



Safeguarding Children Policy 2018

Our main responsibility at HAPPY STARS is the welfare of the children within our care, we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instances that cause concern.

We have a duty to report any suspicions we may have to the Local Safeguarding Children's Board who have a duty to investigate such matters.

HAPPY STARS will follow the procedures set by the Local Safeguarding Children's Board and will seek advice on all steps taken.

Concerns regarding the possibility of sex offenders within our community can be discussed with the police, or any other non-emergency concerns, telephone 101.

We have a safeguarding file in place which contains the correct forms to be used in case of concerns arising and for use at Child Protection Conferences.

Happy Stars designated Safeguarding Officers are;

Happy Stars Babies; Clare Foster / Rebekah Short / Natalie Spencer

Happy Stars; Clare Foster / Rebekah Short

Mobile Phones

Happy Stars management, practitioners, students and volunteers must at no time have their mobile phone with them whilst working with children, unless in the case of supervising nursery outings and walks and during transition visits. In any of these cases the mobile phone must only be used in the case of an emergency or in the event of contacting the nursery. At no time should anybody connected with Happy Stars take photographs or video recordings on their mobile phone. All practitioners, students and volunteers upon induction shall sign to agree to commit to this policy. Both buildings have their own mobile phones to be taken with a staff member for any outings, these cannot connect to the internet or take photographs.

Cameras and Video Recordings

Photographs and video recording may be taken of the children if prior consent has been given by the family, this can be found in the child's individual circumstance form.

Families also give or decline their consent to their child's photographs being used in other children's 'Look at Me' files or on Tapestry and to be shared with the Local Authority, these can be found in the child's circumstance form.

Practitioners must not use their own camera or download photographs on to their personal computers. Prior consent must always be gained from families for children's photographs to be used by the media.

Online Safety

We ensure appropriate filters and monitoring systems are in place on all digital appliances to protect children from harmful online material.

Peer on peer abuse

Children are vulnerable to abuse by their peers and such abuse will be taken seriously by adults. We will not dismiss abusive behaviour as 'normal' between children (children's age and stage of development will be considered). We will monitor any incidences of peer on peer abuse and our behaviour strategies will be followed and discussions will take place with families, however if ongoing incidents occur we will respond to these within our normal safeguarding procedures.

Early Help Assessment

We may use an early help assessment to support families where there is reason to believe they are in need of further assistance to build on their strengths whilst identifying any difficulties.

An early help form would only be completed with the parents and with consent shared with other professionals. The aim of the early help assessment is to support early intervention, improve joint working between Happy Stars, families and outside agencies and to protect children and maximise their potential.

Assistance may be sought from other professionals and or specialists to provide support to ensure children's and their families need are met at the earliest opportunity.

Single duty team - 01724 296500 or out of hours, 01724 296555

If we wish to contact support for cases which are already active telephone, 01724 742500, Faye Baker area contact for Scunthorpe South.

Prevent Agenda

All Happy Stars practitioners and staff are made aware of the Prevent agenda and how to identify and assess the risk of children being drawn into terrorism including extremist ideas that are part of the terrorist ideology. Everyone should be alert to changes in children's behaviour which may indicate that they may need help or protection. Staff should use their professional judgement in identifying children who may be at risk of radicalisation and act accordingly.

Happy Stars promote fundamental British values of democracy, rules of law, individual liberty, mutual respect and tolerance for those of different faiths and beliefs.

As and when possible, staff will receive specific training relating to the prevent agenda and the best ways in which to support children and their families.

Allegations against children in the setting

Ratios are maintained at all times as required by the EYFS Statutory Guidance and staff are deployed to meet the needs of the children at all times. In the case of an allegation being made against another child a chronology of events will be recorded. Information will be gathered from the child's family making the allegation and children's services will be informed. All children will be carefully monitored and the children accused would not be left unsupervised. We would then take advice from children's services as to the next course of action to be taken.

Definitions of abuse

Physical Abuse

Possible signs of physical abuse: Frequent unexplained injuries (especially with pattern-marks, e.g. hand print), hyper-vigilance, inappropriate clothing to cover-up, fearful reluctance to go home.

Common sites of non-accidental injury: Inner arms and thighs, torn frenulum (in mouth, skin between lip and gum), abdomen or chest, black eyes, ears, face and spinal fractures. If it is believed a child was inflicted knowingly or not prevented to have been physically injured or poisoned this action must be taken:

Management must be informed immediately of any concerns

Any mark/injury/concern will be recorded, however a child must not be undressed to examine marks or bruising

The incident will generally be discussed with the parent/carer and relevant others if appropriate.

