



# Child Protection/Safeguarding Children (including Channel Referral & Early Help)

**“Safeguarding is everyone's responsibility”**

## Oasis Childcare Centres Designated Safeguarding Team:

- **The Designated Safeguarding Lead (DSL) is: Lorna Trudgeon, Senior Manager**  
*There is a legal obligation for all settings to have a designated safeguarding lead. We follow the guidance in Annex B of KCSIE (revised September 2018) which outlines the key responsibilities of the DSL. Please see appendix A: Job Description: Designated Safeguarding Team'.*
- **The Deputy Designated Safeguarding Leads are: Juliette George, Senior Deputy Manager, and Briony Sedgeman, Senior Deputy Manager**  
*As above we also follow the guidance in Annex B of KCSIE (revised September 2018) which outlines the key responsibilities of the DSL and DDSL.*
- **The Designated Safeguarding Lead on the Committee is: Mark Fletcher**  
*The roles and responsibilities of the governing body are outlined in Part 2 of KCSIE (revised September 2018). Please see appendix A: Job Description: Designated Safeguarding Team' and appendix B 'Guidance for the Designated Safeguarding Lead (DSL) on the Management Committee'.*
- **The Single Point of Contact (SPOC) for the Prevent Agenda/Prevent Lead is: Lorna Trudgeon**
- **The Deputy Prevent Leads are: Juliette George and Briony Sedgeman**
- **The Designated Person for Children in Care is: Lorna Trudgeon**
- **The Deputy Designated Person for Children in Care is: Briony Sedgeman**

**All Designated Safeguarding Leads and Prevent Leads have current Level 3 Child Protection Awareness training and WRAP 3 training (please see certificates attached, appendix C).**

The Designated Safeguarding Team have suitable experience and expertise and will be responsible for liaising with the Multi Agency Referral Unit, the Cornwall and Isles of Scilly Safeguarding Children Partnership and Ofsted in any child protection matter. A full description of their role is outlined in 'Job Description: Designated Safeguarding Team' and 'Job Description: Designated Safeguarding Lead (DSL) on the Management Committee' (**copies attached, please see appendix A**). The Designated Safeguarding Lead on the Management Committee is also provided with 'Guidance for the Designated Safeguarding Lead (DSL) on the Management Committee' (**copy attached, please see appendix B**).

Oasis Childcare Centres are a member of CB Childcare Consultancy, and they strive towards promoting a safe environment in which all children can learn and develop to their full potential.

## **Policy statement**

Our settings will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

At Oasis we are committed to safeguarding children and young people and we expect everyone who works in our setting to share this commitment. Adults in our setting take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interest of the child.

This policy is based on the template sent to schools by CAPH (Cornwall Association of Primary Heads) in September 2017. It was written on behalf of CAPH by Helen Trelease (Independent Safeguarding Trainer and Advisor), and reviewed/updated by CB Consultancy in September 2018.

Title page and key contacts	1
<b>CONTENTS PAGE</b>	2-4
<b>1. <u>Introduction and Context</u></b>	4
1.1 Our responsibilities	
1.2 Meeting your communication needs	
1.3 Terminology	
1.4 Acronyms	
1.5 Key Documents	
<b>2. <u>Our Principles</u></b>	7
2.1 Key elements of this policy	
2.2 Staffing and operational commitments	
<b>3. <u>Early Help (with local referral contacts)</u></b>	9
<b>4. <u>Recognising Child Abuse</u></b>	10
4.1 Physical Abuse	
4.2 Emotional Abuse	
4.3 Sexual Abuse	
4.4 Neglect	
4.5 Bullying	
4.6 Injuries to non-mobile babies/children	
<b>5. <u>Responding to Suspicions of Abuse</u></b>	12
<b>6. <u>Reporting your concerns- making a referral</u></b>	13
6.1 General Principles	
6.2 If the DSL/DDSL are not available	
6.3 Contact MARU	
6.4 Making a referral in writing	
6.5 Informing Parents	
6.6 Conflict Resolution Policy	
6.7 If the child/family are already known to Social Care	
6.8 Liaison with other agencies	

7.	<u>Specific Safeguarding Issues</u>	16
	7.1 Child Sexual Exploitation (CSE)	
	7.2 Radicalisation/PREVENT	
	7.3 Female Genital Mutilation (FGM)	
	7.4 Peer on Peer Abuse	
	7.5 Special educational Needs and Disabilities	
	7.6 Online Safety including filtering	
	7.7 Domestic Abuse	
	7.8 Looked after Children	
	7.9 Young Carers	
	7.10 Forced Marriage	
	7.11 Private Fostering	
	7.12 Modern Slavery & Human Trafficking	
	7.13 Special Circumstances	
8.	<u>Confidentiality and Information Sharing</u>	24
9.	<u>Record Keeping: MyConcerns</u>	25
10.	<u>Allegations against Staff</u>	25
11.	<u>Exclude Known Abusers from the Setting</u>	27
12.	<u>Disciplinary Action</u>	28
13.	<u>Whistleblowing</u>	28
14.	<u>Safer Recruitment</u>	28
15.	<u>Attendance at Child Protection Conference</u>	28
16.	<u>Training</u>	29
17.	<u>Photography and Images</u>	30
18.	<u>The Internet</u>	30
19.	<u>Supporting Staff ***NSPCC, Samaritans, GP</u>	30
20.	<u>Planning</u>	32
21.	<u>Curriculum</u>	32
22.	<u>Creating Safe Environments to Reduce Risk</u>	32
23.	<u>Reflective Practice</u>	33
24.	<u>Contact Telephone Numbers</u>	33

## 1. Introduction and Context:

The Oasis believes that children have the right to be completely secure from both the fear and reality of abuse and we are committed to protecting all the children in our care from harm.

### 1.1. Our Responsibilities

In order to fulfil our duty within the Framework for the Early Years Foundation Stage Apr 2017, we ensure we have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children.

We give effect to our duty to safeguard and promote the welfare of children who attend our setting, where appropriate under the Children Act 1989 by:

- Creating and maintaining a safe learning environment for children and young people
- Identifying where there are child welfare concerns and taking action to address them, in partnership with other organisations where appropriate.

This policy develops procedures and good practice within our settings, to ensure that there is an understanding of the duty to safeguard and promote the welfare of all children and young people including those who are vulnerable (including vulnerable adults). We endeavor to provide a safe and welcoming environment where children, young people and parents are respected and feel valued. It provides evidence of how this will be implemented within our setting and within multi-agency working arrangements.

This policy has been read by all staff and signed to the effect that they have read and understood it. The policy will be accessible to all visitors to the setting, parents and carers through the setting website and a hard copy will be available at reception and in our staff area.

We adhere to the content of the Working Together to Safeguard Children JUL 2018 (*with particular regard to Page 60*). In all aspects of our safeguarding practice we adhere to the EYFS Apr 2017 requirements and follow the procedures on the <http://www.proceduresonline.com/swcpp/> website. To ensure immediate access to the procedures, we have a shortcut to those procedures on the office desktop. We also have a copy of, and adhere to the, 'What do you do if you are Worried a Child is being abused' MARCH 2015 publication.

Due to the many hours of care we provide for children, it is possible that the staff of the nursery may be the first people to become aware that there is a problem, even before the parent/carer. Should any member of staff have concerns for the welfare of any child, they will promptly complete an Internal Concerns Referral and immediately pass it to the Designated Safeguarding Lead (**Internal Concerns Referral form attached, please see appendix D**).

### Aim

The aim of our Child Protection/Safeguarding Children Policy is to identify and prevent maltreatment, or impairment of health or development, and ensure children are growing up in circumstances consistent with safe and effective care. This is embedded in the setting's Mission Statement, which states that 'we endeavor to provide a safe, stimulating learning environment that promotes the concept of 'lifelong learning' and enables children to learn and develop to their full potential'.

Our aim is to ensure as far as is possible that anyone, paid or voluntary, who seeks to work with children and young people through our settings activities and who gains substantial access to them thereby is as safe to do so in Child Protection terms. Our policy and procedures are robust and understood by all concerned and children are therefore safeguarded due to staff vigilance.

