

Sunbeams Play

Registered Charity No. 1152188

Safeguarding Children and Young People

2. Safeguarding Children/Young People and Child Protection.

(Including managing allegations of abuse against a member of staff)

Policy statement

Our setting will work with children, young people, parents/carers and the community to ensure the rights and safety of children and young people and to give them the very best start in life. Our safeguarding policy is based on the three key commitments.

- Our safeguarding policy is underpinned by the two principles of Working Together (2018)
- Safeguarding is everyone's responsibility for services to be effective, each professional and organisation should play their full part.
- A child centred approach for services to be effective should be based on a clear understanding of the needs and views of children and young people.

Procedures

We carry out the following procedures to ensure we meet the three key commitments.

Key commitment 1.

Sunbeams Play is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Staff and volunteers

- The designated person named as Safeguarding Lead and who will co-ordinate all safeguarding issues is Sue Carr who can be contacted on:
 - 07484085777
 - 01493 442181
 - sue@sunbeamsplay.org.uk

As the designated safeguarding lead, she will:

- take a lead role in developing, implementing and reviewing our safeguarding policies and procedures, making sure that everyone - including staff, volunteers, children and families are aware of the policies and procedures and what to do if they are worried about a child or young person.
- make sure that safeguarding records are kept securely according to the safeguarding policies and procedures.
- report to the manager, trustees and appropriate authorities regarding safeguarding issues

In her absence, please contact one of the deputy safeguarding leads

Sarah Southernwood on:

- 01493 442181
- sarah@sunbeamsplay.org.uk

Julie Kiczma on:

- 01493 442181
- admin@sunbeamsplay.org.uk

- We ensure all staff and parents/carers are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources to meet the needs of children and young people.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the disclosing and barring service before posts can be confirmed.
- 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 DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children/young people.
- Volunteers do not work unsupervised.
- We abide by the Protection of Vulnerable Groups Act 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/young people.

Key commitment 2

Sunbeams Play is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015).

Definition of abuse:

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children. (Working Together 2018)

Abuse comes in many forms including:

- **Emotional Abuse**

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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including 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

- **Physical Abuse**

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

- **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care- givers);
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- **Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

(Definitions provided by Working Together)

Responding to suspicions of abuse

- We acknowledge that abuse of children/ young people can take different forms - physical, emotional, and sexual, as well as neglect.
- When children/young people are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- We take into account factors affecting parental/carers' capacity such as social exclusion, domestic violence, parent's/carers' drug or alcohol abuse, mental or physical illness, or parent's/carers' learning disability.

- We are aware of the other factors that affect children and young people's vulnerability such as abuse of disabled children/young people, fabricated or induced illness, child abuse linked to beliefs in spirit possession, sexual exploitation of children/young people such as internet abuse and female genital mutilation that may affect or may have affected children and young people using our provision.
- We will also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or maybe victims of child trafficking. While this may be less likely to affect young children in our care we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where we believe a child/young person in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection concerns.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting leader or manager who is acting as the 'designated person'. The information is stored on the child/young person's personal file.
- We refer concerns to the Children's Advice and Duty Service (CADS), co-operating fully in any subsequent investigation. In some cases, this may mean the police or another agency identified by the Children's Advice and Duty Service. Full CADs procedure can be found on the Norfolk Safeguarding Children Partnership (norfolkscb.org) website and is outlined in Appendix B.
- We will take care not to influence the outcome either through the way we speak to children/young people or by asking questions of children/young people.
- We will take into account of the need to protect young people aged 16-25 as defined by the children's act 1989. This may include users of the setting, students, school children on work placement, young employees or young parents/carer's. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The view of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent harm to a child or adult. We will always seek to share information unless to do so would place somebody at risk of harm or undermine a criminal investigation.

