and the purpose of their visit. The nursery’s security procedures ensure that that possibility of unauthorised persons having access to the children is minimised. Under no circumstances will visitors/contractors be allowed unsupervised access to the children. Visitors/ contractors will always be supervised whilst on the nursery premises, especially when in the areas the children use. In addition to these arrangements we ask that parents do not open or hold the door for other persons to gain access to the building without being vetted by staff.

# **Mobile phones, Smart watches, Photography and technology in the nursery**

To ensure the safety of the children in the setting we operate a no mobile phone usage in the setting for both parents’ visitors and staff. To enforce this policy staff phones and smart watches are kept in the office and are signed in and out of the office. In terms of visitors to the setting they will be asked to leave their mobile phone/ smart watches in the office whilst on the premises. Should they need to make a call this they can do either in the Nursery Office or another area where there are no children as directed by the manager or DSL.

As a setting we recognise information technology provides endless learning opportunities for children. We also acknowledge that not all encounters with information technology is positive and as such can be harmful to the safety and the wellbeing of the children. For this reason, when using information technology programmes and equipment we will:

* Check all apps, websites and search results before using them with children.
* always ensure children are supervised when accessing the internet.
* Ensure safety modes and filters are applied to computers / tablets.
* Role model safe behaviour and privacy awareness.
* Talk to children about safe use
* ask permission before taking a child’s picture even if parental consent has been given.
* Check privacy settings to make sure personal data is not being shared inadvertently or inappropriately

<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>

# **Ratios**

To ensure the safety and the wellbeing of the children in our setting we will ensure we follow the current recommended ratios and qualifications for the safe care of children as set out in the statutory framework for the early years foundation stage in the setting, as at April 2017 these were as follows:

**For early years providers other than childminders**

* For children under two one member of staff to every three children

At least one member of staff within the group will hold a full and relevant level 3 qualification and will have suitable experience of working with children under two

* For children aged two, one member of staff for every four children.

At least one member of staff will hold a relevant level 3 qualification. At least half of all other staff in the group will hold a relevant level 2 qualification

* For children aged three, where there is a suitably qualified level 6 or persons with qualified teacher status working directly with the children the ratio can be one member of staff for each thirteen children.
* For children aged three, where there is no suitably qualified level 6 or persons with qualified teacher status, there will be one member of staff for every eight children. At least one member of staff will hold a full and relevant level 3 qualification and at least half will hold a relevant level 2 qualification
* Only those aged 17 or over will be included in the chid staff ratios. Where there are staff under 17 years of age, they will always be supervised
* Students and volunteers on long-term placement aged 17 or over and staff working as apprentices in early education aged 16 or over may only be included in the ratios if satisfied that they are competent and responsible
* At least one person who has a current Paediatric First Aid (PFA)will always be on the premises and available when children are present, and will accompany children when they go on outings

\*\*To check qualifications are full and relevant <https://www.gov.uk/guidance/early-years-qualifications-finder>

**Staffing Policy** (includes Key Person)

At Chingford Mount Baptist Church Preschool we acknowledge the contribution to safeguarding the Key Person role can make in ensuring that all children in the setting feel safe, secure and assured that they will be listened to and appropriate action taken should they feel or become unsafe. To ensure this every child at the setting will be allocated a key person on joining the setting.

The setting will make every attempt to deploy the Key Persons so that they are with their Key children as much as possible.

The manager of the setting will ensure that all staff are effectively deployed throughout the day to meet the statutory requirements of the statutory framework for the early year’s foundation stage. We will endeavour to provide additional staffing to ensure key times during the day e.g. arrivals and settling in children are covered effectively to meet the needs of the children. We will also ensure that there is always one member of staff in the group who possess a full and relevant level 3 qualification and has suitable under twos experience.

Should there be times that we become short of staffing first we will rearrange the grouping of the children with a view to seeing if we can still safely meet the children’s needs and the minimum ratios. Where this is not possible, we will enlist the services of vetted childcare agency staff. On doing so we will ensure that all agency staff prior to working with the children will be inducted into the settings policies and procedures and that they will work closely with another senior member of staff to provide consistent care for the children.

# **Supervision of staff**

To ensure staff are supported and developed to effectively carry out their role in protecting and safeguarding children in their care the settings practice is led by the nursery manager who is a qualified level 3 practitioner (add qualifications). This practitioner has the responsibility for ensuring that procedures are in place for all staff to receive regular formal supervision (Setting to add frequency) that will provide staff with an opportunity to review their performance, practice and development in working with the children and their families.