**There are three main elements to the safeguarding policy:**

1. **PREVENTION** (positive and safe environment, careful and vigilant teaching, accessible support to pupils, good adult role models).
2. **PROTECTION** (agreed procedures are followed, staff are trained and supported to respond appropriately and sensitively to safeguarding concerns).
3. **SUPPORT** (to children, who may have been at risk of significant harm and the way staff respond to their concerns and any work that may be required).

### 1.2. Meeting your communication needs

We want to ensure that your needs are met. If you would like this information in audio type, in Braille, large print, any other format or interpreted in a language other than English, please inform the Designated Safeguarding Lead.

### 1.3. Terminology

- **Child** - includes everyone under the age of 18 years old
- **All staff** - refers to all those staff working for or on behalf of the setting, full time or part time, permanent or temporary, in either a paid or voluntary capacity.
- **Parent** - refers to birth parents and other adults in a parenting role, for example step parents, foster carers, and adoptive parents, any other person(s) who have legal parental responsibility for a child.
- **Management Committee** - refers to all forms of governance within a setting (nursery/preschool/afterschool club/holiday provision).
- **Safeguarding** and promoting the welfare of children - refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.
- **Child protection** - refers to the processes and action undertaken to protect children who have been identified as suffering or being at risk of suffering significant harm.

### 1.4. Acronyms used in this policy:

DSL -	Designated Safeguarding Lead
DDSL -	Deputy Designated Safeguarding Lead
MARU -	Multi Agency Referral Unit
CSE -	Child Sexual Exploitation
FGM -	Female Genital Mutilation
KCSIE -	Keeping Children Safe in Education (Revised September 4 <sup>th</sup> , 2018)
CIOS SCP -	Cornwall Isles of Scilly Safeguarding Children Partnership (recently renamed)
LADO -	Local Authority Designated Officer

### 1.5. Key Documents:

This is an overarching policy and should be read in conjunction with the following documents:

- 'Working Together to Safeguard Children' (JUL 2018), which is statutory guidance to be read and followed by all those providing services for children and families, including those in education. The guidance is available via the following link:  
<http://www.workingtogetheronline.co.uk/index.html>
- "Keeping Children Safe in Education" (Sept 2018), which is the statutory guidance for Schools and Colleges. The guidance is available via the following link (deemed best practice for early years to follow): <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- 'What to do if worried a child is being Abused: Advice for Practitioners'. March 2015. The guidance is available via the following link:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.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: Advice for Practitioners providing Safeguarding Services to Children, Young People, Parents and Carers". JUL 2018. The guidance is available via the following link:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419628/Information\\_sharing\\_advice\\_safeguarding\\_practitioners.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf)
- "The Prevent Duty Departmental, advice for Schools and childcare providers June 2015. The guidance is available via the following link:  
<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>
- Multi agency Statutory Guidance on Female Genital Mutilation. The guidance is available via the following link:  
<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>
- Multi agency Statutory Guidance for dealing with Forced Marriage July 2016: This guidance is available via the following link:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/322307/HMG\\_MULTI\\_AGENCY\\_PRACTICE\\_GUIDELINES\\_v1\\_180614\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/322307/HMG_MULTI_AGENCY_PRACTICE_GUIDELINES_v1_180614_FINAL.pdf)
- Child Sexual Exploitation - Further guidance is available via the following link:  
<http://www.safechildren-cios.co.uk/health-and-social-care/childrens-services/cornwall-and-isles-of-scilly-safeguarding-children-partnership/safeguarding-topics/child-sexual-exploitation-and-missing-children/>
- Child Sexual Exploitation Definition and a guide for Practitioners DfE February 2017  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/591903/CSE\\_Guidance\\_Core\\_Document\\_13.02.2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591903/CSE_Guidance_Core_Document_13.02.2017.pdf)
- Guidance for Safer Working Practice for those working with Children and Young People in Education settings 2015. This guidance is available via the following link:  
<http://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf>

**Furthermore, we will follow the procedures set out by:**

The South West Child Protection Procedures: <http://www.proceduresonline.com/swcpp/>

and

Cornwall and the Isles of Scilly Safeguarding Children Partnership [www.safechildren-cios.co.uk](http://www.safechildren-cios.co.uk)

This policy should also be read in conjunction with the following policies linked to safeguarding within the setting which can include:

- Children in Care
- E-Safety (including Acceptable Use)
- Health and Safety
- Mobile Phone
- Procedure for Non-Collection of a Child
- Promoting Positive Behaviour/Anti-Bullying Behaviour
- Social Networking
- Staffing and Employment
- Student and Volunteer Policy
- Taking of Images
- Visitors Policy
- Whistleblowing Policy
- Staff Code of Conduct

## 2. Our principles

Our setting recognises that the safety and welfare of children is paramount and that we have a responsibility to protect children in all of our activities. We take all reasonable steps to ensure, through appropriate procedures and training, that all children, irrespective of sex, age, disability, race, religion or belief, sexual identity or social status, are protected from abuse. We will seek to:

- Create a safe and welcoming environment where children can develop their skills and confidence.
- Support and encourage other groups and organisations to implement similar policies.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that any training or events are managed to the highest possible safety standards.
- Review ways of working to incorporate best practice. Including this policy being regularly reviewed and updated to reflect current best practice and Government expectations.
- Treat all children with respect regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- Share information about concerns with agencies who need to know and involving parents and children appropriately.
- Our setting maintains an attitude of 'it could happen here' at all times.

Our responsive work aims to protect children who are suffering/at risk of suffering harm, including:

- Children abused and neglected within families, including those harmed:
  - In the context of domestic violence
  - As a consequence of the impact of substance misuse
  - As a consequence of the impact of parental mental illness
- Children abused outside families by adults known to them
- Children abused and neglected by professional carers, within institutional settings, or anywhere else where children are cared for away from home
- Children abused by strangers
- Children abused by other young people
- Young perpetrators of abuse
- Children abused through prostitution.

## 2.1. Key Elements to this Policy

- Establishing positive, supportive, secure working practices that put children first.
- Ensuring we practice safer recruitment in checking the suitability of all staff who work in our setting.
- Keeping child protection issues at the forefront of our work and know who in the setting is the DSL.
- Ensuring that all staff implement procedures for identifying and reporting cases, or suspected cases of abuse and regularly reviews them.
- Supporting children and young people in accordance with his/her agreed child protection plan or early help action plan.
- We will follow the procedures set out by the CIOS SCP and take account of all guidance issued by the DfE, OFSTED and other significant bodies.
- Ensure we have a DSL and a Deputy who have received appropriate training and support for their role (see training section) and also have a clear job description and understanding of that role.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences, if appropriate.
- Keep written, dated and signed records of concerns about "vulnerable" children including chronologies, even where there is no need to refer the matter immediately. This includes the use of any screening tool that aids identification of Child Sexual Exploitation (CSE), Radicalisation, Female Genital Mutilation (FGM), on-line use or other such issues and that such records are securely placed.
- Follow procedures where an allegation is made against a member of staff and that such procedures are robust to deal with any allegation and that clear records of investigations and outcomes of allegations are held on staff files.
- Risk-assess any off-site activity, led by us, the setting.

## 2.2. Staffing and operational commitments

- We ensure all staff, students and parents are made aware of our safeguarding policies and procedures. All parents of children on role have a copy of the Keeping Children Safe Leaflet (**please see appendix E**), which is also displayed on the notice board with other supporting information.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out Enhanced Criminality Checks (DBS).
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Enhanced Criminality Checks (DBS) for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Safeguarding Vulnerable Groups Act 2006 requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting.



- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Staff are required to sign a declaration every 6 months stating that there are no changes to their original Enhanced Criminality Checks (DBS).
- We follow the guidelines outlined in our 'Safeguarding Compliance Checklist' (**copy attached, please see appendix F**). This is evaluated termly and reviewed annually in line with our policies.

All adults who work or volunteer with children should be able to identify concerns about child abuse.

At Oasis Childcare Centres we strive to create a culture and environment where staff feel comfortable to discuss safeguarding matters from both inside and outside of work which may have implications for the safeguarding of children. Staff are encouraged to talk directly with a member of the Oasis Designated Safeguarding Team if they need to discuss any safeguarding matters. We would seek advice if a staff member discloses any information which would have previously fallen under the Disclosure by Association guidelines.

