

Fernheath Play - Safeguarding Policy - January 2017

1. Introduction

- Keeping children safe is a fundamental part of the ethos of Fernheath Play
- This policy applies to all staff, volunteers and Directors/Trustees in partnership with children and parents
- Fernheath Play will ensure children feel safe to play
- Directors/Trustees and managers create a **positive culture and ethos** where safeguarding is an important part of everyday life in the setting, backed up by training at every level. There is a **culture of vigilance** where children's welfare is promoted and timely and appropriate safeguarding action is taken for children who need extra help or who may be suffering or likely to suffer significant harm.
- Effective **safeguarding policies including child protection and staff behaviour policies** are well understood by everyone in the setting
- All staff adhere to staff behaviour policy and feel safe to practice
- All staff are appropriately trained
- Fernheath Play has a 'It could happen here' ethos and are therefore prepared to take action as well as to prevent.
- Fernheath Play will take note of guidance from the Local Safeguarding Children's Board (LSCB) and implements recommendations from Serious Case Reviews to improve the way in which it works to protect children
- A member of the Trustees is nominated to liaise with LA re child protection and allegations against the Centre Management
- Fernheath Play has an effective child protection policy and staff behaviour policy which are up dated annually and available publicly. Procedures re referral of abuse and neglect and early help services, are followed by all staff
- The Designated Safeguarding Lead or their Deputy will liase with the Local Authority in regard to referrals relating to child abuse, neglect, radicalisation or child sexual exploitation. The DSL is Joe Elston and the Deputy DSL is Paul Webster.
- Fernheath Play will consider how children are taught about safeguarding
- Fernheath Play will have a policy regarding Safer recruitment and allegation management
- Fernheath Play will consider the additional needs of Looked after children and missing children
- Fernheath Play will consider how it meets the needs of SEND pupils including any additional barriers to their protection
- Children are supported, protected and informed about the action which is being taken in relation to a safeguarding concern or child protection referral. Staff listen to the **views of children** at all times in relation to safeguarding concerns both relating to themselves or to other children and act on these concerns.
- Fernheath Play ensures that the **wide range of safeguarding issues are included in the policy** with new themes being added and up-dated as they emerge and evolve e.g. Child sexual exploitation, Preventing extremism and radicalisation, Female genital mutilation .
- Any **risks associated with children** offending, misusing drugs or alcohol, self-harming, going missing, being vulnerable to radicalisation or being sexually exploited are known by the adults who care for them and shared with social Care

or other relevant agencies. There are plans and help in place that are reducing the risk of harm or actual harm and there is evidence that the impact of these risks is being minimised. These risks are kept under regular review and there is regular and effective liaison with other agencies where appropriate.

- There is policy and practice in place so that discriminatory behaviours are challenged and help and support is given to children about how to treat others with respect to ensure that children are protected and **helped to keep themselves safe** from bullying, homophobic behaviour, racism, sexism and other forms of discrimination.
- **Positive behaviour** is promoted consistently. Staff use effective de-escalation techniques and creative alternative strategies that are specific to the individual needs of children. Reasonable force, including restraint, is only used in strict accordance with the legislative framework to protect the child and those around them. All incidents are reviewed, recorded and monitored alongside views of the child. Restraint should significantly reduce or cease over time. The child protection policy must cover the risk that children and young people are capable of abusing their peers and refer to LSCB procedures where a child is consequently being put at risk of significant harm.

Aims of the Policy

- To raise the awareness of all Fernheath Play staff of the importance of child protection and safeguarding children and of their responsibilities for identifying and reporting actual or suspected abuse, neglect or concerns about a child's welfare
- To ensure children and parents are aware that Fernheath Play takes the safeguarding agenda seriously and will follow the appropriate procedures for identifying and reporting abuse, neglect or concerns about a child's welfare and for dealing with allegations against staff
- To promote effective liaison with other agencies in order to work together for the protection of all children
- To support children's development in ways which will foster security, confidence and independence
- To take account of and inform policy in related areas such as bullying, staff and pupil behaviour policies and E-Safety.

