**Safeguarding/Child Protection Policy**

Our responsibility as an Early Years Provider is to ensure the safety and welfare for all the children in our care. This includes all mental and physical concerns.

All staff have attended training in Safeguarding/Child Protection and are aware of the signs and symptoms of the following listed child abuse:

* Neglect, Physical, Emotional and Sexual.
* Including and not limited to; peer on peer abuse, domestic violence, forced marriage, online grooming, human trafficking, honour-based violence, breast ironing, bullying, cyber bullying, fabricated or induced illness, child sexual exploitation and female genital mutilation (FGM).
* Understand that children who have experienced adverse childhood experiences (ACEs) are vulnerable to mental health issues and safeguarding concerns.

Signs of abuse that staff are trained to be aware of are as listed;

* Significant changes in child’s behaviour.
* Deterioration in children’s general well-being.
* Unexplained bruising, marks or signs of possible neglect or abuse.
* Children’s comments which give cause for concern.
* Any reasons to suspect neglect or abuse outside the setting, for example in the child’s home or that a girl may have been subjected to (or at risk of) FGM.
* Inappropriate behaviour displayed by other members of staff, or any other person working with the children, for example: inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibilities or inappropriate sharing of images.

Staff are trained in being aware of the vulnerability factors for some families and children as listed; Non-verbal children, Children with SEND/disabilities, looked after children and children whose parents may suffer with drug or alcohol addiction, domestic violence or mental illness.

A member of staff is appointed as the Designated Safeguarding Lead for Forest Footsteps Childcare. Additional members of staff are appointed as a Deputy Safeguarding Lead. The Designated Safeguarding Leads have access to, have read and will comply with the guidance in the ‘Working Together to Safeguard Children July 2018’ Document, ‘Keeping Children Safe in Education Sept 2021’ and ‘Information Sharing July 2018’, Childcare Act 2006, Children Acts 1989/2004, UNCRC 1989, Neglect strategy, Counter terrorism and security Act 2015 and Safeguarding vulnerable groups Act 2006.

All staff will report any concerns to our Designated Safeguarding Lead.

All staff, regular visitors or volunteers are DBS check to ensure they are safe to be working or around children. If when waiting for a DBS check for an individual person, they will not be left alone with children. Staff are asked to provide any information that may mean they are disqualified to work with children or disqualified by association. Staff’s DBSs are regularly checked to ensure DBSs are up to date. We employ ‘bank staff’, who are able to cover ad-hoc, as and when needed. All ‘bank staff’ are employed the same as all staff following our Safer Recruitment Policy. If in the event of requiring to use supply staff from an agency, we will ensure the agency has robust Safer Recruitment procedures in place too, ensuring the supply staff hold a recent DBS certificate.

Followed are examples of good practice we give to ensure the welfare of the children:

* A minimum of 1 member of staff on the premises at all times will hold valid paediatric first aid certificate.
* Corporal punishment will never be used.
* No smoking policy.
* No persons will be under the influence of drug or alcohol.
* The Manager/Owner has had a health declaration on me to ensure my suitability of working with children.
* Any persons who have access to the property, for example plumber, will not be left unattended with the children.
* Parents are to provide written information regarding any accidents/injuries that have happened away from the setting.
* Mobile phone, camera and use of technology policy is in place.
* Staff Recruitment Policy.
* We regularly keep up to date to receive appropriate training on safeguarding and child protection, including meeting the needs of children with special educational needs/disabilities and ‘peer on peer’ abuse.
* We regularly check the Hampshire’s Safeguarding children board website for changes and updates, including being subscribed to their email updates.
* We have displayed the appropriate Safeguarding posters to give advice to anyone who wishes to raise a concern.

**Flowchart of action if we are concerned for the welfare of a child:**

Member of staff to report any concerns to their Safeguarding Leads.

Seek guidance from Hampshire’s

Threshold Chart to determine Contact children’s services by

what level of support a child/ the Inter-agency Referral

family need. Form – **see link below** or call

professional line on

**01329 225379** for urgent child

Protection enquires.

In an emergency call **999.**

Seek advice from the family support service on 0370 7792100

Staff to make a written factual record of their concerns

including:

If required, staff to follow whistleblowing policy

What has been noticed, the cause of concern.

Who is of concern, their full name, date of birth and NHS no.

. Dates and times.

LADO – 01962 876364 Body map - NO PHOTOGRAPHS

Report to Ofsted, Services for Young Children and our insurance company.

If we aware that FGM has taken place or have any concerns we are required to report directly to the police.