The supervision staff access will provide opportunities to:

• discuss any issues – particularly concerning children’s development or wellbeing, including child protection concerns

• identify solutions to address issues as they arise

• receive coaching to improve their personal effectiveness

***EYFS 2017 3.22***

***Regular support, advice, training and supervision for the Nursery Manager will be provided by the Trustees.***

# **Legislative & Guidance Framework**

Our Safeguarding policy has been developed in accordance with the principles established by the Children Act 1989; and is in line with the following statutory and departmental guidance:

* statutory framework for the early years foundation stage <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2> (Safeguarding and Welfare requirements)
* Keeping Children Safe in Education 2019 <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
* Working Together to Safeguard Children 2018 <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
* What to do if you are worried a child is being abused 2015 <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf>
* “The Prevent Duty Guidance for England & Wales’ 2015 <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance__England_Wales_V2-Interactive.pdf>
* “Information Sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers” 2018 <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf>
* Safeguarding children and protecting professionals in early years settings: Online safety guidance for practitioners 2019
* <https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-guidance-for-practitioners>
* Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf>

* Statutory guidance SEND code of practice: 0 to 25 years

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

# **Defining Abuse – Signs & Symptoms**

All staff in our setting are aware of the signs and symptoms of abuse. As early years practitioners we recognise the additional barriers that exist when recognising the signs of abuse and neglect in children who have special educational needs and/or disabilities.

There are four categories of abuse:

* Physical abuse
* Sexual abuse
* Emotional abuse
* Neglect

These four categories of abuse and the possible indicators are detailed in the Department of Health ‘Working Together to Safeguard Children’ document 2010. It should be noted that those listed are not a definitive list, though children’s poor behaviour maybe a sign that they are suffering harm or that they have been traumatised by abuse, some children may present these behaviours for reasons other than abuse.

It is important that all staff working at (DfE/Ofsted registered setting name) are aware of the indicators of abuse and that they should always **consult when concerned.**

|  |  |
| --- | --- |
| **Type of Abuse** | **Possible Indicators** |
| **Neglect** The persistent failure to meet a child’s basic physical and psychological needs, likely to result in the serious impairments of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:  provide food, clothing and shelter;  protect a child from physical and emotional harm or danger;  ensure adequate supervision;  ensure access to appropriate medical care or treatment. | Obvious signs of lack of care including:  Problems with personal hygiene;  Constant hunger;  Inadequate clothing;  Emaciation;  Lateness or non-attendance at the setting;  Poor relationship with peers;  Untreated medical problems;  Compulsive stealing and scavenging;  Rocking, hair twisting, thumb sucking;  Running away;  Low self-esteem. |
| **Physical Abuse**  May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child e.g. FGM, Breast ironing. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child | Physical signs that do not tally with the given account of occurrence conflicting or unrealistic explanations of cause repeated injuries delay in reporting or seeking medical advice. |
| **Sexual Abuse**  Forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, penetrative or non-penetrative acts and also includes involving children in watching pornographic material or watching sexual acts. | Sudden changes in behaviour  Displays of affection which are sexual and age inappropriate  Tendency to cling or need constant reassurance  Tendency to cry easily  Regression to younger behaviour – e.g. thumb sucking, acting like a baby  Unexplained gifts or money  Depression and withdrawal  Wetting/soiling day or night  Fear of undressing for PE |
| **Emotional Abuse**  The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. | Rejection  Isolation  child being blamed for actions of adults  child being used as carer for younger siblings  affection and basic emotional care giving/warmth, persistently absent or withheld. |

**Useful ink to Waltham Forest Neglect resource** <https://search3.openobjects.com/mediamanager/walthamforest/fsd/files/waltham_forest_child_neglect_resource_for_multiagency_working_1_.pdf>

## **Specific Safeguarding**

## Private Fostering

A private fostering arrangement is one that is made privately (without any involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. Both birth parents, private foster carers and persons who are seeking to arrange for a child to be privately fostered are required by law to notify the Waltham Forest Council's Children's Services department of the arrangement.

Should we become aware that a child is being privately fostered we will notify the Multi Agency Safeguarding Hub (MASH) team.

## Female Genital Mutilation (FGM)

We at Chingford Mount Baptist Church Preschool have a legal duty to protect all children in our care under the Working Together to Safeguard Children 2018 agenda. This duty extends to protecting young girls and women from FGM, an illegal and extremely harmful practise and a form of abuse. All staff in our setting have received training to increase their awareness of the practice and harm FGM causes.

We recognise that children are at higher risk if FGM if this has already been carried out on their mother, sister or a member of their extended family (HM Government, 2016). In consideration of this we will always maintain a culture of vigilance.

