

## **CHILD PROTECTION - formally - SAFE GUARDING CHILDREN**

This Organization is committed to the Health, Safety and Well-being of the children entrusted in our care. NUF understand that all Staff, (including Volunteers & Trustees), has a full and active part to play in protecting our children from harm.

The Supervisor, Staff and Volunteers of each of the NUF Settings will provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

We introduce key elements of keeping children safe into our planning to promote the personal, social and emotional development of all children, so that they may grow to be strong resilient and listened to. Children can then develop an understanding of why/how to keep safe. With the settings, we create a culture of value and respect for the individual.

### **NUF aims of the Policy are as follows: -**

#### **ALL STAFF MUST CONSIDER WHAT IS IN THE BEST INTERESTS OF THE CHILD AT ALL TIMES**

Support each child's development in ways that will promote Security, Confidence and Independence.

- Raise awareness to all Staff and Volunteers the need to 'Safeguard' children. All Staff should be aware of the booklet **'What To Do If You're Worried A Child is Being Abused'** Their responsibilities in identifying and reporting possible cases of abuse to either the Co-ordinator / Deputy or Children's Social Care: -

Children's Services Dept	030 0555 1384
Portsmouth Safeguarding Children Board (PSCB)	023 9284 1540
Southampton	023 8023 3344
Hampshire / Portsmouth	030 0555 1373 (out of hours)
Hampshire Constabulary	0845 045 4545
Joint Action Team (JAC) / CAF	0845 671 0271
Portsmouth In House Number	02392 839111
Hants Professional's Line (Pre-school, Nursery etc)	01329 225379 (NIMBIs)
Ofsted	0300 123 1231

- Provide an efficient way of monitoring children known or thought to be at risk or harm. Everyone who has contact with the child has a role to play.
- Ensure that a good level of communications is held between all members of Staff.
- Develop and organize a procedure in the Settings that will be followed by all members of Staff in the cases of suspected abuse.
- Develop and promote good working relationships with other agencies in particularly Social Services and the Police.
- All Staff and Volunteers in All Settings who are in contact with the children have had their regular suitability checks. Visitors are not left unattended with the children.
- NUF have procedures for recording the details of all visitors who attend our settings. NUF take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has access to the children.
- All visitors are supervised by staff.

## **NUF Procedures are as follows: -**

- Each Setting will have a designated lead member of Staff for Child Protection and Safe Guarding. This Practitioner will undertake regular training and will liaise closely with other services such as children's social care.
- In the absence of that person, please talk to the Supervisor or Deputy Supervisor of your child's Setting.
- All Staff and Volunteers update regularly their Child Protection and Safe Guarding courses and for those Staff in a position of Supervisor or Deputy, undertake Modules 1 to 4 in Safe Guarding.
- All Staff and Volunteers understand how to respond to a child who discloses abuse.
- Parents/Carers are made aware of the responsibilities of Staff members in regards to the Child Protection procedures.
- Procedures are regularly reviewed and up-dated.
- All new members of Staff and/or Volunteers will be given a copy of our Child Protection procedures as part of their induction into your child's Setting.
- All staff members should be aware of the types of abuse and neglect and that they rarely stand alone.

## **Good Practice**

- No member of Staff or Volunteer will be permitted to be left alone with a child, a minimum of two members of Staff will be on the premises at all times.
- Where possible each room that is accessible during the time your child attends, will have constant supervision of all children.
- Appropriate staff/child ratios are adhered to.
- The management team must ensure that all Staff have up-to-date knowledge of any Safeguarding issues through relevant training to enable them to identify signs of possible abuse and neglect and how to respond in a timely and appropriate way using the appropriate Safeguarding telephone numbers and, in an emergency, 999.
- All staff should be aware of the early help process, including identifying emergency problems.

## **Appropriate Response**

- Any concerns a member of Staff has about a child's welfare, should be discussed with the Child Protection Officer/Manager of the Setting and the Office, all information will be treated in the strictest of confidence.
- The Child Protection Officer/Manager will decide if the situation should be monitored and/or whether immediate action should be taken as to consult Early Years Designated Person for advice. However, all Staff must be aware of the procedures if they are not happy that the Officer has not carried out their duty. They must inform Head Office and report to Social Care themselves.
- Such instances will be reported to the Co-ordinator / Deputy Co-ordinator
- The Manager's first action will be to refer to the Parents/Carer (if appropriate) to enquire if they have noticed any changes in the child's behaviour and seeking explanation of unexplained bruises and/or injuries
- By checking with the child's Parent/Carer, (if appropriate) this will ensure that the Setting does not pursue a matter in which there could be a satisfactory explanation.
- Discussions with the child's Parents/Carers should only be done where such a discussion will not place the child at further or increased risk of significant harm.

## **Record Keeping**

- If it has been observed that there are/or changes in a child's behaviour, physical condition or appearances, which may be a cause for concern, a CONFIDENTIAL file will be set up separate from any existing child's file.

What the File will include:

- Name, address, DOB
- Observations – Timed and Dated
- Behaviour and appearances
- Without embellishment and where appropriate, the exact words spoken by the child.
- Name and Signature of the member of Staff doing the observations.

