Safeguarding Children & Child Protection Procedures

**Purpose**

To provide a secure framework to promote welfare and ensure that:

* All children are safe from harm
* Policies and procedures are in place to enable children to feel safe and adopt safe practices
* Trustees, staff, children, parents, students, volunteers and visitors are aware of the expected behaviour, and the Trust’s legal responsibilities in relation to safeguarding and promoting the welfare of all our children.

**A whole team approach**

The Lizard C.H.I.L.D Trust takes the view that *‘safeguarding is everyone’s responsibility’*. We are committed to a culture of safety in which children, families, adults, visitors, students and our team are safe in all areas of our service delivery, and the promotion of a fair, open and positive ethos to ensure that all involved feel able to report concerns, confident that they will be heard and responded to. The Trust recognises that safeguarding relates to all aspects of provision including: health and safety, meeting the individual medical needs of children and their families (including oral health), providing first aid, monitoring internet safety, premises access and security, safe practices, and data handling. Additionally, we recognise that safeguarding can involve a range of potential issues such as: persistent unexplained absence, peer-on-peer abuse and bullying, prejudice, extremist behaviour, substance misuse, exploitation, racism, domestic abuse and mental health as well as abuse between and of children (this is not an exhaustive list).

**Designated points of contact**

The designated points of contact for ***Safeguarding***are: **Yvonne Picco (DSL)**

The designated points of contact for ***Child Protection*** are: **Sarah Arthur** and **Yvonne Picco**

To contact any of the above-named points of contact please call **01326 573338 or 07510256156** during office hours, or email [safeguarding@lizardchildtrust.co.uk](mailto:safeguarding@lizardchildtrust.co.uk).

Or contact the **Multi-Agency Referral Unit (MARU)** on: **0300 123 1116 or out of hours service on: 01208 251300 or** [MultiAgencyReferralUnit@cornwall.gcsx.gov.uk](mailto:MultiAgencyReferralUnit@cornwall.gcsx.gov.uk)

The designated point of contact for ***Prevent Duty*** concerns is: **Jenny Hughes**

The designated point of contact for ***Fire Marshal and Health and Safety*** is**: Jenny Hughes**

To contact Jenny Hughes please call **01326 573338 or 07510256156** or email [enquiries@lizardchildtrust.co.uk](mailto:enquiries@lizardchildtrust.co.uk). Alternatively, you can refer direct to the Preventing Extremism/Terrorism Lead for Cornwall on: **01736 336587** or email on: [steve.rowell@cornwall.gov.uk](mailto:steve.rowell@cornwall.gov.uk) or [Prevent@Cornwall.gov.uk](mailto:Prevent@Cornwall.gov.uk)

In the absence of the above-named persons the **Duty Manager** will be the designated point of contact on the day.

**Managing Safeguarding through good practice. We will do this by:**

* Following safe recruitment procedures including reference and DBS checks before an individual has unsupervised contact with children
* Implementing inductions for all new staff, volunteers and students ensuring that they are well informed about safeguarding procedures including online safety.
* Ensuring regular and specific risk assessments are carried out and share information only with those who contribute to maintaining specific safety requirements
* Maintain the premises and equipment to required standards following procedures for reporting concerns and faulty equipment etc.
* Manage entry and exit to the premises
* Zero tolerance approach to inappropriate behaviour and language, including peer abuse and bullying in out-of-school sessions
* Responding appropriately to challenging behaviour to teach and help children to manage their feelings and behaviour
* Ensure staff are trained appropriately to manage safeguarding procedures
* Ensure staff are aware of signs and indicators of specific and overlapping safeguarding concerns, including criminal and sexual exploitation, mental health, domestic abuse and online safety
* Ensure staff understand procedures for reporting concerns and disclosures clearly, efficiently and accurately
* Identify a designated person for Safeguarding and Prevent Duties
* Identify a designated person for Child Protection
* Maintain a Vulnerable Children Data Register, and work with parents and external agencies as required to support children and families.
* Ensure ratios of staff to children are maintained
* Identify a designated Fire Marshall & Health and Safety Officer
* Ensure there are procedures in place for the safe collection of children and for missing or lost children
* Work closely with parents/carers
* Staff form appropriate relationships with children, and information shared by children to any staff member is respected and taken seriously.
* Ensure appropriate checks are made prior to engaging services of outside agencies/service providers
* Ensure visitors are signed in and easily identifiable to others
* Ensure internet safety is promoted and monitored
* Ensure information sharing protocols are in place and managed in accordance with The Data Protection Act 2018 and General Data Protection Regulations (GDPR-UK)
* Manage the storage of medicines and dangerous substances
* Manage, store and handle data safely following procedures
* Review procedures annually