There are three main elements to the Fernheath Play's safeguarding policy:

1. **PREVENTION** (positive and safe environment, careful and vigilant supervision, accessible pastoral care, support to children, 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).

2. Definitions of Safeguarding and Child Protection

It is helpful to define what is meant by these terms.

- Safeguarding and promoting the welfare of children is: protecting children from maltreatment; preventing impairment of children's 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 activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm
- The types of abuse and neglect :

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Physical abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment. Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

3. Responding to Disclosures – guidance for staff

If a child wishes to confide in you the following guidelines should be adhered to:

- **Be honest.**
 - Do not make promises that you cannot keep.

- Explain that you are likely to have to tell other people in order to stop what is happening.
- **Create a safe environment.**
 - Stay calm.
 - Reassure the child and stress that he/she is not to blame.
 - Tell the child that you know how difficult it must have been to confide in you.
 - Listen to the child and tell them that you believe them and are taking what is being said seriously.
- **Record on the appropriate form exactly what the child has said to you and include;**
 - Child's name, address, date of birth
 - Date and time of any incident
 - What the child said and what you said
 - Your observations e.g. child's behaviour and emotional state
 - Any action you took as a result of your concerns - specific information about who you spoke to, names, phone numbers and resulting actions
 - Sign and date the record and provide a copy for Social Care and your records.
- **Be clear about what the child says and what you say.**
 - Do not interview the child and keep questions to a minimum.
 - Encourage the child to use his/her own words and do not try to lead them into giving particular answers.
- **Maintain confidentiality**
 - Only tell those people that it is necessary to inform.
- **Do not take sole responsibility**
 - Immediately consult your Designated Safeguarding Lead so that any appropriate action can be taken to protect the child if necessary.
 - The Designated Safeguarding Lead should refer these concerns to Social Care at the earliest convenience and within 24 hours. A decision will be made by Social Care whether to convene a strategy meeting; undertake a social care or joint investigation or provide alternative services or advice.
 - Although referrals to Social Care would normally be made by the DSL, any other individual with concerns can make a referral.

Social Care will advise about if and when to share information with parents if there are concerns that this may be putting the child more at risk.

Responding to signs of abuse or neglect

- Through training, all staff need to be able to identify signs of abuse or neglect and be able to identify cases of children who may be in need of help or protection.
- They should be vigilant, protective and discuss any concerns with the DSL who will refer to Social Care or other agencies where appropriate

- All concerns must be recorded in line with LSCB guidance
- Staff need to have an attitude of 'it could happen here' where safeguarding is concerned.
- When concerned about the welfare of a child, staff members should always act in the best interests of the child.

Following up referrals

- The agency to which the referral was made e.g. Social Care, should inform the referrer of their action. Where this does not happen promptly the referrer should re contact the agency to which it made the referral to be assured that action is being taken or that alternative support is being recommended
- If after a referral the child's situation does not appear to be improving, the DSL should press for re-consideration

Social Care referrals:

Bournemouth: Telephone 01202 458101

Poole: Telephone 01202 735046.

The Dorset Police Safeguarding Referral Unit

sru@dorset.pnn.police.uk or 01202 222844

4. Partnership with parents

Sharing Concerns with Parents

There is a commitment to work in partnership with parents or carers and in most situations it may be appropriate to discuss initial concerns with them.

There are circumstances however, where it would be inappropriate to discuss concerns with parents or carers and may in fact put the child at greater risk. This may include identification of sexual abuse, physical abuse cases where a parent may be responsible for the abuse and parents who may not be able to respond reasonably to the situation.

Fernheath Play shares a purpose with parents to keep children safe from harm and have their children's welfare promoted

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information until we have permission or it is necessary to do so to protect a child.

Fernheath Play will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to disclose any concerns they may have with Fernheath Play. We make parents aware of our Safeguarding and Child Protection Policies and parents are aware that these are on our website and available as a paper copy if so desired.