**Inter Agency Referral to Children's Services**  
Please be advised that all referrals to Children's Services must now be submitted via an [Inter Agency Referral Form](https://my301281.s4hana.ondemand.com/sap/public/cuan/link/100/A8545B6CD651470F51F4B6EE998729BD675FF91B?_V_=2&_K11_=5AC12D8561B91DBE90D11B4723370D7EFDA4816F&_L54AD1F204_=c2NlbmFyaW89TUxDUEcmdGVuYW50PW15MzAxMjgxLnM0aGFuYS5vbmRlbWFuZC5jb20mdGFyZ2V0PWh0dHA6Ly9kb2N1bWVudHMuaGFudHMuZ292LnVrL2NoaWxkcmVucy1zZXJ2aWNlcy8yMDE4MDgwMkhRUHJlc3NBcnRpY2xlSW50ZXJBZ2VuY3lSZWZlcnJhbC5wZGY/c2FwLW91dGJvdW5kLWlkPUE4NTQ1QjZDRDY1MTQ3MEY1MUY0QjZFRTk5ODcyOUJENjc1RkY5MUImdXRtX3NvdXJjZT1TQVBIeWJyaXMmdXRtX21lZGl1bT1lbWFpbCZ1dG1fY2FtcGFpZ249MjAmdXRtX3Rlcm09U2ZZQyUyMEludGVyaW0lMjBCdWxsZXRpbiUyMEF1Z3VzdCUyMDIwMThfX19JbnRlciUyMEFnZW5jeSUyMFJlZmVycmFsJTIwRm9ybSZ1dG1fY29udGVudD1FTg&_K13_=3&_K14_=05d73cb48d8a72cbdd1870b77b0e5a46da09eab26377ec3056caa15d1bd508c7" \t "_blank" \o "Inter Agency Referral Form).

Members of public can contact Children’s Services to report any concerns to:

**0300 555 1384** (or out of hours on 0300 555 1373.)

**In all instances we will record:**

* the child’s full name, date of birth and address
* the date and time of the record
* factual details of the concern, for example bruising, what the child said, who was present and any previous concerns
* details of any explanations from the parents
* any action taken such as speaking to parents.
* For all cases we will need to share information with relevant agencies. Confidentiality will be taken in to account ensuring information is shared only with relevant agencies taking guidance form the Information Sharing July 2018 Document.

**LADO (Local Authority Designated Officer)**

If an allegation is made against a member of our team or a person in position of trust, we will report it to the LADO **01962 876364, using the** [**online LADO notification form**](https://forms.hants.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-c8d4175e-e440-4cdd-9968-349c655374b9/AF-Stage-64282b4d-4083-4e7c-9c4e-1a25a6a74599/definition.json&redirectlink=/en&cancelRedirectLink=/en) **or at** [**child.protection@hants.gov.uk**](mailto:child.protection@hants.gov.uk) **immediately,** seeking advice before investigating or taking action, to Ofsted, our insurance company and Hampshire Children’s services, following the Hampshire Local Safeguarding Children Board procedures. The LADO will be advised of all cases where it is alleged that a person who works with children has:

* Behaved in a way that has harmed, or may have harmed, a child.
* Possibly committed a criminal offence against, or related to, a child.
* Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

We will contact the LADO if we have concerns about a person’s behaviour outside of the workplace which indicates that they pose a risk of harm to the children they work.

**Escalation Procedure –**

Where we feel that a referral or concern that has been reported has not been taken seriously, or the case has been closed that we disagree with, we can start the Escalation Procedure. The first stage of the procedure must be undertaken within the first working day by the Key Person or our Designated Safeguarding Lead. In this referral we will make a written account to identify our concerns and the impact on the children. All communications will be recorded. If we feel this needs to be taken further, we will continue as follows:

Stage 2- Line Manager to Line Manager within 2 to 3 days

Stage 3 – Senior Manager to Senior Manager where a meeting with everyone involved.

Stage 4 – Refer to the Local Safeguarding Board.

More details can be found at <https://hipsprocedures.org.uk/skyyty/safeguarding-partnerships-and-organisational-responsibilities/professional-challenge-and-resolution-of-professional-disagreement>

**Covid -19 –**

As children return back, staff are aware to be mindful of identifying any concerns for individual children. These concerns could be, and not limited to;

* Mental health concerns
* Witness of Domestic Violence
* Accessing online games and websites
* Subject to all forms of abuse
* Subject to changes in their family life such as redundancies
* Experience of death or illness with the family

We will still be keeping in contact with families who have chose not to return, offering advice and guidance if required, access to our closed Facebook group and sharing of activities and online safety advice.

