

Shadwell Childcare

Safeguarding & Child Protection Policy

Adopted in December 2022

Date to be reviewed: December 2023

Trustee:

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Safeguarding Children - Policy and Procedures

Shadwell Childcare will ensure that all members of staff, students or volunteers are given training to enable them to fulfil their statutory responsibilities to safeguard and promote the welfare of children and to protect them from harm, as described in the Children Act 1989 and *Working together to safeguard children* (DfE 2018 as amended Dec 2020).

We will seek out training opportunities for all adults involved in the group to ensure that they recognise signs and indicators of abuse which could include physical, emotional, sexual abuse and neglect. All staff complete the Leeds SCP course 'Working together to safeguard children' which provides specific information regarding the local context and multi-agency arrangements. In addition, all staff are expected to read '[What to do if you're worried a child is being abused](#)' (DfE 2015).

There may be times when a referral to Leeds Children's Social Work Service (CSWS) may be the first point of reference. Advice can also be sought from the Local Authority on 0113 3760336.

It is imperative that adults are equipped with the knowledge and awareness that will enable them to detect any abuse or ill treatment of children. This policy document therefore aims to be a reference for all members of staff, visiting professionals and volunteers.

In implementing the safeguarding policy Shadwell Childcare will;

- Ensure that the staff understand their legal and moral responsibilities to protect children from harm or abuse
- Ensure that all workers are aware of Leeds Safeguarding Children Partnership procedures
- Ensure that workers understand their duty to report any concerns that arise about a child to the named person for safeguarding without delay
- Ensure that workers understand their duty to report any adult's conduct towards a child to the manager immediately
- Ensure that the named person understands their responsibility to refer any safeguarding concerns to the statutory child protection agencies, where those concerns meet the threshold for referral
- Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner

We comply with the multi-agency procedures published by Leeds Safeguarding Children Partnership. We intend to create in Shadwell Childcare an environment in which children are safe from abuse and in which any misconduct or abuse is promptly and appropriately responded to. In order to achieve this:

- It will be made clear to applicants for posts within Shadwell Childcare that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (allowing for changes as a result of the exceptions orders 2013 and 2020)
- All applicants for work within Shadwell Childcare, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one reference (two in the case of paid roles). All such references will be followed up and we will ensure that electronic references have come from a legitimate source. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

- All appointments, both paid and voluntary, will be subject to an enhanced DBS certificate and a probationary period. Positions will not be confirmed unless Shadwell Childcare is confident that the applicant can be safely entrusted with children.
- Paid staff and any volunteers who are in regulated activity will be checked against the DBS children's barred list before they commence in post. Newly appointed staff, trustees and other regular volunteers will also be asked to register with the DBS update service and to maintain this registration for the duration of their employment with us.
- Adults, paid or unpaid, who are providing early years or later years childcare will be asked to confirm that they are not disqualified from childcare.
- We have a clear expectation that staff will inform the manager or chair of trustees of any relevant change in their circumstances, including any cautions, convictions or criminal charges brought during their employment or where their relationships and associations both within and outside of the workplace (including online) may have implications for the safeguarding of children in Shadwell Childcare (Disqualification under the Childcare Act 2006 [Regulations August 2018]).

Preventing abuse by means of good practice

Adults will not routinely be left alone with individual children or with small groups. An adult who needs to take a child aside - for example for one:one or for behaviour support, will always be within view or hearing of other practitioners.

Adults who have not been checked against the DBS children's barred list (volunteers or visiting professionals) will never take children unaccompanied to the toilet or be involved in nappy changing / intimate care

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches. Children will learn about safe and unsafe touch, and staff will model safe touch and consent at all times.

The layout of the play area(s) will permit constant supervision of all children.

Staff & any other adults' mobile phones are to be kept locked away whilst working/present in the room. The use of smart watches or other devices with camera capability is not permitted. The only cameras used are the property of Shadwell Childcare; images are kept on password protected computers and tablets and are only printed on site. Photographs are deleted at the end of each half term period.

Staff are made aware of the consequences of inappropriate social networking. No contact via social media should be made to children (or their parents / carers) with whom staff/volunteers have worked in a professional capacity.

The children are not allowed to bring mobile phones, DS game consoles or any hand-held game that may have a camera into the room; any such items brought in will be stored in the office until the child is collected.