Should a child in our care show any signs and symptoms of FGM or we have good reason to believe that the child is at risk of FGM, we will refer the child using our existing standard safeguarding procedures as it is a form of child abuse. However, should we think a child is in immediate danger we will contact the police on 999

Link to e-learning <https://www.fgmelearning.co.uk/>

# Prevent

The safeguarding and Welfare Requirements, Child Protection (EYFS 2017, 3.4) states ‘Providers must be alert to any issues for concern in a child’s life at home or elsewhere. meeting this requirement Providers must have and implement a policy, and procedures, to safeguard children’. As part of the arrangements to safeguard the children we are committed to the Prevent Duty to help protect children from radicalisation and extremism under section 26 of the Counter-Terrorism and Security Act 2015. To do this we will do by:

* Understanding our own role and responsibilities on how to protect children from extremism
* Promoting and embed fundamental British Values in the setting through the activities and policies of the setting
* Ensuring that staff have up to date training that provides them with the knowledge on how to identify children at risk.
* Monitoring children’s attendance and following up absences

Link to Prevent on line training <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

Local Authority contact email or phone the Senior Programme Manager (Prevent Education) Amy Strode.

Email: [Amy.strode@walthamforest.gov.uk](mailto:Amy.strode@walthamforest.gov.uk)

Telephone: 07816150037.

## **Setting specific Safeguarding policies**

At Chingford Mount Baptist Church Preschool recognise that safeguarding children is not just about protecting children from deliberate harm, but also includes things such as child safety anti bullying, racial abuse harassment, visits out into the community, intimate care, use of mobile phones, internet safety, first aid etc. In consideration of this the safeguarding policy should be read in conjunction with our settings specific policies, procedures and other protocol: (please amend policy list as appropriate to the setting)

* Managing Behaviour

(Including guidance on positive-handling)

* Peer on peer
* Staff Behaviour / code of conduct Policy
* Anti-bullying
* Confidentiality
* Drugs and substances
* Attendance
* E-Safety Policy
* Camera, smart phone/ watch & Image Policy
* Mobile Phone Policy
* Acceptable Use Policy
* Health and Safety
* Risk assessments
* Racial Discrimination
* Equality and Diversity
* Educational Visits
* Lost child & non collection
* Children missing education
* Risk Assessment
* EQUAL OPPORTUNITY
* Medicines / sickness/ medications
* Managing Dietary requirements
* Lock down policy
* SEN / Inclusion
* Staffing policy
* PFA
* Code of Conduct
* Whistle Blowing
* Managing Allegations
* Physical Restraint
* Safe Recruitment
* Information Sharing
* Complaints policy

# The voice of the child

At Chingford Mount Baptist Church Preschool we will ensure that our approach to safeguarding children in our care is always child centred. This means we will always consider, what is in the best interests of the child. Along with this we will try to understand the lived experience of the child in each family, setting or neighbourhood, so that we can give the child a voice in their own safeguarding to ensure that their voice is understood and incorporated into all plans to support and protect them.

## Dealing with disclosures made by children

Should a child make a disclosure of abuse as with all Child Protection concerns, we will act on the information immediately. If staff concerned that a child may be at risk or is suffering abuse, they must report the concern to the DSL Aimee Weal or in their absence to the deputy DSL Pat Webb or Sue Crisp

If a child makes a disclosure or an allegation of abuse against an adult or another child or young person, it is important that you:

* + - * Stay calm and listen carefully.
      * Reassure them that they have done the right thing in telling you.
      * Do not investigate or ask leading questions. Ask
      * Let them know that you will need to tell someone else.
      * Do not promise to keep what they have told you a secret.
      * Inform your Safeguarding Designated Officer as soon as possible.
      * Make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the setting concern about a child s welfare & safety form (See Appendix 8).

\****Where an allegation is made against a professional the DSL will immediately advise the Lead safeguarding of trustees of the matter***

We are aware that parents are normally the first point of contact should a concern arise regarding their child. If a suspicion of abuse is recorded, we will inform parents at the same time the report is made. The only exception to this taking place is where we have been advised by the LADO/MASH team /children’s social care team/police not to do so. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

In any event the nursery will continue to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

**What to do if you’re worried a child is being abused: advice for practitioners**

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf>

# Information Sharing

We at Chingford Mount Baptist Church Preschool view information sharing as an essential part of our arrangements to safeguard the children in our care. Any information shared will be done on a need to know basis to aid the effective assessment and identifying of children at risk. As practitioners we are clear about when we should share information and be alert to the signs and triggers of child abuse, should we there be a suspicion enquiries and external investigations are kept confidential and shared only with those who need to know. Any information shared will be in with guidance from the local authority and police

**Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers**

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf>

# Referrals

Multi-agency Safeguarding Hub (MASH) is Waltham Forest’s single point of referral to social care for concerns regarding children, young people and vulnerable adults:

* Early Help (parental consent needed)
* Child in Need
* Child Protection
* Adult Safeguarding

Referrals to the Multi-agency Safeguarding Hub (MASH) should be made immediately when there is a concern that the child is suffering significant harm or is likely to do so.

