

**Wildlings Child Protection and Safeguarding Policy for Groupcare Ofsted Registered settings and Ofsted Registered childminders working with assistants**



**Contents page**

1. Introduction and Context	p.2
1.1 Statement of intent	p.2
Aims	p.2
1.2 Our policy	p.3
1.3 Statutory requirements and definitions	p.3
1.4 Our Principles	p.4
2. Safeguarding Roles and Responsibilities	p.5
3. Types of abuse	p.7
4. Signs of Abuse (Child Protection)	p.7
5. Specific safeguarding issues	p.7
5.1 Domestic abuse	p.8
5.2 Emotional/Mental Health and Wellbeing	p.9
5.3 Online Safety, Cyber Security (including home learning)	p.9
5.4 Mobile Phones and Cameras	p.11
5.5 Child Sexual Exploitation (CSE)/Children at Risk of Exploitation (CRE)	p.12
5.6 Allegations of abuse against other children/Peer on Peer abuse/ Sexual Violence and Harassment	p.13
5.7 The Sending of Indecent Images from one person to another through Digital Media Devices, including nudes or semi-nudes	p.14
5.9 Forced Marriage, Honour Based Violence and Female Genital Mutilation	p.16
5.10 Prevent and Counter Terrorism	p.17
5.11 Serious Violence/ Carrying Knives/Offensive Weapons & Gang Culture	p.18
5.12 Whistle Blowing Policy	p.19
6. Safeguarding Processes and Procedures	p.19
6.1 Emerging Needs/Early Help	p.20
6.2 Needs of Children with a Social Worker	p.21
6.3 Referring to Children's Social Care	p.21
6.4 Creating a Safe and Secure Environment	p.22
6.5 Safer Working Practices	p.23
6.6 Recruitment, Staffing	p.24
6.7 Dealing with allegations against staff, carers and anyone living or working on the premises where Ofsted registered childcare takes place	p.27
6.8 Trustees, Managers and Voluntary Management Committee (VMC)	p.29
6.9 Record Keeping	p.31
7 Management of this policy	p.31
Appendices	p.33

## **1.Introduction and Context**

### **1.1 Statement of intent**

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

The key commitments of this policy for safeguarding children:

1. We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.
2. We are 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 are worried a child is being abused'. March 2015.
3. We are committed to promoting awareness of child abuse issues through staff training. We are also committed to empowering young children, through the early childhood curriculum, promoting their right to be strong, resilient and listened to.
4. We wish to see our staff use and make the most of benefits of modern technology to support children's learning and development, whilst ensuring children are kept safe.

### Aims

Our aims are to meet the key commitments of this Policy by:

- promoting children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;
- promoting children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence;
- promoting children's right to be strong, resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches;
- helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults; and
- working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

### **1.2 Our Policy**

Wildlings fully recognises its responsibilities for Child Protection and Safeguarding. This Policy sets out we will deliver these responsibilities. This is an overarching policy.

**Child** as written in this policy is a child between the ages of 0-5years.

**Child** as written in this policy attends this early years and childcare setting.

**Staff** as written in this policy means, all staff and includes assistants, voluntary management committee (VMC), trustees, students, volunteers, and visitors, and extends to all supply and agency staff.

**Senior leadership** as written in this policy means trustees, Voluntary Management Committee (VMC) and managers.

### **The Designated Safeguarding Lead (DSL) for this setting is Catherine Bush**

#### **1.3 Statutory requirements and definitions**

We ensure that our safeguarding practice is in line with statutory requirements and best practice including:

- All early years' providers in England **must** follow the [Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](#); This Statutory guidance lays out all aspects of Safeguarding for Early Years
- All early years' providers **must** have regard to the government's statutory guidance '[Working Together to Safeguard Children' 2018](#) which is statutory guidance to be read and followed by all those providing services for children and families, including those in education.
- All early years' providers **must** have regard to the government's statutory guidance '[Prevent duty guidance for England and Wales' updated 1 April 2021](#)
- This policy complies with Ofsted - Inspecting safeguarding in early years, education and skills setting (2019)

<https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills>

All Early Years providers have a statutory duty to tell Ofsted about any allegations of serious harm or abuse anywhere by any person at the premises who is:

- living there
- working there
- looking after children there

**You will fulfil your legal requirements if you report this to Ofsted within 14 days.**

<https://www.gov.uk/guidance/report-a-serious-childcare-incident>

**This policy should be read in conjunction with:**

[“Keeping Children Safe in Education” 1<sup>st</sup> Sept 2021](#) which is the statutory guidance for Schools and Colleges.

[“What to do if worried a child is being abused” \(March 2015\)](#)

[“Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers \(July 2018\)](#)

In accordance with the above procedures we carry out an annual audit of our Child Protection and Safeguarding provision.

### **Multi-agency partnership Arrangements**

Wildlings will continue to work in partnership with and follow the procedures set out by Derby and Derbyshire Safeguarding Children Partnership (DDSCP) <https://www.ddscp.org.uk/>

Through implementation of this policy we will ensure that Wildlings provides a safe environment for children (and vulnerable adults when in our setting) to learn and develop. We will cross reference to other policies relevant to our safeguarding in the early years and childcare setting and refer to them in this policy where relevant.

### **1.4 Our Principles**

Safeguarding arrangements at Wildlings are underpinned by these key principles:

- Safeguarding is everyone's responsibility: all staff/anyone who has contact with a child or young person who should play their full part in keeping children (Includes vulnerable adults when in their setting) safe:
- We will aim to protect children using national, local,5.. and early years and childcare setting child protection procedures
- We aim to work in partnership and have an important role in multi-agency safeguarding arrangements as set out by the latest Working Together guidance
- That all staff have a clear understanding regarding abuse and neglect in all forms; including how to identify, respond and report. This also includes knowledge of the process for allegations against professionals. Staff should feel confident that they can report all matters of Safeguarding at Wildlings, where the information will be dealt with swiftly and securely, following the correct procedures with the safety and wellbeing of the children in mind at all times.

- We will aim to operate a child-centred approach: a clear understanding of the needs, wishes, views and voices of children and will actively seek out and promote this.

## **2. Safeguarding Roles and Responsibilities**

### **All Staff have responsibility for the following:**

- Being aware of the local Safeguarding Partnership procedures and following them.
- Listening to, and seeking out, the views, wishes and feelings of children and young people, ensuring in this that the child's voice is heard, and this is demonstrated in practice.
- Being alert to the signs of abuse, including specific issues in Safeguarding and their need to refer any concerns to the Safeguarding Designated Leads in the early years and childcare setting; Knowing who the early years and childcare setting Designated Leads for Safeguarding are.
- If staff feel unclear about what has happened to their concerns following a referral they can enquire further and obtain feedback.
- Being aware of the 'Derbyshire LADO Process for allegations/concerns against staff member or persons living on premises where Ofsted registered childcare takes place' and feel confident in being able to use them including how to report concerns about the manager or committee members.
- Being aware of the relevant sections of 'KCSIE 2021' and local procedures for 'Safer Working Practices'.
- Being aware of Whistle Blowing procedures and where to obtain further information, advice, and support. (please refer to Wildlings Whistle blowing policy)
- Sharing information and working together with agencies to provide children and young people with the help and support they need.
- Reasonable force, including restraint, is only used in strict accordance with the law to protect the child and/or those around them, such as preventing a child from running on to the road
- Seeking early help where a child and family would benefit from co-ordinated support from more than one agency (e.g. education, health, housing, police) to prevent needs escalating to a point where intervention would be needed via a statutory assessment.
- If at any time it is considered that the child may be a 'Child in Need' as defined in the [Children Act 1989](#); or that the child has suffered significant harm or is likely to do so, a referral is made to Local Authority Children's Social Care;
- Raising concerns regarding a child, with the Designated Safeguarding Lead(s), who will normally decide to take the next step, however, any member of Staff including practitioners, voluntary management committee (VMC), students and volunteers can make a referral;
- Recognising the requirements on Children Missing from Education and particularly those where it is believed a child may be leaving the country;

- Referring and adhering to Wildlings Missing Child policy and procedures which reflects national and local guidelines for all children where there is a concern they may be missing or who are missing.
- Recognising that Looked After Children and care leavers are more vulnerable than other children, and ensuring their well-being, safety and welfare needs are acknowledged and met by working with the allocated social worker, helping them to reach their potential.
- Recognising their roles and responsibilities under SEND and understand that those children/vulnerable adults in the setting may not be able to recognise abuse, abusive situations or protect themselves from significant harm and exploitation.
- Are aware of and have an understanding of host families, and recognising they have a duty to notify the local Children's Social Care department if it is thought or known that a child or young person may be Privately Fostered or subject to a host family arrangement which is unclear or ambiguous.
- Being aware of extremism, including being alert to the signs of concerning behaviours and ideologies considered to be extreme; as well as understanding the British Values Agenda. This will include attendance at training on either Prevent/Wrap or training considered sufficient by the local authority which fulfils the requirements of the prevent Duty for early years and childcare settings.
- Knowing about Prevent duties and will report any concerns to the Safeguarding Designated Lead in the school who has responsibilities under Prevent to act, offer advice and support which may include a referral into Channel using the case pathway process.
- Recognising that children are capable of abusing other children or their peers, working to reduce and eliminate such behaviour in their setting.
- Recognising what is child sexual exploitation and trafficking and know that they should seek advice and how to report any issues / incidents.
- Recognising a child may be criminally exploited or involved in gang culture, seeking advice, and reporting any issues/incidents.
- Recognising homelessness and the impact on the child facing homelessness, or who is homeless.
- Wildlings recognises the importance of learning from national and local Serious Case Reviews and Thematic Learning Reviews. We are aware of the impact this has on how we carry out our Safeguarding and Child Protection responsibilities and roles therefore this helps inform practice including the implementation of any lessons learned. A summary of learning from Serious Case Reviews and Thematic Learning Reviews is available in this policy appendix D.
- Ensuring that their Child Protection training is up to date, undertaking refresher/update training at least annually.
- Knowing how to share and report a concern, who to report the concern to and record where appropriate.

### **3. Types of Abuse**

#### **Child Abuse**

In relation to children, safeguarding and promoting their welfare is defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's' health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

There are four types of child abuse as defined in 'Working Together to Safeguard Children' (2018) which is also defined in the 'Keeping Children Safe in Education' (2021) Statutory Guidance.

Details of this can be found in Appendix A at the rear of this document.

#### **4. Signs of Abuse (Child Protection)**

Wildlings understands that there are indicators of child abuse; however, these should not be considered as a definitive list, but used when considering the possibility of abuse in children.

A full explanation of indicators is in Appendix B.

#### **5. Specific Safeguarding Issues**

Wildlings will endeavour to ensure their staff are familiar with and have processes in place to identify, report and monitor the specific safeguarding issues that are pertinent to and current for their family context and community. They will recognise that safeguarding issues may not be specific to individual children but impact on the whole family context.