Any discussion will be recorded.

A decision will be made as to whether a referral is or is not necessary, all reasons for the outcome of the decision will be recorded with the names of persons making the decision and the date the decision was made.

The North Lincolnshire Children's and Young Peoples Services duty officer will be informed if necessary dependent on the outcome of the decision to refer

Sexual Abuse

If a child has an excessive pre-occupation with sexual matters, an inappropriate knowledge of adult sexual behaviour, staff have witnessed where a child has indicated through words, play or drawing sexual activities any physical markings or withdrawn (frozen awareness) this procedure will be followed:

Management must be informed immediately of any concerns

The observed instances will be reported to management

Any mark/injury/concern will be recorded, however a child must not be undressed to examine marks or bruising

The concerns would generally be discussed with the parent/carer and relevant others if appropriate.

The observed instances will be recorded

Any information will be recorded.

A decision will be made as to whether a referral is or is not necessary, all reasons for the outcome of the decision will be recorded with the names of persons making the decision and the date the decision was made.

The North Lincolnshire Children's and Young people's Services duty officer will be informed dependent on the outcome of the decision to refer

Emotional Abuse

Possible signs of emotional abuse: Withdrawal, anxiety, hyper-vigilance, extremes of behaviour (including inappropriately adult or baby-like), lack of attachment to parent/carer. If staff have reason to believe that there is severe, adverse effect on the behaviour, willingness to thrive or emotional development of a child caused by persistent or severe emotional neglect or rejection, whether socially or mentally this action must be taken:

Management must be informed immediately of any concerns

The concerns would generally be discussed with the parent/carer and relevant others if appropriate.

Any observations or information to be reported to management.

All information/observations are to be recorded.

A decision will be made as to whether a referral is or is not necessary, all reasons for the outcome of the decision will be recorded with the names of persons making the decision and the date the decision was made.

The North Lincolnshire Children's and Young people's Services duty officer will be informed if necessary dependent on the outcome of the decision to refer

If there are any queries or the abuse is thought to be on going the North Lincolnshire Children's and Young people's Services duty officer may be notified.

Neglect

Possible signs of neglect: Ill-fitting, dirty or inappropriate clothing, poor hygiene, untreated illnesses or injuries, is left unsupervised or allowed to play in unsafe situations. If staff have reason to believe there has been deterioration in a child's well-being, persistent or severer neglect which could result in serious impairment of the child's health or development, including failure to thrive this action must be taken.

Management must be informed immediately of any concerns

Any mark/injury/concern will be recorded, however a child must not be undressed to examine marks or bruising

The concern will generally be discussed with the parents/carer or other relevant person if appropriate.

Any observations or information must be recorded

The discussion will be recorded.

A decision will be made as to whether a referral is or is not necessary, all reasons for the outcome of the decision will be recorded with the names of persons making the decision and the date the decision was made.

If there are any queries the North Lincolnshire Children's and Young people's Services duty officer will be notified dependent on the outcome of the decision to refer

The staff at HAPPY STARS may be the first people to be confided in about abuse, it is not the responsibility of Happy Stars to investigate the suspected abuse.

Accurate records will be made of observations and anything mentioned by the child or others in connection with the suspected abuse.

Our safeguarding children policy over rules our Confidentiality Policy, and any relevant persons will be notified if there is cause for concern.

All staff will receive training on the protection of children from abuse.

Domestic Abuse

Seeing, hearing or knowing of a parent being abused is traumatic for children and can have long term damaging emotional and psychological effects. All staff should be aware of the impact of domestic abuse on children and where it is suspected that a child is at risk of harm by witnessing or hearing domestic abuse staff will follow our normal safeguarding referral route or in an emergency call the police immediately.

Female genital mutilation

All staff should be aware of female genital mutilation and the risk factors for young girls. Staff should report any concerns immediately either through our normal safeguarding referral route or directly to the NSPCC FGM helpline 08000283550. Information and risk factors regarding FGM will be shared with all staff.

HAPPY STARS AIMS TO:

- Ensure children are never placed in risk while in our care
- Ensure all staff are familiar with Safeguarding children issues and procedures
- Regularly review and update this policy
- Ensure that concerns are kept confidential.
- Each member of staff understands the procedure to be followed in the event of an allegation being made against a member of staff.