It is good practice to notify MASH by phone and/or email to discuss the case prior to sending a written referral. This will help determine the level of intervention and will also give children’s social care and the police time to make arrangements to come and see the child that same day in the nursery if deemed necessary.

In our setting the DSL ordinarily takes responsibility for the referral process, in consultation with staff who know the child. Still, there are circumstances where another member of staff must refer without delay:

* If for some reason, the DSL is not available, the referral should be made without delay by the deputy DSL , manager or another member of staff
* If you disagree with your DSL’s decision not to refer a case to MASH, it is your responsibility to refer the case, and to respectfully inform the DSL that you are doing so.
* Should another member of staff refer instead, the DSL must be consulted and updated as soon as possible.

It is noted that All Adults in our setting, including the DSL, have a duty to refer all known or suspected cases of abuse to the relevant agency including MASH (Multi Agency Safeguarding Hub), LADO , or the Police. Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the Setting’s DSL in the first instance and to follow their organisations procedures. Any records made should be kept securely on the Child’s Protection file

# Flow Chart

DSL in conjunction with involved staff respond to concern

To manage concerns internally until more is known

Refer to Multi Agency Safeguarding HUB (MASH)

For Protection S47 child is or at risk of experiencing significant harm. Provide evidence and chronologies

For Support

Early Help/ intervention to prevent escalation (consent based)

(conseb

Offer support and intervention in setting. Meet with parents and offer Nursery/ setting services and signpost

Monitor & review

Ask staff to be vigilant and review progress if any , based on intervention

# Early Help-Identifying children and families who would benefit from early

In line with our responsibilities under the Working Together to Safeguard Children agenda (2018) we are committed to identifying those children who would benefit from Early Help support.

Link to Thresholds and practice working with children and families Waltham Forest

<https://thehub.walthamforest.gov.uk/news/guide-thresholds-and-practice-working-children-and-families-waltham-forest>

# Whistleblowing

Wrong doing done by individuals or groups in the setting that may affect wellbeing of others (Children, Staff) are dealt with through the process of whistle blowing. This is a process whereby the individual in the setting is dealt with staff are You’re a whistle-blower if you’re a worker and you report certain types of wrongdoing. This will usually be something you’ve seen at work - though not always.

The wrongdoing you disclose must be in the public interest. This means it must affect others, for example the general public.

Remember as a whistle blower you’re protected by law. As a result of whistle blowing you should not be treated unfairly or lose your job because you have ‘blown the whistle’.

You can raise your concern at any time about a current incident or in relation to something that happened in the past or you believe will happen in the near future. We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. For this reason, all staff at are aware that they have a duty to raise concerns about the attitude or actions of colleagues via the settings whistleblowing and complaints policies and that they have a right to seek appropriate advice from the following

* LADO & safeguarding team telephone number 02084963646 (9-5pm Monday to Friday) email [Safeguardingineducation@walthamforest.gov.uk](mailto:Safeguardingineducation@walthamforest.gov.uk)
* Ofsted telephone number call our whistleblowing hotline on 0300 1233155 (8am to 6pm, Monday to Friday) email [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

write to: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

* NSPCC Contact the Whistleblowing Advice Line
* Call 0800 028 0285 or Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

# Staffing and Safer Recruitment

We are an equal opportunity employer and are committed to using non-discriminatory procedures in our recruitment process, to ensure all candidates who apply for employment at insert name are treated fairly and that we recruit people who are suitable to fulfil the requirement of their role.

To recruit we pay regards to

* the Keeping Children Safe in Education 2019 <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> and
* the Early Years Foundation Stage (EYFS) 2017 3.9, 3.10, 3.12 <https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf> and
* Criminal record checks for childminders and childcare workers <https://www.gov.uk/guidance/criminal-record-checks-for-childminders-and-childcare-workers> and
* the London Child Protection 5th edition <https://www.londoncp.co.uk/chapters/safer_recruit.html#seventeen_one_twelve> .