Recording suspicions of abuse and disclosures

- Where a child or young person makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:

- Listens to the child or young person, offers reassurance and gives assurance that she or he will take action;
- Will not question the child or young person;
- Will make a written record that forms an objective record of the observation or disclosure that includes:
 - date and time of the observation or the disclosure.
 - exact words spoken by the child or young person as far as possible.
 - name of the person to whom the concern was reported, with date and time.
 - names of any other person present at the time.
- The records are signed and dated and kept in the child or young person's personal file which is kept securely and confidentially.

Informing parents/carers

- Parents/carers are normally the first point of contact. We discuss concerns with parents/carers to gain their view of events, unless we feel this may put the child or young person in greater danger.
- We inform parents/carers where we make a record of concerns in their child or young person's file and that we also make a note of any discussion we have with them regarding a concern.
- Should a suspicion of abuse warrant a referral to the Children's Advice and Duty Service (CADS), parents/carers are informed at the same time as the report is made, except where the guidance of the Norfolk Safeguarding Children Partnership does not allow this, for example, where a child or young person may be placed in greater danger. This will usually be the case where the parent/carer is the likely abuser. In these cases the investigating officers will inform parents/carers.

Liaison with other agencies

- We will work within the Norfolk Safeguarding Children Partnership guidelines.
- We have a copy of 'What to do if you're worried a child is being abused' for parents/carers and staff and all staff are familiar with what to do if they have concerns. (NSCB on line).
- We follow the set procedures previously mentioned for contacting the Norfolk Children's Advice and Duty Service (CADS) on child protection issues and maintain a list of names, addresses and telephone numbers of social workers known to be allocated to the child of concern, to ensure that it is easy, in any emergency, for the setting and social services to work well together. (Appendix C – flowchart)
- We will notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.

- Contact details for the Norfolk National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

Allegations against staff

- We will ensure that all parents/carers know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We will follow the guidance of the Norfolk Safeguarding Children Partnership when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child or young person.
- We will respond to any disclosure by parents/carers, children, young people or staff that abuse by a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We report any such alleged incident to Ofsted and inform them of what measures we have taken. We are aware that it is an offence not to do this.
- We will co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management committee agree it is appropriate in the circumstances, the Manager will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process. The concern would immediately be raised with the Norfolk Authority Designated Officer (LADO).
- If the concern is regarding a member of the management team the concern should be raised with the Chair of Trustees who will contact LADO
- The full LADO procedure can be found on the Norfolk Safeguarding Children Partnership (norfolkscb.org) website and is outlined in Appendix A

Disciplinary action

- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA) of relevant information so that individuals who pose a threat to children (and vulnerable groups), can be identified and barred from working with these groups.

Key commitment 3

Sunbeams Play is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- We will seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the Norfolk authority guidelines for making referrals.
- The Safeguarding Lead and deputies complete the Designated Officer training every three years.
- Staff complete mandatory training every three years with in house training twice a year.
- We will ensure that all staff know the procedures for reporting and recording their concerns in the setting.

Planning

- 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.
- We introduce key elements of keeping children and young people safe into our programme to promote the personal, social and emotional development of all children and young people, 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 will create within the setting a culture of value and respect for the individual, having positive regard for children and young people's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We will ensure that this is carried out in a way that is developmentally appropriate for the children/young people.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Norfolk Safeguarding Children Partnership.

Support to families

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

- We will make clear to parents/carers 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 Norfolk 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 will follow the Child Protection Plan as set by the 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/carers or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Norfolk Safeguarding Children Partnership.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (2018)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1998)
- Race Relations (Amendment) Act (2003)
- Race Relations (Amendment) Act (1976) Regulations
- Equalities Act (2010)
- Data Protection Act (2018) Non Statutory Guidance

This policy was adopted on

20th April 2015

Policy updated

11th November

2022

Date to be reviewed

April 2023

Signed on behalf of the management committee

Name of Signatory

Role of Signatory

Reviewed By	Date

Appendix A

GUIDANCE FOR CONSULTING WITH AND REFERRING TO THE LADO

Allegations Against Persons who work with Children, Protocol 8.3 needs to be read, when making a referral to Norfolk LADO service.