Child Sexual Exploitation

All staff members will be aware of how children can be exploited and will act on any concerns immediately. This also includes recognising where older children may be at risk. If a staff member has concerns they will follow our usual safeguarding referral route or in an emergency call the police directly. Staff will be provided with information regarding child sexual exploitation within our policies and procedures.

Breast Ironing

What is breast ironing?

Breast Ironing is practiced in some African countries, notably Cameroon. Girls aged between 9 and 15 have hot pestles, stones or other implements rubbed on their developing breast to stop them growing further. In the vast majority of cases breast ironing is carried out by mothers or grandmothers and the men in the family are unaware. Estimates range between 25% and 50% of girls in Cameroon are affected by breast ironing, affecting up to 3.8 million women across Africa.

Why does breast ironing happen?

The practice of breast ironing is seen as a protection to girls by making them seem 'child-like' for longer and reduce the likelihood of pregnancy. Once girls' breasts have developed, they are at risk of sexual harassment, rape, forced marriage and kidnapping; consequently, breast ironing is more prevalent in cities. Cameroon has one of the highest rates of literacy in Africa and ensuring that girls remain in education is seen as an important outcome of breast ironing.

Breast ironing is physical abuse

Breast ironing is a form of physical abuse that has been condemned by the United Nations and identified as Gender-based Violence. Although, countries where breast ironing is prevalent have ratified the African Charter on Human Rights to prevent harmful traditional practices, it is not against the law.

Breast ironing does not stop the breasts from growing, but development can be slowed down. Damage caused by the 'ironing' can leave women with malformed breasts, difficulty breastfeeding or producing milk, severe chest pains, infections and abscesses. In some cases, it may be related to the onset of breast cancer.

Breast Ironing in the UK

Concerns have been raised that breast ironing is also to be found amongst African communities in the UK, with as many as a 1,000 girls at risk. Keeping Children Safe in Education (2016) mentions breast ironing on page 54, as part of the section on so-called 'Honour Violence'. Staff worried about the risk of breast ironing in

their school should speak to the Designated Safeguarding Lead as soon as possible. Schools need to know the risk level within their communities and tackle the risk as appropriate.

Parents and Carers

It is at the discretion of Happy Stars as to whether the concerns are shared with the parent / carer although it is good practice to do so it will only be done when there is no risk of the child being put in significant harm. This is professional judgement and may only be made by a member of management.

Existing injury forms

Parents and families are required to inform practitioners if their child arrives with an existing injury. The form will be completed by the practitioner. The information from the form will be added to the chronological log. The completed existing injury forms will then be stored in the child's personal file.

Allegations against a member of staff

Dealing with concerns and allegations against staff members or any other person working with the children
This section of the Safeguarding Policy links to section 3.4 of the Early Years Foundation Stage Statutory Framework

The Manager/Safeguarding Coordinator in this setting with responsibility in respect of allegations against staff, volunteers or students is;

Name.....

Job title.....

Contact telephone number.....

If the Manager/Safeguarding Coordinator in this setting with responsibility in respect of allegations against staff, volunteers or students is not available or is the subject of such an allegation, contact; (deputy)

Name.....

Job title.....

Contact telephone number.....

All staff, students and volunteers are provided with a copy of the Safeguarding Policy and Procedures during their induction, and the Supervisor will ensure they understand the procedures to be followed by discussing these with them and asking them to sign and date to say they have read and understand them. In addition, all staff receive ongoing training on safeguarding issues. Understanding of issues relating to safeguarding will also be discussed during staff supervision meetings. All staff will have access to, and be required to read 'What to do if you're worried a child is being abused - Summary'. In addition, safeguarding information must be made available to parents as they may wish to make an allegation against a staff member. Parents/carers should also understand the procedure to follow if they have any concerns regarding a member of staff at the setting.