- Bullying, including cyber bullying and cyber crime
- Child Sexual Exploitation (CSE) as defined by Working Together 2018
- Children at risk of criminal exploitation (CRE) as defined by local safeguarding partnership procedures
- Child sexual abuse within the family
- Compromised parenting, particularly in relation to babies and very young children
- Domestic abuse and teenage relationship abuse
- Drugs
- Fabricated or induced illness
- Faith abuse
- Forced Marriage, Female Genital Mutilation (FGM) and breast ironing

- Gangs, youth violence and trafficking
- Gender based violence/Violence against women and girls (VAWG)
- Hate including race hate, discrimination including LGBTQI+
- Mental Health
- Missing children and vulnerable adults
- Online abuse/Sexting/Harassment
- Private Fostering
- Preventing Radicalisation
- Substance and alcohol abuse

In understanding the signs and indicators of specific issues listed earlier in this policy, this early years and childcare setting will incorporate the signs of abuse and specific safeguarding issues, that are pertinent to and current for our community and families, into briefings, staff Induction training, and ongoing development training for all Staff.

The early years and childcare setting will also access broad Government guidance, local procedures, strategies, and tools through the Local Safeguarding Partnership

The Designated Safeguarding lead will use the information available to them on Derbyshire Schoolsnet to help all staff develop the knowledge and understanding pertaining to national and local emerging concerns.

### **5.1 Domestic Abuse**

Domestic Abuse is rarely a one-off incident, but a pattern of power and control. It is any threatening behaviour, violence or abuse between adults who are, or have been in a relationship, or between family members. It can be psychological, physical, sexual, financial, or emotional abuse.

Children living with Domestic Abuse in their home or who are caught up in incidents of Domestic Abuse, are victims, and this can seriously harm children and young people. Some children are physically harmed as they can get caught up in the incident, some children are witnesses to the abuse, or hear the abuse. The impact on children living in a household where there is Domestic Abuse is likely to influence their development and social skills. We will treat any disclosure of information relating to Domestic Abuse as a Safeguarding concern and we will follow local Safeguarding Procedures.

We acknowledge the Domestic Abuse Act 2021 and will work with its new powers when working with our staff, and all children and their families where we believe domestic abuse is a feature and children are living with domestic abuse.

The Multi-Agency Risk Assessment Conference (MARAC) is a multi-agency approach in managing cases of Domestic Abuse and where children are living, the victim will be seen as high risk of serious harm/ homicide. A Multi-Agency response is essential in ensuring that victims and their families are as safe as possible. This early years and childcare setting recognises this process and that as a partner we can make a referral into MARAC, based on information provided to us by a child, parent/carer:

The necessary form to make a referral is available here:



<https://www.saferderbyshire.gov.uk/what-we-do/domestic-abuse/marac/domestic-abuse-and-marac-referrals.aspx>

## **5.2 Emotional/Mental Health and Wellbeing**

All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour, and education.

We acknowledge many children will have periods of feeling anxious, afraid, upset and can develop phobias, but some children will experience this more frequently.

Undertaking a coordinated and evidence-informed approach to mental health and well-being leads to improved emotional health and well-being in our children, and greater readiness to learn, improved attendance, attention, behaviour, and attainment.

If staff have a mental health concern about a child we will respond to the child, inform, and discuss our concerns with parents/carers and seek ways to support the child in and out of our early years and childcare setting.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. However, Wildlings will provide information and signposting services to children and parents and assist with the teaching of emotional health and wellbeing to children in our curriculum.

## **5.3 Online Safety, Cyber Security (including home learning)**

Cyber security is a growing safeguarding concern and we recognise the need to have procedures to ensure networks, data and systems are protected against cyber threats and help keep staff and pupils safe, particularly when using remote learning and teaching platforms.

We will:

- ensure that we have information and processes to raise awareness of online safety and cyber security.
- use the recommended national and local guidelines on staff and children who may need to **work** remotely.

Online concerns will cover a range of safety issues including:

- Using social media platforms.
- fraud and scams
- copycat websites, phishing e-mails
- identity theft
- cyberbullying/trolling, cyberstalking,

- online grooming, online radicalisation,
- offensive/illegal content including race hate
- child sexual exploitation online
- Youth produced sexual imagery (sexting, nudes, semi-nudes)

Staff and children will be made aware of online safety issues and concerns, through training and the curriculum. Wildlings will ensure that when children access technology at the setting it is used safely, and the setting will ensure that online safeguarding practice is in line with statutory requirements and best practice. See links below for guidance:

<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations-for-managers>

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/talking-child-online-safety/>

All staff must ensure that they understand Wildlings' policy relating to online safety which will be part of induction and will be refreshed at team meetings and training. Our up to date safeguarding policy, which includes the settings online safety procedures, is shared with parents on the website.

#### **Managing access to online technology and acceptable use:**

The setting will ensure that access to the internet has appropriate parental controls actively in place and filters which are revised regularly and kept up to date in order to restrict access to unsuitable information including extremist materials or inappropriate images. However, we are aware that no filters can be 100% secure and access to apps, computer games, videos, films, approved internet sites etc. will be age appropriate and staff will supervise their use.

Wildlings' manager will keep an up to date log of the number and type of technology which have access to the internet at the setting and how they are connected (i.e. 4G/5G or Wi-Fi etc.) and ensure that access is secure (i.e. passwords in place that are not accessible or easy to guess and screens are locked). Devices must be kept securely and in line with GDPR. The physical equipment/furniture should be considered when using devices (risk assessed and appropriate for children and/or adults).

#### **Staff use whilst at work:**

The use of this equipment by staff is restricted in-order to avoid distraction and disruption to the care of children and to minimise the opportunities for any individual (or group) to put children into potential risk of harm. There is a clear expectation that the use of personal mobile phones/devices by staff is limited only to allocated lunch and/or breaks and not in the setting with children present unless there is an emergency and agreed by a manager of how this will be managed in-order to keep children safe.

#### **Online Bullying and Wellbeing:**

Immediate action will be taken if there is any concern about online bullying or the wellbeing a child in our care. If staff are targeted on-line (i.e. cyber bullying) they should inform their manager who will take appropriate action.

#### **Online safety concerns:**

Internet safety rules will be shared with parents and displayed, and children will be taught, age appropriately, about the risks online. Staff will model good practice at all times. There will also be an incident log to report any breaches of the filters in place and access to inappropriate material (accidental or non-accidental) will be reported to the Designated Safeguarding Lead who will then record the incident and escalate the concern as appropriate. This could include:

- Reporting safeguarding concerns about a child to Derbyshire's Starting Point
- Reporting illegal images such as child sexual abuse to the internet watch foundation [Homepage | Internet Watch Foundation \(iwf.org.uk\)](https://www.internetwatch.org.uk/)
- Reporting online abuse etc. the child exploitation and online protection centre (CEOP) [www.ceop.police.uk/ceop-reporting/](https://www.ceop.police.uk/ceop-reporting/)

Further advice or guidance can be sought from: The UK Safer Internet Centre Helpline for Professionals: [www.saferinternet.org.uk/our-helplines](https://www.saferinternet.org.uk/our-helplines)

UKCIS (Education for a Connected World): <https://www.gov.uk/government/publications/education-for-a-connected-world>

Cyber security is a growing safeguarding concern and we recognise the need to have procedures to ensure networks, data and systems are protected against cyber threats and help keep staff and children safe, particularly when using remote learning platforms. We will use the recommended national and local guidelines on staff and children who may need to take part in home learning.

Early Years settings should refer to NSPCC guidance, when engaging in remote learning. The guidance is unchanged since its previous update (April 20<sup>th</sup>, 2021).

<https://learning.nspcc.org.uk/news/covid/undertaking-remote-teaching-safely#article-top>

### **5.4 Mobile Phones and Cameras**

**Photographs** will only be taken of children with parental permission using the setting's camera/tablet, and only those which will help the staff to support a child's learning and development or share events. Photographic files will be stored safely and not be kept once the child leaves the setting's care unless prior agreement is made with the parent. Personal mobile phones/devices must never be used in the setting by staff to take photos or record/share images of children, under any circumstances. Other adults are not allowed to take photographs or videos of children in the setting (unless permission has been gained by the setting from all parents of all children involved for a celebration event etc).

**Storing Personal Data** – The setting has registered with the Information Commissioner's Office (ICO) as it stores personal data. The storage of personal and digital information will also meet the requirements of the GDPR (2018) and will be secured at all times through password protections for access and regular virus check updates and filters.

**Social Media** - Staff must not accept or request to be friends on social network sites with parents or children that attend the setting or make any contact by their personal phone/devices (If there is a pre-existing relationship then this should be discussed with the DSL and/or the manager who will consider how this will be managed and provide clear guidance and boundaries and record action taken).

**Accessing technology and driving whilst at work** - All mobile phones and devices including wearable technology (apple watches etc.) must be switched off whilst driving with children during a working capacity in order to avoid potential distractions and injury to children, self and others. (Unless using hands free, with management agreement, as a navigation tool).

**Any misuse or incidents** must be reported to a manager and the DSL immediately, who will take appropriate action and take advice from the LADO (and the police) and follow the setting's procedures. If the circumstances result in dismissal (or resignation prior to actions being taken) the details will be reported to the Disqualification and Barring Service (DBS).

Civil, legal or disciplinary action can and will be taken against staff if they are found to have brought the organisation into disrepute (see staff discipline policy).

**Older children** may have their own phones with them, and these will be handed over and kept safe and out of reach until parents collect the child.

### **5.5 Child Sexual Exploitation (CSE)/Children at Risk of Exploitation (CRE)**

All staff will be trained to recognise signs which may indicate sexual exploitation and to identify children at Wildlings who may be at risk and to report this.

Child sexual exploitation (CSE) is a type of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity.

It can occur online, and many young people can be persuaded or forced to have sexual conversations by text or online, send or post sexually explicit images of themselves, take part in sexual activities via a webcam or smartphone.

We recognise the following risk factors for Child Sexual Exploitation(CSE)/Children at Risk of Exploitation (CRE) and will remain alert to these risk factors in the wider community and family context for our children.

Risk factors may include:

- Going missing, staying out unusually late
- Engagement in offending
- Disengagement from education
- Using drugs or alcohol

- Unexplained gifts/money
- Overly secretive
- Repeat concerns about sexual health
- Decline in emotional wellbeing
- Association in gangs
- Unexplained injuries
- Carrying weapons, access to or carrying unusual number of mobile phones

All suspected or actual cases of CSE/CRE are a Safeguarding concern in which Child Protection procedures will be followed; this will include a referral to the police. If any staff are concerned about a child or young person, they will refer to the Safeguarding Designated Lead/s in our early years and childcare setting.