### **3. Early Help**

There are situations which may occur in a family's life where they may benefit from additional support that cannot be provided solely by universal services.

*These can include when a child:*

- Is disabled and has specific additional needs.
- Has special educational needs.
- Is a young carer.
- Is showing signs of engaging in anti-social or criminal behaviour.
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic violence;
- Is showing early signs of abuse and/or neglect.
- Is showing signs of displaying behaviour or views that are considered to be extreme.

These children are therefore more vulnerable; our settings will identify who their vulnerable children (or vulnerable adults) are, ensuring ALL Staff (and Committee Members) know the processes to secure advice, help and support where needed. In the first instance a discussion should take place with the DSL and a record kept of this discussion. If further advice is needed or the setting wishes to make a referral then they would contact the Early Help Hub.

We use the Threshold Tool as a guide to identify the four levels of need and appropriate service intervention to ensure families are referred to services in a timely way to reduce the need for a child protection referral. We will contact Jill Daniels, the Locality Team Early Help Co-Ordinator on 01736 336660 / 07792 061594 or via the Multi Agency Advice Team, to discuss any concerns on early identification of need.

We believe in building trusting and supportive relationships with families, staff and volunteers in the group.

We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.

We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

We follow the Early Help Assessment or Child Protection Plan as set by the Lead Professional or child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with our Confidentiality Policy and only if appropriate under the guidance of the Cornwall and Isles of Scilly Safeguarding Children Partnership or MARU.

Additional guidance can also be accessed by using the CIOS SCB multi agency threshold document. This guidance is available via the following link:

<http://www.safechildren-cios.co.uk/media/28243514/cios-scp-threshold-guidance-august-2017.pdf>

Within Cornwall the Early Help Hub is the first point of contact when considering additional support for children and their families.

- Support is provided: from pre-birth to the age of 18 (or 25 when the young person has additional needs) when the child, young person or family has needs that are not met solely by universal services.
- It is single point of access for professionals, families and young people to access Early Help Services in Cornwall.
- The triage team decides which Early Help service best meets the needs identified in the request for help. It is then allocated to the appropriate service within 48 hrs.

**Contact details:**

- Telephone: 01872 322277
- Email: [earlyhelphub@cornwall.gov.uk](mailto:earlyhelphub@cornwall.gov.uk)
- Website: [www.cornwall.gov.uk/earlyhelphub](http://www.cornwall.gov.uk/earlyhelphub)

#### **4. Recognising Child Abuse**

The four types of abuse, defined in 'Working Together to Safeguard Children' (2018) are:

- **Physical abuse (including Female Genital Mutilation)**
- **Emotional abuse (including domestic abuse)**
- **Sexual abuse (including child sexual exploitation and trafficking)**
- **Neglect (including parental neglect)**

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff will have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect. Our Designated Safeguarding Team take the lead in

updating staff on critical safeguarding issues and cascading information to parents to support the 'whole family' approach.

To ensure that staff, students and volunteers have a consistent approach to identifying the different types of abuse detailed below, we use the **CB Childcare Consultancy Signs, Symptoms and Considerations of abuse handout** as a guide (copy attached, please see appendix G). We also use the [www.proceduresonline.com/swcpp/cornwall\\_scilly](http://www.proceduresonline.com/swcpp/cornwall_scilly) website for more detailed information. Oasis Childcare Centres will take any reasonable action to ensure the safety of the children. In cases where the setting's have reason to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse the staff will follow the South West Child Protection Procedures and OFSTED guidelines.

#### **4.1. Physical Abuse**

May involve hitting, shaking, throwing, poisoning, burning/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.

#### **4.2. 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.

#### **4.3. 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 or 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). Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

#### **4.4. 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.

It may include a failure to:

- Provide adequate food, clothing and shelter.
- 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.

If you are to refer a child or young person because of possible neglect, always check back to see if there have been any previous concerns. The Children Act 1989 talks about how the persistent neglect of very basic needs is likely to cause impairment in the child or young person's development.

#### **4.5. Bullying**

Bullying and forms of bullying including prejudice based and cyber bullying is also abusive which will include at least one, if not two, three or all four, of the defined categories of abuse. Our DSL's will consider the impact of bullying where there is perpetrator intent to harm and we WILL NOT minimise behaviours of this nature (please see Promoting Positive Behaviour/Anti-Bullying Policy). We follow the **CB Childcare Consultancy Peer to Peer Abuse Guidance (copy attached, please see appendix H)** in relation to dealing with Peer on Peer Abuse.

#### **4.6. Injuries to non-mobile babies/children**

All staff must follow procedures to initiate an enquiry into the explanation, origin, characteristics and history of any injury, including bruising, in non-mobile children. Please see attached, '**Bruising and Injuries to Non-Mobile Children**' (appendix I).

### **5. Responding to Suspicions of Abuse**

**Please see Appendix J – Dealing with Disclosure of Abuse**

When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour or in their play. Where such changes in behaviour occur, or where a child's play gives cause for concern, the nursery will investigate, following the guidelines as laid out in 'What To Do If You're Worried a Child Is Being Abused' (2015). There is a leaflet displayed on the notice board in the reception area, alongside the Oasis policies, called 'Keeping Children Safe' to assist staff, parents, volunteers and members of the community to responsibly act if they are worried about a child (**copy attached, please see appendix E**).

We allow investigations to be carried out with sensitivity. Staff in the nursery will take care not to influence the outcome either through the way they speak to the child or by asking questions of the child. Staff regularly attend training where they are given guidelines by the Cornwall and Isles of Scilly Safeguarding Children Partnership to implement within the setting's. The Oasis policies and procedures adhere to these guidelines.

Any type of abuse where a child is suffering or is likely to suffer significant harm will be taken seriously and the Cornwall and Isles of Scilly Safeguarding Children Partnership guidance will be followed as stated in the revised definitions (Working Together 2018) for emotional abuse.

Confidential information will be recorded and kept on children if there is a concern. A referral will be made to the Multi-Agency Referral Unit (MARU) immediately if the setting feels that adequate explanations for changes in the child's condition have not been provided by the

appropriate person. All paperwork MUST be completed and followed up within 48 hours.

The Designated Safeguarding Lead will liaise with other agencies for the purpose of protecting children in our care. All communications with other agencies will be recorded and securely stored in a locked cabinet in individual files.

In cases where the setting has reason to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead has no alternative but to make a referral to the Cornwall and Isles of Scilly Safeguarding Children Partnership in writing within 48 hours. The sooner the better.

## **6. Reporting your concerns – Making a Referral**

### **6.1. General Principles/Responsibilities of all Staff**

In the event of a member of staff having a child protection concern about a child they will promptly complete the Internal Concerns Referral Form, accurately recording the event(s) giving rise to the concern, noting dates and times, and then an email notification will be sent to the Designated Safeguarding Lead. The DSL will share the concern with the parent or guardian if this does not put the child or DSL at risk. In cases where the DSL has reason to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse they have no alternative but to make a referral to the Cornwall and Isles of Scilly Safeguarding Children Partnership in writing within 48 hours.

However insignificant you think your concern might be pass it on to your DSL. It may only be a small bit of information but it helps to form a bigger picture. The DSL may well have information that others members of staff do not know about a child and their family. Staff should be told on a 'need to know basis'.

The Internal Concerns Referral Form and The Cornwall and Isles of Scilly Safeguarding Children Partnership details and referral forms can be found on the staff safeguarding notice board. More information and guidance can be found on the Oasis office desktop computer on the right hand side of the home page, which has a quick link to [www.proceduresonline.com/swcpp/cornwall\\_scilly](http://www.proceduresonline.com/swcpp/cornwall_scilly) and [www.safechildren-cios.co.uk](http://www.safechildren-cios.co.uk).

### **Conduct and Recording suspicions of abuse and disclosures**

Where a child makes a disclosure to a member of staff or displays behaviour that gives cause for concern, that member of staff will:

- Offer reassurance to the child.
- Listen to the child.
- Give reassurance that she or he will take action.
- Not promise to keep secrets.
- Not question the child but may ask if there is anything else the child would like to say if deemed appropriate.
- Complete an Internal Concerns Referral Form - make an objective, factual and accurate record of the information disclosed including the child's name, age, the date and time of the observation/disclosure, the exact words spoken by the child (as far as possible), the name of the person whom the concern was reported to and the names of any other persons

present at the time.

