



**Putting families at the centre**

# **Child Protection and Safeguarding Policy and Procedure**

Policy was adopted by Honeycroft's Board of Trustees  
November 2017

This policy is due for review in November 2018

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## Key contacts

Role	Name	Contact details
Designated Safeguarding Lead	Natasha Silsby Centre Manager	07904 29 29 39
Deputy Designated Safeguarding Lead	Anna Marks Nursery Manager	07735 601 100
Nominated Trustee for Safeguarding and Child Protection	Christine Brady	01273 691 191 ex. 2068 07958 794 381
Chair of Trustees	Barry Silsby	07811 561 161
Local Authority Designated Officer (LADO)	Darryl Clews	01273 295643 07795 335 879
Front Door for Families (Office hours: 9am-5pm Mon-Thurs 9am-4:30pm Fri)		01273 290 400
Front Door for Families Out of Hours Emergency Contact		01273 335 905 / 335 906

### Note on recent changes to the referral team

The Multi Agency Safeguarding Hub (MASH), Early Help Hub and Family Information Service have merged to become the [Front Door for Families](#).

The service is made up of social workers, police, health and education professionals who work together to assess, decide and coordinate how best to support children, young people and their families where there are concerns.

## Guiding Principles

The [Pan Sussex Child Protection and Safeguarding Procedures Manual](#) defines safeguarding and promoting the welfare of children 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.

We believe that all children have the right to protection from neglect and abuse and that their welfare is paramount.

All staff and volunteers working at Honeycroft have a duty to ensure that children are safe and protected.

We all have a duty to ensure that if there are any concerns relating to the welfare or safety of a child, the relevant authorities are informed.

We will aim to be open and honest with parents and carers unless we believe that this may cause harm to a child, then we will always put the needs of the child first.

We will work with other agencies to ensure that concerns about the safety of children at Honeycroft are properly communicated and acted upon.

We are committed to safe recruitment and selection procedures to ensure that all staff and volunteers are safe to work with children. We will ensure that all staff receive appropriate child protection training.

We aim to provide a safe environment for all children, based on respect and equality. We recognise the importance of enabling children to talk openly and to feel confident that they will be listened to.

## Legal Framework

Key statutory guidance used to develop this policy is '[Statutory framework for the early years foundation stage: Setting the standards for learning, development and care for children from birth to five](#)'. In particular Section 3; The safeguarding and welfare requirements.

In addition:

*The Children Act 1989* outlines the expectations and requirements around duties of care to children and requires all Local Authorities to:

- Take action to safeguard and promote the welfare of any child who is suffering or likely to suffer 'significant harm' and
- Safeguard and promote the welfare of any child who is 'in need'

*The Children Act 2004* places a duty on local authorities and their partners to co-operate in promoting the wellbeing of children and young people and to make arrangements to safeguard and promote the welfare of children.

*The Childcare Act 2006* outlines the requirements for early years and childcare providers as follows:

- staff should complete safeguarding training that enables them to recognise signs of potential abuse and neglect; and
- providers should have a practitioner who is designated to take lead responsibility for safeguarding children within each Early Years setting and who should liaise with local statutory children's services agencies as appropriate. This lead should also complete child protection training.

This policy and procedure has been developed in accordance with the following statutory guidance and local safeguarding procedures:

- [Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children, March 2015](#)
- *Pan Sussex Child Protection and Safeguarding Procedures Manual*  
<http://sussexchildprotection.procedures.org.uk/>

## **Roles and Responsibilities**

The Designated Safeguarding Lead, Natasha Silsby, is the Centre Manager at Honeycroft and has overall responsibility for child protection and safeguarding. Natasha will ensure that all staff at Honeycroft receive training, support and resources to ensure that they are equipped to keep children safe from harm and ensure their welfare. Natasha will also ensure that the Child Protection and Safeguarding Policies and Procedures are implemented fully, staff are aware of their responsibilities and are given the time and support required to allow them to fulfil these. The Designated Safeguarding Lead will take part in any inter-agency meetings and contribute towards child assessments, as required, and will work closely with Honeycroft's Trustee for Safeguarding and Child Protection for advice and support.

## **Categories of Abuse and recognition**

'Working Together to Safeguard Children 2015' includes definitions of the four broad categories of abuse which are used for the purposes of recognition:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

These categories can overlap and an abused child can sometimes suffer more than one type of abuse.