5. Children with Special Educational Needs or Disabilities

Directors / Trustees recognise that children with special educational needs or disabilities may be especially vulnerable to abuse and expect staff to take extra care to interpret correctly apparent signs of abuse or neglect. Indications of abuse will be reported as for other children. They may be increasingly vulnerable to being bullied, at higher risk of sexual exploitation, on line grooming and radicalisation. Staff should work closely with parents/carers in meeting any particular needs and providing any appropriate safeguarding advice.

Additional barriers can exist when recognising abuse and neglect in SEND children e.g. assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration, communication difficulties, not necessarily showing outwardly the signs of the impact of others behaviour towards them such as bullying. Staff awareness should be raised to these issues..

Directors/Trustees will provide an environment in which children with special educational needs or disabilities feel confident and able to discuss their concerns. Whenever possible, children will be given the chance to express themselves to a member of staff with appropriate communication skills. The Designated Safeguarding Lead will work with the Special Educational Needs Co-ordinator to identify pupils with particular communication needs

6. Children/young people who abuse other children/young people e.g. bullying, present sexually problematic behaviour to others, violent behaviour or self harm

Staff should recognise that children are capable of abusing their peers.

This policy reflects the different forms peer on peer abuse can take, that such abuse will never be tolerated or passed off as 'banter' or 'part of growing up'. It is clear about how allegations will be investigated and dealt with and how victims will be supported. This will cross reference to specific policies about bullying and internet/E safety such as sexting. The policy reflects the different gender issues that can be prevalent e.g. girls being sexually touched/assaulted or boys being subject to initiation/hazing type violence.

Concerns about inappropriate sexual behaviour will be reported to the DSL immediately and a referral made to Children's Social Care who will advise on the appropriate action to take and facilitate a strategy meeting when appropriate. The risk to other children and staff must be assessed and the Fernheath Play must risk assess the level of support and action needed to protect other children in the setting. Bullying and prejudice will be detailed in the setting behaviour policy. Serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger is a form of emotional abuse. This could include bullying from siblings. The DSL should consider referral to Social Care where bullying is at this level.

7. Safeguarding information for parents and children

- All children in the setting are aware who they can talk to. The names of the DSL/safeguarding leads are available and advertised to children and parents.

- Fernheath Play will make use of the Safe Schools and Communities team in advice and training e.g. E safety
- On line resources e.g. Childline, Kidscape should be promoted to children
- Leaflets on safeguarding and the PANTS programme will be available to parents

8. Safer Recruitment

- Fernheath Play will ensure it promotes safeguarding in its recruitment.
- Fernheath Play will ensure that all job descriptions require the post-holder to have a commitment to safeguarding. Fernheath Play will demonstrate its commitment to safeguarding in recruitment processes by including its safeguarding policy in information sent to candidates.
- All staff recruited by Fernheath Play will have at least two relevant references and have an Enhanced DBS check.
- Safer recruitment training – the DSL has undergone Safer Recruitment Training. The DSL will be involved in all interviews.
- Volunteers and Directors/Trustees – All volunteers and Directors will have an Enhanced DBS (which they will request to be put on the DBS update service) . References will be taken up and there will be an informal interview, with discussion about safeguarding policy before appointment. Safeguarding will be part of induction and ongoing training.
- Fernheath Play will continue to monitor staff behaviour to ensure safeguarding is a continual process. Staff will be aware of the Whistleblowing policy to alert Fernheath Play to incidences of inappropriate behaviour.

9. Staff training and induction

- All new staff, volunteers and Directors/Trustees will receive Safeguarding induction to ensure understanding of the child protection/safeguarding policy.
- The setting promotes awareness of child abuse and the risk of radicalisation through its staff training.
- The setting ensures that:
 - safe recruitment practices are followed for all new staff
 - all staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation
 - all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
 - all staff receive basic safeguarding training
 - all staff receive basic training in the Prevent Duty
 - staff are familiar with the Safeguarding File which is kept in the main office
 - the setting's procedures are in line with the guidance in 'Working Together to Safeguard Children (2015)' and staff are familiar with the guidance in 'What To Do If You're Worried A Child Is Being Abused (2015)'.

