

Helping Hands Safeguarding Policy

Legislation framework for this policy is:

- The Children Act 1989 & 2004
- Safeguarding vulnerable groups Act 2006
- Childcare Act 2006, 2016, 2018
- Data Protection Act 2018
- Children's advice and support services (CASS) –Referral processes
- Working Together to Safeguard Children 2018
- Inspecting Safeguarding in Early Years, Education and Skills settings Updated Aug 2021
- Keeping Children Safe in Education Updated Jan 2021

Helping Hands Out of School Club is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

The Club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by CASS.

There is a Designated Safeguarding Lead (DSL) available at all times while the Club is in session.

The Club's designated DSL is Lara Hartwell.

Roles & responsibilities of the designated officers in accordance with (CASS):

- Any suspected abuse or neglect within the setting, must be reported to the designated officer/ OOSC Manager. The DSL will be contactable at all times.
- The DSL coordinates safeguarding, child protection issues and liaises with external agencies e.g. CASS social care workers, Local Authority Designated Officer (LADO) and other agencies on child protection matters.
- To provide appropriate advice if a concern is raised by staff, volunteers and students about potential or actual abuse or being subject to radicalisation or extremist views.
- Consulting with social workers, Early Help or COG's (community operating groups) about particular cases.
- Making appropriate timely referrals to (CASS), LADO or Early Help.
- Maintain and monitor records of children who have been identified at risk and are subject to referral assessment or a child protection plan, concerns/ issues are reported directly to the child's allocated social worker.
- To develop and review safeguarding policies and procedures, ensuring the information is clear, followed and understood by all members of staff, volunteers and students within the setting.
- Provide regular safeguarding updates to staff.
- To ensure that child protection information is maintained, reviewed and stored confidentially, this includes incident reports and any referrals made to agencies.

Staff Roles and Responsibilities

- Abuse of children can take different forms – for example; physical, emotional, sexual as well as neglect. Refer to Appendix 1 for an overview of signs and symptoms of abuse. All staff will be informed of their responsibilities in being alert to the signs of abuse and the procedures for referring concerns to the designated safeguarding lead.
- Staff will be alert to direct or indirect disclosures, neglect may be identified through the things children say or through changes in their appearance, their behavior, interactions with peers, or their play.
- All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. Staff are made aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND), isolated families and vulnerabilities in families; including asylum seeker families, Families who are experiencing mental health issues, the impact of toxic trio on children and Adverse Childhood Experiences (ACE's).
- Staff are informed not to put themselves in situations which may leave them open to allegations, e.g. babysitting, inappropriate use of social media, etc.
- Staff will be asked to regularly self-declare any issues or concerns in their personal life that may impact on their professional role and/ or the reputation of the setting.
- All new staff receive safeguarding training as part of their induction and all staff will access annual refresher training and updates.
- The OOSC works in partnership with the school and CASS to support Operation Encompass, we will be made aware of any Domestic Violence incidents reported to the police where a child who attends our provision had been present and witnessed any incident.
- Staff will be provided with relevant information on a need-to-know basis about individual children to keep them vigilant to any specific needs.
- Designated Safeguarding staff will support staff by providing an opportunity to talk through their anxieties.

Safe Recruitment

- We are committed to building a 'culture of safety' in which children are kept safe from harm.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' DBS checks before posts can be confirmed.
- We abide by Ofsted requirements in respect of obtaining appropriate references, checking gaps in employment and undertaking DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children. We encourage employees to be part of the DBS Update Service.
- We have procedures for recording the details of any visitors to the OOSC.

Procedures to follow if you have concerns about a child

We work in partnership with other agencies to ensure children remain safe from harm. The setting will adhere to Birmingham (CASS) policies and procedures. Birmingham Multi Agency Threshold Document will be used to identify levels of concern and will support appropriate referral pathways.

- Early Help in Birmingham is an approach to supporting children and their families by working together to ensure that families receive help as early as possible to stop any needs escalating. All services will work in partnership to identify vulnerable families and improve outcomes for those children and families. If there are indicators of need that cannot be met by a single agency then an 'Early Help Assessment' form may require completion.

The Designated Safeguarding Lead will retain a copy of the CASS, this is secured in a central place for child protection records, the DSL will follow up any referrals where a response has not been received.

Parents are made aware of the OOSC duty to safeguard children, our safeguarding policy is made accessible. We will endeavor to discuss our concerns with parents and carers and seek their consent to make referrals, unless we feel that to do so would place a child at further risk of significant harm.