**We reserve the right to deny entry to persons who exhibit abusive behaviour either physically or verbally and will, if necessary, take action to enforce their exclusion from the grounds. This may include informing the police and result in criminal proceedings.**

**The Prevent Duty**

The Prevent Duty places duties on schools and registered childcare and education providers around keeping children safe and promoting welfare. Providers are required to *’have due regard to prevent people from being drawn into terrorism’.* Early years providers **must** meet specific legal duties arising from the Prevent Duty. This sets out the need for ‘British Values’ to help everyone live in safe and welcoming communities where they feel like they belong.

These are:

* Democracy
* The rule of law
* Individual liberty and mutual respect
* Tolerance of those with different faiths and backgrounds

These British Values portray universal aspirations for equality. As such they are considered to be essential to help children develop compassion and consideration for others and become adults who form part of a fair and equal society. Embedding ‘British Values’ in our everyday practice means acknowledging different ways of living, inclusion, respect and compassion. We are responsible for demonstrating these values through our policies and procedures relating to equality, behaviour and safeguarding.

**To fulfil the Prevent Duty providers MUST ensure:**

* They focus on children’s personal, social and emotional development, ensuring children learn right from wrong, mix and share with other children, value other’s views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes.
* Staff are alert to harmful behaviours by adults in the child’s life. This may include discriminatory and/or extremist discussions between parents and/or staff members.
* They take action when they observe behaviour of concern
* Staff are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified.
* They assess the risk of children being drawn into terrorism, and work in partnership with local partners such as the police, Prevent Co-ordinators, Channel Police Practitioners and the Local Safeguarding Partners (LSP), to take account of local risks and respond appropriately.
* They make referrals to local Channel Panels, Channel Police Practitioners or the LSP, if there are concerns that an individual may be vulnerable to being drawn into terrorism or extremism.
* They assess their training needs in the light of their assessment of risk.

**The Prevent Duty flow chart for referral can be found on the parent information board.**

**Child Protection**

Child abuse is defined as a boy or girl under the age of 18 who has suffered from or who is believed to be at significant risk of neglect, physical, emotional or sexual abuse (*Child Protection Procedures*, 2007). In compliance with the Children Act 2004, Our Safeguarding Children Partnership (OSCP) for Cornwall and the Isles of Scilly was launched. Its role is to ensure that effective systems are in place to protect children and help appropriate organisations in Cornwall and Isles of Scilly to communicate. The following procedures help us to comply:

* **Suitable People -** The Trust ensures that all new employees are DBS checked. Until completion of checks has taken place these employees will be supervised at all times. Two references will be taken up.
* **Rehabilitation of Offenders Act 1974 (ROA) -** In order to protect certain vulnerable groups within society there are a number of professions that are exempted from the ROA. This includes those involving access to children which means that the Lizard C.H.I.L.D Trust is exempt.
* **Prevent abuse by means of good practice –** We have a strong supervision system which is used to monitor everyday practice. The CCTV system is also used to monitor practice which includes mealtimes and sleep times. Staff are not permitted to take mobile phones or digital cameras into the nursery rooms except with direct permission by a Manager. No persons on Trust premises, for whatever purpose, are permitted to make digital images of children without direct permission from the Duty Manager. Adults involved in the group are expected to keep their knowledge and training up to date, to be vigilant and always raise concerns with the DSL or deputy. Children are encouraged to develop independence through making choices and finding names for their feelings, and acceptable ways to express them. This enables children to build self-confidence to resist inappropriate approaches.
* **Respond appropriately to suspicions of abuse –** All concerns **must** be discussed with the Line manager and the Manager, or designated member of staff in order to develop an understanding of the child’s needs and circumstances. The people most commonly involved will be the key person and senior management who will carry out formal observations and, if necessary, start child protection procedures. Parents will normally be the first point of reference unless it is considered that this would place the child at an increased risk of significant harm.