### Physical Abuse

Causing physical harm to a child, for example through hitting, shaking, burning or poisoning. Indicators include obvious signs of injury, injuries which are unusual or unexplained and injuries, which while explained are frequent. Physical abuse can also be when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

### Emotional Abuse

Persistent emotional ill treatment of a child which can include continuous denial of love, affection or approval, telling children they are worthless or inadequate, extreme overprotection or limiting learning or exploration. It can also include seeing or hearing the ill treatment of another person for example, domestic violence. Emotional abuse is often present in other forms of abuse. Indicators include low self-esteem, unhappiness, fear, distress or anxiety, attention seeking behaviours and emotional developmental delay.

### Sexual Abuse

This is the involvement, by force or otherwise, of a child in sexual activity. Sexual abuse can involve physical contact, including penetration or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. It can also include non-contact activities such as involving children in looking at, or in the production of, sexual images, watching sexual activities, or grooming a child in preparation for abuse (including via the Internet). Indicators include inappropriate sexualised conduct, sexually explicit behaviour, play or conversation, inappropriate to the child's age, physical indicators such as vaginal discharge or itching/pain around the genital area.

### Neglect

Neglect is defined as a chronic inattention to basic needs such as failing to provide adequate food, clothing or shelter. It can also be the failure to protect a child from physical and emotional harm or danger or failing to respond to medical needs. Indicators include a dirty or scruffy appearance, hunger, physical and intellectual developmental delay and low self-esteem.

### **Particularly vulnerable children**

We recognise that for a number of reasons, some children are particularly vulnerable to abuse. As an Early Years setting, many of our children are still learning to speak and will be less able to tell people about abuse happening to them. Staff and volunteers at Honeycroft must be aware that babies and toddlers, children with special needs and children for whom English is an additional language, may require extra consideration.

### **What action to take if you have concerns about a child**

If any staff, volunteer, contractor, parent or other adult at Honeycroft has a concern about a child, this should be discussed with the Designated Safeguarding Lead, Natasha Silsby, as soon as possible and before the child goes home for the day.

If Natasha is not available, and the concern involves an incident that has taken place with Honeycroft you should call the Local Authority Designated Officer (LADO), Darryl Clews on 01273 295643 for advice on what actions should be taken. Natasha should be informed of this as soon as possible.

If Natasha is not available, and the concern involves a disclosure made by the child about abuse that has happened to them, or if you are concerned that the child has been subject to abuse you should immediately call Front Door for Families on 01273 290400. Natasha should be informed of this as soon as possible.

If a child is at risk of significant harm, the Designated Safeguarding Lead, Natasha Silsby will immediately contact the Front Door for Families on 01273 290400.

If Natasha believes the child is in immediate danger or a crime has been committed she will contact the police.

If Front Door for Families accept the referral, the [safeguarding referral form for professionals](#) will be completed and sent across within 24 hours.

Natasha will generally inform the parents/carers of the child prior to making the referral unless it is believed that doing so will put the child in additional danger.

### **What to do if a child makes a disclosure to you**

- Listen, allow the child to talk freely

- Do not interrupt, ask leading questions or complete their sentences
- Let the child know they are believed
- Do not promise to keep it a secret but explain that there are people who can help them
- Discuss immediately with the Designated Safeguarding Lead, Natasha Silsby
- Follow up your concerns in writing, either by completing the [safeguarding referral form for professionals](#) or by emailing the details to Natasha.

### **Allegations of abuse made against staff and whistleblowing**

In the event that an allegation of abuse is made against a member of staff or other adult at Honeycroft, the Centre Manager will seek advice from the Local Authority Designated Officer for Child Protection (LADO) and will agree the procedure to be followed.

Parents/carers of a child allegedly abused by a member of staff or another adult at Honeycroft will be kept informed of the progress and outcome of any investigation.

The member of staff will be offered appropriate support, being kept informed of the progress and outcome of any investigation. Every effort will be made to maintain confidentiality while the allegation is being investigated. While the parents and accused person will be kept up to date with progress of the case, information should be restricted to those who have a need to know. In accordance with the Pan Sussex Safeguarding procedures, Ofsted will be notified of the allegation.

While the Centre manager will deal with any allegations of abuse against staff, any allegations of abuse against the Centre Manager will be dealt with by the Child Protection and Safeguarding Trustee, Christine Brady. (It would usually be the Chair but there is conflict of interest as he is family.)