In doing so we will ensure:

* At least one member of the Interview panel will be trained in Safer Recruitment.
* For every job role within the setting there will be a job description detailing the job role which will also include the responsibility of the member of staff to safeguard and promote the welfare of children
* All candidates will be subjected to qualification and identity checks
* an enhanced DBS certificate which includes barred list information check will be undertaken for all candidates
* All records will be kept which relate to the employment of staff and volunteers, thus demonstrating that checks have been undertaken, including the date and number of the enhanced child barring DBS and CRB check.
* As a childminder anyone connected with my childminding business i.e. assistants and household members over the age of 16 will undergo an enhanced criminal records and barred list check carried out by Ofsted
* We will obtain a minimum at least two references for all potential new staff and volunteers
* All new staff are required to produce documentation that confirms they have the right to work in the UK.
* All permanent appointments to Chingford Mount Baptist Church Preschool will be subject to a probationary period six months.
* All staff and or volunteers will be fully inducted into the setting with regards to understanding the safeguarding policy and procedures of the setting and will be trained to identify signs and symptoms of possible abuse EYFS 2017, 3.16

**All 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 at the point of recruitment**

**Full details of the recruitment procedures are set out in our safer recruitment procedure document**

# Allegations against staff and volunteers

Should an allegation be made against an adult in a position of trust within our setting whether they be members of staff or volunteers this should be brought to the immediate attention of the DSL who will advise the Chair of Trustees/Committee/Proprietor/registered person. In the case of the allegation being made against the DSL this will be brought to the immediate attention of the Chair of Governors/Chair of Trustees/Managing Director or Business Owner/Sole Trader. The DSL/Governors/Chair of Trustees/Managing Director or Business Owner/Sole Trader will discuss with the Local Authority Designated Officer (LADO) the nature of the allegations made against the adult, with a view to the LADO evaluation and guidance. This may result in a strategy discussion depending on the nature of the allegation being made.

In all cases the allegation will be referred to the Local Authority Designated Officer (LADO) immediately and followed up in writing within 48 hours. As part of the allegation management process the DSL will consider the safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser. Along with

* Contact the parents or carers of the child/young person if advised to do so by the LADO.
* Consider the rights of the staff member for a fair and equal process of investigation.
* Advise Ofsted of allegation within 14 days of the allegation
* Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation if this is deemed necessary.
* Ensure any decision made in any strategy meeting is acted on.
* Should any member of staff be removed, dismissed or would have been as a result of an allegation been founded, we will advise the Disclosure and Barring Service in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) for the vetting and barring scheme.

If an allegation is made against the DSL, the matter should be brought to the attention of the Deputy DSL or the manager of the setting or the registered person.

**Appendix 1 Local Support and Key Safeguarding contacts in Waltham Forest**

* All members of staff in [Name of Setting] are made aware of local support available:

|  |  |  |
| --- | --- | --- |
| Name | Agency | Contact details |
| Police Referral Desk | Metropolitan Police Child Abuse & Investigation Team (CAIT) | 020 8345 3633 020 8345 3693 |
| Designated Nurse for Safeguarding Children | Clinical Commissioning Group (CCG) – GP Services | 020 3688 2638 |
| Duty Child Protection Coordinators | Waltham Forest Children & Families Services | 020 8496 8279 |
| Team Manager, Children’s Emergency Duty | Waltham Forest Children & Families Services | 020 8496 3000 |
| Local Authority Designated Officer (LADO) & Safeguarding in Education | Waltham Forest Children & Families Services | 020 8496 3646 |
| Waltham Forest Multi Agency Safeguarding Hub (MASH) Team  Team Manager, MASH | Waltham Forest Children & Families Services | [cscreferrals@walthamforest.gov.uk](mailto:cscreferrals@walthamforest.gov.uk)  020 8496 2307/2310/2311/2316  020 8496 2317 |
| Designated Doctor for Child Protection | North East London Foundation Trust (NELFT) | 020 8430 7893 07795 548987 |
| Named Nurse for Safeguarding  Community Health Services, School Nursing, Health Visitors and Child & Adolescent Mental Health Services (CAHMS) | North East London Foundation Trust (NELFT) | 020 8430 7827/7822 07568 130143 Fax: 020 8430 7981 |
| Named Contact for FGM  Sylvie Lovell  Early Help Family Practitioner (0-11) | London Borough Waltham Forest | Tel: 0208 496 3281  Mobile: 07973748024  Email: Sylvie.lovell@walthamforest.gov.uk |
|  |  |  |
| Named Nurse for Safeguarding | Barts Health, Whipps Cross Pediatric A&E | 020 8535 6855 bleep 514 Pager: 08700555500 ask for 850122 Secretary: Ext 5072 |
| Amy Strode  Senior Program Manager (Prevent Education Officer) | Waltham Forest Council Community Safety Team | Email: Amy.Strode@walthamforest.gov.uk  Mobile: 07816150037 |
| Waltham Forest Multi Agency Safeguarding Hub  Private Fostering | 221 Hoe Street Walthamstow  London  E17 9PH | csreferrals@walthamforest.gov.uk or call 020 8496 2310 out of hours 02084963000 |

Please print and display this page next to every staff phone in your setting.