If abuse is disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

- Reassure the child that they were not to blame and were right to speak out
- Staff will not promise confidentiality as the information will need to be referred.
- If you suspect or believe that a child is suffering or is likely to suffer significant harm or any form of mistreatment or abuse, you should report your concerns immediately to the Children's Advice & Support Service (CASS).
- reassurance that the staff member will take appropriate action.
- The staff members will not ask leading questions; however, they may need to ask questions to clarify the facts of the situation.
- The staff member will record the incident as soon as possible (see *Logging an incident* below), this must be a dated factual record, detailing the disclosure using 'the voice of the child'. The DSL will be informed of the concerns.
- The DSL will inform (CASS) and will be completed immediately or within 24 hours.
- Staff should not try to investigate whether or not a child has been abused; this responsibility lies with the children's advice and support services (CASS).

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the Logging a concern form. If a third party expresses concern that a child is being abused, we will encourage them to contact MASH directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

Logging a concern

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the **Logging a concern** form as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must use the child's own words
- name, signature and job title of the person making the record and the names of any other person/ witnesses present at the time.

The record will be discussed with the Club's DSL who will decide on the appropriate course of action.

For concerns about **child abuse**, the DSL will contact CASS. The DSL will follow up all referrals to CASS using a CASS immediately or within 24 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Cass directly.

- The referral will be completed immediately. The recording must be accurate, clear and precise. It must be a factual account of the observations and/or the exact words spoken by the child as far as possible using the 'Voice of the child'.

For minor concerns regarding **radicalisation**, the DSL will contact PREVENT Education Officer for advice. For more serious concerns the DSL will contact the CASS or Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the Police using 999.

Allegations Against a Person in a Position of Trust

This procedure must be followed in respect of all cases in which it is alleged that a member of staff including a volunteer or student has;

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- behaved or may have behaved in a way that indicates they may not be suitable to work with children (transferable risk)

If a child, parents or member of staff has concerns or makes all allegation about a person in a position of trust:

- Discuss these immediately with the Manager/ DSL, detailing the reasons for any concern.
- If an allegation has been made, record the details factually.
- If the DSL or Manager is unavailable or do not wish to refer the information, the staff member must immediately make direct contact with LADO and MASH.
- **IT IS IMPORTANT MANAGERS or MEMBERS OF STAFF DO NOT ATTEMPT TO COMPLETE THEIR OWN INVESTIGATION UNLESS AUTHORISED BY CASS.**
- If an allegation is made, the allegation will be initially assessed by the managers to identify if the person was in attendance at the time, location of where they were working and times of shifts, etc.
- Contact will be made with Birmingham CASS and a Partnership referral form and will be completed for any child at risk of harm including any children of the person being investigated. All referral forms will be sent securely to the Single Point of Contact CASS email. The manager may need to suspend the employee whilst an investigation takes place. Suspension is a neutral act, and in no way implies that the person is guilty of any wrong doing.
- The CASS team should be contacted on 0121 303 1888 to ensure all forms have been received.
- Ofsted will also be notified of any CASS investigations and position of trust allegations.
- The DSL will refer to any incidents of Domestic Abuse declared by staff members, a CASS referral will be completed for any children of the member of staff and a Professionals Meeting may be called.
- The OOSC Manager will attend professional meetings, and the incidents will be discussed by the team.

Action on conclusion of case

Staff will be informed of the outcomes of any position of trust investigation, this may lead to reinstatement of their post or dismissal due to the outcomes of the Position of Trust investigation. The Disclosure and Barring Service may be informed if POT investigations identify a risk to others and dismissal takes place. Ofsted will also be notified of the outcome.

Action in respect of false allegation

If it is found that the allegation is false, then this will be discussed and agreed at the Position of Trust meeting with an outcome of no further action.

CASS Request for Internal investigation

When a complaint or allegation has been made against a member of staff or volunteer, he/ she must be made aware of their rights under the employment legislation and internal disciplinary procedures.

Position of trust allegations will be investigated by the CASS and POT process.

The employer must undertake a risk assessment to assess the level of risk to all service users posed by the member of staff/ volunteer. This must include whether it is safe for them to continue their role or any other role within the setting whilst the investigation is being undertaken. The risk must be considered alongside the rights of the employee, a decision not to suspend an employee must be fully documented.

An independent person will be allocated to communicate with the member of staff during the POT process.

CASS will also provide help and advice, supporting the OOSC to make decisions on disciplinary, training and policy matters.

Adults should be aware that their behavior, either in or out of the workplace, could compromise their professional role within the work setting.