Members of staff disclosing information regarding inappropriate behaviour by colleagues will be listened to and supported. Any member of staff who feels that a reported allegation or concern is not being dealt with appropriately should report the matter to the Local Authority Designated Officer (LADO).

### **Allegations of abuse made against other children**

Children at Honeycroft should be free from harm from other children as well as adults. The [Pan Sussex Child Protection and Safeguarding Procedures Manual](#) provides guidance on how to determine whether an action by a child towards another child which affects the well-being of that child is abusive.

Key indicators of an abusive situation could be that one child is older than the other, if the allegedly abused child is physically or mentally vulnerable, or if sexual assault has occurred. Honeycroft recognises that in any instance of peer on peer abuse, the abusing child may also be a victim of abuse themselves. If it is considered that there is a case for child protection, the Centre Manager will contact Front Door for Families for advice.

If it is decided that the case is one of bullying or unacceptable behaviour, the Centre Manager will follow the procedure set out in Honeycroft's Anti Bullying and Behavioural Policy ([link to this when policy is available](#)).

## Safe Recruitment

Honeycroft recognises that safe recruitment procedures are key to keeping the children in our care safe. When recruiting staff and volunteers we will:

- Obtain an enhanced criminal records check for all staff and volunteers working at Honeycroft
- Obtain further criminal record checks for any staff member or volunteer who has worked overseas
- Make clear to all candidates our priority for the safeguarding of children in our care at interview
- Include clear safeguarding responsibilities in all staff job descriptions
- Not allow any person whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children at Honeycroft
- Make a referral to the Disclosure and Barring Service where a member of staff is dismissed because they have harmed a child or put a child at risk of harm.

## Safer Working Practices

Honeycroft understands that to ensure children are safe it is important to have clear guidelines for all adults about safe working practices. These standards help to protect the children at Honeycroft and also protect staff from being vulnerable to allegations.

- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.
- Staff will maintain professional boundaries when engaging in physical contact with children. The needs of the child will be the only consideration when hugging or holding hands etc.
- Adults will not share personal contact information with children or attempt to contact children in a personal capacity for example mobile phone numbers, social media accounts or email addresses.
- Should we say something about babysitting? Eg: Honeycroft understands that sometimes staff will provide babysitting services to families. In these situations, staff should continue to maintain professional boundaries and will only share personal contact information with the parents/carers.
- Staff will not take mobile phones into changing areas.
- Photographs will only be taken of children when the parent has given consent. Photographs that are used for publicity purposes will never name the child or the parent.
- All adults collecting children from the nurseries will have to be nominated and identified beforehand and will need to quote an agreed password

## Staff Induction, Training and Development

The Designated Safeguarding Lead, Natatsha Silsby, will coordinate yearly child safeguarding training for all staff with the assistance of Honeycroft's Trustee for Child Protection and Safeguarding, Christine Brady.

All new staff will receive child safeguarding training as part of their induction and will be shown this Child Protection and Safeguarding Policy and Procedure and understand what to do if they are concerned about a child.

All short-term staff and volunteers will be shown this Child Protection and Safeguarding Policy and Procedure and understand what to do if they are concerned about a child.

Natasha will receive the following training: ?

## **Information sharing and consent**

At Honeycroft we aim to be open and honest with parents about what information we are sharing and why. We will always aim to seek parental agreement to this, unless doing so could put the child or others at risk of significant harm.

We will always prioritise a child's safety and welfare when making decisions on whether to share information about them.

We will ensure information is accurate, up-to-date, necessary for the purpose for which we are sharing it, and share it only with those who need it.

We will always respect the wishes of children or families who do not consent to share confidential information unless we believe that to do so will put that child at significant risk.

We will always record our decisions about whether or not to share information and our reasons behind them.

Honeycroft understands that the Data Protection Act is not a barrier to sharing information, but is in place to ensure that personal information is shared appropriately.

## **Record Keeping**

At Honeycroft we will ensure that all records are factual, accurate, relevant, up to date and stored securely. Although safeguarding and welfare records on individual children do not have to be shown to parents or carers requesting to see a child's file, parents and carers may see these records unless to do so would put a child at significant risk. Good practice suggests that if anything is significant enough to be recorded it should be discussed with parents and carers unless this increases risks for the child or damages the potential for the collection of evidence.