## **APPENDIX 2 TRANSFER FRONT SHEET**

**INFORMATION/FRONT SHEET**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Full Name:**  **Gender:** | | | **DOB:**  **Ethnicity:** | | | | **Class/Form:** | | | **Additional needs:** | | |
| **Home Address:** | | | | | | | **Telephone:**  **E mail:** | | | | | |
| **Status of file and dates:** | | | | | | | | | | | | |
| OPEN |  | |  | | |  | | |  | |  | |
| CLOSED |  | |  | | |  | | |  | |  | |
| TRANSFER |  | |  | | |  | | |  | |  | |
| **Any other child protection records held in setting relating to this child or a child closely connected to him/her?**  **YES/NO WHO?** | | | | | | | | | | | | |
| **Members of household** | | | | | | | | | | | | |
| Name | Relationship to child | | | | DOB/Age | | | | Tel No | | |  |
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| **Significant Others (relatives, carers, friends, child minders, etc.)** | | | | | | | | | | | | |
| Name | Relationship to child | | | | | | Address | | | | Tel No | |
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| **Other Agency Involvement** | | | | | | | | | | | | |
| Name of officer/person | | Role and Agency | | Status of Child i.e. TAF/CIN/CP/LAC | | | | Tel No | | | Date | |
|  | |  | |  | | | |  | | |  | |
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**APPENDIX 3 Concerns Chronology**

Sheet Number:

Complete for all incidents of concern including where a ‘logging the concern’ sheet has not been completed. If one has been completed, then add a note to this chronology to cross reference (significant information may also be added).

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | | | |
| DOB: | | Class/Form/ Room: | |
| Date | Information/Details of concerns or contact | | Print Name and Signature |
|  |  | |  |
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**APPENDIX 4** **Logging a concern about a child’s safety and welfare**

Part 1 (for use by any staff)

|  |  |
| --- | --- |
| **Pupil’s Name:** | **Date of Birth: Class:** |
| **Date and Time of Incident:** | **Date and Time (of writing):** |
| **Name:**  **…………………………………………………………….. ……………………………………………………………. Print Signature**  **Job Title:** | |
| **Record the following factually: What are you worried about? Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?** | |
| **What is the child’s account/perspective?** | |
| **Professional opinion where relevant.** | |
| **Any other relevant information (distinguish between fact and opinion). Previous concerns etc.** | |
| **What needs to happen? Note actions, including names of anyone to whom your information was passed and when.** | |

**Check to make sure your report is clear to someone else reading it.**

**Please pass this form to your Designated Safeguarding Lead.**

Part 2 (for use by DSL)

|  |  |
| --- | --- |
| **Time and date information received, and from whom.** |  |
| **Any advice sought – if required (date, time, name, role, organisation and advice given).** |  |
| **Action taken (referral to children’s social care/monitoring advice given to appropriate staff/CAF etc.) with reasons.**  **Note time, date, names, who information shared with and when etc.** |  |
| **Parent’s informed? Y/N and reasons.** |  |
| **Outcome**  **Record names of individuals/agencies who have given information regarding outcome of any referral (if made).** |  |
| **Where can additional information regarding child/incident be found (e.g. pupil file, serious incident book)?** |  |
| **Should a concern/ confidential file be commenced if there is not already one? Why?** |  |
| **Signed** |  |
| **Printed Name** |  |

**Logging concerns/information shared by others external to the school (Pass to Designated Person)**

|  |  |  |
| --- | --- | --- |
| **Pupil’s Name:** | | **Date of Birth:**  **Class/form:** |
| **Date and Time of Incident:** | | **Date and Time of receipt of information:**  **Via letter / telephone etc.** |
| **Recipient (and role) of information:** | |  |
| **Name of caller/provider of information:** | |  |
| **Organisation/agency/role:** | |  |
| **Contact details (telephone number/address/e-mail)** | |  |
| **Relationship to the child/family:** | |  |
| **Information received:** | | |
|  | | |
| **Actions/Recommendations for the school:** | | |
|  | | |
| **Outcome:** | | |
|  | | |
| **Name:** |  | |
| **Signature:** |  | |
| **Date and time completed:** |  | |
| **Counter Signed by Designated Safeguarding Lead** |  | |
| **Name:** |  | |
| **Date and time:** |  | |