Child Sexual Exploitation February 2017

<https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

### **5.6 Allegations of abuse against other children/Peer on Peer abuse/ Sexual Violence and Harassment**

Children are vulnerable to physical, sexual, and emotional bullying and abuse by their peers. Such abuse will be taken seriously by Wildlings and we will aim to eradicate any behaviours seen as this.

We recognise that some children abuse other children or their peers; the reasons for this are complex and are often multi-faceted.

Peer on peer abuse applies when there is an allegation or suspicion that a child has abused or is at risk of abusing another child or adult, including:

- Within their household (for example sibling abuse or violence towards parents/carers).
- Outside of the child's immediate household.
- Within an education or community settings
- On-line/off-line or both

Peer on peer abuse can take various forms and includes: serious bullying / cyber-bullying, relationship abuse, domestic abuse, child sexual exploitation, 'sexting' / youth produced sexual imagery, youth and serious youth violence, gang related activity, harmful sexual behaviour, and / or sexual violence / harassment.

We recognise that peer on peer abuse is often gender based. it is more likely that girls will be victims and boys' perpetrators. However, both can experience peer on peer abuse but are likely to experience it differently.

Wildlings understands we need to equip all staff about identifying and handing disclosures, including third party disclosures from other peers.

We understand that we need to have **clear mechanisms and procedures in place to identify and report incidents or concerns.**

All suspicions or incidents of peer on peer abuse will be treated seriously as a safeguarding concern and responded to. In all cases this will require a discussion with the Designated Safeguarding Lead who will consider a referral into the police and children's services.

We also understand that peer on peer incidents can affect the local community, and in the context of wider safeguarding of those children in our local community.

We will ensure that we support both the alleged abuser/s and victim/s and will use a range of strategies tools and templates available to us, for example:

<https://www.stopitnow.org.uk/concerned-about-a-child-or-young-persons-sexual-behaviour/how-to-tell-if-a-childs-sexual-behaviour-is-age-appropriate/>

We will work with partners for example, the police, health, children's services, and youth offending to help keep the child safe and feel protected. We will seek advice for the child and signpost them to services.

We will listen to and consult with the child and work with the parents.

All staff will receive an awareness and understanding of peer on peer abuse, sexual violence and harassment in their training and we will work together to reduce this behaviour and any related incidents.

Any peer on peer abuse, sexual violence and harassment will be dealt with via Wildlings' positive behaviour policy or the broader child protection procedure, as appropriate. We will also ensure that the needs of children and young people who abuse others will also be considered along-side those who have been abused.

#### **5.7 The Sending of Indecent Images from one person to another through Digital Media Devices, including nudes or semi-nudes**

Under no circumstances should any member of staff, either at work or in any other place, make, deliberately download, process, or distribute material known to be illegal, for example child sexual abuse material. Staff must not share information about the setting or individual children on personal social media accounts, verbally or in any other method.

Wildlings accepts that this is a Safeguarding concern and one that is increasing which requires a robust response. An adult, young person up to the age of 18 or child sending indecent images will be responded to as a Safeguarding concern. We will seek advice from agencies and professionals acknowledging that there are both national and local guidance that we need to adhere to in order to tackle the concerns and work in partnership with other agencies.

The motivations for taking and sharing nude and semi-nude images, videos and live streams are not always sexually or criminally motivated. This does not apply to adults sharing nudes or semi-nudes of under 18-year olds.

This is a form of sexual abuse and the Designated Safeguarding Lead/Senior Leadership Team, where appropriate, will seek advice from the police as a matter of urgency and will consider a referral into children's services.

We will use national and local guidance to help us:

Derby City and Derbyshire Threshold Document

[https://www.proceduresonline.com/derbyshire/scbs/user\\_controlled\\_lcms\\_area/uploaded\\_files/Threshold%20Document%20FINAL%20December%202019.pdf](https://www.proceduresonline.com/derbyshire/scbs/user_controlled_lcms_area/uploaded_files/Threshold%20Document%20FINAL%20December%202019.pdf)

Sharing nudes and semi-nudes, December 2020

<https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

## **5.8 The Criminal Exploitation of Children**

All staff will be trained to recognise signs which may indicate criminal exploitation and to identify children in the school/setting who may be at risk and to report this.

Criminal exploitation is child abuse where children under 18 and older where there is a vulnerable adult are manipulated and coerced into committing crimes.

County Lines is the police term for urban gangs exploiting young people into moving drugs from a hub, normally a large city, into other markets - suburban areas and market and coastal towns and using dedicated mobile phone lines or "deal lines".

Cuckooing is a practice where people take over a person's home and use the property to facilitate exploitation. There are different types of cuckooing:

- Using the property to deal, store or take drugs
- Using the property to sex work
- Taking over the property as a place for them to live
- Taking over the property to financially abuse the tenant

The most common form of cuckooing is where drug dealers take over a person's home and use it to store or distribute drugs. Children living in these properties are at risk of neglect and other types of abuse.

Signs which may indicate criminal exploitation:

- Persistently going missing from the setting, school or home and / or being found out-of-area;
- Unexplained acquisition of money, clothes, or mobile phones

- Excessive receipt of texts /phone calls
- Relationships with controlling /older individuals or groups
- Leaving home / care without explanation
- Suspicion of physical assault /unexplained injuries
- Parental concerns
- Carrying weapons
- Significant decline in school results / performance
- Gang association or isolation from peers or social networks
- Self-harm or significant changes in emotional well-being

Criminal exploitation of children is a Safeguarding concern and will require a discussion with the Designated Safeguarding Lead who will seek advice from agencies and professionals; including, reference to the reference to the Local Safeguarding Partnership procedures. This will mean a referral into the Police and Starting Point and supporting the child in a sensitive manner.

### **5.9 Forced Marriage, Honour Based Violence and Female Genital Mutilation**

Wildlings has a responsibility to take appropriate safeguarding action in relation to any identified or suspected cases of CRE/CSE including FGM, in line with wider safeguarding frameworks. More information is available in Working Together to Safeguard Children.

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 made by the early years or childcare setting. If any staff are concerned about a child they will refer to the Designated Safeguarding Lead(s). The DSL will then refer to children's services. This will also apply to suspicions of a child being subject to threats of or honour based violence.

The Crown Prosecution Service describes Honour Based Violence (HBV) as 'a crime or incident which has or may have, been committed to protect or defend the honour of the family or community' ([www.cps.gov.uk](http://www.cps.gov.uk)) Honour can be the motivation, excuse or justification behind a range of violent acts against women and girls.

It is illegal in the UK to subject a girl or woman to female genital mutilation (FGM), to take a child abroad to undergo FGM or for any person to advise, help or force a girl to inflict FGM on herself.

It is an offence to fail to protect a girl from the risk of FGM. All suspected or actual cases of FGM are a safeguarding concern and the safeguarding procedures must be followed; this will include a referral to the police. HBV is no specific offence but covers a range of violent acts against women that are covered by other legislation.

All staff must be aware, that reporting this is a legal duty and further information and resources can be sought from the Derby and Derbyshire Safeguarding Children Partnership (formerly DSCB) website [Derby and Derbyshire Safeguarding Children Partnership \(ddscp.org.uk\)](http://Derby and Derbyshire Safeguarding Children Partnership (ddscp.org.uk))

If the setting is worried that a child (or adult) is at risk of FGM or has had FGM, or HBV the safeguarding policy and procedures must be followed, and the child will be supported in a sensitive manner.



However, in these circumstances, the child's family, or those with influence within the community, will not be approached in advance of any enquiries by the police, adult or children's social care. As in cases where a child is at immediate risk of harm it is necessary to speak to Starting Point immediately.

Signs may include:

- Days absent from school
- Not participating in Physical Education
- In pain/has restricted movement/frequent and long visits to the toilet/broken limbs
- Confides that she is having a special procedure, cut or celebration
- Unauthorised and or extended leave, vague explanations or plans for removal of a female in a high-risk category\* especially over the summer period
- Plans to take a holiday which may be unauthorised, unexplained or extended in a country known to practice FGM

*\*parents from a country who are known to practice FGM*

<https://www.gov.uk/government/publications/female-genital-mutilation-resource-pack/female-genital-mutilation-resource-pack>

<https://www.ddscp.org.uk/staff-and-volunteers/info-and-resources/fgm/>

<https://www.ddscp.org.uk/staff-and-volunteers/info-and-resources/forced-marriage/>

<https://www.cps.gov.uk/crime-info/domestic-abuse>

### **5.10 Prevent and Counter Terrorism**

Early years providers serve arguably the most vulnerable and impressionable members of society. The Early Years Foundation Stage (EYFS) makes clear that to protect children in their care, providers must be alert to any safeguarding and child protection issues in the child's life at home or elsewhere (paragraph 3.4 EYFS).

The early years and childcare setting will ensure all staff, including volunteers, adhere to their duties under Prevent, as detailed in the Prevent guidance April 2021 to have due regard to prevent people from becoming drawn into terrorism. The owner, directors, VMC and 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 (including childminding assistants, voluntary management committee (VMC), registered childminders/owners, students, and volunteers) implement the duty.

If we have a non-urgent Prevent concern we can seek advice by email from: [ctp-em-prevent@derbyshire.pnn.police.uk](mailto:ctp-em-prevent@derbyshire.pnn.police.uk) or [prevent@derbyshire.gov.uk](mailto:prevent@derbyshire.gov.uk)

Any indicators that there is a concern of prevent or possible extremism will result in a referral to the Derbyshire Prevent Team

(Derbyshire Police 101- can also route non urgent referrals through to the PREVENT Team)

We will follow Wildlings safeguarding procedures and complete a Prevent referral form found using the following link: [Prevent referrals \(saferderbyshire.gov.uk\)](https://saferderbyshire.gov.uk)

If this is an urgent child protection concern, the setting will call Starting Point on 01629 533190 immediately. A Prevent related referral will then trigger triage for the Police's Prevent Team and Channel. *(When Wildlings has children not living in Derbyshire, we will refer into the relevant social care service for that child and/or the police).*

Wildlings meets the requirements of the Prevent Duty by:

- **Risk assessment** – staff should be alert to changes in children's behaviour which could indicate that they may need help or protection and report concerns via the safeguarding procedures.
- **Training** – It is essential that staff are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified. At a minimum, the DSL must undertake a Workshop to Raise Awareness of Prevent (WRAP) and share this knowledge and information with all staff.
- **IT policies** – All staff must be aware of the risks posed by the online activity of extremist and terrorist groups and how to manage access to the internet via phones and games etc.
- **Partnership working** – The Prevent Duty builds on existing local partnership arrangements for safeguarding and also works to build close links with parents to be able to offer support and guidance, as they are in a key position to spot signs of radicalisation

Wildlings supports children to build resilience to radicalisation by promoting Fundamental British Values and enabling them to challenge extremism. Effective practice prevents and tackles the use of derogatory language which is directed towards disabled people or is homophobic, sexist, or racist. All incidents of discrimination and racism will be logged.