Any welfare and child protection records will be passed on to the child's primary school when they leave Honeycroft or if the child is already at primary school, these records will be shared.

## **Special Areas of Concern**

### *Domestic Violence*

The NSPCC reports that one in five children have been exposed to domestic abuse. Honeycroft understands that witnessing domestic abuse can be very distressing for a child and can cause serious harm. Children living in a home where domestic abuse is happening

can also be at risk of other types of abuse. Children can be harmed by experiencing domestic abuse or violence in a variety of ways including:

- seeing the abuse
- hearing the abuse from another room
- seeing a parent's injuries or distress afterwards
- being hurt by being nearby or trying to stop the abuse

Staff should be aware that any disclosures made by children may involve domestic abuse and that this abuse may be part of an overall pattern of abuse or violence in the family.

### Female Genital Mutilation (FGM)

FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences. It is estimated that around 10,000 girls under the age of 15 in the UK have undergone FGM, either here or abroad. Children at risk of FGM can be very young and can sometimes be babies. Honeycroft staff should treat concerns about FGM as they would any other safeguarding issue and should refer any concerns about girls being at risk of FGM to the Designated Safeguarding Lead.

New rules introduced in 2015 now mean that any *known* cases of FGM happening to girls, either through the girl disclosing the information or staff seeing the physical signs that FGM has taken place should be reported immediately to the Police.

### Preventing Radicalisation

From 1 July 2015, under the Counter-Terrorism and Security Act, all schools including early years childcare providers, are expected to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

Staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. Any concerns should be discussed with the Designated Safeguarding Lead and followed up through the usual safeguarding channels.

For specific advice, the Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff and governors to raise concerns relating to extremism directly. Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk).

## Further information and references

Referral form for people working with children

[https://selfservice.brighton-hove.gov.uk/en/AchieveForms/?form\\_uri=sandbox-publish://AF-Process-68044e9a-41e1-43ab-a0b4-30360fd51a1c/AF-Stage7b29ef8c-29fc-4916-a2c8-1550278c3b64/definition.json&redirectlink=%2F&cancelRedirectLink=%2F&category=AF-Category-34ae0761-fc35-4751-b4b5-2f73047d94eb](https://selfservice.brighton-hove.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-68044e9a-41e1-43ab-a0b4-30360fd51a1c/AF-Stage7b29ef8c-29fc-4916-a2c8-1550278c3b64/definition.json&redirectlink=%2F&cancelRedirectLink=%2F&category=AF-Category-34ae0761-fc35-4751-b4b5-2f73047d94eb)

Referral form for members of the public

[https://selfservice.brighton-hove.gov.uk/en/AchieveForms/?form\\_uri=sandbox-publish://AF-Process-5cc383fc-3651-4f91-897b-35c3b599cbbf/AF-Stage-46ff3d1e-609b-4edf-a430-6e5929037466/definition.json&redirectlink=%2F&cancelRedirectLink=%2F&category=AF-Category-34ae0761-fc35-4751-b4b5-2f73047d94eb](https://selfservice.brighton-hove.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-5cc383fc-3651-4f91-897b-35c3b599cbbf/AF-Stage-46ff3d1e-609b-4edf-a430-6e5929037466/definition.json&redirectlink=%2F&cancelRedirectLink=%2F&category=AF-Category-34ae0761-fc35-4751-b4b5-2f73047d94eb)

For information about agreed child protection procedures across Sussex and the role of the Local Safeguarding Children's Boards:

Pan Sussex Child Protection and Safeguarding Procedures Manual

<https://sussexchildprotection.procedures.org.uk/>

For statutory guidance on Child Protection and Safeguarding:

'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children' March 2015

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/592101/Working\\_Together\\_to\\_Safeguard\\_Children\\_20170213.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf)

Information for People working with children about how to recognise abuse and what to do:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

For more information about safer working practices:

<https://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>

For more information about the Early Years Foundation Stage, including safeguarding:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/596629/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf)

For more information on Female Genital Mutilation (FGM)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/525390/FGM\\_safeguarding\\_report\\_A.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/525390/FGM_safeguarding_report_A.pdf)