British Values

British Values are integral to our everyday practices. Staff foster a culture of:

- Democracy- decision making together
- Rule of law – distinguishing right from wrong
- Individual liberty freedom for all - developing self-esteem and self-knowledge,
- Mutual respect and tolerance – explaining the importance of tolerant behaviors such as sharing and respecting others' opinions.

These are promoted and embedded in everyday practices via group activities, interactions, positive role modeling and raising awareness. We teach children more about the world in which they live, develop their understanding of life in modern Britain and talk about being part of the local community.

Extremism – The Prevent Duty

Under the counter-terrorism and security Act 2015 we have a duty to refer any concerns of extremism to the police (Prevent Lead). Building resilience in young people and promoting British Values is at the heart of preventing radicalisation. We do this by providing safe places where children can discuss controversial issues and be given the knowledge and confidence to challenge extremist beliefs and ideologies.

Staff will be alert to:

- Any children disclosing their exposure to extremist actions, views and materials of others outside of School and Out of School Club, such as in their homes or community groups, especially where children have not actively sought these out.
- Graffiti symbols, writing or art work promoting extremist messages or images.
- Children voicing opinions drawn from extremist ideologies and narratives.
- Use of extremist or hate terms to exclude others or incite violence.
- Sudden changes to their normal behaviours and social interactions with long term friends and peers.
- Intolerance of differences.
- Attempts to impose extremist views or practices on others.
- Anti-Western or Anti-British views.

Any concerns regarding extremism or imposed views will be addressed and a referral will be made to CASS or Police. Birmingham PREVENT Education Officer will be contacted for advice and support.

Promoting awareness among staff

The Club promotes awareness of child abuse and the risk of radicalisation through its staff training. The Club ensures that:

- the designated DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- designated person training is refreshed every two years
- safe recruitment practices are followed for all new staff
- all staff have a copy of this **Safeguarding policy**, understand its contents and are vigilant to signs of abuse, neglect or radicalisation
- all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- all staff receive basic safeguarding training, and safeguarding is a permanent agenda item at all staff meetings
- We will incorporate prevent duties through our **activities** to enhance safer environments for all our children, staff members, students and volunteers and anyone in contact with the nursery.
- staff are familiar with the setting Safeguarding duties and procedures.
- the Club's procedures are in line with the guidance in 'Working Together to Safeguard Children (2020)' and staff are familiar with 'What to Do If You're Worried A Child Is Being Abused (2015)'.

ICT Safety

Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission. Only the club camera will be used to take photographs of children at the Club, except with the express permission of the manager. OOSC digital camera use is monitored, the device is logged in/ out of use and the memory card is checked after each use. Neither staff nor children nor visitors may use their mobile phones to take photographs at the Club. For more details see our **Mobile Phone Policy**. We remind parents/ carers by using posters displayed on the doors/walls, which indicate that phones/ digital recording devices are prohibited.

All staff must be vigilant and remind any parent/ carer/ visitor who may not have seen the

information that the use of devices is not allowed, this is undertaken upon entry to the setting. Any refusal to comply with the procedure will result in visitors being refused entry.

Older children are not allowed to bring in any digital device. If they are found to have a device in their belongings, these will be stored safely, until the parent/ carer arrives to collect the child.

The internet can be used to contact children to groom them for inappropriate or abusive relationships. The best protection is to make children aware of the dangers, through an age-appropriate curriculum.

Refer to staff procedures detailing professional roles and responsibilities including appropriate use and access to social media sites.

Appendix 1

Signs, Symptoms and definitions of abuse

Child abuse and neglect

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

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, e.g. in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM), or that the child may have witnessed domestic abuse
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

Female genital mutilation (FGM)

FGM is an illegal, extremely harmful practice and a form of child abuse, and is therefore dealt with as part of our existing safeguarding procedures. All of our staff receive training in how to recognise when girls are at risk of FGM or may have been subjected to it.

FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. Some ethnic groups practise this form of physical abuse as a cultural ritual. When the procedure happens is dependent on the community and it may occur shortly after birth, during childhood; during adolescence, just before marriage or during a woman's first pregnancy. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, urinary infection, septicaemia, incontinence; difficulties in childbirth, causing danger to the child and mother; and/or death.

Concerns about a child or family will be reported to MASH in the same way as other types of physical abuse. We have a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18.

Signs that a girl may be at risk of FGM or has undergone FGM?

Suspicious may arise in a number of ways that a child is being prepared for FGM to take place abroad. These include;

- ✓ Knowing that the family belongs to a community in which FGM is practised
- ✓ Knowing the family is making preparations for the child to take a holiday, arranging vaccinations or planning absence from school. The child may talk about a special procedure/ceremony that is going to take place or becoming a woman

FGM has taken place...