Shadwell Childcare will ensure that any allegations made / concerns raised against a member of staff (including agency staff and volunteers) will be dealt with swiftly and in accordance with these procedures. If an allegation / concern in any way implicates the manager, the Chair of trustees should be informed without delay.

Where an allegation / concern is made against a member of staff (including agency staff and volunteers), the manager (or the Chair of trustees if the concern relates to the manager) will immediately contact the Local

Authority Designated Officer (LADO) who is based within the Leeds City Council Child Protection Unit 0113 247 8652/1).

If relevant, the worker with the concern should ensure that the child is safe and away from the person against whom the allegation / concern is made.

A full written record should be made by the witness(es) – there must be no attempt to investigate the incident or concern until the LADO has been consulted

Once the advice of the LADO has been sought and any external processes completed, Shadwell Childcare will ensure that an internal investigation takes place and consideration is given to the need for disciplinary procedures. This may involve suspension and/or dismissal dependant on the nature of the incident. If the concern relates to an agency worker, Shadwell Childcare will lead any investigation unless the LADO directs otherwise.

Where it is alleged that a child has been harmed by a member of staff or volunteer, Ofsted must be informed as soon as is practicable after the LADO has been consulted:

The Duty Officer
OFSTED North West
Piccadilly Gate
Manchester, M1 2WD
Tel 03001231231

Where relevant, a notification will also be made to the Charities Commission in line with their serious incident reporting procedures.

All staff are encouraged to report low level concerns to the manager, including self-reporting. Where a concern raised about a member of staff does not meet the threshold for LADO referral, the manager will record the concern in a confidential record and decide whether any other action might be needed; for example, additional training, advice / support for the member of staff, review of relevant policies.

Responding appropriately to concerns of abuse

The first concern will be the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.

Changes in children's behaviour / appearance / signs of abuse or neglect will be investigated.

Shadwell Childcare has an appointed person for safeguarding. In their absence; a deputy/senior will always be available for workers to consult with. The named persons for Shadwell Childcare are;

Named person for safeguarding – Paula Wilson

Deputy safeguarding officer – Lucy Butterfield

Work telephone number – 01132 659050

Mobile number – 07510 567171

Named safeguarding trustee / Chair of trustees – Carolyn Eyre 07956 210120

One of the named staff will always be available during working hours, including by phone, even if the nursery (or a bubble) has been closed or the relevant staff need to self-isolate. If neither safeguarding person is contactable, staff should contact the named safeguarding trustee for advice or may refer their concerns to Leeds children's social work service directly.

The responsibilities of the named person are;

- To ensure staff and volunteers are aware of what they should do and who they should go to if they are concerned that a child is being abused or neglected
- Ensure staff and volunteers have a clear procedure for reporting their concerns or observations and passing these records to the named person without delay
- Ensure that any concerns are acted on, clearly recorded, referred on where appropriate and followed up
- To keep secure records of any safeguarding or child protection concerns or incidents including what action was taken. These records will be kept confidential in a secure place

If there are any concerns regarding a child's behaviour, physical condition or appearance staff will initially talk to the child, listening carefully to their responses, and notify the named person for safeguarding. All information should be recorded on a cause for concern form, signed and dated.

Parents will normally be the first point of reference, but if they are not in a position to allay any legitimate anxieties, the matter will also be taken up with Children's Social Work Services (CSWS). If necessary, CSWS will be contacted without prior consultation with parents, in line with Leeds LSCP procedures.

All such concerns will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff / key person, Shadwell Childcare manager (named person for safeguarding) and the deputy safeguarding officer and, in some circumstances, the Chair of trustees.

The named person for safeguarding (and their deputy) can also seek advice and clarity about a situation that is beginning to raise concern through Children's Social Work Services screening team or from the NSPCC National Child Protection helpline on 0808 800 5000

An early help assessment may need to be completed in some circumstances; this is usually a multi-agency process that enables all professionals to work together with the family to meet the needs of individual children.

Keeping records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up using a cause for concern form, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation. Where possible, record the exact words spoken by the child. A body map may be used to record any marks or injuries. The record must include the date, name and signature of the recorder.