**APPENDIX 5 Body Map Guidance for early years and schools**

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

\***At no time should an individual teacher/member of staff or school take photographic evidence of any injuries or marks to a child’s person, the body map below should be used. Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g. Social Care direct or child’s social worker if already an open case to social care.**

**When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:**

1. Exact site of injury on the body, e.g. upper outer arm/left cheek.
2. Size of injury - in appropriate centimetres or inches.
3. Approximate shape of injury, e.g. round/square or straight line.
4. Colour of injury - if more than one colour, say so.
5. Is the skin broken?
6. Is there any swelling at the site of the injury, or elsewhere?
7. Is there a scab/any blistering/any bleeding?
8. Is the injury clean or is there grit/fluff etc.?
9. Is mobility restricted as a result of the injury?
10. Does the site of the injury feel hot?
11. Does the child feel hot?
12. Does the child feel pain?
13. Has the child’s body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

**Ensure First Aid is provided where required and record**

A copy of the body map should be kept on the child’s concern/confidential file.

|  |
| --- |
| **BODYMAP** |

**(This must be completed at time of observation)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Pupil: |  | | Date of Birth: | |  |
| Name of Staff: |  | | Job title: |  | |
| Date and time of observation: | |  | | | |

|  |  |
| --- | --- |
| BODY-1 | BODY-2 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of pupil: |  | | Date and time of observation: |  |
| HEAD-1 | | HEAD-2 | | |
| **FRONT** | | **BACK** | | |
| HEAD-3 | | HEAD-4 | | |
| **RIGHT** | | **LEFT** | | |

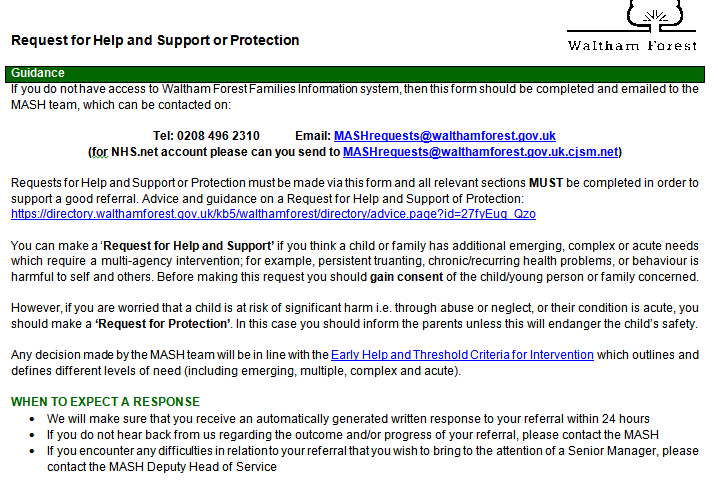
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of pupil: | |  | | | | | Date and time of observation: | | |  | | |
| HAND-1 | | | | | | HAND-2 | | | | | | | |
| **R** | | | | | | **L** | | | | | | | |
| **BACK** | | | | | | | | | | | | | |
| HAND-3 | | | | | | HAND-4 | | | | | | | |
|  | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | |
| Name of Pupil: | |  | | | | | Date and time of observation: | | |  | | |
| FOOT-1 | | | | | FOOT-2 | | | | | | | |
| **R** | **TOP** | | | **L** | **R** | | | **BOTTOM** | | | | **L** |
|  | | | | | | | | | | | | |
| FOOT-3 | | | | | FOOT-4 | | | | | | | |
| **R** | | | | | **L** | | | | | | | |
| **INNER** | | | | | | | | | | | | |
| FOOT-5 | | | | | FOOT-6 | | | | | | | |
| **R** | | | | | **L** | | | | | | | |
| **OUTER** | | | | | | | | | | | | |
| Printed Name, Signature and Job title of staff: | | |  | | | | | |  | |  | |