These files will be kept separately from any existing files on the child, and will only be accessible to the Manager of the Setting and the Co-ordinator / Deputy Co-ordinator, and the Child Protection Officer. Any Case Conferences concerning a child, the records shall be kept on site until the child reaches 24 years of age, regardless of when the child leaves the Organization. Any other paperwork such as Accident/Incident forms until the child is 21 years of age, and Funding forms, Registers, etc for three years.

## **Appropriate Process**

- When the member of Staff talks to the Parent/Carer (if appropriate), and is satisfied with explanation given, the process will stop and all files will be kept confidential.
- There may be a time where the Manager wishes to contact the Early Years Designated Person and/or the Safeguarding Advisory Service to discuss any concerns, this will be recorded.
- NUF's primary responsibility at all times is THE WELFARE OF THE CHILD.
- At any time should a child disclose something of an abusive nature, we have a responsibility to take the necessary action recommended in the Department of Health Guidelines 'Working Together', section 17 (12) Regulation 2003 of the 'Children's Act 1989' and the 'Children's and Families Act 2014'.
- NUF must provide adequate and appropriate staffing resources and ratios to meet the needs of all children.

## **Responsibilities for the Designated Person**

- Adhering to the NUF Child Protection Policy and Procedures, and Local Safeguarding Children.
- Safekeeping written records of concerns about a child, although there may be not need to make an immediate referral for action.
- All records are kept CONFIDENTIAL and secure, and separate from the child's existing records.
- Any child that is on the 'Child Protection Register' who has been absent for more than two days without explanation is referred to the Children's Services.
- To ensure all staff are aware of how to make referrals to children's social care and the role they might play.

## **Supporting Children**

NUF understand that a child who is abused or has witnessed violence may find it difficult to develop and maintain a sense of self worth. NUF understand that a child in these circumstances may feel helpless and humiliated, and that the child may feel self-blame.

- The Setting may provide the only stability in the lives of the child/children who have been abused or who are at risk of harm.
- Research has shown that the behaviour of a child in these circumstances may range from what may be perceived to be normal too aggressive or withdrawn.
- Encourage self-esteem and self-confidence whilst not condoning aggression or bullying.
- Maintain and promote a caring, safe and positive environment within the Settings.
- Work together with ALL agencies involved with the child.
- If there is significant cause for concern on any child, notify the relevant agencies.
- If and when the child should leave the Setting, continue to support the child by ensuring that the appropriate information is forwarded to the child's new Setting, and at all times keeping with the strictest of confidence.

### **Confidentiality**

- All Child Protection matters are CONFIDENTIAL.
- The Manager of the Setting, Child Protection designate, Co-ordinator / Deputy Co-ordinator will disclose any information about a child to other members of Staff on a need to know basis only.
- Staff in all Settings should be aware that they have a professional responsibility to share information with other agencies in order to 'Safeguard All Children'.
- Staff, Volunteers and Trustees, be aware, that under no circumstances can they make a promise to a child that they will keep secrets.

### **Attendance**

- When starting in a Setting, Parents/Carers and Staff discuss what hours the children will be attending weekly.
- A child who goes absent for irregular and/or extended periods of time can be a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation.
- We are aware of other circumstance such as child's illness, illness in the family and special educational needs that may prevent regular and consistent attendance.
- Should a child have irregular and/or extended periods away from the setting without prior notice or phone call during the absence period, staff will attempt to contact the family before seeking advice from an outside agency.

### **Supporting Staff**

- NUF recognize that All Staff including Volunteers, working in the Setting who have become involved with a child who has suffered harm, or may appear to be likely to suffer harm will find this situation stressful and upsetting.
- Should a member of Staff feel that they would like to talk through their anxieties, NUF with support the Staff in any means possible.

### **Allegations against Staff**

- Children at times do make allegations against Staff members, Volunteers, Students & Parents/Carers.
- Should an allegation be made, the Staff member receiving the allegation will immediately inform the Supervisor and/or the Co-ordinator / Deputy.
- The Co-ordinator / Deputy will contact outside agencies, including Ofsted and the LADO (Local Authority Designated Officer), Portsmouth Denise Lingham 023 9243 7648, Mobile 075 8427 1526, Hampshire 019 6287 6364 to discuss the content of the allegation. Alternatively, 019 6287 6364

- Should the allegation be made against the Manager of the Setting, the Deputy or Staff member will immediately contact the Office, who will take the necessary procedure.
- Staff must declare if they are residing with someone who has any form of criminal record.

### **Whistle Blowing**

- NUF recognize that children cannot be expected to raise concerns in an environment where Staff or Volunteers fail to do so.
- It is the duty of Staff and Volunteers to raise any concerns, where they exist, about the attitude or actions of their work colleagues.
- All staff, parents and volunteers should feel able to raise concerns about poor or unsafe practice that will be taken seriously.
- Whistle blowing helpline 0800 0280285

### **Physical Intervention**

- Staff must only ever use physical intervention as a last resort, that at all times it must be with the minimal force necessary to prevent injury to any other person/persons.
- Physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.