<https://www.norfolkscb.org/about/policies-procedures/8-3-allegations-against-persons-who-workwith-children/>

Working Together to Safeguard Children, 2018, also gives information about Section 11 of the Children Act 2004, which places duties on a range of organisations and individuals in relation to the need to safeguard and promote the welfare of children.

All allegations of abuse of children by those who work with children must be taken seriously.

DEFINITIONS

- A child is anyone under the age of 18.
 - An employee (person) is anyone working with children, be it in an employed (all sectors and settings) or voluntary capacity.
 - An employer is anyone working with or providing services to children (all sectors and settings)
- An allegation may relate to a person who works with children who has:
- behaved in a way that has harmed a child, or may have harmed a child
 - possibly committed a criminal offence against or related to a child
 - behaved towards a child or children in a way that indicates they may pose a risk of harm to children
 - behaved in a way that indicates they may not be suitable to work with children

TIMESCALES

- Any allegation against a person who works with children should be reported immediately to a senior manager within the organisation.
- The Local Authority Designated Officer (LADO) should be informed within one working day of all allegations that come to an employer's attention or that are made directly to the police.

THE ROLE OF THE LADO

The role of the LADO is to be involved in the management and oversight of allegations against people who work with children. They are not responsible for undertaking investigations. They can provide advice and guidance to employers and voluntary organisations. Please note:

- Incidents where one child harms another child, or a parent who does not work with children harms their own children **do not** need to be reported to the LADO Service, these need to be referred directly to Norfolk Children's Advice and Duty Service (CADS). 0344 800 8020.
- Norfolk LADO service **do not** deal with allegations re bullying, unless there is clear evidence that it is by an adult working with children.
- Parental complaints need to go through the organisational complaints process, initially raising the complaint with the Head teacher/ Manager of the setting in the first instance.
- General dissatisfaction with a school/setting/team or individual needs to go through the settings complaints process.

NEXT STEPS

Fill in a **referral/consultation form** if you want advice if the behaviour you are reporting meets the LADO criteria or you are unsure. Sometimes behaviours may concern you and make you wonder whether someone is suitable to work with children i.e. there has been a pattern of inappropriate behaviour that has been addressed via disciplinary procedures but the behaviour continues to occur.

For both forms please ensure you give as much detail as possible so we are able to make an informed decision on the way forward.

Once the LADO Referral/Consultation form has been completed, it needs to be returned to LADO@norfolk.gov.uk where it will be read by the duty LADO who will then respond with the appropriate advice and information.

Appendix B

Children's Advice and Duty Service

If you are a professional, i.e. working with a child or young person in a formal or voluntary setting and not a family member or member of the public, you can contact the Children's Advice and Duty Service on their direct line: **0344 800 8021**.

If you are a member of the public you can do this through Norfolk County Council's Customer Services on **0344 800 8020**.

For any call raising concerns about a child, the Children's Advice and Duty Service will ask for:

- all of the details known to you/your agency about the child;
- their family composition including siblings, and where possible extended family members and anyone important in the child's life;
- the nature of the concern and how immediate it is;
- Any and what kind of work/support you have provided to the child or family to date.

They will also need to know where the child is now and whether you have informed parents/carers of your concern.

Notice to Callers:

- Preparing for the conversation: please see the tools developed by the Children's Advice and Duty Service to support communication. This includes, FAQs and a flow chart. Please remember to record your concerns for your internal audit trail.
- Consent: Please can you ensure you seek consent for the referrals unless the concerns being raised suggest that the child/children or someone else (including the referrer) would be placed at risk of significant harm, or it might undermine a criminal investigation if the parents/carers are informed. Reasons for not seeking consent should be clearly stated when speaking with Children's Advice and Duty Service and recorded on internal systems for your records.