Such records will be kept in a separate file and will not be accessible to people other than the Shadwell Childcare manager, the deputy safeguarding officer and key person or other member of staff as appropriate. Occasionally, external bodies such as police or Ofsted may request sight of child protection records.

Child protection records will be passed to the child's new childcare setting or school at transition. In the rare event that a child leaves Shadwell Childcare and does not transfer to another education setting, the child

protection file will be retained securely until the end of the academic year of the child's 25th birthday. It will then be destroyed confidentially in line with Data Protection legislation.

Any record relating to an allegation of harm made against a member of staff or other adult will be retained securely in their personnel file until retirement age or for 10 years (whichever is the longest) and will then be destroyed confidentially in line with Data Protection legislation.

A set time is given for safeguarding supervision of staff, where any concerns can be discussed.

A record of accidents/incidents notified to us by parents/carers will be recorded & stored securely.

Definitions of abuse and neglect

"Abuse and neglect are forms of maltreatment of a child. This can be by a person inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or another child or children" (Working together to safeguard children (DfE 2018))

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/carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child 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 a 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 cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone. .

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. 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. Sexual abuse can take place wholly online, or technology may be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific issue in education settings.

Neglect

Neglect is the persistent failure to meet the basic physical and/or psychological needs of a child, likely to result in the 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); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Shadwell Childcare works within the Leeds SCP Neglect strategy and the Recognising, Assessing and Responding to Neglect; Practitioner Guidance; version 2.

<https://www.leedsscp.org.uk/LSCB/media/Images/pdfs/Recognising-Assessing-and-Responding-to-Neglect;-2nd-edition;-2019.pdf>

Liaising with other bodies

Shadwell Childcare operates in accordance with guidelines laid down by the registering authority. Information held in our confidential records relating to children about whom Shadwell Childcare has concerns will be shared with the relevant partner agencies if Shadwell Childcare feels that adequate explanations for changes in the child's condition have not been provided.

Where the concern relates to a child who is also a pupil of Shadwell Primary School (e.g. a child in OOSC) or whose sibling attends Shadwell Primary School, the named person may share some information with the school's Designated Safeguarding Lead (DSL) if it is believed that to not do so may place the child at increased risk of significant harm.

We will maintain ongoing contact with the registering authority, together with names, addresses and telephone numbers of individual social workers, to ensure that it would be easy, in any emergency, for Shadwell Childcare and Children's Social Work Service to work well together.

Specific issues

At Shadwell Childcare, we recognise that we have responsibilities to protect children from abuse and neglect and that we also have a responsibility to safeguard children from some specific risks of harm including through the curriculum. These include recognising and responding to indicators that a child may be at risk of being radicalised, may be living with domestic abuse, at risk of honour based abuse, could be exposed to online risks or that a girl may have experienced or be at risk of female genital mutilation.

Through the formal and informal curriculum and by promoting Capital Culture and the fundamental British values, we aim to give our children the skills to keep themselves safe, to seek help, to express their views and feelings, and to make healthy choices.

Sexually harmful behaviour and child on child abuse

We recognise that it is possible for a child to harm another child. With very young children, this is rarely intentional or predatory and may well be an indicator that the child in question is themselves experiencing some form of abuse or may have unmet needs.

We minimise the risk of child:child abuse through the curriculum and by role modelling, for example 'being kind to each other', 'safe touch', 'my friends' – see also the behaviour policy, Equality and Diversity policy and Capital Culture curriculum. Children are closely supervised by staff and supported to play positively with their peers. In the event that a child demonstrated harmful sexual behaviour, staff would follow the SCC child protection policy and Leeds Safeguarding Children Partnership multi-agency procedures which include an

expectation that the child displaying the behaviour and any child that had experienced harm as a result would be referred to Leeds children's social work service. In some circumstances, this referral may need to be made without prior discussion with the parents / carers of the child/ren involved.

Domestic abuse

As a result of the Domestic Abuse Act 2021, children who live with or are exposed to domestic abuse or coercive control are now recognised as victims of domestic abuse in their own right. Staff have received training on domestic abuse and are aware that any concerns or disclosures (including disclosures from a parent) must be recorded on a cause for concern form and passed to the named person for safeguarding who will make a referral to CSWS and / or the multi-agency risk assessment conference coordinator (MARAC). Shadwell Childcare will ensure that parents / carers experiencing domestic abuse are signposted to local services who may be able to offer support. If a child is known to be living with domestic abuse, Shadwell Childcare staff will work with partner agencies to develop any safety plan that may be needed.