Under the Equality Act 2010 the practice and principles of equality and diversity are effectively promoted in an age appropriate way. Stereotypical behaviours are routinely challenged, and differences are respected.

### **5.11 Serious Violence/ Carrying Knives/Offensive Weapons & Gang Culture**

Bringing and carrying a knife/offensive weapon onto an early years and childcare setting premises is a criminal offence and immediate action will be taken by calling the police.

## 5.12 Whistle Blowing Policy

All staff and volunteers are able to raise concerns about any poor or unsafe practice and potential failures in the setting's safeguarding process and all concerns will be taken seriously by management.

If staff have concerns about the conduct of a colleague, the member of staff should, in the first place, discuss this with a member of the management team and escalate via the allegations against staff procedures, if appropriate. However, if they feel the concern is not being dealt with appropriately, and the concern is about the behaviour of a member of staff, then the member of staff should inform the LADO directly and/or Ofsted, if there is a potential breach of Ofsted registration requirements.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures. Staff can call: 0800 028 0285 – line is available from 8:00am-10:00pm, Monday to Friday and 9:00am-6:00pm weekends and Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Further guidance can be found using the following link:

[Procedures on-line DDSCP](#)

## 6. Safeguarding Processes and Procedures

The Early Years and childcare setting will deliver its responsibilities for identifying and acting on Emerging Needs, Early Help needs, Safeguarding and Child Protection in line with the policies and procedures identified in the local Safeguarding Partnership.

The Threshold Document is available to Wildlings and assists with identifying a level of need for the child and their family with meeting a child's needs in Derby and Derbyshire and can be found in The Local Safeguarding Partnership Procedures:

[Threshold Document FINAL December 2019.pdf \(proceduresonline.com\)](#)

Bordering local authorities have their own and these can be found in the local safeguarding procedures.

This document should be used to help identify the level of concern and next course of action.

### **Children with Emerging Needs and who may require early help**

All staff working within Wildlings should be alert to the potential need for Early Help for children, following the procedures identified for initiating Early Help using the local and current Safeguarding Partnership Threshold Document, and also consideration for a child who:

- Is disabled and has specific additional needs.
- Has special educational needs.

- Is a young carer.
- Is a privately fostered child.
- Has returned home to their family from care:
- 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; and/or
- Is showing early signs of abuse and/or neglect.
- Is showing signs of emotional/mental ill health
- Is showing signs of displaying behaviour or views that are considered to be extreme.
- Is misusing drugs or alcohol themselves:
- Not attending school or are at risk of exclusion from school.
- Frequently going missing/goes missing from care or from home.
- Is at risk of modern slavery, trafficking, exploitation, radicalised.
- Not in education, training, or employment after the age of 16 (NEET).

We acknowledge that these children are therefore more vulnerable. Wildlings will identify who our vulnerable children are, will monitor their health, safety and well-being and ensure all staff know how to identify these children and seeks help, advice and support where needed.

### **6.1 Emerging Needs/Early Help**

All Staff who have contact with a child or young person are made aware of what Early Help means, how to identify emerging needs and understanding their role within it. This means sharing information and having discussions with the Designated Safeguarding Lead, liaising with other professionals, and supporting children identified in the school (i.e. potentially vulnerable and those who are vulnerable) who may therefore need Early Help intervention.

The provision of Early Help Services should form part of a continuum of help and support to respond to the different levels of need of individual children and their families.

When providing early help provision in the early years and childcare setting, this early years and childcare setting can demonstrate they have a framework and structures to support the work including information sharing, procedures around step up into Childrens social care, robust recording & advice, and support to staff in early help activity.

Starting Point is Derbyshire's first point of contact and referral service for Children; including advice, support, and next steps. This includes a professional's advice line, and this is available for the Designated Safeguarding Lead to use.

Starting Point will ask at point of referral into Childrens Services what early help work has been undertaken and that the referral is supported by an Early Help Assessment.

## **6.2 Needs of Children with a Social Worker**

We recognise that children may need a Social Worker due to Safeguarding or welfare needs. Children may need this help due to abuse, neglect and complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour, and mental health.

The Designated Safeguarding Lead should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare, and educational outcomes.

Where children need a social worker, we understand that this should inform decisions about safeguarding, with regard to attendance, missing, exclusions and we should work to actively promote their welfare.

If any child with a known child protection plan at the setting has a safeguarding concern raised or is absent without explanation, this will be referred to their Social Worker/Social Care Team with urgency and as soon as possible.

## **6.3 Referring to Children's Social Care**

Wildlings will ensure all Staff who have contact with a child or young person know that if any have concerns about the welfare and safety of a child, discussions take place with the Designated Safeguarding Lead as soon as they are aware or know about a concern and the Designated Safeguarding Lead reports that concern as soon as possible. The Designated Safeguarding Lead will act upon the information received; however, we also recognise any one can make a referral into Children's Social Care.

Where welfare and safeguarding concerns are identified e.g. as a child having an injury or has made a disclosure of sexual abuse, this is a child protection concern and safeguarding procedures must be followed.

A **telephone referral** must be made to Starting Point Derbyshire's first point of contact for children and younger adults for referral into Children's Social Care:

<https://www.derbyshire.gov.uk/social-health/children-and-families/support-for-families/starting-point-referral-form/starting-point-contact-and-referral-service.aspx>

If the child has been the subject of an Early Help Assessment then a chronology, a copy of the assessment, together with a copy of the multi-agency plans, is submitted along with the referral.

If the professional does not have a copy, reference to the completed Early Help Assessment should be made in the written confirmation. Details within the reference should include who undertook the Assessment, and their contact details if known.

Starting Point should provide feedback, an email contact must be provided, and name of the person nominated in the early years and childcare setting to receive that feedback.

When a member of Staff has concerns for a child, and if the early years and childcare setting are aware that the case is open to an allocated worker in locality, they will discuss with their concerns with the Allocated Worker in the first instance and without delay. If this has not been possible, escalate by asking for the Practice Supervisor in the locality, or by ringing Call Derbyshire (Starting Point).

Wildlings will ensure the referrer has spoken to the family about their concerns and proposed actions unless to do so would place the child at significant risk (imminent danger because of a disclosure made); the decision not to inform parents/carers 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 early years and childcare setting become aware of this.**

**Ofsted must be informed as soon as practical, of any significant incident requiring notification and in any case within 14 days, see required notifications:**

<https://www.gov.uk/guidance/report-a-serious-childcare-incident>

The setting's insurance company may also need to be notified of any significant incidents, without sharing personal details unless appropriate to do so and as guided within the information sharing policy.

Making a referral and referral pathways are found in Appendix E.

#### **6.4 Creating a Safe and Secure Environment:**

- We will ensure that the building; including its surroundings, access and exits are safe and is one where children can feel safe.
- We will ensure that the building is always secure and in the event of a significant event will use lockdown.
- We will ensure that all Staff are competent to carry out their responsibilities for Safeguarding in promoting the welfare of children by creating an environment and an ethos whereby all Staff including volunteers feel able to raise concerns, along with being supported in their Safeguarding role.

- We will endeavour to create a culture of listening to children, taking account of their wishes, feelings, and voices both in individual decisions and in the early years and childcare settings development.
- Where 'extended' activities are provided by and managed by the setting, our own safeguarding policy and procedures apply.
- If other organisations provide services or activities on our site, we will check that they have appropriate procedures in place, including safer recruitment checks and procedures, insurance, and staff suitability.
- When our children attend offsite activities, we will check that effective child protection arrangements are in place. We will use risk assessment and risk management models to assist us to do this.
- We will ensure that parents/carers know about our principles in Safeguarding, and that along with the local community are made familiar with, including making public on our website, and are able to participate in any policy, procedure or initiatives which contributes to the safety of the children in the local community.
- We will ensure that we have clear protocols on reception for visitors and contractors with procedures in place to ensure the appropriate questions are asked and checks made in line with KCSIE. This includes obtaining reassurances around DBS checks and safeguarding policies in place when hiring out premises, if appropriate.

### **6.5 Safer Working Practices**

Wildlings will follow the EYFS Statutory Framework 2021 Safeguarding and Welfare requirements (Section 3) which includes paragraph 3.7 have regard to the governments statutory guidance 'Working Together to Safeguard Children', 'Prevent Duty' and refer to 'Keeping Children Safe in Education' parts 3 and 4, which may also be helpful.

We must prevent people who pose a risk of harm from working with children and will do this by complying with statutory responsibilities in:

- Recruitment and staffing.
- Records and record keeping of personnel who are working and have worked in the early years and childcare setting.
- Having a staff code of conduct, for when working at Wildlings and when out in the community and including when online. (our staff code of conduct can be found in the Wildlings Staff Handbook).
- Managing allegations against staff, and volunteers.
- Using national and local procedures aimed to identify and prevent unsuitable adults from working with children, for example, referring to LADO- The Local Authority Lead Officer for

managing allegations, the DBS service, national teacher standards, and Teaching Disciplinary Regulations, 2012 where relevant.

- We will co-operate and provide information in any enquiries from the LADO, police and/or children's social services.
- Using consultation with an early years and childcare setting's human resources department, where appropriate.
- Seeking employment legal advice and services where necessary.

We will operate a central record which will cover all Staff, and in some cases, contractors providing a service to the early years and childcare setting.

We will ensure that the central record and supporting personal files are regularly updated and reviewed to meet requirements.

All Staff will be made aware of current government guidance on safer recruitment and receive training and support around conduct and practice when in environments with children.

#### **6.6 Recruitment, Staffing:**

Wildlings must prevent people posing a risk of harm to children through their work here. This will be done by adhering to statutory responsibilities to check all staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required. Further enquiries and clarification will be sought when needed.

- All interview interviewers/interview panels will have at least one member who has undergone Safer Recruitment Training which is up to date and has the necessary skills and knowledge.
- In an interview we will have at least two questions regarding safeguarding.
- We will chase up any gaps provided in references and require explanation for this
- We will raise an alert with a senior member of the leadership team if there are gaps in references and / or any missing references.
- Provide risk assessments and on the personnel record of any employee who in post does not have a reference or cannot provide one due to length in post.

In the pre recruitment process. We will in all cases check on and verify:

- the identity of candidates.
- professional qualifications.
- the right to stay and work in the UK.
- is not subject to a prohibition order issued by the Secretary of State
- References, including asking for and following up at least two references.
- gaps in employment record.
- if disqualification by association applies

The Disclosure and Barring Service (DBS) is available to this early years and childcare setting to help employers make Safer Recruitment decisions



The DBS are responsible for:

- Processing requests for criminal records checks
- Deciding whether it is appropriate for a person to be placed on or removed from a barred list
- Placing or removing people from the DBS Children's Barred list and Adults' Barred list for England, Wales, and Northern Ireland
- Providing an online DBS service

A DBS check will be requested as part of all pre-recruitment checks.