Where required working arrangements with any agencies such as and not limited to; our Area Inclusion team, the Local Authority and Children’s Services will still be in place.

Staff are permitted to report any concerns in line with the usual Safeguarding Policy to our Designated Safeguarding Leads, Erin or Amanda or through the Whistleblowing policy.

**Prevent Duty**

The Counter Terrorism and Security Act 2015, places a duty to Early Years Childcare providers to report any concerns in line with our Safeguarding procedures that may arise regarding children being drawn into terrorism. This new law is known as The Prevent Duty. This also involves ensuring we provide an environment that promotes British Values.

The four British Values are:

* *Democracy*
* *The Rule of Law*
* *Individual Liberty*
* *Mutual respect and tolerance of different faiths and beliefs.*

**Whistleblowing -**

If a concern arises about a member of staff or a person in a position of trust harming a child, it must be reported to the Designated Safeguarding Leads. If the person doesn’t feel their concerns have been listened to, acted upon or they don’t feel they can address their concern to the Safeguarding leads, Staff are required to contact the Lado (Local Authority Designated Officer) on **01962 876364, or using the** [**online LADO notification form**](https://forms.hants.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-c8d4175e-e440-4cdd-9968-349c655374b9/AF-Stage-64282b4d-4083-4e7c-9c4e-1a25a6a74599/definition.json&redirectlink=/en&cancelRedirectLink=/en) **or at** [**child.protection@hants.gov.uk**](mailto:child.protection@hants.gov.uk). To report concerns for a child where you feel your Safeguarding Lead hasn’t dealt with it correctly, then call Children’s services directly on 01329 225379/0300 555 1384 or complete the online form [Inter Agency Referral Form](https://my301281.s4hana.ondemand.com/sap/public/cuan/link/100/A8545B6CD651470F51F4B6EE998729BD675FF91B?_V_=2&_K11_=5AC12D8561B91DBE90D11B4723370D7EFDA4816F&_L54AD1F204_=c2NlbmFyaW89TUxDUEcmdGVuYW50PW15MzAxMjgxLnM0aGFuYS5vbmRlbWFuZC5jb20mdGFyZ2V0PWh0dHA6Ly9kb2N1bWVudHMuaGFudHMuZ292LnVrL2NoaWxkcmVucy1zZXJ2aWNlcy8yMDE4MDgwMkhRUHJlc3NBcnRpY2xlSW50ZXJBZ2VuY3lSZWZlcnJhbC5wZGY/c2FwLW91dGJvdW5kLWlkPUE4NTQ1QjZDRDY1MTQ3MEY1MUY0QjZFRTk5ODcyOUJENjc1RkY5MUImdXRtX3NvdXJjZT1TQVBIeWJyaXMmdXRtX21lZGl1bT1lbWFpbCZ1dG1fY2FtcGFpZ249MjAmdXRtX3Rlcm09U2ZZQyUyMEludGVyaW0lMjBCdWxsZXRpbiUyMEF1Z3VzdCUyMDIwMThfX19JbnRlciUyMEFnZW5jeSUyMFJlZmVycmFsJTIwRm9ybSZ1dG1fY29udGVudD1FTg&_K13_=3&_K14_=05d73cb48d8a72cbdd1870b77b0e5a46da09eab26377ec3056caa15d1bd508c7).

**Early Help Referrals –**

Where we feel families will benefit from an Early Help referral, we will make the referral using our local procedures. In Hampshire to access Early Help, we are required to complete the online Inter-Agency Referral Form to Children’s Services where they will assess the threshold level of concerns alongside the Multi-Agency Safeguarding Hub (MASH). On occasions where the MASH team feels that the referral requires higher support than Early Help, the Children’s Services will put the necessary procedures in place to safeguard your child.

Early Help support can be for various concerns that are not urgent, such as and not limited to, housing, truancy from education, financial concerns and mental health concerns.

All safeguarding and child protection documents are kept in a secure filing cabinet. Documents are transferred with the child on transitions. The new setting will be required to sign to confirm receipt of these documents. Forest Footsteps Childcare may continue to store records if applicable, or if the child is not transferring to a setting.

**Other useful Contacts:**

Hampshire’s Children’s Safeguarding Partnership - Tel: 01962 876230 <https://www.hampshirescp.org.uk/>

NSPCC – 0808 800 5000 Women’s aid -0808 2000 247 Hampshire police – 0845 045 4545 <https://hipsprocedures.org.uk/>