- The DSL and Deputy will attend Level 3 safeguarding training at least once every three years, attend safeguarding forums and keep up to date with recommendations from serious case reviews, changes to national and LSCB policy and guidance.
- The whole setting staff group will receive formal safeguarding training by a suitably qualified person at least every three years with regular and at least annual up-dates and notifications of any necessary changes, reminders being made available as required via email staff meetings .

10. Safe working practice

- Safe working practice ensures that children are safe and that all staff, volunteers and Directors/Trustees;
 - Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
 - Work in an open and transparent way
 - Work with other colleagues where possible in situations open to question
 - Discuss and/or take advice from setting management over any incident which may give rise to concern
 - Record any incidents with the actions and decisions made
 - Apply the same professional standards regardless of gender, race, disability or sexuality
 - Be aware of confidentiality policy
 - Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

11. Staff Behaviour

Staff will at all time:

- Treat all children with respect
- Set a good example by conducting ourselves appropriately
- Involve children in decision-making which affects them
- Encourage positive and safe behaviour among children
- Be a good listener
- Be alert to changes in a child's behaviour
- Recognise that challenging behaviour may be an indicator of abuse
- Read and understand all of the setting's safeguarding and guidance documents on wider safeguarding issues, for example bullying, physical contact, e-safety and information sharing
- Asking the child's permission before doing anything for them which is of a physical nature, such as assisting with dressing, physical support during activities or administering first aid
- Maintain appropriate standards of conversation and interaction with and between children and avoid the use of sexualised or derogatory language

- Maintain professional standards and boundaries at all times on and off the setting site
- Being aware that the personal and family circumstance and lifestyles of some children lead to an increased risk of neglect and or abuse
- Staff, volunteers , Directors/trustees will not be involved in any activity which is illegal and may pose a risk to children e.g. access to child pornography, extremist or radicalisation activities
- Staff and volunteers are reminded to declare any offences or involvement with the police relevant to their employment
- Where safeguarding or criminal issues occur in an employee's private life the impact of this on their suitability to work with children will be assessed with the support of the LADO/Directors as appropriate.

12. Allegations against staff

Any report of concern about the behaviour of a member of staff or allegation of abuse against a member of staff must immediately be reported to the Centre Manager who will refer to the appropriate Local Authority Designated Officer (LADO) :

Bournemouth: 01202 456744

Any concern or allegation against the Centre Manager will be reported to the Chair of Directors/Trustees, who will then report this to the LADO.

If you have concerns about a colleague

Staff who are concerned about the conduct of a colleague towards a child are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of a child is paramount. The setting's whistle blowing code enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

All staff will be made aware of the NSPCC whistle blowing helpline <https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

13. Welcoming other Professionals

Visitors with a professional role, such as the school nurse, social worker, educational psychologist or members of the Police will have been vetted to work with children through their own organisation. .

Professionals will be required to bring their identity badges on all visits and to wear these. They will complete signing in/out forms .

14. Off Site Visits

Off site visits will be the subject of a risk assessment. The member of staff in charge of the visit will report any safeguarding concerns to the Designated Safeguarding Lead who will pass to Social Care if appropriate. In emergency the staff member in charge will contact the police and/or social care.

The child protection/safeguarding policy and procedures of an off site provider will be checked and the DSL satisfied that they are appropriate, before using the facility.

15. Photography and images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. To protect children we will:

- Seek their consent for photographs to be taken or published (for example, on our website or in newspapers or publications)
- Seek parental consent
- Use only the child's first name with an image
- Ensure that children are appropriately dressed
- Encourage children to tell us if they are worried about any photographs that are taken of them

We will make a statement at events where parents are taking photographs of children that these are to be for personal use only and are not to be shared on social media.