We will also ensure that we have procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed, removed due to Safeguarding concerns, or would have been had they not resigned.

### **Volunteers**

We will ensure volunteers are adequately supervised.

For supervision of volunteers refer to Keeping Children Safe in Education Annexe F. See Link below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1014057/KCSIE\\_2021\\_September.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014057/KCSIE_2021_September.pdf)

### **Overseas checks**

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in early years settings, schools, or colleges This includes obtaining:

- an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK.
- Any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered.
- Where overseas checks are not available, we will aim to seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

Following the UK's exit from the EU, this early years and childcare setting will apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

### **Supply/Agency Staff**

We will induct all work supply/Agency staff and supply them with this safeguarding and child protection policy and other policies deemed relevant for them to carry out their duties, safely and consistently.

The allegations against staff, volunteers and carers will apply to supply/agency staff. Whilst Wildlings is not the employer of supply/agency staff, we will take responsibility and will ensure allegations are dealt with properly.

The Voluntary Management Committee/senior leadership team/DSL will discuss with the supply agency whether it is appropriate to suspend the supply staff member, or redeploy them to another part of the early years and childcare setting, if possible, whilst they carry out their investigation. They will also keep track of any enquiry and investigation and keep records.

### **Students/Work Placements**

We will induct all work experience and student teachers and supply them with the safeguarding and child protection policy and other policies deemed relevant for them to carry out their duties, safely and consistently.

We will use a risk assessment model with the student to determine suitability, and expectations around the placement when commencing.

If the work experience/student is over 18 years of age, we will seek a DBS check. If there are any concerns about this student, we will apply the allegations against professionals, volunteers, and carers criteria as an adult.

If the student on placement is under 18 years of age, in some circumstances we will seek a DBS check, to help determine this, we will seek advice. If there are any concerns about this student, we will follow local children's safeguarding procedures.

### **Contractors**

Wildlings will ensure that any contractor wanting access has company ID, and this is checked and visible.

Contractors will not be left unsupervised unless verified to engage in related activity.

Any contractor, or any employee of the contractor, on site, will be subject to the appropriate level of DBS check.

Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information).

Where the contractor does not have opportunity for regular contact with children, this early years and childcare setting will decide on whether a basic DBS disclosure would be appropriate.

Records will be kept of checks carried out and any additional reassurances the early years and childcare setting has sought.

### **Regulated Activity**

The trustees, Voluntary Management Committee (VMC) and managers will need to know about and have a clear understanding of what **regulated activity** is and implications for volunteers at Wildlings.

See '**Keeping Children Safe in Education**' (KCSIE) 2021 paragraph 217 for a definition of '**Regulated Activity**':

*"In summary, a person will be engaging in regulated activity with children if, as a result of their work, they:*

- *will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children.*
- *will be working on a regular basis in a specified establishment, such as a school, for or in connection with the purposes of the establishment, where the work gives opportunity for contact with children; or*
- *engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once. “*

For Further details on Regulated Activity see the KCSIE document.

We will follow the guidance as described in Keeping Children Safe in Education Annexe F: Regulated activity (children) – Supervision of activity with children which is regulated activity when unsupervised.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1007260/Keeping\\_children\\_safe\\_in\\_education\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007260/Keeping_children_safe_in_education_2021.pdf)

This may mean undertaking risk assessments on any activity.

### **6.7 Dealing with allegations against staff, carers and anyone living or working on the premises where Ofsted registered childcare takes place**

This early years and childcare setting will adhere to the procedures set out under ‘Allegations Made Against Professionals’ (Allegations of Abuse by Teachers and other Staff), this document can be found on the Derby City and Derbyshire Safeguarding Children’s website.

***See Flow Chart in Appendix G***

If a member of Staff has concerns about another member of Staff and or anyone living or working on the premises where Ofsted registered childcare takes place, then this **must** be referred to the trustees, Voluntary Management Committee (VMC) and managers. Where there are concerns about a trustee or Voluntary Management Committee (VMC) member, concerns can be raised with the manager or if the concern relates to the manager, concerns can be raised with the Chair of Wildlings committee. Alternatively, they can contact LADO directly.

We will ensure that the allegations threshold is considered, where it is alleged that anyone working in the early years and childcare setting that provides education for children under 18 years of age, including supply teachers and volunteers 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 he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

This may also mean a referral to the Police. A referral to the Police will also apply:

- Regardless of whether the early years and childcare setting is where the alleged abuse took place.

- Allegations against a member of staff who is no longer teaching or working in early years and childcare.
  - Historical allegations of abuse taking place in the early years and childcare setting.
- In our considerations where it is felt it meets the criteria, or we require advice, we will make a referral in every case to the Local Authority Designated Lead (LADO), using the [Derby and Derbyshire LADO Referral Form](#) and that this is done by an appropriate member of the Leadership Team of the early years and childcare setting within 24 hours.

***See Flow Chart in Appendix G***

Wildlings will ensure we have followed all the necessary duties and processes under this process and under Whistle Blowing if this applies.

Where the allegations are substantiated, Wildlings will fully ensure any specific actions are undertaken on the management of this outcome and during the exit arrangements, and as outlined in part four of [Keeping Children Safe in Education statutory Guidance for schools/colleges](#).

Where the allegations are not substantiated in all cases the LADO has an advisory role to establish any next steps.

The setting will also notify the Disclosure and Barring Service  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Ofsted **must** also be informed of the incident within 14 days. This must be done by completing the on-line referral form available here: [Report a serious childcare incident - GOV.UK \(www.gov.uk\)](#)

The setting's insurance company should also be informed of a potential situation, without sharing any confidential information, in case legal advice/representation maybe needed in the future.

**A low-level concern:**

Allegation/concerns that do not meet the harms threshold are referred to as 'low level concerns'. A low-level concern will be recorded and retained on the individual's personnel file. Records will also be reviewed so that Records should be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

We will make this aware to all staff and in line with our staff code of conduct and guidance's around safer working practices and promoting safe cultures in schools.

The policy and processes will apply to contractors, supply and agency staff and we will inform their employer to assist them in determining any historical context, the current concerns and decision making.

See 'Managing allegations against adults working with children' DDSCP leaflet link below:

<https://www.ddscp.org.uk/media/derby-scb/content-assets/documents/procedures/leaflets/LADO-Information-Leaflet-March-2018.pdf>

## 6.8 Trustees, Managers and Voluntary Management Committee (VMC)

Trustees, Voluntary Management Committee (VMC) and managers are responsible for:

- Taking leadership responsibility for Wildlings Safeguarding and Child Protection arrangements.
- Ensuring early years and childcare setting is up to date with emerging issues and recognise the Local Authority strategies for trying to keep children safe in Derbyshire, for example CRE/CSE/online safety.
- Ensuring there are robust safer recruitment procedures and a framework of checks, tracking and monitoring of all staff.
- Ensuring that Wildlings staff have enhanced DBS and other checks that may be required
- Ensuring all staff and anyone who has contact with a child are given a mandatory induction which includes knowledge regarding all types of abuse, specific safeguarding issues and familiarisation with Child Protection responsibilities and local safeguarding procedures. This induction will also include procedures to be followed if anyone has concerns about a child's safety or welfare, and knowledge about the early years and childcare setting's policies and procedures.
- Ensuring all staff receive the appropriate Safeguarding training, which is regularly updated and reflects the needs and context of the setting. This may include regular, ongoing safeguarding updates, staff meetings, e-learning/training, quizzes, etc.
- Ensuring that we have a senior Designated Safeguarding Lead for Child Protection and that the DSL is fully equipped with the knowledge and skills to carry out the role. The number of DSLs needs to be sufficient in number depending upon the size and demands of the early years and childcare setting. DSLs will have access to appropriate regular training to help them keep up to date. This will include updates at least annually and certified training every two years.
- There will **always be a named DSL available** whenever the setting is open, and as a contact for when children are off site e.g. - trips and outings; the DSL remains the overall responsible person for child protection issues. There will always be DSL cover and a clear pathway for raising and reporting concerns in a timely way.
- That there are procedures in place for handling allegations against Staff, or Volunteers and any concerns staff and volunteers have (including concerns about the setting) are referred to the Local Authority Designated Lead (LADO) where the threshold is met;
- Ensuring that all staff who have any contact with children are aware of GDPR 2018 regulations. That they share information about a child where there are safeguarding concerns and they do not use GDPR as a reason for not sharing that information.
- That all Staff have regular reviews of their own practice to ensure ongoing personal/professional development.
- That we have in place effective ways to identify emerging problems and potential unmet needs for individual children and families.
- That important policy such as those for behaviour and bullying, are kept up to date;
- To ensure that children are taught age appropriately about Safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum.

- We have in place an on-line Safety Policy that is shared with parents and carers that deals with a widening range of issues associated with technology.
- That we understand the need to identify trends and patterns regarding Children Missing from Education (CME) and to respond to / refer where required.
- That we understand the updated definition of child sexual exploitation and expectations around identifying, reporting, and responding to any potential or actual cases of.
- That we notify the Children's Social Care department if there is an unexplained absence of a pupil who is the subject of a Child Protection Plan.
- That we notify the Children's Social Care department if it is thought or known that a child or young person may be privately fostered.
- That we use the Local Authority Case Referral Pathway on reporting concerns about extremism or views considered to be extreme which may include a referral to PREVENT/CHANNEL and/or Social Care.
- Acting on the 'Learning from Serious Case Reviews' – see appendix D.
- Ensures that all Staff (trustees/voluntary management committee and other volunteers) are made aware of the schools/colleges Whistle Blowing policy.
- That all staff are aware of the GDPR 2018 regulations and also do not use that as a reason not to share information about the welfare, health, or safety of a child.
- That all Child Protection records are kept centrally, kept up to date, are secure and reviewed annually.
- Making sure that the Child Protection/Safeguarding Policy is available to parents and carers as appropriate including displaying on Wildlings website.
- That records and data are used at Wildlings, and discussed with the staff and visitors, including cleaners, and extends to all supply and agency staff to help identify patterns, trends, specific safeguarding issues and that this is a regular activity of the leadership/senior DSL.

## **Notifications**

The leadership: trustees, Voluntary Management Committee (VMC), managers and DSL will also ensure that:

- The local authority, through Starting Point, is notified if a child you have concerns about is not attending your setting as expected.
- The allocated Social Worker is notified, if there is an unexplained absence of a child who is the subject of a Child Protection Plan.
- Children's services are notified if it is thought or known that a child may be privately fostered and will see advice from children's services on hosting families as they may come under this regulation.
- That we use the Police Prevent referral pathway to report concerns about extremism or views considered to be extreme.

