



Ofsted Registered:
Policy and Procedures
Safeguarding Children
EY497800

Definitions of abuse

The following definitions are taken from the 'Working Together to Safeguard Children' (2015) document.

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

Emotional abuse: Emotional abuse is 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. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), 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 maltreatment of a child, though it may occur alone.

Sexual abuse/exploitation: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' eg food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money, as a result of them performing and/or another or others performing on them sexual activities.

Continued:

Sexual abuse/exploitation:

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain.

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In all cases those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common involvement in exploitative relationships being characterized in the main by the child or young person's limited availability of choice resulting from their social/economic and or emotional vulnerability.

Neglect: Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment 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 adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Safeguarding Policy

Skools Out and those working for us are committed to ensuring all children are safeguarded, and take all complaints, allegations or suspicions seriously, including allegations made against us as 'Skools Out' or an individual. All procedures are in line with North Lincolnshire Local Safeguarding Children's Board (LSCB) guidelines.

Safeguarding Coordinator

I, Alexandra Heighington am the Safeguarding Coordinator and will follow the procedures set out by the LSCB. All concerns must be raised with myself immediately.

Referrals

We will inform Ofsted on 0300 1231231 of any referral made or any allegations of serious harm or abuse by any person, working, visiting or looking after children at the premises and of the action taken in respect of these allegations. These notifications to be made as soon as is reasonably practical but at least within 14 days of the allegation. (EYFS stat. 3.8)

We will notify Children's Service Duty Suite of any concerns in relation to a child as identified by the Local Safeguarding Children Board (LSCB) allegations of abuse. We can seek advice from Children's Service Duty Suite prior to making a referral. Ofsted also need to be informed.

Safeguarding Children Procedure

Dealing with concerns regarding children who attend 'Skools Out'.

We are responsible for the safety and well-being of the children, including protecting them from harm. If we are worried that a child may be being harmed, or if a child discloses abuse, or if a third party expresses concerns, we must adhere to the following procedures.

1. Ask to speak to with the Safeguarding Coordinator (Alex Heighington), in private if possible, being mindful of staff ratios.
2. The Safeguarding Coordinator and the staff member to discuss the concern and decide what action needs to be taken. A decision will be made in relation to whether it is appropriate to make a referral to a children's services duty officer. During the discussion full written details including dates and times, parties involved, any supporting information from staff or explanations from parents/carers, will be recorded.
3. If no referral is being made then a written record is to be completed and stored on the child's file. This written record should then be shared with parents/carers on collection.

4. If we still have concerns about your child we will make a decision in relation to whether it is appropriate to make a referral to a Children's Services duty officer.
5. If a referral is to be made the safeguarding officer will fill out a record of concern regarding the child and ring a Children's Services Duty Officer on 01724 296500 or if it is out of office hours 01724 296555. The safeguarding officer will be responsible for providing as much information as possible to Children's Services to aid their investigation. The referral must then be followed up in writing within 48 hours of making the referral.
6. The Police are contactable on 101 in circumstances involving domestic violence or where the duty suite are not available and there is an urgent need.
7. Direction as far as what to do next will be taken from Children's Services.
8. All records will be kept secure and confidential and must be signed and dated.

Please note: Wherever possible parents need to be made aware that a referral is being made to Children's Services, however in some instances this may not be appropriate (i.e. if we feel this would put a child at further risk)

In the event of disclosure from a child:

In the event of the above we will:

- ❖ Listen to the child carefully
- ❖ Make no observable judgement
- ❖ Not question the child
- ❖ Remain calm
- ❖ Not make promises that cannot be kept, such as promising not to tell anyone.
- ❖ Reassure the child it is not their fault.

All concerns will be kept in clear written records, observations of the facts and not opinions. If a child confides in any one of us we will record what is said using exact wording, verbatim. We will not question the child, or put pressure on the child to respond, we will give the child time to talk and respond in their own time, as is reasonably practical and will always take what the child says seriously.

Child Sexual Exploitation:

All staff members will be aware of how children can be exploited and will act on any concerns immediately. This also includes recognising where older children may be at risk. If a staff member has concerns they will follow the normal safeguarding referral route or in an emergency call the police directly.

Prevent Agenda

All staff should be aware of the prevent agenda and how to identify and assess the risk of children being drawn into terrorism, including extremist ideas that are part of the terrorist ideology.

Staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their professional judgement in identifying children who might be at risk of radicalisation and act accordingly.

The provision will promote fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs, which are already implicitly embedded in the 2017 EYFS, Statutory Guidance.

Female Genital Mutilation

All staff must be aware of female genital mutilation and the risk factors for young girls. Staff should respond to any concerns immediately informing myself and then either through the normal safeguarding referral route or directly to the **NSPCC FGM helpline, 0800 028 3550**. Information and risk factors regarding FGM will be shared with all staff.