- Pass the information to the Designated Safeguarding Lead.

Any other persons present at the time should also write a report on the incident in question. ALL records are signed, dated and stored securely.

**It is not our responsibility to attempt to investigate the situation within the setting.**

#### **6.2. If the DSL/DDSL are not available.**

A member of the Designated Safeguarding Team must be available on-site or via telephone at all times during the settings opening hours. Staff must always speak to them in the first instance. However, if there is an immediate concern about a child or their family **any member** of staff can phone the MARU for advice and guidance if, in the unlikely event, the DSL/DDSL are not available.

**Contact details: MARU 0300 1231116**

**If the concerns arise out of office hours contact 01208 251300**

If they are unsure they can contact MARU for advice and guidance.

#### **6.3. Contacting MARU (for advice or when making a referral)**

Ensure that you have as much factual information about the child as possible when you phone include:

- Full name
- D.O.B
- Address
- Family composition details (including names of parent(s) and siblings)
- Any key professionals working with the school
- Factual information about the concerns you have

#### **6.4. Making a referral in writing:**

You will need to back any phone call up in writing by completing the Cornwall Council Inter-Agency Referral Form (**copy attached, please see appendix K**). This is available from the CIOS SCB website [www.safechildren-cios.co.uk](http://www.safechildren-cios.co.uk) and a direct link to the form is also available on the office desktop computer. You must then send it in by secure email which is clearly highlighted on the referral form:

**MARU Secure email: [multiagencyreferralunit@cornwall.gcsx.gov.uk](mailto:multiagencyreferralunit@cornwall.gcsx.gov.uk)**

We keep a copy of this document and follow the detailed guidelines given.  
All members of staff know the procedures for recording and reporting.

#### **6.5. Informing Parents**

Parents are usually the first point of contact. The DSL should ensure that they speak to the family about their concerns and proposed actions, unless to do so would place the child at risk. Under the guidance of the Cornwall and Isles of Scilly Safeguarding Children Partnership, if a suspicion of abuse is recorded, parents are informed at the same time as the report is made. The exception is **under section 47, fear of further harm circumstances:**

- Female Genital Mutilation (FGM)
- Serious Harm
- Fabricated Illness

In these cases, the investigating officers will inform parents with the appropriate protection order in place for the child.

In exceptional circumstances, if the decision is made not to inform parents/carers, this must be justified and the details recorded.

If a child makes a disclosure or presents with an injury, it is imperative that advice is sought immediately prior to the child returning home and as soon as the setting become aware of this.

#### **6.6. Conflict Resolution Policy**

At no time must professional disagreement detract from ensuring that the child is safeguarded. The child's welfare and safety must remain paramount throughout.

In the event that the setting disagrees with the actions or decisions of another agency we will consider using the Conflict Resolution policy also referred to as the escalation policy (**copy attached, please see Appendix L**). The policy is also available via the following link: <http://www.safechildren-cios.co.uk/media/18591637/conflict-resolution-policy-resolving-professional-differences-and-flowchart.pdf>

The Conflict Resolution Policy identifies a non-exhaustive list of potential areas of disagreement, guidance on preventing disputes and procedures to be followed when disputes cannot be resolved through discussion and negotiation between professionals at front line level. It does not include procedures when there is a disagreement regarding the need to convene an Initial Child Protection Conference or the implementation of the Child Protection Plan.

#### **6.7. If the Child/Family are already known to Social Care**

When a member of Staff, parent, practitioner, or another person has concerns for a child, and if the settings are aware that the case is already open to social care then they should contact the allocated worker. If they do not know the name of the worker they can contact MARU who will provide contact details of the worker and/or their manager.

#### **6.8. Liaison with other agencies**

We work within the Cornwall and Isles of Scilly Safeguarding Children Partnership guidelines.

We have a copy of 'What to do if you're worried a child is being abused' March 2015 for parents and staff and all staff are familiar with what to do if they have concerns.

We have procedures for contacting the local authority on child protection issues, including the Multi Agency Referral Unit (MARU).

We notify **Ofsted** of any incident or accident and any changes in our arrangements which may affect the wellbeing of children **within 14 days**.

If a referral is to be made to the Multi Agency Referral Unit (contact number 0300 1231 116 or Out of Hours 01208 251300), we follow Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at that time.

## **7. Specific Safeguarding Issues**

There are specific issues that have become critical issues in Safeguarding\*. At Oasis we endeavour to ensure ALL our Staff and Committee Members are familiar with these critical issues and have processes in place to identify, report and monitor any concerns that may arise:

- Bullying including cyber bullying
- Child Sexual Exploitation (CSE)
- Domestic Violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced Marriage
- Gangs and Youth Violence
- Gender based violence/Violence against women and girls (VAWG)
- Hate
- Mental Health
- Private Fostering
- Preventing Radicalisation
- Online abuse/Sexting
- Teenage Relationship abuse
- Trafficking
- Missing children and vulnerable adults
- Child sexual abuse within the family
- Poor parenting, particularly in relation to babies and young children

*\*Specific safeguarding issues: We recognise, respond to and acknowledge other safeguarding issues and update our knowledge and information on the following critical topics through an ANNUAL UPDATE (via email/meeting/training/newsletter). Our trained Designated Safeguarding Lead cascades updates to all staff.*

The DSL is part of the **contextual safeguarding network** ([www.contextualsafeguarding.org.uk](http://www.contextualsafeguarding.org.uk)) and is familiar with the process of understanding the vulnerabilities that could lead to potential harm in the community, rather than within the home of a child.

**Contextual Safeguarding** has been developed by Carlene Firmin at the University of Bedfordshire over the past six years to inform policy and practice approaches to safeguarding adolescents. Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships. This concept will be included in our staff training.



Schools, settings and Colleges can access broad government guidance on the issues listed above via <https://www.gov.uk/childcare-parenting/preventing-neglect-abuse-and-exploitation> and local procedures and strategies are available through [www.safechildren-cios.co.uk](http://www.safechildren-cios.co.uk).

We will incorporate signs of abuse and specific safeguarding issues into staff meetings, staff induction training, and ongoing development training to all Staff and Committee Members. Annex A of KCSIE (September 2018) provides more detail on the following:

### **7.1. Child Sexual Exploitation (CSE)**

Child Sexual Exploitation is a form of child sexual abuse. It occurs where an individual or group take advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact, it can also occur through the use of technology. (DfE Child Sexual Exploitation February 2017).

#### **Young people with vulnerabilities**

Sexual exploitation is characterised by the following:

- A power imbalance - those exploiting the child/young person have a level of power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources;
- Limited availability of choice - the child/young person has a limited availability of choice with regard to their participation in exploitative situations (limited choice may also be a result of their social/economic and/or emotional vulnerability).

Sexually exploited children come from a range of backgrounds and may have no additional risk factors or vulnerabilities, therefore, professionals should always keep an open mind to the possibility that a child may be at risk of exploitation. However, children can be at increased risk of sexual exploitation if they have any additional vulnerabilities, as perpetrators may target them and try to exploit these vulnerabilities. The following are examples of factors that can make a young person more vulnerable to exploitation:

- Living in a chaotic or dysfunctional household (including parental substance use, domestic violence, parental mental health issues, parental criminality);
- A history of abuse (including familial child sexual abuse, physical and emotional abuse and neglect);
- Learning disabilities;
- Bereavement or loss;
- Being lesbian, gay or bisexual;
- Boys and girls whose gender identity differs from the sex they were given at birth or who question their gender identity [someone who is or feels they may be trans or trans-gender];
- Having temporary leave to remain or being in the UK illegally;
- There are indications that the child has been trafficked into the UK;
- Homelessness, including living in a hostel, bed and breakfast accommodation or a foyer;
- Being a young carer;
- Living in residential care;
- Lacking friends from the same age group;

- Having low self-esteem or self-confidence.