Indicators that FGM may already have occurred include;

- ✓ prolonged absence from school or other activities
- ✓ noticeable behaviour changes on return from absence
- ✓ bladder or menstrual problems
- ✓ difficulty sitting still
- ✓ looking uncomfortable
- ✓ complain about pain between their legs
- ✓ talk of something somebody did to them that they are not allowed to talk about

Domestic Abuse

The Government defines domestic abuse as "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality". Domestic abuse is any type of abuse taking place between adults aged 16 or over who are in a relationship. It can happen to anyone. Most people think it happens to women but it happens to men too. Abuse might be between married couples, boyfriends and girlfriends or between lesbian or gay couples.

You may also witness domestic abuse within your families for example, someone in your family may be hurting their partner and/or their child. There are lots of different types of domestic abuse; hitting, slapping, pulling hair, biting, kicking, throwing things - but it's not just physical abuse.

Staff understand what is required of them if they suspect a child is living in a household where domestic abuse is known or suspected to be taking place. Our policy includes action to be taken regarding referrals to MASH and the Police. The nursery manager will take action where a member of staff is the alleged perpetrator or victim of domestic abuse, refer to persons in a position of trust referral. We will follow our safeguarding policy and report any suspected concerns regarding Domestic Abuse to MASH.

Operation Encompass

Operation Encompass is a Police and Education early intervention safeguarding partnership that supports children and young people exposed to Domestic Abuse. It aims to ensure Schools and Childcare providers are notified of any Domestic Abuse incident where children are present or registered at the address. This early notification should mean that, in the majority of cases, schools and childcare providers are alerted in readiness for the children arriving the first working day following an incident.

Forced Marriage

Forcing a person into marriage is a crime in England. A forced marriage is one entered into without the full and free consent of one or both parties. Staff can contact FCO for information and advice;

The Forced Marriage Unit, Foreign and Commonwealth Office (FCO)

Telephone: 020 7008 0151

Email: fmufco.gov.uk

Breast Ironing/flattening

Breast flattening, also known as breast ironing, is the process during which young pubescent girls' breasts are ironed, massaged, flattened and/or pounded down over a period of time (ranging from a few weeks to years) in order for the breasts to disappear or delay the development of the breasts entirely.

In some families, large stones, a hammer, or spatula that have been heated over hot coals can be used to compress the breast tissue. Other families may opt to use an elastic belt or binder to press the breasts to prevent them from growing. Breast flattening usually starts with the first signs of puberty and it is usually carried out by female relatives.

The offences are considered child cruelty or allowing a child to suffer serious harm. Both crimes are punishable and carry a prison sentence.

County Lines

National Crime Agency definition

A common feature in county lines drug supply is the exploitation of young and vulnerable people. The dealers will frequently target children and adults - often with mental health or addiction problems - to act as drug runners or move cash so they can stay under the radar of law enforcement.

In some cases, the dealers will take over a local property, normally belonging to a vulnerable person, and use it to operate their criminal activity from. This is known as cuckooing.

People exploited in this way will quite often be exposed to physical, mental and sexual abuse, and in some instances will be trafficked to areas a long way from home as part of the network's drug dealing business.

As we have seen in child sexual exploitation, children often don't see themselves as victims or realise they have been groomed to get involved in criminality. So, it's important that we all play our part to understand county lines and speak out if we have concerns.

Peer-on-peer abuse

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (e.g. much older)
- One of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If peer-on-peer abuse is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse.

Appendix 2

Child Protection Contacts

Children's Advice & Support Service (CASS)

If you suspect or believe that a child is suffering or is likely to suffer significant harm or any form of mistreatment or abuse, you should report your concerns immediately to the Children's Advice & Support Service (CASS).

Contact details

Monday to Thursday: 8:45am to 5:15pm

Friday: 8:45am to 4:15pm

Telephone: 0121 303 1888

Emergency out-of-hours

Telephone: 0121 675 4806

- Ofsted 0300 123 1231
- Emergency police 999
- Non-emergency police 101

DfE Government helpline for extremism concerns 020 7340 7264

NSPCC 0808 800 5000

Child exploitation and Online protection command (CEOP) <https://www.ceop.police.uk/safety-centre/>

All staff will ensure that appropriate and timely child protection referrals are made, staff understand the importance of CASS Threshold document when identifying the most appropriate referral route.

Early help Team - 0121 303 1888