That we use the national systems in place to report any unsuitable adult to:

- The DBS service,
- National Barring and Disclosure Service
- The Teacher Regulation Agency, if appropriate.

### **6.9 Record Keeping**

All concerns and discussions about a child's welfare will be recorded and will be kept. These records are confidential and must be recorded in a chronology/timeline, including the decisions made and the reasons for the decisions.

This record will be a separate child protection/welfare record held on a separate child protection file and each concern clearly recorded with all decisions, actions taken, outcomes and a confirmation of feedback to the referrer.

We will endeavour to keep centralised records, hold them as private and confidential records but allow access to key staff that is designated in a role to safeguard children at the early years and childcare setting.

We will follow the recommended GDPR guidelines and the Data Protection Act for all records kept on staff and children.

We know that the Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.

We will not destroy any child protection/welfare records including records which hold information on allegations against staff and any other person working in or connected to Wildlings.

## **7. Management of this Policy**

The senior leadership team: Trustees/ Voluntary Management Committee (VMC) and Managers will:

- Know the Safeguarding arrangements at Wildlings.
- Ensure that they are effective in the management of safeguarding.
- Ensure all Staff have access to and read this and any other safeguarding policies
- Ensure that this policy is displayed for ease of access and shared with parents
- Ensure that this policy is overseen to ensure its implementation
- Review this policy content on an annual basis and in line with any updates to statutory guidance

This policy applies to all staff, and includes practitioners, voluntary committee members (VCM), trustees, students and volunteers etc. working in the setting. It considers statutory guidance provided by the Department for Education and Ofsted, and local guidance issued by the Derby and Derbyshire Safeguarding Children Partnership.

**This policy was adopted on** 25<sup>th</sup> March 2022  
It was **amended** to change DSL on 6<sup>th</sup> June 2022

**(Signature and job role) C.Bush**

**Manager**

This policy must be reviewed and updated at least every 12 months, or as a result of a significant safeguarding incident, and shared with staff and parents.

In addition to this policy, see other setting policies relating to child protection, safeguarding and the welfare of children. For example, Missing Child, Health & Safety, Risk Assessments, Emergency Evacuation, SEND, Allergens, non-collection of a child, code of conduct, disciplinary procedures, safer recruitment etc.



## Appendix A: Important Contacts

Derbyshire Call Derbyshire (Starting Point): Tel: 01629 533190  
24/7, 365 days per week Derbyshire contact and referral service for concerns that a child/adult over 18 is suffering or at risk of significant harm.

All other requests for support for children and their families use an on-line referral form  
[www.derbyshire.gov.uk/startingpoint](http://www.derbyshire.gov.uk/startingpoint)

Starting Point Professionals Advice line Children Tel: 01629 535353

LADO Derby & Derbyshire (Local Authority Designated Officer- allegations against staff, volunteers, carers)

[Professional.Allegations@derbyshire.gov.uk](mailto:Professional.Allegations@derbyshire.gov.uk)

<https://www.ddscp.org.uk/staff-and-volunteers/info-and-resources/allegations/>

When to contact the Police:

<https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/safeguarding-policies-guidance-and-protocols/when-to-contact-the-police.aspx>

Police Non-Emergencies: 101

**Ofsted must** be informed as soon as practical, of any incident requiring notification and in any case within 14 days,

<https://www.gov.uk/guidance/report-a-serious-childcare-incident>

### Cyber Crime:

<https://www.saferderbyshire.gov.uk/what-we-do/cyber-crime/cyber-crime.aspx>

### Prevent:

Making a Prevent referral in Derby & Derbyshire, follow the Referral pathway for a child available here: [www.saferderbyshire.gov.uk/preventreferral](http://www.saferderbyshire.gov.uk/preventreferral)

Contact the lead officer for Prevent at Derbyshire County Council  
DCC Prevent Lead 01629 538473

*(If you border another local authority and have children not living in Derbyshire you should add here those points of contacts and for making referrals into social care and the police*

Where there is concern about suspected harm or risk of harm to a child, the referral should be made to the local authority for the area **where the child lives and without delay.**

### Our main neighbouring Local Authorities are:

Nottinghamshire 0300 500 8080

Derby City	01332 641172
Leicestershire	0116 305 0005
Staffordshire	0800 131 3126
Cheshire East	0300 123 5012
Tameside	0161 342 4101
South Yorkshire	0130 273 7777

## Appendix B: Types of Abuse

### Types of Child Abuse

- **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.
- **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.
- **Sexual Abuse** and child sexual abuse within the family (CSIF) 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.
- **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.
- Respond to a child's basic emotional needs
- **Bullying** and forms of bullying on and off line, 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 [please see Wildlings Anti- Bullying Policy].

### **Appendix C: Indicators of Child Abuse**

#### **Physical Abuse**

Most children will collect cuts and bruises and injuries, and these should always be interpreted in the context of the child's medical / social history, developmental stage and the explanation given. Most accidental bruises are seen over bony parts of the body, e.g. elbows, knees, shins, and are often on the front of the body. Some children, however, will have bruising that is more than likely inflicted rather than accidental.

Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given; these can often be visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

The physical signs of abuse may include:

- Unexplained bruising, marks or injuries on any part of the body
- Multiple bruises- in clusters, often on the upper arm, outside of the thigh
- Cigarette burns
- Human bite marks
- Broken bones
- Scalds, with upward splash marks.
- Multiple burns with a clearly demarcated edge.

Changes in behaviour that can also indicate physical abuse:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example in hot weather
- Depression

- Withdrawn behaviour
- Running away from home.

### **Emotional Abuse**

Emotional abuse can be difficult to identify as there are often no outward physical signs. Indications may be a developmental delay due to a failure to thrive and grow, however, children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix or play with other children. Changes in behaviour which can indicate emotional abuse include:

- Neurotic behaviour e.g. sulking, hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Sudden speech disorders
- Self-harm
- Fear of parent being approached regarding their behaviour
- Developmental delay in terms of emotional progress.

### **Sexual Abuse**

It is recognised that there is underreporting of sexual abuse within the family. Early years and childcare setting staff and volunteers should play a crucial role in identifying / reporting any concerns that they may have through, for example, the observation and play of younger children and understanding the indicators of behaviour in older children which may be underlining of such abuse.

All staff and volunteers should be aware that adults, who may be men, women or other children, who use children to meet their own sexual, needs abuse both girls and boys of all ages. Indications of sexual abuse may be physical or from the child's behaviour. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- Pain or itching in the genital area
- Bruising or bleeding near genital area
- Sexually transmitted disease
- Vaginal discharge or infection

- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy.

Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age, or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they cannot tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults.

### **Neglect**

It can be difficult to recognise Neglect, however, its effects can be long term and damaging for children.

The physical signs of neglect may include:

- Being constantly dirty or 'smelly'.
- Constant hunger, sometimes stealing food from other children.
- Losing weight or being constantly underweight.
- Inappropriate or dirty clothing.

Neglect may be indicated by changes in behaviour which may include:

- Mentioning being left alone or unsupervised.
- Not having many friends.
- Complaining of being tired all the time.
- Not requesting medical assistance and/or failing to attend appointments.

#### **Appendix D: Making a Referral**

##### **Making a referral**

##### **Essential information to include when making a referral:**

- Full names and dates of birth for the child and other members of the family.
- Address and daytime phone numbers for the parents, including mobile.
- The child's address and phone number.
- Whereabouts of the child (and siblings).
- Child and family's ethnic origin.
- Child and family's main language.
- Actions taken and people contacted.
- Special needs of the child, including need for an accredited interpreter, accredited sign language interpreter or other language support.
- A clear indication of the family's knowledge of the referral and whether they have consented to the sharing of confidential information
- The details of the person making the referral.

##### **Other information that may be essential:**

- Addresses of wider family members
- Previous addresses of the family
- Schools and nurseries attended by the child and others in the household
- Name, address & phone number of GP/Midwife/Health Visitor/School Nurse
- Hospital ward/consultant/Named nurse and dates of admission/discharge
- Details of other children who may be in contact with the alleged abuser
- Details of other practitioners involved with the family

- Child's legal status and anyone not already mentioned who has parental responsibility
- History of previous concerns and any previous or current early help assessments completed
- Any other information that is likely to impact on the undertaking of an assessment or Section 47 Enquiry.
- Any other information that may put a worker at risk e.g.- dogs, weapons.

***See Flow chart appendices H***

Where there is a difference of professional opinion around the referral and / or any steps taken by Starting Point, we will escalate our concerns including into Starting Point, asking to speak to a Starting Point manager.

**Making a Referral**

Before a referral is made into front door services e.g.- Starting Point Derbyshire, First Contact Derby, if the information is not about immediate concerns for the health, safety and or wellbeing of a child, consideration must be given to:

- Undertaking an early help assessment
- Using and evidencing the current threshold document\* available to all practitioners and which is found on the partnership website:  
[https://derbyshirescbs.proceduresonline.com/docs\\_library.html](https://derbyshirescbs.proceduresonline.com/docs_library.html)

**\*Practice Examples**

**Level 1 - Universal Open Access to Provision**

Unborn babies, children and young people who make good overall progress in most areas of development and receive appropriate universal services, such as health care and education. They may also use leisure and play facilities, housing or voluntary services.

**Level 2 - Emerging Needs**

Unborn babies, children and young people whose needs require some extra co-ordinated support from more than one agency. These services should work together to agree what extra help may be needed to support a child or young person at an early stage. There is no need for intensive or specialist services.

**Level 3 - Intensive**

Vulnerable unborn babies, children, and young people and those who have a disability. Children and young people whose needs are more complex. This refers to the range, depth or significance of the needs. A number of these indicators would need to be present to indicate need at a level 3 criteria.

More than one service is likely to become involved. It is expected that the updated early help assessment will provide clear analysis and rationale for both the family and other services that Level 3 Intensive threshold has now been met.

If it was considered that the team around the family (TAF) plan had not met the child or family's emerging needs and that threshold for Level 3 intervention was met, consideration would be given to the role of intensive services being offered through children's services early help team or the completion of a single assessment by a qualified social worker.

#### **Level 4 - Specialist**

Unborn babies, babies, children, young people, and families whose needs are complex and enduring and cross many domains. More than one service is normally involved, with all professionals involved on a statutory basis with qualified social workers as the professional leads. It is usually local authority children's social care who act as the lead agency.

#### **Confidentiality**

The safety and welfare of the child overrides all other considerations, including the following:

- Confidentiality
- The gathering of evidence
- Commitment or loyalty to relatives, friends or colleagues.

The overriding consideration must be the protection of the child - for this reason, absolute confidentiality cannot and should not be promised to anyone.