All suspected or actual cases of CSE are a safeguarding concern in which Child Protection procedures **must** be followed; this will include a referral to MARU and, where the risk is immediate, to the police. If any staff are concerned about a child, they will refer to the Designated Safeguarding Lead/s within the setting.

In addition, the setting would access the CSE tool kit on the South West Child Protection Procedures website: <http://www.proceduresonline.com/swcpp/>

WE WILL COMPLETE the **Cornwall MACSE Person/ Location of Concern Form** (and email it to [MultiAgencyReferralUnit@cornwall.gcsx.gov.uk](mailto:MultiAgencyReferralUnit@cornwall.gcsx.gov.uk)) if we have information about local Missing and/or a Child Sexual Exploitation group of concerns relating to potential perpetrators of Child Sexual Exploitation and / or locations, venues or vehicles relating to actual/potential sexual exploitation of children to alert the Police, or in the event of crime or immediate concerns for child safety; we will call 999. The Police will consider this information immediately; the Multi-Agency Advice Team (MAAT) will collate any other relevant information and along with any other police information, this will then be considered at the relevant MACSE Group.

A summary of potential indicators of CSE are contained within Appendix M.

## **7.2. Radicalisation/PREVENT**

The DfE have published guidance stating that education settings must promote British values i.e. learning right from wrong, taking turns, sharing and challenging negative attitudes and stereotypes (see list of documents below). Ofsted will be required to inspect our setting against these criteria's as part of our safeguarding duty. Our 'Prevent Leads' and staff will attend the WRAP 3 training that they need to identify children, siblings and parents/carers or staff and volunteers at risk of radicalisation and how to refer them for further help if necessary through the **CORNWALL CHANNEL PROCESS (Please see flowchart attached, appendix N)**. We will not carry out unnecessary intrusion into our families lives but our staff will take action when they observe behaviour of concern and share concerns at the earliest opportunity as part of this Safeguarding Policy. In the instance of a member of staff hearing a child/staff/volunteer/ third party worker, parent or carer make an anti-Semitic or discriminatory comment we would contact the local prevent lead and follow a Prevent action plan as deemed necessary. Referrals might be made to Channel (this is a programme that provides support for individuals who are at risk of being drawn into terrorism where they are deemed to be within the **pre-criminal space**). If a person is suspected to be within criminal activity and this is made known to us, we will contact the police by calling **101** (non-emergency) or **0800 789 321** (anti-terrorist hotline). This information has been taken from the guidance document and our policy on this will comply with the requirements under The Counter-Terrorism and Security bill March 2015.

### **Support documents:**

- HM Prevent duty guidance
- DfE Promoting fundamental British values as part of SMSC in schools; Departmental advice for maintained schools November 2014
- DfE The Prevent duty; Departmental advice for schools and childcare providers June 2015
- Cornwall Channel referral process document

We will ensure ALL staff, including committee members, adhere to their duties in the Prevent guidance 2015 to prevent radicalisation (<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>)

The Senior Manager will:

- Establish or use existing mechanisms for understanding the risk of extremism
- Ensure staff understand the risk and build capabilities to deal with issues arising
- Communicate the importance of the duty
- Ensure All Staff and Committee members implement the duty.

Setting staff receive training to help to identify signs of extremism. Opportunities are provided in the curriculum to enable children to discuss and learn about issues of religion, ethnicity and culture and the setting follows the DfE advice Promoting fundamental British Values as part of SMCS (spiritual, moral, social and cultural education) in Schools (2014) (please see link below). Please also see our British Values Policy.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/380595/SMSC\\_Guidance\\_Maintained\\_Schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380595/SMSC_Guidance_Maintained_Schools.pdf)

Oasis Childcare Centres will respond to any concern about Radicalisation/Prevent as a Safeguarding concern and will report in the usual way using local safeguarding procedures. We will seek to work in partnership, undertaking risk assessments where appropriate and proportionate to risk, building our children's resilience to radicalisation.

When reviewing our PREVENT duties we would consider the guidance contained on the Safer Cornwall website (link below):

<http://safercornwall.co.uk/preventing-crime/preventing-violent-extremism/>

What can we do to help our children understand these issues and help protect them?

- Provide a safe space for them to debate controversial issues.
- Help them to build resilience and the critical thinking they need to be able to challenge extremist arguments.
- Give them confidence to explore different perspectives, question, and challenge.

The setting is committed to providing effective filtering systems and this will include monitoring the activities of children when on-line in the setting. Please refer to our Esafety/online safety policy. We have a strict Mobile Phone Policy in place; Staff, parents and visitors are not permitted under any circumstances to use their mobile phones in the learning rooms (please see our Mobile Phone Policy). We follow the guidance set out in Annex C (KCSIE September 2018).

All staff in the first instance should contact Lorna Trudgeon, the SPOC (Single Point of Contact) within the setting, with any concerns.

**Additional contact details:**

Concerns can be discussed with the Prevent Lead for Cornwall: Steve Rowell  
email: [prevent@cornwall.gov.uk](mailto:prevent@cornwall.gov.uk)

MARU can also be contacted for advice: 0300 1231 116

Emergency Out of Hours: Tel No: 01208 251300

If immediate and serious concerns call the police on 999

### 7.3. Female Genital Mutilation (FGM)

All staff have a mandatory duty to report known cases of Female Genital Mutilation.

Oasis Childcare Centre's recognise and understand that there is a now a mandatory reporting duty for all practitioners to report to the police where it is believed an act of FGM has been carried out on a girl under 18 in the UK. Failure to do so may result in legal/disciplinary action being taken.

All suspected or actual cases of FGM are a Safeguarding concern in which safeguarding procedures will be followed; this will include a referral to the police and to Children's Social Care via MARU. If any staff are concerned about a child, they will refer to the Safeguarding Designated Lead/s within the Setting unless there is a good reason not to do so. Female Genital Mutilation (FGM): all adults within our setting, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM in line with our child protection requirements. There is a range of potential indicators that a child or young person may be at risk of FGM, and we use the signs and symptoms handout as a guide. Victims of FGM are likely to come from a community that is known to practise FGM, therefore we will be aware of and understand girls who would be 'at risk' by using the Unicef Map of prevalence (**copy attached, please see appendix O**) within our admissions procedure. Girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 11-12 of the Multi-Agency Practice Guidelines for FGM. Staff will liaise with the Multi Agency Referral Unit and Police under section 47 of the Children Act 1989. Staff will receive training on FGM and use the signs and symptoms handout as a consistent guide to recognition of concerns.

If any child (under-18) or vulnerable adult has symptoms or signs of FGM, or we have good reason to suspect they are at risk of FGM having considered their family history or other relevant factors, we will refer using our standard existing safeguarding procedures, as is the procedure with all other instances of child abuse. This referral is initially to the Multi-Agency Referral Unit, whilst also contacting the police for advice. Additionally, when a person is identified as being at risk of FGM, this information must be shared with the GP and health visitor as part of safeguarding actions (See section 47 of the 1989 Children Act).

**We will follow the HM Government Multi-Agency Practice Guidelines: Female Genital Mutilation chapter nine and adhere to the Mandatory Reporting Requirements under FGM legislation. Risk Assessment and actions -**

- **Very Low** -We have few pupils from the cultural heritage where FGM and forced marriage is more typical.

**Action** - close monitoring of the admissions information, using the MAP of FGM prevalence. Effective supervision of the pupils, good home - setting liaison practices, robust safeguarding procedures and multi-agency partnership work, provision of a setting counsellor and provision of the Family Support Team. Awareness and monitoring of all children and families (including those

from the 'at risk' cultural groups, particularly those that voice a desire to follow a family/cultural tradition)

A summary of potential indicators of FGM are contained within Appendix M.

#### **7.4. Peer on Peer Abuse (for holiday and out of school provision)**

All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. The reasons for this are complex and are often multi-faceted. We understand that we need as a setting to have clear mechanisms and procedures in place to identify and report incidents or concerns. We aim to reduce this behaviour and any related incidents with an expectation to eliminate this conduct in the setting. Peer on peer abuse is a Safeguarding concern and will require a discussion with the DSL who will seek advice from agencies and professionals including reference to the safeguarding procedures. This will involve in the first instance having a conversation with MARU.