**Appendix 6 template to record contact information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Child** | **DOB Group room** | **Home Address** | **Parents/carer contact details** | **Name of Social worker and contact details** | **Other Agencies** | **Type of Plan**  **LAC**  **CP**  **CIN**  **CAF** | **Dates of: Conference,**  **Reviews and Meetings** |
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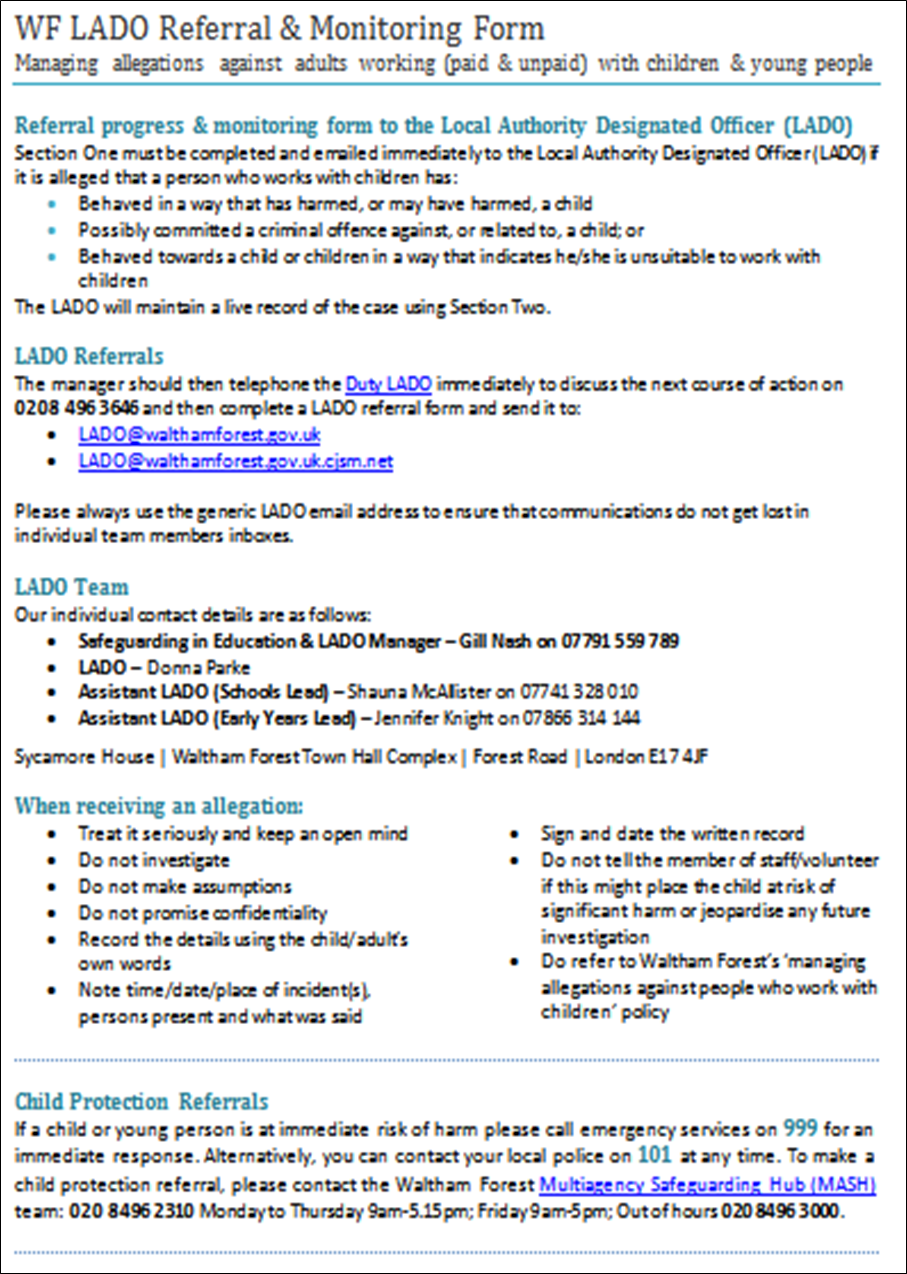
**Appendix 7. MASH Referral form**

**[Guide for threshold and practice](https://directory.walthamforest.gov.uk/kb5/walthamforest/directory/advice.page?id=HztREMmHJIg)  | [MASH Referral form](https://search3.openobjects.com/mediamanager/walthamforest/fsd/files/request_for_help_and_support_or_protection.doc) |** [**Early Help Information**](https://directory.walthamforest.gov.uk/kb5/walthamforest/directory/advice.page?id=qbQstffLzeM)

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**Appendix 8 : LADO Referral– Staff Allegations**

[**Allegations against professionals webpage**](https://directory.walthamforest.gov.uk/kb5/walthamforest/directory/advice.page?id=oK2DeqFXzG0) **|** [**LADO Referral Form**](https://search3.openobjects.com/mediamanager/walthamforest/fsd/files/wf_lado_referral_monitoring_form.docx)

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