*****PLEASE SEE SEPARATE STATUTORY GUIDANCE (APRIL 2016)**

Domestic Abuse

Seeing, hearing or knowing of a parent being abused is traumatic for children and can have long-term damaging emotional and psychological effects. All staff should be aware of the impact of domestic abuse on children and where it is suspected that a child is at risk of harm by witnessing or hearing domestic abuse staff should follow their normal safeguarding referral procedures or in an emergency call the police directly.

Peer on Peer Abuse

Children are vulnerable to abuse by their peers and such abuse should be taken as seriously as abuse by adults. Providers should not dismiss abusive behavior as normal between young people/children (however a child's age and stage of development will be considered). Providers should be aware of any incidences of peer on peer abuse and respond to these within their normal safeguarding procedures.

Breast Ironing

Breast ironing, also known as breast flattening, is the pounding and massaging of a pubescent girl's breasts using hard or heated objects to try to stop them

developing, or to make them disappear entirely All staff should be aware of breast ironing and the risk factors for young girls. Staff should respond to any concerns immediately either through following their normal safeguarding referral route or directly to the police or the NSPCC. Information regarding breast ironing should be shared with all staff.

Online Safety

The provider will ensure that appropriate filters and monitoring systems in place on all digital appliances to protect learners from harmful online material.

Recruitment

Recruitment of staff is in line North Lincolnshire Council's safer recruitment procedures therefore, ensuring applicants are suitable to work with children. **(See separate Safer Recruitment Policy).**

All staff are provided with a copy of the Safeguarding Policy and Procedures during their induction and asked to sign they have read and understand the procedures to be followed and in addition all staff receive ongoing training on safeguarding issues.

All staff have access to, and are required to read 'What to do if you're worried a child is being abused – Summary'

Mobile Phone and Camera Usage Policy:

The use of mobile phones and cameras in the setting:

Skools Out is registered with the ICO (Information Commissioners Office) under the Data Protection Act 1998 and the Early Years Register of August 2014.

Policy

Taking photographs of children at play is an integral aspect in capturing children's play and development and to ensure every child receives experiences and opportunities based on individual interests, needs and stage of development.

We take photographic evidence of your child during their time with us for the purpose of notice boards, children's memories, revisiting activities, child records

'Skools Out' literature and their learning journals. All photographs are taken with signed parental permission. The photographs are for use in the setting and are subject to the Data Protection Legislation and registration with the ICO.

Procedures

Photographs will only be taken on Skools Out mobile device. Once photos have been printed for purpose they will be deleted.

The safety of all the children in provision is paramount and photographs are only taken when it is safe to do so.

Mobile Phones/Cameras: Children, Parents, Visitors, Staff:

Parents and Visitors

Parents/carers or visitors are not permitted under any circumstances to take photos whilst on premises using mobile phones or any other form of digital device, tablets, cameras etc, during collection or drop off. Mobiles to answer urgent calls or text should be used in the entrance area however, you are politely reminded to adhere to using appropriate language at all times. Any person misusing mobile phones whilst on the premises will be politely asked to leave the setting.

Children

Cameras are not permitted in the setting and therefore, children who bring electronic devices with them will have these items stored in a safe place until their home time. Unsupervised internet access is not permitted during times in our care and again, phones, laptops, games consoles etc will be safely stored, to be returned at home time. This is to safeguard all children from any kind of exposure to inappropriate materials.

Parents are reminded that they can contact us at all times on either the children's centre landline 01427 873787 or setting mobiles 07510236523/07775684686 by calling or texting should they need to speak to their children.

Staff

No images are to be taken on a mobile phone or any form of staff member's personal device under any circumstances. No images will be transferred to any staff member's personal electronic device or computer.

Mobile phones and personal cameras are not permitted in the setting. Staff may use mobiles to answer missed calls/texts etc during designation break times outside of the provision only. Staff are reminded that appropriate language must be used at all times. Phones must be kept on silent in staff bags in the cupboard or kitchen until such break times or until their session is finished.

The setting phones are available to staff for emergencies and with discretion, to make/receive calls that cannot be made outside of the session times.

Disciplinary procedures will be taken against any member of staff who fails to comply with the above. ***Please refer to Discipline Policy.***

E-Safety

While this setting understands the rights of an individual to a personal life, anyone connected to this provision employee or volunteer must ensure that anything done outside of this setting does not break confidentiality or damage the provisions reputation. This includes any reference on the internet including all social media and networking sites. Any assistant/volunteer should not name this setting as their work or make any comment about anyone connected with this provision including other staff/volunteer members, parents, children or personal family members.

To ensure confidentiality is maintained any staff/volunteer member will not make or accept invitations to become online friends with parents or carers of the children in our care on any social networking sites.

All of the above could be classed as misconduct resulting in disciplinary action.

Dealing with allegations against myself and or any person working for or with any adult working for Skools Out

Information is available to parents if they need to make an allegation against myself or any person who works on my premises working with children.