We are aware that Operation Encompass does not currently notify early years settings / OOSC providers of incidents of domestic abuse, in the way that schools are currently notified.

Supporting families

Shadwell Childcare will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.

Where abuse at home is suspected, Shadwell Childcare will continue to welcome the child and family while investigations proceed.

We will discuss concerns with the parent(s) unless we believe that to do so may place the child – or other children – at increased risk or it is not possible to contact the parent (e.g. because the given phone number is unobtainable or the parent does not respond).

With the proviso that the care and safety of the child must always be paramount, Shadwell Childcare will do all in its power to support and work with the child's family.

COVID and future pandemic arrangements

Shadwell Childcare complies with Government direction on whether it is necessary to close the setting to most children. We endeavour to provide continuity of care to all vulnerable children and, where possible, to the children of critical / essential workers, even when we are required to close to others. If the school is required to close, we do not encourage parents to bring their school-age children to our OOSC.

In cases where children cannot attend our provision due to a bubble self-isolating or Government direction to close to most children, the staff will maintain contact with the children through safe and well checks, telephone contact and / or Facetime / Zoom type interactions. If we are not able to contact a parent or child and have concerns about their safety, we will follow the safeguarding steps outlined above and contact CSWS or the police to request a welfare visit.

We recognise that the pandemic has been extremely difficult for children and their parents / carers, and that nationally, there is an increase in mental health difficulties, domestic abuse and child abuse. Parents can contact the manager if they are worried and we regularly signpost our families to external agencies that can provide advice and support.

"If providers have concerns about children's safety or welfare, they must notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police."

"Statutory Framework for the Early Years Foundation Stage" para 3.7 p22.

You should make sure you know where to turn to if you need to **ask for help**, and that you **refer** to children's social work service or to the police, if you suspect that a child is at risk of harm or is immediate danger.

"What to do if you're worried a child is being abused " (DfE 2015 para 2) .

In Leeds this means

If **providers have concerns about children's safety or welfare** and **if you need to ask for help** but are unsure whether it requires referral advice can be sought by calling any one of the following:

Childcare consultant team **0113 2474563** (Monday-Thursday 8.30-5 or Friday 8.30-4.30)

OR

Carole Gillan (Cooper), 0-11 Safeguarding Co-ordinator based with the Integrated Safeguarding Unit, **0113 2474744** (Monday-Thursday 8.30-5 or Friday 8.30-4.30)

OR

Integrated Safeguarding Unit **0113 2951211** (Monday-Thursday 8.30-5 or Friday 8.30-4.30)

Without delay - seeking advice should not delay any referral you need to make, if for any reason you are unable to contact the above sources of support you are advised to contact Duty and Advice to ensure that children are protected and there is no delay in any referral that may need to be made.

Providers must **notify agencies with statutory responsibilities** by contacting **Duty and Advice 0113 3760336 (out of hours 0113 2409536)** to make a referral. Duty and Advice are part of Children's Social Work Services (CSWS) - it is to Duty and Advice that providers make a referral. Duty and Advice is sometimes referred to as the 'Front Door' for accessing statutory services for children who providers have concerns about.

Please note Duty and Advice cannot give anonymous advice, they are able to give advice if you share details of the child(ren) and family.

Leeds Safeguarding Children Partnership does not offer general or specific advice regarding children or situations however advice can be given by any one of the above without the need to identify the child.

In emergencies the police, please remember that if the concern or situation is an emergency contact the police. For **non-emergencies dial 101**, in an **emergency always dial 999**.