Peer on peer is most likely to include, but may not be limited to:

- Language seen as derogatory, demeaning, inflammatory;
- Bullying, including cyberbullying;
- Gender based violence
- sexual assaults and harassment
- sexting.

We are working hard as a setting to be proactive and to challenge this type of abuse. We aim to use approaches in our planning and reference to our associated policies to address and tackle peer on peer abuse.

Please refer to our Promoting Positive Behaviour/Anti-Bullying Policy.

#### **7.5. Children with special educational needs and disabilities (SEND)**

Children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. Oasis Childcare Centre's recognise that additional barriers can exist when identifying abuse and neglect in this group of children. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- The potential for children with SEN and disabilities (SEND) being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- Communication barriers and difficulties in overcoming these barriers.

The individual needs of every special educational needs or disabled child will be reviewed regularly and consideration given to any additional vulnerabilities they may have which could lead to safety and welfare concerns arising.

Should any concerns arise in relation to any child in relation to their safety and welfare, staff members will follow the same procedures as outlined within this policy and liaise with the DSL initially.

## 7.6. Eafety /online safety

Mobile phones, laptops, iPads, Smart Watches and other on-line type products are integrated into all our lives. Many are used within our setting. However, there are those that seek to use these for their own or others gratification. The link below provides more information on on-line safety and cover issues such as:

- Bullying, including online bullying and prejudice-based bullying, racialisation and/or extremist behaviour
- Child sexual exploitation and trafficking
- The impact of new technologies on sexual behaviour, for example sexting.

<http://swgfl.org.uk/news/News/online-safety/Making-Sense-of-the-New-Online-Safety-Standards>

Oasis Childcare Centre's take online safety very seriously, both in terms of our children and all of our staff. Please also refer to our setting's Eafety Policy (including Acceptable Use).

### 7.6.1. Filtering

Oasis Childcare Centre's adhere to the guidance within the revised KCSIE (September 2018) Annex C and this is reflected within our Eafety policy.

## 7.7. Domestic Abuse

Domestic abuse is now defined as Emotional Abuse for children. Domestic abuse may take many forms. Witnessing the physical and emotional suffering of a parent may cause considerable distress to children and both the physical assaults and psychological abuse suffered by adult victims who experience domestic abuse can have a negative impact on their ability to look after their children. Children can still suffer the effects of domestic abuse, even if they do not witness the incidents directly. However, in up to 90% of incidents involving domestic violence where children reside in the home, the children are in the same or the next room. Children's exposure to parental conflict, even where violence is not present, can lead to serious anxiety and distress among children. Children may see the setting as a safe retreat from problems at home or, alternatively, they may not attend the setting through a perceived need to be at home to protect abused parents or siblings.

Domestic abuse can therefore have a damaging effect on a child's health, educational attainment and emotional well-being and development. The potential scale of the impact on children is not always easy to assess but may manifest itself as behavioural, emotional or social difficulties, including poor self-esteem, withdrawal, absenteeism, adult-child conflict. Children sometimes disclose what is happening or may be reluctant to do so hoping that someone will realise something is wrong.

In the event of knowledge of domestic abuse, we will immediately advise the parent to seek support from the National Domestic Abuse website on [www.nationaldomesticviolencehelpline.org.uk](http://www.nationaldomesticviolencehelpline.org.uk) or to seek immediate support from the contacts below:

- Female Helpline - 0808 2000 247
- Male Helpline - 0808 801 0327/[www.mensadvice.org.uk](http://www.mensadvice.org.uk).

If the victim fails to seek this support and advice, we will adhere to the content of the Serious Crime Act 2015 by making a safeguarding referral to the Multi Agency Referral Unit.

Domestic abuse is included in our staff training as there is an increased focus on the damaging impact of domestic abuse on the well-being of children.

#### **7.8. Looked after children (children in care)**

The most common reason for children becoming looked after is as a result of abuse and/or neglect. We ensure that staff have the skills, knowledge and understanding necessary to keep children in care safe. KCSIE (revised September 2018).

A Designated Children in Care Lead has been appointed from the Management Team. The Designated Children in Care Lead is: Lorna Trudgeon, Senior Manager. The Deputy Designated Children in Care Lead is: Briony Sedgeman, Senior Deputy Manager.

The designated child in care lead will ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They are also responsible for ensuring that they have information about the child's care arrangements and the levels of authority delegated to the carer by the local authority looking after him/her. The designated children in care lead will have details of the child's social worker. They will have drawn up an individual education plan in consultation with the children in care education support service (CICESSE).

The designated child in care lead will attend regular training/briefings provided by Cornwall Council, regardless of whether there are currently children within the setting who are in care.

#### **7.9. Young Carers**

As a setting we recognise the needs of young carers in that they can be more vulnerable or placed at risk. We aim to be able to identify young carers and ensure they are supported to help reach their potential with an understanding that staff and volunteers may need to refer into early help services for an assessment of their needs via the Early Help Hub.

#### **7.10. Forced Marriage (for holiday and out of school provision)**

The UK Government describe this as taking someone, usually overseas, to force them to marry (whether or not the forced marriage takes place) or marrying someone who lacks the mental capacity to consent to the marriage (Coercion may include physical, psychological, financial, sexual and emotional pressure). It may also involve physical or sexual violence and abuse.

Arranged marriage is common in some cultures. The families of both spouses take a leading role in arranging the marriage, however, the choice of whether or not to accept the arrangement remains with the prospective spouses. Children may be married at a very young age and well below the age of consent in England. ALL Staff should be particularly alert to suspicions or concerns raised by a child. Since June 2014, forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014.

If at any time the setting had a concern regarding a child who this may apply too immediate contact will be made with MARU for guidance and advice.

### **7.11. Private Fostering**

A private fostering arrangement is when a child is cared for consecutively for 28 days or longer by someone who is not a member of that child's immediate family. In such a case the local authority should be informed.

If the setting is aware of such an arrangement being in place they must advise the family that the school have a responsibility to inform the local authority and encourage the family to advise the local authority themselves.

Advice or a referral can be made via MARU.

### **7.12. Modern Slavery and Human Trafficking**

The above are offences under the Modern Slavery Act 2015. These offences include holding a person in a position of slavery, servitude forced or compulsory labour, or facilitating their travel with the intention of exploiting them soon after.

Although human trafficking often involves an international cross-border element, it is also possible to be a victim of modern slavery within your own country.

It is possible to be a victim even if consent has been given to be moved.

Children cannot give consent to being exploited, therefore, the element of coercion or deception does not need to be present to prove an offence.

If you hold information that could lead to the identification, discovery and recovery of victims in the UK, you can contact the Modern Slavery Helpline 08000 121 700.

Advice or referral can be made via MARU (0300 1231 116) or for Vulnerable Adults (0300 1234 131).

### **7.13. Special Circumstances:**

#### **7.13.1. Work Experience**

Oasis Childcare Centres have detailed procedures to safeguard pupils undertaking work experience, including arrangements for checking people who provide placements and supervise pupils on work experience which are in accordance with the guidance in "Keeping Children Safe in Education (2018)". Please see our Students and Volunteers Policy.

### **8. Confidentiality and Information Sharing**

Confidentiality needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. All suspicions and investigations are kept confidential and shared only with those who need to know.

No adult must ever guarantee confidentiality to any individual including parents, children or



colleagues. Staff should make children aware that if they disclose information that may be harmful to themselves or others, then certain actions will need to be taken.

Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, obtaining consent may not be possible or in the best interest of the child or young person, e.g., where safety and welfare of that child or young person necessitates that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt. Any information is shared under the guidance of 'Information Sharing' (2018) and the South West Child Protection Procedures.

If the information given relates directly to the safety and welfare of a child then the DSL must be informed immediately. They should then contact MARU.

### **9. Record Keeping: My Concerns**

Well-kept records are *essential* to good safeguarding and child protection practice. We are clear about the need to record any concerns held about children or young people, the status of such records and when these records should be passed over to other agencies.

In our work with children and their families, we recognise the importance of:

- Keeping clear detailed up to date written records of concerns about children and young people. This includes a chronology.
- Ensuring all records are kept secure and in a locked location.
- Ensuring records are passed on to the receiving setting/school if a child or young person transfers. In line with current local authority guidance.
- Ensuring all records are clear, factual and jargon free.