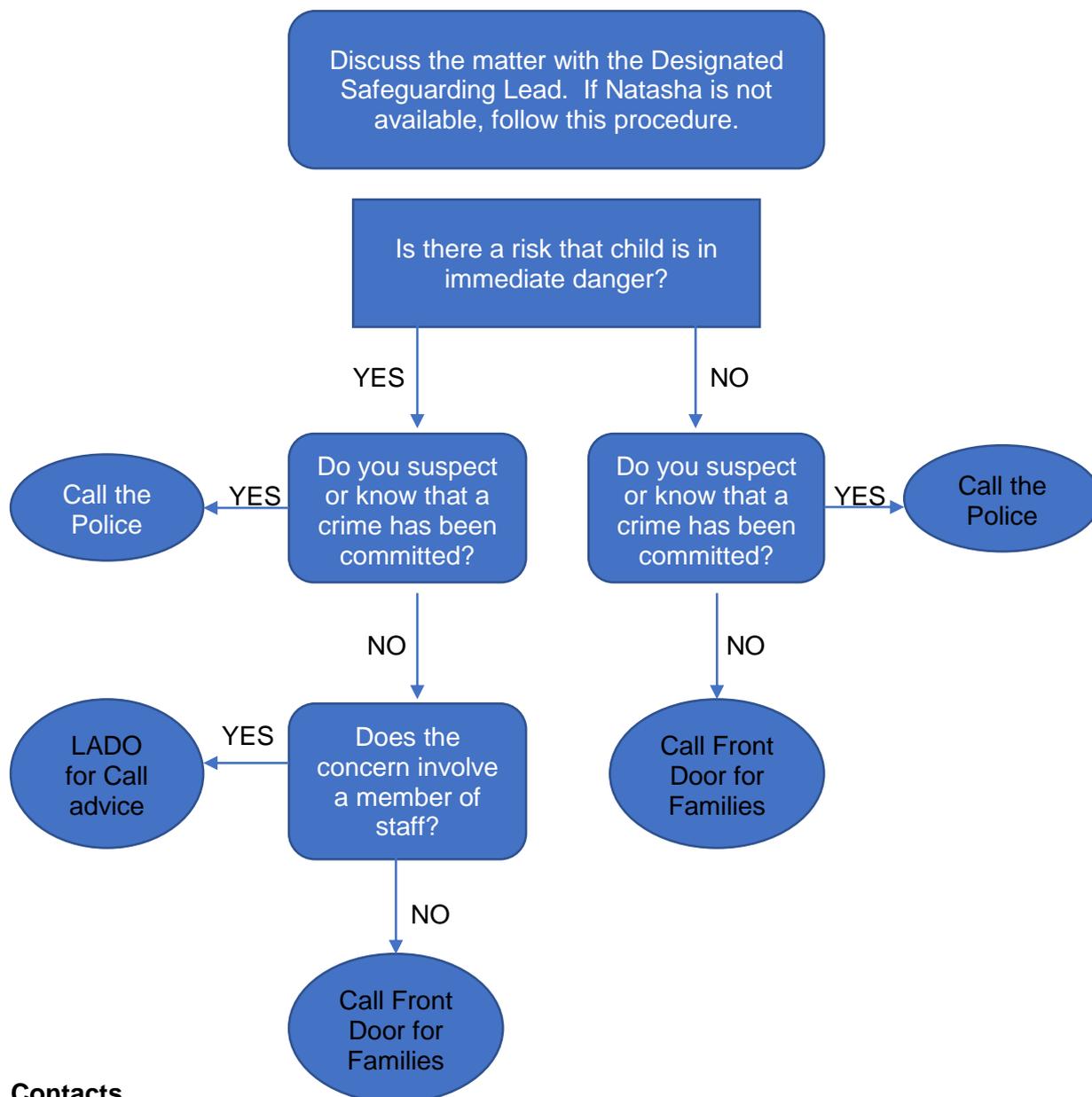
For more information about domestic violence and how it can impact children

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/domestic-abuse/>

For more information about preventing radicalisation

<http://www.safeinthecity.info/getting-help/preventing-terrorism-and-extremism>

## What to do if you are concerned about the safety of a child



### Contacts

Honeycroft Designated Safeguarding Lead	Natasha Silsby	Office: Mobile:
Local Authority Designated Officer (LADO)	Darryl Clews	Office: 01273 295643 Mobile: 07795335879
Front Door for Families		01273 290400
Out of hours		01273 335905 / 335906
Police		999