#### **Listening to the Child**

If the child makes an allegation or discloses information which raises concern about Significant Harm, the initial response should be limited to listening carefully to what the child says, to:

- Clarify the concerns
- Offer reassurance about how s/he will be kept safe
- Explain that the information will be passed to Children's Social Care and/or the Police

If a child is freely recalling events, the response should be to listen, rather than stop the child; however, it is important that the child should not be asked to repeat the information to a colleague or asked to write the information down.

If the child has an injury but no explanation is volunteered, it is acceptable to enquire how the injury was sustained. A body map diagram may be used but it is not acceptable to take photographs.

However, the child must not be pressed for information, led, or cross-examined or given false assurances of absolute confidentiality. Such well-intentioned actions could prejudice police investigations, especially in cases of Sexual Abuse.



A record of all conversations, (including the timings, the setting, those present, as well as what was said by all parties) and actions must be kept.

No enquiries or investigations may be initiated without the authority of the Children's Social Care or the Police.

If the child can understand the significance and consequences of making a referral, he/she should be asked her/his views by the referring practitioner.

Whilst the child's views should be considered, it remains the responsibility of the practitioner to take whatever action is required to ensure the safety of that child and any other children.

### **Parental Consultation**

Practitioners should, in general, discuss concerns with the family and, where possible inform them that they are making a referral unless this may, either by delay or the behavioural response it prompts or for any other reason, place the child at increased risk of Significant Harm.

Situations where it **would not** be appropriate to inform family members prior to referral include where:

- Discussion would put a child at risk of Significant Harm
- There is evidence to suggest that involving the parents / caregivers would impede the police investigation and / or Children and Families Services enquiry
- Where there are concerns that a child may have been conceived as a result of an incestuous relationship or intra-familial sexual abuse
- Complex (multiple or organised) abuse is suspected
- Fabricated or induced illness is suspected
- To contact parents / caregivers would place you or others at risk
- Discussion would place one parent at risk of harm, for example. in cases of domestic abuse
- It is not possible to contact parents / caregivers without causing undue delay in making the referral
- Where there are concerns about a possible forced marriage or honour based violence
- An allegation is made that a child under 13 has been involved in penetrative sex or other intimate sexual activity

Given the responsibility that parents have for the conduct and welfare of their children, professionals should encourage the young person, at all points, to share information with their parents wherever safe to do so.

The notes and body map sheets in appendix F - may be useful to record key information to help when referring a safeguarding concern, however a chronology/timeline must be completed and stored confidentially - see appendices J. Further information may be requested by the Starting Point team and in line with the procedures set out by the Derby and Derbyshire Safeguarding Children Partnership.

Ofsted must be informed as soon as practical, of any significant incident requiring notification and in any case within 14 days:

<https://www.gov.uk/guidance/report-a-serious-childcare-incident>

Wildlings' insurance company may also need to be notified of any significant incidents, without sharing personal details unless appropriate to do so and as guided within the information sharing policy.

### **Appendix E: Learning from Serious Case Reviews (SCRs) and Serious Incident Learning Reviews (SILRs)**

The Derby and Derbyshire Safeguarding Children Partnership recognise the importance of learning and improving from our experiences in this area.

The Early Years' Service will share relevant messages from SCRs and SILRs in appropriate training events.

Serious Case Reviews, Serious Incident Learning and Thematic Case Reviews and learning relevant for settings can be found here:

[Serious Case Reviews \(ddscp.org.uk\)](https://www.ddscp.org.uk)

Themes:

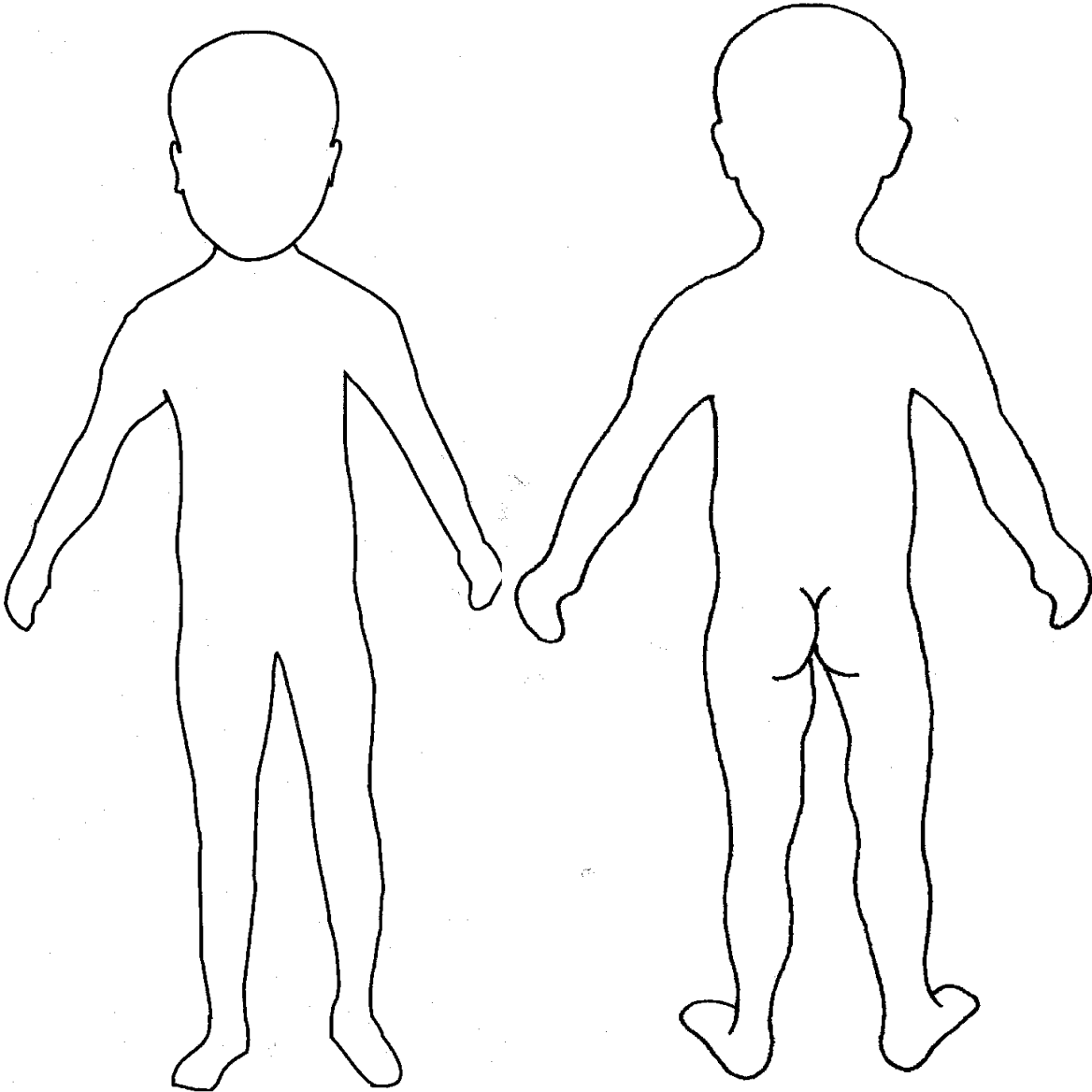
- Baby Deaths and injuries in pre- mobile infants
- Teenage Suicides
- Neglect

**Appendix F: Body Map**

A body map is simply a record of what can be seen and/or what has been said about the injury.

Name of child .....

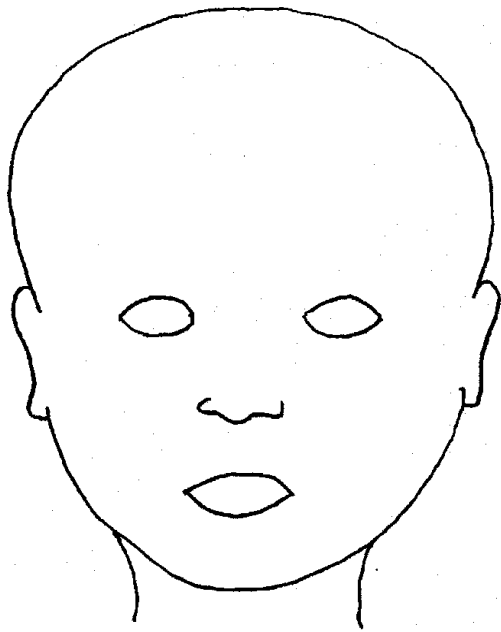
Date and time of observation.....



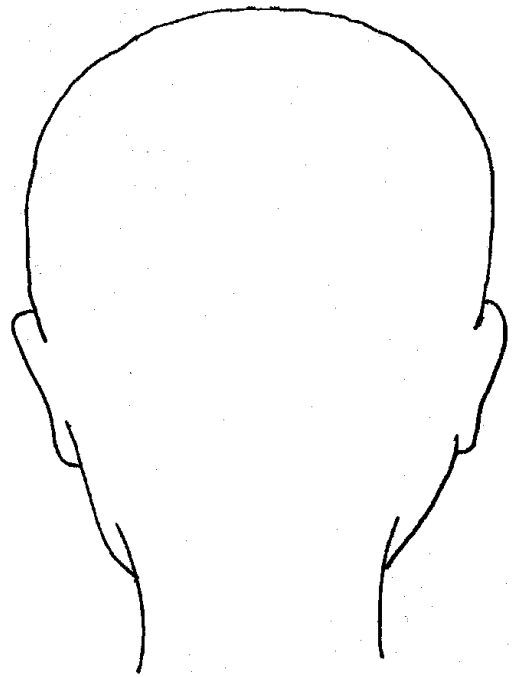
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Date of observation:

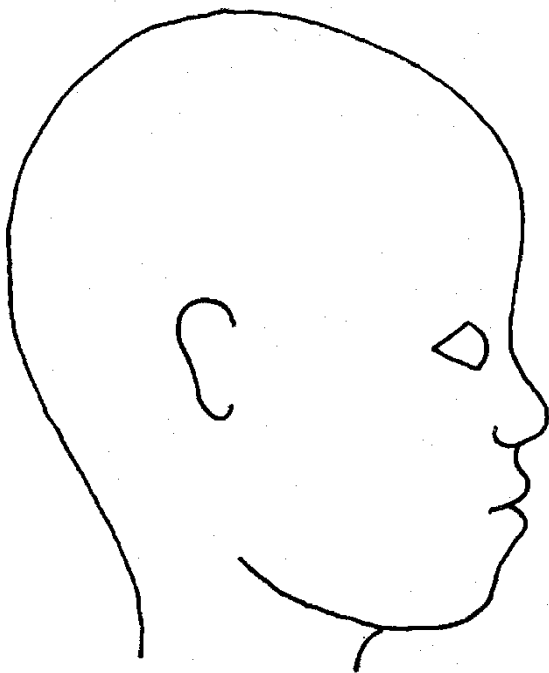
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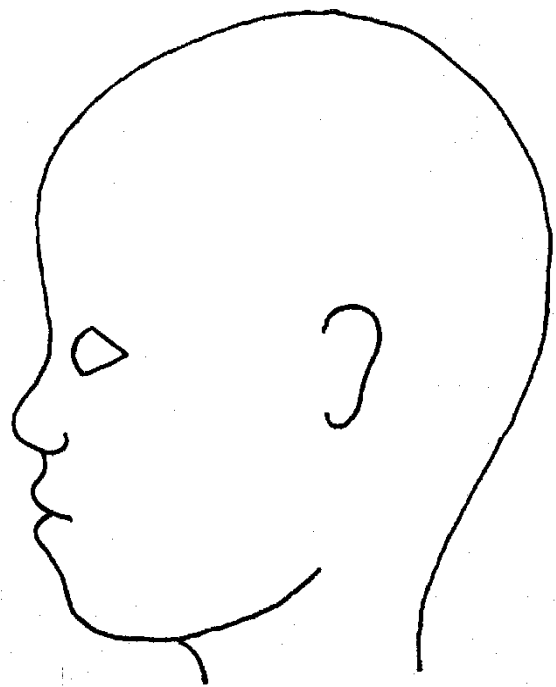
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**BACK**



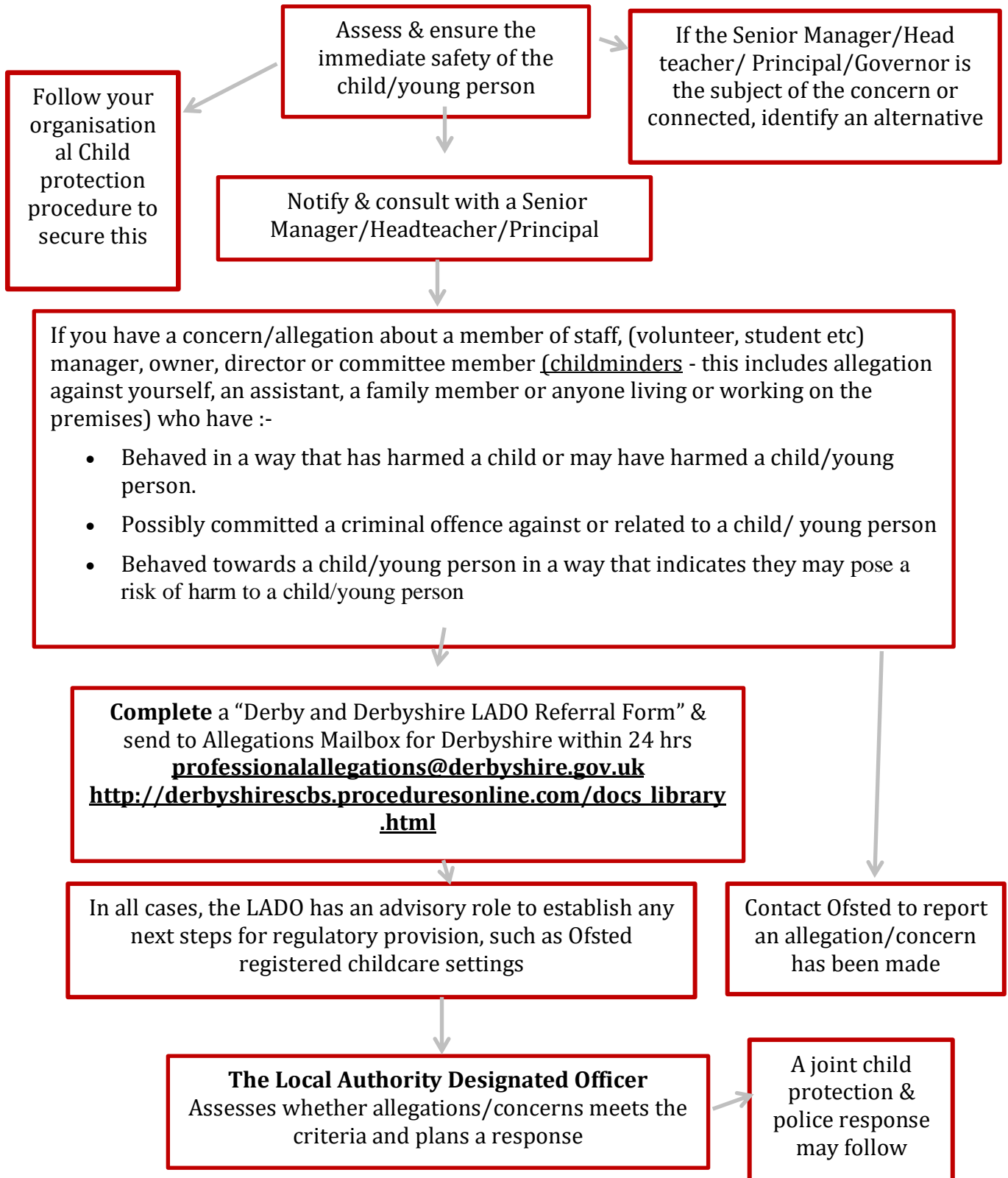
**RIGHT**



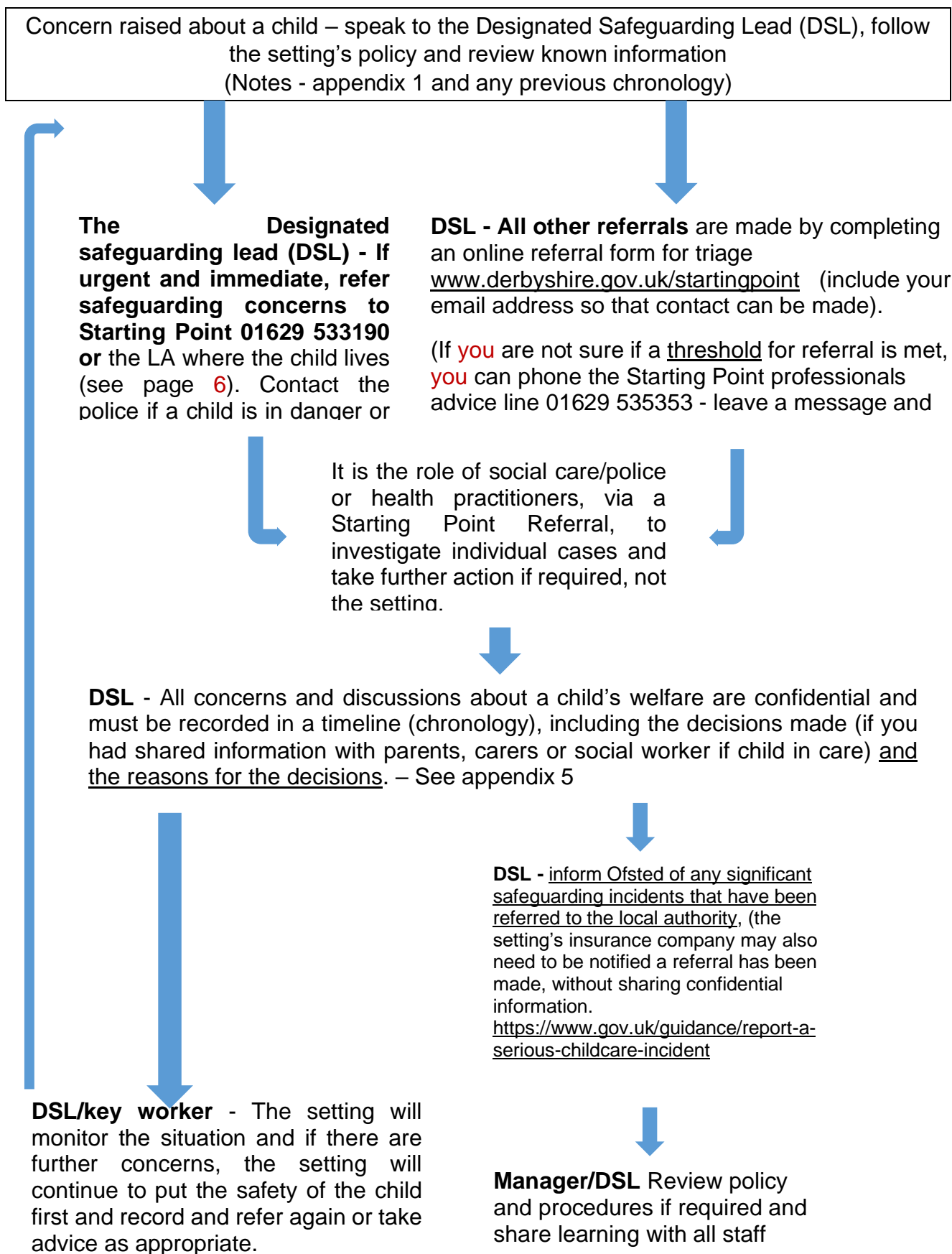
**LEFT**

## Appendix G: LADO Process

### Derbyshire Local Area Designated Safeguarding Officer (LADO) Process - Allegations/Concerns against staff member or persons living on premises where Ofsted registered childcare takes place



## Appendix H: Child Protection Concern – flow chart



## Appendix I: Chronology of Significant Events/Incidents

(To be placed at the front of the child's child protection records/file)

<b>Child's Name:</b>	<b>DOB:</b>
<b>Setting</b>	<b>School - if school age</b>

### Staff involved with child

Date	Name	Role

### Current Professionals involved with child

Start date of intervention	Name/contact details	Role

Siblings	Name	Setting/ school

**Current Status: -**  
**Inclusion Fund formerly (ETA EYS), Team around the Family (TAF), Special Educational Need and/or Disability (SEND), Section 17 - Child in Need, Multi Agency Team (MAT), Child Protection (CP) Plan, Looked after Child (LAC) etc.)**

### Chronology of significant events/incidents

Date(s)	Incident/event/report relevant to the child's welfare	Action/s taken (and by whom)	Full record location?	Agreed response to child (strategy)	Outcome (includes impact)
08/07/2016	Emma informs Key worker Joy Watts that mum's new boyfriend shouted & hit her last night, slight red mark on right cheek visible  <b>EXAMPLE</b>	Key worker JW informs DSL Claire Smith 10am JW completes CP report form DSL informs parent by phone & records explanation mum gave	Child's CP file	DSL - Call to Starting Point – agreed that a Social Worker (SW) to contact parent and visit at home.  Agreed information shared with school by settings	SW speaks to Emma, mark confirmed as likely non accidental injury (NAI) & arranges medical. Emma needs reassurance in settings and school as distressed. Emma may go and stay with aunty.

*Date Created: March 2021*  
*Reviewed and amended: March 2022*