16. The Prevent agenda

This policy makes reference to the setting's responsibilities in relation to the Counter Terrorism and Security Act 2015. This duty is known as the Prevent duty.

Actions

- The Prevent lead will be the DSL.
- Fernheath Play will assess the risk of pupils being radicalised and drawn into terrorism
- Know what to do to support those assessed as being at risk e.g. referral to the Channel programme or referring any concerns to the safeguarding referral unit (police) sru@dorset.pnn.police.uk or 01202 222229
- Working in partnership with other agencies
- Effective engagement with parents/the family should be considered as they are in a key position to spot signs of radicalisation. Assist and advise families who raise concerns and sign post to support. Discuss any concerns the setting has with parents unless this is thought to put the child at risk.

- Arrange staff training to raise awareness where appropriate
- British values should be promoted in the curriculum and on the web site

17. Children at risk of CSE (Child Sexual Exploitation)

The setting must address how it is working together with other agencies to identify and reduce the risks of child sexual exploitation. This policy refers to LSCB guidance and to local practice such as the use of the risk tool.

Staff will receive training about CSE and children should be advised as to how to keep themselves safe at an age appropriate level. The setting should also raise awareness with parents and provide advice themselves or signpost parents to further advice.

18. Other relevant policies

This policy is cross referenced with other Fernheath Play policies which will be reviewed regularly to ensure they remain consistent.

- Health and Safety including medical, first aid, intimate care, physical intervention.
- Behaviour policy, respect agenda, staff behaviour policy/code of conduct, anti-bullying policy, equalities duties, inclusion policy, physical restraint – reasonable force
- Whistle blowing
- Complaints procedure
- Setting's letting policy

19. Links to relevant law and guidance

- Working Together to Safeguarding Children 2015
<http://www.workingtogetheronline.co.uk/chapters/contents.html>
- Guidance for Safer Working Practice for Adults who work with children and young people
<http://www.childrenengland.org.uk/upload/Guidance%20.pdf>
- Bournemouth and Poole Local Safeguarding Children's board (LSCB)
www.bournemouth-poole-lscb.org.uk
- What to do if you're worried a child is being abused – March 2015
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>
- Information sharing advice for practitioners providing safeguarding services to children, young people, parents and carers

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

- Safeguarding: Disclosure and Barring – changes from September 2012
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- The Information Commissioner’s Office
http://ico.org.uk/for_organisations/
- Family Information Service –Bournemouth Borough Council
<http://www.bournemouth.gov.uk/ChildrenEducation/Childcare/ChildrensInformationService.aspx>
- LSCB Levels of Need and Continuum of Support (July 2016)
http://www.proceduresonline.com/pandorset_scb/user_controlled_lcms_area/uploaded_files/LSCB%20Levels%20of%20Need%20%26%20Continuum%20of%20Support%20-%20July%202016.pdf

20. Contacts

Contact numbers Social Care:

Children First 01202 458101

Social Care out of hours contact: 01202 657279

LADO (Local Authority Designated Officer): Laura Baldwin 01202 456744

LSCB (Local Safeguarding Children Board): **LSCB Administrator**

Tel: 01202 458873

Local Authority Prevent Co-ordinator: Andy Williams: 01202 458101

Police: 101 (non-emergency) or 999 (emergency) Anti-terrorist hotline:

0800 789 321 (police) sru@dorset.pnn.police.uk or 01202 222229

NSPCC: 0808 800 500 Ofsted: 0300 123 1231

The Designated Safeguarding Lead is Joe Elston

Telephone number: 01202 581008 mob: 07811305028

The Deputy Designated Safeguarding is: Paul Webster

Telephone number: 01202 581008

The Lead Safeguarding Director/Trustee is Paul Griffiths

Telephone number: 01202 809014

Date Safeguarding policy adopted by Board of Directors

Signed

Chair of Directors/Trustees.....

Date to be reviewed.....

The Board of Directors with the Designated Safeguarding Lead will monitor the safeguarding practice of the setting to ensure that this policy is understood and being operated effectively in practice.