### **10. Allegations against staff**

Allegations against staff are covered in all basic training and induction training that takes place within our setting.

Never let allegations by a child or young person go unrecorded or unreported, including any made against you. If you receive a disclosure about an adult colleague, it is important to reassure the child that what he/she says will be taken very seriously and everything possible done to help.

In all instances the Senior Manager/DSL must be informed. If the Senior Manager/DSL is not available then the Deputy DSL should be advised. If the allegation concerns the Senior Manager then the LADO must be informed.

In all situations regarding an allegation of abuse against a member of staff/volunteer/committee member the setting must not act alone. The Senior Manager, or Chairperson (if the allegation is against the Senior Manager) must seek advice and make a referral where necessary or seek impartial advice from the LADO (if they are not available then MARU can be contacted for advice and guidance). If they feel a referral should be made they will advise them to complete the

appropriate form - LADO Professional Allegation Referral Form (copy attached, please see appendix P). Please follow the link below and send the completed form to MARU:  
<http://www.safechildren-cios.co.uk/health-and-social-care/childrens-services/cornwall-and-isles-of-scilly-safeguarding-children-partnership/policies-procedures-and-referrals/>.

As part of our safeguarding duties, the LADO Service has a statutory responsibility to manage and oversee allegations made against professionals and volunteers who work with children. All allegations and concerns should be referred to the LADO within 24 hours where advice and guidance can be provided in respect of balancing the responsibility to safeguard with the need to support staff in difficult situations.

The following issues need to be considered:

- What are the safeguarding arrangements of the child or young person to ensure they are not in contact with the alleged abuser?;
- 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;
- ensure that the appropriate disciplinary procedure is followed, including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary;
- act on any decision made in any strategy meeting; and
- advise the Disclosure and Barring Service (DBS) and any other appropriate regulatory or professional body where a member of staff has been disciplined or dismissed as a result of the allegations founded or would have been if they have resigned.

**Allegations against staff – Procedures:**

- We will follow our complaints procedure.
- All complaints will be investigated.
- We will follow the guidance of the Cornwall and Isles of Scilly Safeguarding Children Partnership ([www.safechildren-cios.co.uk](http://www.safechildren-cios.co.uk)) when investigating any complaint that a member of staff has abused a child, in line with the allegations against staff as follows:

If a staff member is accused of any form of child abuse:

- The details of the alleged incident will be recorded
- The person against whom the allegation is made will be informed of the allegation. If social care/LADO/DBS advise it is appropriate, the staff member will immediately be suspended on basic pay while an investigation is made.
- LADO (Local Authority Designated Officer) would be informed immediately on 01872 326536/327147 in line with the Cornwall and Isles of Scilly Safeguarding Children Board, 01872 327225. IF this has met the threshold for further investigation, we will complete the Professional Allegation Referral Form provided by the LADO and email this completed form to the MARU.
- A referral will be made to the DBS (Disclosure and Barring Service) immediately. DBS Referral Helpline 01325 953795.
- OFSTED would be informed immediately on 0300 1231 231.
- All discussions with regards to multi-agencies will be followed up in writing.

Investigation will be in line with South West Child Protection Procedures. Confidential records

will be kept of the allegation and of all subsequent proceedings and stored in a secure cabinet in the office.

We follow all advice given by the LADO, including the instruction to refer to the **DBS referral helpline** (see disciplinary action), as deemed necessary by the LADO and instructed to do so.

In the event of criminal information being highlighted on a staff members DBS check, senior management will advise and support them with applying for a waiver from Ofsted.

<https://www.gov.uk/government/publications/applying-to-waive-disqualification-early-years-and-childcare-providers>. The Designated Safeguarding Lead will contact LADO for further advice and support.

**Contact details LADO: 01872 326536**

If a referral needs to be made then this must go through MARU who will then pass it on to the LADO team. The referral form can be found at:-

<https://www.cornwall.gov.uk/media/22109961/lado-allegations-referral-form-template.doc>

#### **11. Exclude Known Abusers from the Settings**

- This includes staff, volunteers and students.
- Parents and visitors will never have unsupervised contact with any of the children in our care.
- Visitors have an obligation to notify us if they have any changes to their personal circumstances that could be posed as a risk to the safeguarding of children.
- Staff who have not been registered as 'fit' persons will not take children unaccompanied to the toilet.
- All staff and Committee members to have an enhanced DBS certificate.
- All staff are required to complete and sign a List of Disqualifiable Offences for working with children.
- A minimum of two adults must be on duty at all times. Staff, students and volunteers are never left alone with the children until they have been DBS checked.

On receipt of notification of conviction of a parent/carer/family member who is deemed to pose a risk to children, the following procedures will apply:

- Liaison with the Probation Service,
- Consult with safeguarding specialists,
- Evaluate who is at risk, how and at what times,
- Put necessary measures in place to control risks, and
- Complete a documented individual risk assessment in cooperation with the individual.

We will at times act within our statutory duties, whilst establishing transparent and fair arrangements to:

1. Assess and manage the risks posed by the sex/violent offender
2. Review and monitor the agreed arrangements. This will be monitored on a case by case basis.
3. Monitor attitudes and behaviours of the offender and the need to intervene to safeguard our provision.

## 12. Disciplinary action

Where a member of staff or a volunteer is dismissed from Oasis because of misconduct relating to a child or there is an allegation against a member of staff or volunteer, we make a referral to **the LADO IMMEDIATELY on 01872 327225 AND ALSO the DBS referral helpline on 01325 953795, as instructed by the LADO.**

We follow the guidance called: Making Safeguarding referrals to the Disclosure and Barring Service (DBS) and Referral guide for: Employers and volunteer managers that is available on the [www.gov.uk](http://www.gov.uk) website.

## 13. Whistleblowing

Please adhere to the settings Whistle blowing policy.

**Whistleblowing Committee member:** Zoe Curnow (Chairperson) or Mark Fletcher (DSL on Committee)

In the event that you do not feel able to follow the setting's whistle blowing policy but remain concerned, you must discuss your concerns with an appropriate independent body. In this situation you could contact:

**NSPCC Whistleblowing helpline: 0800 028 0285**

**Further contact details are contained within our Whistle blowing policy.**

## 14. Safer Recruitment

Our setting operates safer recruitment procedures including making sure that:

- statutory duties to undertake required checks on staff who work with children are complied with in line with the Disclosure and Barring Service requirements for Regulated Activity; the Child Care Act 2006 and Childcare (Disqualification) Regulations 2009
- statutory guidance relating to volunteers is followed
- at least one member of the recruitment panel members have undertaken safe recruitment training through an accredited training programme.

We hold a Single Central Record (SCR) which demonstrates we have carried out the range of checks required by law on our staff.

Our setting complies with the requirements of KCSIE, September 2016 - Part 3

**Our setting is EXEMPT from the requirements of the Childcare (Disqualification) Regulations 2009 within the Childcare Act 2006 as it DOES NOT OPERATE on domestic premises.**

## 15. Attendance at Child Protection Conference:

If a child or young person becomes the subject in a Child Protection Conference, as a setting we may be asked to share information about the child or young person and his/her family. Usually this will be in the form of a written report requested by the assigned Social Worker or on behalf

of them through the Contact Worker, the contents of which will be shared with parents/carers prior to the meeting.

Our attending staff are familiar with the Signs of Safety process, access the [www.signsofsafety.net](http://www.signsofsafety.net) website for reference and follow the Child Protection Conference Procedures (incorporating Signs of Safety) for Cornwall. Child protection conferences will be attended by the DSL or DDSL. In exceptional circumstances another member of staff may attend with them. The reason this responsibility is not delegated is because the DSL has the overall training and accountability to act on behalf of the setting, including agreeing their role in any child protection plan as well as the possible allocation of resources.

Occasionally, there may be information which is confidential, and which will be shared in a closed meeting prior to the conference. If this is necessary, the chair of the conference will discuss the matter with parents/carers beforehand.

When any child becomes the subject of a conference, local procedures require all other children in the family are considered. It may well be that staff will be required to provide information on children with whom there appear to be no direct concerns.