The concerns may be about the behaviour/language of a:

- Member of staff, student or volunteer from the setting
- Member of staff, student or volunteer from another service/setting received or attended by the child

The behaviour/language could take a number of forms, for example;

- Seeing an adult hit a child
- Observing an adult using inappropriate restraint or language
- Witnessing the neglect of basic care needs of a child
- Inappropriate sexual comments to children OR adults in the setting
- Excessive one-to-one attention beyond the requirements of their usual role and responsibilities
- Inappropriate sharing of images
- Any other inappropriate behaviour or language

If you have any concerns, the procedure is as follows:

First, do all you can to challenge the perpetrator's behaviour/language immediately without putting any child or yourself at undue risk

- Inform the perpetrator of your concerns
- Ask him/her to move to an area where there is no contact with children.
- Advise him/her that you will immediately inform the safeguarding coordinator/manager within the setting of what you have witnessed.
- If the perpetrator continues; take any appropriate action you can to separate any children and the perpetrator, and call for assistance
- It is essential that you stay with the child/ren until you can transfer them to the care of another responsible adult (ideally their key person).

In all cases where a concern has been raised, inform the Manager/Safeguarding coordinator or most senior person on site immediately. They will deal with the staff member in line with LSCB policies and procedures and/or disciplinary and grievance procedure (continue to ensure that ratios are met at all times)

Take notes of what you have heard or seen and what has been said - if it is not possible to take notes at the time, do so immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written. The notes should be dated and signed. The notes should cover what you saw, who said what, what action you took, and the details of date, time and location and name of child and perpetrator.

If the information relates to a concern, allegation or suspicion that a member of staff, manager, owner, committee member, student, volunteer or carer who works with children 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 s/he is unsuitable to work with children in connection with his/her employment or voluntary activity, or where:
- Concerns arise about the person's behaviour with regard to his/her own children
- Concerns arise about the behaviour in the private or community life of a partner, member of the family or other household member.

You should:

Report the matter immediately to the Manager/Safeguarding Coordinator or named deputy in his/her absence or where the Manager/Safeguarding Coordinator is the subject of the allegation

If you are the person to whom the allegation of a staff member, student, volunteer or carer who works with children harming a child is reported you must not investigate the matter by interviewing the accused person, the child or potential witnesses, but should:

- Avoid asking leading questions
- Record the incident in writing, just recording the facts and include:
- When the alleged incident took place (time and date)
- Who was present
- What was said to have happened
- Sign and date the written record
- Contact the Local Authority Designated Officer (LADO) for advice about what to do next. Contact the LADO on 01724 298293 or 298340 The LADO will then liaise with other agencies and advise the setting of next steps to be taken
- Ofsted must also be informed of any allegations on 0300 123 123 1 within 14 days at the latest. A registered provider who without reasonable excuse, fails to comply with this requirement commits an offence
- If the allegation or suspicion involves a child or young person suffering, or at risk of, significant harm, the Safeguarding Coordinator/Manager must also make a telephone referral to the Children and Families Services

- Following the telephone referral, the Safeguarding Coordinator/Manager must follow up the concerns in writing to Children and Families Services within 24 hours.

Please also see Quick Reference Guide to managing allegations against people who work with children produced by North Lincs LSCB

Cross Reference

Confidentiality
Record keeping
Local Safeguarding Children's Board Procedures
Safer recruitment
arrivals and collections
Tapestry
Chronological log policy

Reviewed-

February 2015 (Safeguarding co-ordinator, Early Help)
August 2015 (Prevent Duty)
August 2016, (child sexual exploitation, genital mutilation, domestic abuse, named persons, cross referencing)
October 2016 (online safety, peer on peer abuse)
February 2017 (Existing injury, allegations against a child)
May 2017 (allegations against a member of staff)

Signature: Mrs Clare Foster

Procedure for making a referral

If it is believed that a child may be suffering, or may be at risk of suffering, significant harm then Happy Stars will always raise their concerns with the Children's Services or the police.

North Lincolnshire Children's and Young people's Services Central Duty Suite
01724 296500 / 297000 (switchboard – select children's services option) Mon – Fri 9am – 4.30pm
01724 296555 up to 9pm or at weekends

Local Safeguarding Children's Board
Church Square House
Church Square
Scunthorpe
North Lincolnshire
Tel: (01724) 296500

The following details will be needed: -

- the child's full name
- date of birth
- home address
- details of other siblings
- names of persons with parental responsibility
- details of the concerns

The Children's Services Department will assess the case and take the appropriate action.

Other useful numbers:-

Children and Family Service Duty Suite: - ring to make a referral

Tel: (01724) 296500

(9am – 5pm Monday to Friday)

Out of Hours Service Duty Suite

Tel: (01724) 296555

(5pm to Midnight and at weekends 9am to midnight)

Police: 101

Early Years & Best Start Team: Tel: (01724) 297953

OFSTED Tel; 0300 1231231