Cause for Concern Form

**Note: Please do not interpret what is seen or heard; simply record the facts.
After completing the form, pass it immediately to the Designated staff.**

Name of child..... Room / group

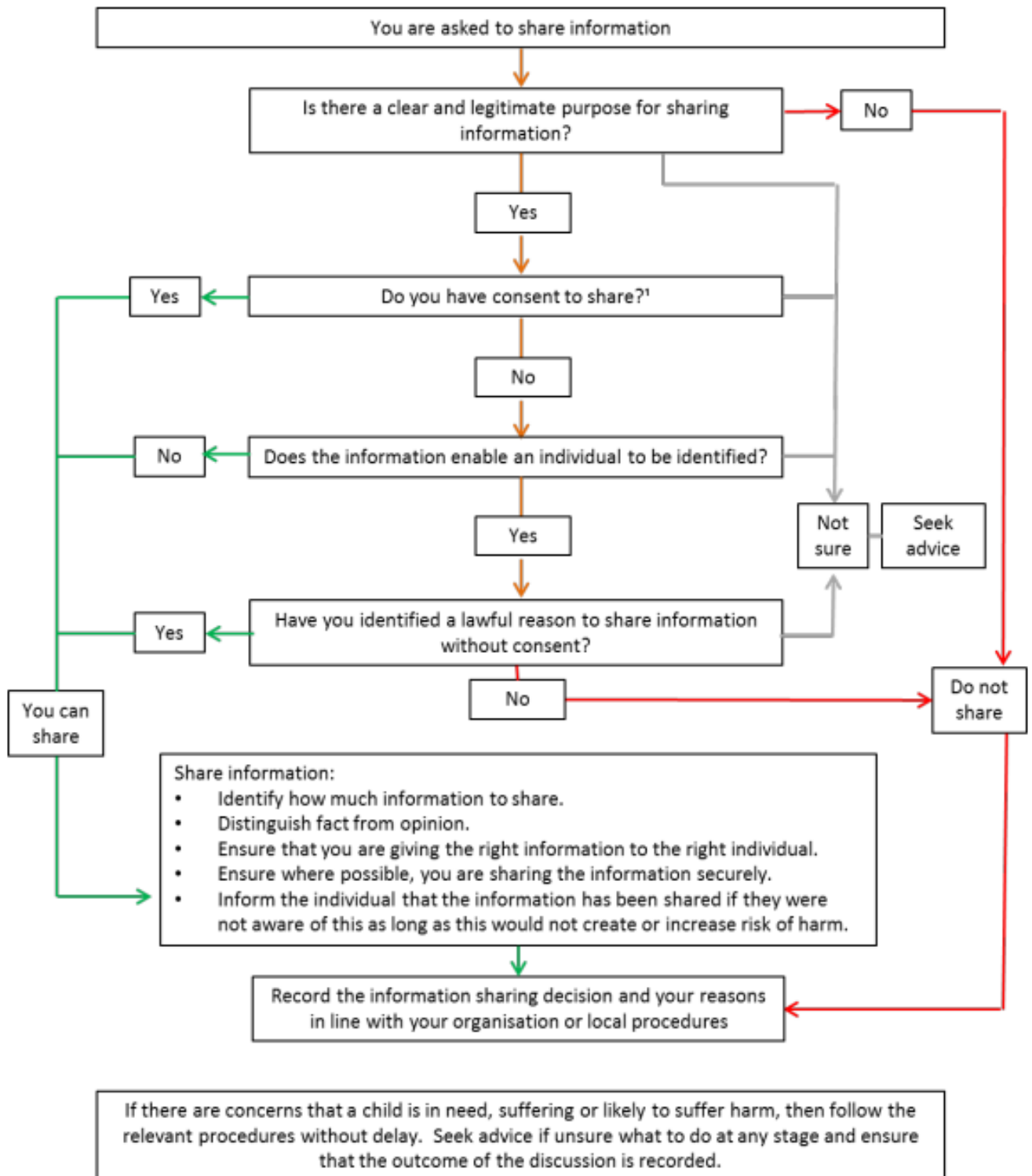
Name of staff member completing form Date Signature

Nature of incident / concern including relevant background (*Record child's words verbatim*)

For Designated staff use (please complete relevant sections)

<u>Action Taken</u>	<u>By whom & when</u>	<u>Outcome</u>
Talk to child?		
Monitoring sheet?		
Check child's profile?		
Contact parent / carer?		
Check with allocated Social Worker?		
Seek advice from LA safeguarding adviser?		
Refer to CSWS?		
Other (Please specify)		
If no action taken, state reason here		

Flowchart of when and how to share information



1. Consent must be unambiguous, freely given and may be withdrawn at any time