Staff may contribute to the process of risk assessment and the decision about the child being in receipt of a child protection plan. **This will be undertaken using the signs of safety model. For more information about signs of safety discuss with the allocated social worker or the independent chair prior to the meeting and visit [www.signsofsafety.net](http://www.signsofsafety.net) website.**

#### **16. Training:**

All members of our workforce have been provided with, and signed to say that they have read and understood, Part 1 of KCSIE, (September 2018) and committee members have been provided with and signed to say they have read and understood Part 2 of KCSIE (September 2018). Impact of this information exchange is tested through a knowledge quiz (**please see copy attached, appendix Q**) and all results are collated and monitored by the DSL. Further training is provided if the outcome of the quiz indicates a staff member needs more support to understand any aspect of their child protection and responsibilities understanding.

All staff members will receive appropriate safeguarding and child protection training/briefings which will be regularly updated (minimum of yearly). In addition, all staff members will receive safeguarding and child protection updates. These will be done as part of staff meetings where safeguarding will be a standing item on the agenda of every staff meeting and full committee meetings.

We ensure that all staff members know the procedures for reporting and recording their concerns in the setting. All staff are aware of who to speak to with concerns of the welfare of a child in our care and the procedure in Cornwall Council for making referrals through the MARU and seeking advice through the MAAT.

All staff will also, as part of our induction, be issued with information in relation to our Child Protection and Safeguarding Policy, Staff Code of Conduct, Behaviour policy and Part 1 of KCSIE (September 2018).

Our DSL and DDSL(s) will undertake further multi-agency safeguarding training in addition to the whole setting training. This will be undertaken at least every two years and will update their awareness and understanding of the impact of the wider agenda of safeguarding issues. It will support both the DSL and DDSL to be able to better undertake their role and support the setting in ensuring our safeguarding arrangements are robust and achieving better outcomes for the children in our setting.

Our Management Committee will have access to basic safeguarding training within the setting. We will recommend and encourage them to undertake training specifically on the safeguarding responsibilities of the management committee in line with Part 2 of KCSIE, in particular the role of the Safeguarding committee member. In addition to this training the safeguarding committee member may wish to access multi-agency safeguarding training at least every two years.

At least one member of our recruitment panel will have undertaken safer recruitment training. Best practice is that this is updated every 3 years to ensure that the setting are keeping up with changes made to recruitment processes and changes in safeguarding requirements when recruiting staff.

#### **17. Photography and images:**

The use of cameras and photographs within the settings is central to the implementation of the EYFS and the completion of learning journeys.

The use of cameras and photographs must however be strictly controlled for the protection of children within the nursery. Please see Taking of Images Policy.

#### **18. The Internet**

The internet provides a number of benefits in which Oasis Staff and Committee members may wish to participate. However, when someone is identified with Oasis Childcare Centres or discusses their work, they are expected to behave appropriately when on the internet. Please see Social Networking Policy and E-Safety Policy.

Employees and professional visitors have access to wireless internet services within the setting. Access to the internet is password protected. Its content is filtered using a Draytek router which is set-up and configured by IP Office Solutions who provide our filtering and firewall service. Everyone who accesses the internet is expected to follow our E-Safety Policy, including Acceptable Use Policy. Anyone who is found to be in breach of these guidelines will be immediately denied access to our internet services. In the event of a concern being identified safeguarding procedures will be followed.

Staff must not connect any personal devices, i.e. mobile phones, cameras, smart watches, iPad's or laptops, to the setting's WiFi.

#### **19. Supporting Staff:**

Our settings recognise that all staff may find dealing with safeguarding and child protection concerns very difficult and upsetting. It may trigger memories of their own difficult childhood, or be an experience they have had as an adult, or a member of their family, or close friendship group has experienced.

The setting hopes in such situations that the individual staff member would be able to talk to a member of the senior leadership team in the setting, who can make enquiries into what support may be available for the individual member of staff.

There are many organisations within Cornwall who offer support services to individuals on a range of very sensitive issues e.g. Domestic Abuse, Sexual Abuse (current and historic) drug and alcohol misuse, mental health. More information can be accessed via MARU or the Early Help Hub.

**In addition the member of staff should be able to access support through:**

- Their own GP.
- The Samaritans Telephone: 116 123
- NSPCC HELPLINE Telephone: 0808 800 5000 (not just there for children)

The DSL and Safeguarding Committee Member will take responsibility for updating this policy and information, all staff and the Management Committee of key changes.

## **20. Planning**

The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others although staff ensure dignity and appropriate privacy for the child during toileting/nappy changing.

## **21. Curriculum**

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe. We also promote a holistic SAFEGUARDING approach to help children keep themselves safe, understand risks and appropriate actions to reduce risk whilst also actively promoting the Fundamental British Values.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background (see British Values policy).
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

## **22. Creating Safe Environments to reduce risk**

All staff understand our child protection and safeguarding procedures and have had appropriate training and guidance in the principles of maintaining safe environments. To this end:

- Through training, staff are confident to identify situations where they may be vulnerable and make recommendations to reduce levels of risk and maintain an environment free from unacceptable levels of risk.
- Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a child. If staff are alone with a child, the door of the room should be kept open and another member of staff should be informed.
- If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully on an Incident Report form.
- Staff will never carry out a personal task for children that they can do for themselves (promoting independence). Where this is essential, staff will help a child whilst being

accompanied by a colleague. Unless a child has a particular need, staff should not accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued.

- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.
- Staff follow and adhere to the content of **Guidance for safer working practice for those working with children and young people in education settings October 2015** to reduce levels of personal risk/misunderstanding associated with working with children.

### 23. Reflective Practice

Please see list of tools below that the Oasis Childcare Centres use to reflect on safeguarding practices and adhere to the aims set out in this policy:

- The Golden Rules for Multi-Agency Working (please see appendix R).
- Oasis Staff Code of Conduct (please see appendix S).
- Keeping Children Safe in Education: What you need to know - handout for parents (please see appendix T).
- Flowchart for raising safeguarding concerns about a child (please see appendix U).
- NSCB Neglect Screening Tool (please see appendix V).
- What is life like for us - Questions Professionals should be asking themselves when working with families. (please see appendix W).
- Resistant Families Handout (please see appendix X).
- Designated Safeguarding Lead Monthly Calendar (please see appendix Y).
- Safeguarding Mind-Map (please see appendix Z).
- CB Childcare Consultancy Safeguarding and Welfare Requirement Audit (please see appendix AA).
- Key Messaged from Serious Case Reviews (SCR) (please see appendix BB).
- One Minute Guide to Neglect (please see appendix CC).
- Cornwall's Graded Care Profile (please see appendix DD).

### 24. Contact Telephone Numbers

Police (non emergency).....	101
Anti-Terrorism Hotline.....	0800 789321
Domestic Abuse, Female Helpline.....	0808 2000 247
Domestic Abuse, Male Helpline.....	0808 801 0327
MARU (Multi Agency Referral Unit).....	0300 1231 116 or
MARU (Out of Hours).....	01208 251300
LADO (Local Authority Designated Officer).....	01872 326536/327147
Cornwall and Isles of Scilly Safeguarding Children Partnership.....	01872 327225
DBS Referral Helpline.....	01325 953795
OFSTED.....	0300 1231 231
Cornwall Early Help Hub .....	01872322277
Local Prevent Lead (Steve Rowell).....	01736 336587 or 07980 895 104



NSPCC Whistleblowing Helpline.....0800 028 0285  
 CB Childcare Consultancy.....01736 331364 or 07821248833  
 Locality Team Early Help Co-Ordinator (Jill Daniels).....01736 336660 / 07792 061594  
 Early Help Hub.....01872 322277  
 Modern Slavery Helpline.....08000 121 700  
 Vulnerable Adults (Modern Slavery).....0300 1234 131  
 Samaritans.....116123  
 NSPCC Helpline.....0808 800 5000

Disciplinary procedures will be followed if staff do not adhere to the regulations set out in this policy (please see Disciplinary Procedures).

Adopted by The Oasis Management Committee on: 02.09.19  
 Representative of Management Committee Signature: Leanne Tudgeen  
 Review Date: August 2020