The procedure is as follows:

1. Safeguarding allegations you wish to make against myself or others should be reported to the Local Area Designated Officer (LADO), who can be contacted on 01724 298293.
2. The LADO will then liaise with other agencies and advise myself of next steps.

In addition it is my responsibility to contact Ofsted on 0300 1231231 to advise them that an allegation has been made against myself or any other person working on these premises as soon as reasonably practicable (within 14 days).

This section of the Safeguarding Policy links to section 3.4 of the Early Years Foundation Stage Statutory Framework

The Manager/Safeguarding Coordinator in this setting with responsibility in respect of allegations against staff, volunteers or students is; Name...Alex Heighington..... Job title...Owner/Manager..... Contact telephone number.....07510236523.....

If the Manager/Safeguarding Coordinator in this setting with responsibility in respect of allegations against staff, volunteers or students is not available or is the subject of such an allegation, contact;

Name...Linda Wood.....
Job title.....Owner/Partner.....
Contact telephone number.....07775684686.....

All staff, students and volunteers are provided with a copy of the Safeguarding Policy and Procedures during their induction, and the Supervisor will ensure they understand the procedures to be followed by discussing these with them and asking them to sign and date to say they have read and understand them.

In addition all staff receive ongoing training on safeguarding issues. Understanding of issues relating to safeguarding will also be discussed during staff supervision meetings. All staff will have access to, and are required to familiarise themselves with the document '**What to do if you're worried a child is being abused - Summary**'. **Copies are available in setting.**

Parents/carers should also understand the procedure to follow if they have any concerns regarding a member of staff at the setting.

If you have any concerns, the procedure is as follows:

First, do all you can to **challenge** the perpetrator's behaviour/language immediately without putting any child or yourself at undue risk.

- Inform the perpetrator of your concerns.
- Ask him/her to move to an area where there is **no contact** with children.
- Advise him/her that you will immediately **inform the safeguarding coordinator/manager** within the setting of what you have witnessed.

If the perpetrator continues; take any appropriate action you can to separate any children and the perpetrator, and call for assistance.

It is essential that you stay with the child/ren until you can transfer them to the care of another responsible adult (ideally their key person).

In all cases where a concern has been raised, inform the Manager/Safeguarding coordinator or most senior person on site immediately. They will deal with the staff member in line with LSCB policies and procedures and/or disciplinary and grievance procedure (continue to ensure that ratios are met at all times)

Take notes of what you have heard or seen and what has been said - if it is not possible to take notes at the time, do so immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written. The notes should be dated and signed. The notes should cover what you saw, who said what, what action you took, and the details of date, time and location and name of child and perpetrator.

If the information relates to a concern, allegation or suspicion that a member of staff, student, volunteer or carer who works with children 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 s/he is **unsuitable to work with children** in connection with his/her employment or voluntary activity, or where:
 - ❖ Concerns arise about the person's behaviour with regard to **his/her own children**
 - ❖ Concerns arise about the behaviour in the private or community life of a **partner, member of the family or other household member**.

You should:

Report the matter immediately to the Manager/Safeguarding Coordinator or named deputy in his/her absence or where the Manager/Safeguarding Coordinator is the subject of the allegation

If you are **the person to whom the allegation** of a staff member, student, volunteer or carer who works with children **harming a child is reported** you must not investigate the matter by interviewing the accused person, the child or potential witnesses, but should:

- **Avoid asking leading questions**
- **Record the incident in writing**, just recording the facts and include:
 - ❖ When the alleged incident took place (time and date)
 - ❖ Who was present
 - ❖ What was said to have happened
 - ❖ Sign and date the written record
- **Contact the Local Authority Designated Officer (LADO)** for advice about what to do next. Contact the LADO on 01724 298293 or 298340. The LADO will then liaise with other agencies and advise the setting of next steps to be taken.
- **Ofsted must also be informed** of any allegations on 0300 123 123 1 within **14 days** at the latest. ***A registered provider who without reasonable excuse, fails to comply with this requirement commits an offence.***
- If the allegation or suspicion involves a child or young person suffering, or at risk of, significant harm, the Safeguarding Coordinator/Manager must also make a telephone referral to the **Children's Social Care Services and in emergencies the Police on 999**.
- Following the telephone referral, the Safeguarding Coordinator/Manager must follow up the concerns in **writing** to Children's Social Care Services **within 24 hours**.

Please also see Quick Reference Guide to managing allegations against people who work with children produced by North Lincs LSCB.

This policy will be reviewed and updated as and when necessary but at least on an annual basis.

Date Policy adopted: Sept 2015	Policy review date: March 2019
Policy reviewed: March 2018	For Skools Out: Alex Heighington

Please do talk with us if you have any concerns at all regarding this policy as my paramount concern is the safety of all who attend the setting.