**Raising a Concern**

Should cause for concern be raised, the designated member of staff will follow procedures as indicated on the flow chart for referral in ‘*What To Do If You’re Worried A Child Is Being Abused’*(DfES 2015). A copy of this chart can be found in the parent information corridor. If a disclosure is made or there are clear injuries that cause concern, the designated person must pass information on to the **Multi-Agency Referral Unit (MARU)** on **0300 123 1116**. Should a referral be made to the **MARU** it must be followed up in writing within 48 hours.

**Records**

When worrying changes or concerns are observed in a child’s behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual ongoing records of children’s progress and development. The record will include the name, address and age of the child; timed and dated observations describing the child’s behaviour/appearance without comment or interpretation. If a child discloses information they will not be quizzed, however, where possible the exact words spoken by the child are recorded along with the date, name and signature of the recorder. Such records **will not** be accessible to people in the provision other than those who need to know. They will be kept in a separate file and stored in a non-portable lockable unit.

**Allegations towards any member of staff**

Allegations towards a member of staff, student or volunteer, whether the incident takes place on Trust property, offsite or online, will be taken seriously and dealt with according to the Trusts disciplinary procedures. Any allegations must be reported to the designated person immediately and they must report the allegations immediately to the **Local Authority Designated Officer (LADO)** at the **Local Safeguarding Children Board (call 01872 326536)**. The **LADO** is responsible for co-ordinating and managing any investigations. Allegations of serious harm or abuse and the actions taken will be reported to Ofsted within 14 days of the allegations being made. The safety of the children will remain our priority.

**Guidelines in relation to allegations against a professional can be found on** [www.swcpp.org.uk](http://www.swcpp.org.uk)or: **01872 326536**. Alternatively, you can call ChildLine for advice on **0800 1111** or email them by visiting [**www.childline.org.uk**](http://www.childline.org.uk/Pages/Home.aspx)

**Liaise with other bodies**

Achieving good outcomes for children requires all those with responsibility for assessment and the provision of services to work together according to an agreed plan of action. The Trust operates in accordance with local authority guidelines, and we will maintain ongoing contact with any services involved. Contact information of individual social workers will be accessible to ensure that it would be easy, in any emergency, for the Trust and social services to work together.

If a report on a child is to be made to social care, the child’s parents will be informed at the same time that the report is made, unless the provision feel that to inform the parent would encourage them to leave the area suddenly.

**Information Sharing**

All members of the Trust regard the guidance as set out in the Data Protection Act 2018 and General Data Protection Regulations (GDPR) and Working Together To Safeguarding Children (2018) when sharing confidential information about children with other professional bodies where necessary. We will share information as necessary promptly, accurately, professionally and lawfully to secure and promote the safety and wellbeing interests of the children. In cases where the child has suffered or is likely to suffer significant harm, we do not need the prior permission of parents to do this.

**Early Intervention**

The Trust aims to be proactive in developing and evaluating thresholds and procedures for work with children and families where a child has been identified as ‘in need’ under the Children Act 1989, but where the child is not suffering or likely to suffer significant harm. Wherever possible we will work with families, utilising their strengths to improve their children’s outcomes and resolve difficulties. We will also liaise with other professionals where there are additional concerns around the level of need of any particular child.

**Support families**

The Trust will take every step in its power to build up trusting and supportive relationships between families, staff, students and volunteers in the group. We will work with families to achieve the best outcome for the child, and where abuse at home is suspected, the provision will continue to welcome the child and family while investigations proceed. Confidential records kept on a child will be shared with the child’s parents, under the condition that the care and safety of the child must always be paramount.

The Children Act 1989 places a particular duty on Social Care to protect children and young people. Social Care must investigate any allegation that a child might be neglected or abused and, if necessary, take action to protect the child.   
If you have concerns about the welfare of a child or young person in Cornwall please contact the Multi-Agency Referral Unit on: **0300 123 1116 or out of hours service on: 01208 251300 or** [MultiAgencyReferralUnit@cornwall.gcsx.gov.uk](mailto:MultiAgencyReferralUnit@cornwall.gcsx.gov.uk)

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