### **Bullying**

- This policy can be found in the NUF Behaviour Management policy.

### **Equal Opportunities**

- This policy can be found in the NUF Equal Opportunity policy

### **Prevention**

- NUF recognize that the Settings play a significant part in preventing harm to the children who attend by providing each child with good lines of communication with trusted Staff, supportive friends and an ethos of protection.
- NUF will maintain a Setting where the children feel secure and are encouraged at all times to talk and be listened to.
- All Settings will encourage the children that they can approach any member of Staff should they have any worries or are in difficulties.
- Include in the activities opportunities for Personal, Social and Emotional and to know to whom they should approach for help.

### **Health & Safety**

- NUF have a separate Policy.

### **Mobile Camera Phones**

- The mobile phone that is use for the Setting, provided by MoD have NO camera, this enables us to use the mobile phone in any room.
- ALL Staff are to leave their Mobile Camera Phones in the kitchen on view of other members of Staff or put away in handbags, or locked away according to Ofsted's requirements, should Staff members need to be contacted in an Emergency, they provide their work contact details or the Office number.
- Any Visitors or Contractors will be asked to leave their Mobile Camera Phones in their Bags, Pockets or in view on in the kitchen.

- There is no reason for any person within the Setting to use their own Mobile Camera Phone, if they do so, it must be reported to the Office at once.

### **Digital Cameras**

- Settings have access to the use of a Digital Camera, video camera, some phones may have cameras and iPad with camera; the Camera is for the use of evidence for the work that is carried out with the children in the Settings. No persons other than the Staff or children under supervision have access to the Cameras that is provided for the Setting. Cameras on phones will not be used.
- Workers with Cameras are asked to put their phones in the kitchen, or to leave in their transport. In some cases, Carillion Amey (MoD Contractors) who carry out maintenance checks have to take a photo of the work and text this to their Head Office. For this to happen the item or room the work has been carried out in, will be clear of children and the workers will be supervised.
- No photo images will be stored on the computer. Instead they will either be deleted or transferred to the USB stick supplied by Head Office, then locked in the safe.
- Equipment with cameras are locked away when the setting is closed.

### **Computers and the Internet**

- Security filters are uploaded and stored on all relevant technology. e.g. computers and tablets.
- All staff, Volunteers and Visitors to the settings are made aware how not to compromise their position of trust on or outside the Setting with regards to social networking sites, inappropriate emails or texts.

### **Safeguarding Children with Additional Needs**

- Prior to a child with additional needs joining the setting, all relevant Staff members will receive the relevant training needed to ensure the child's safety within the Setting, whether this is in house training or from an outside agency/specialist.
- Risk assessments and care plans to best support the child's needs and keep them safe will be formulated and followed.

### **The Hub/MASH**

- We have access to a multi agency safeguarding hub which brings together professionals from multiple agencies that may be referred to as The Hub or the MASH. This enables those caring for children to share information in a secure and confidential environment, offer assistance and decide appropriate action to ensure the best possible outcome for the child.

### **Safe Recruitment**

Naval Under Fives is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

In this context it is vital that Naval Under Fives applies recruitment and selection procedures that identify people who are unsuited to work with children. All Staff have an up to date DBS, which Staff members pay an annual fee (£13) to keep their DBS updated, this is checked by the Office.

The measures described in this policy should be applied in relation to everyone who has responsible for the care of children for any length of time.

## Aims

- \* To help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
- \* To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- \*To seek to secure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.

## Apprentices and Work Experience

Naval Under Fives are aware that we have a duty of care towards these young adults who are working under our care and treat them accordingly.

## OUR DESIGNATED SAFEGUARDING OFFICER FOR THIS SETTING IS:

A NOTE TO ALL, IF YOU FEEL THAT A CHILD IS BEING ABUSED AND IS AT RISK, IT DOES NOT MATTER WHICH COUNTY OR LOCAL AUTHORITY THAT CHILD IS WITH, USE ANY OF THE CONTACT NUMBERS GIVEN TO REPORT YOUR CONCERNS. PLEASE DON'T ASSUME BECAUSE AN EARLY YEARS ADVISOR HAS TOLD YOU 'ONLY USE THE LOCAL AUTHORITY YOU WORK WITH' IS CORRECT – IF IN DOUBT, CALL ALL NUMBERS IF YOU HAVE TOO, BUT REPORT IT TOO SOMEONE.

THIS ALSO APPLIES TO STAFF WITH THE 'LADO', CALL ALL THE NUMBERS IF YOU HAVE TOO.

ITS BETTER TO HAVE TRIED SOMETHING RATHER THAN TO DO NOTHING – PROTECT YOURSELF AND THE CHILDREN IN YOUR CARE.

## **PREVENT DUTY**

**Naval Under Fives welcome children from all cultures and nationalities.**

**To protect and safeguard young children and families deemed at risk of radicalisation with the intent to prevent from being drawn into terrorism.**

As from July 1<sup>st</sup>, 2015 it is a legal requirement for All Early Years Providers to have in operation the Prevent of Duty Care Policy. This is a statutory compliance requirement resulting in punitive consequences for any non-compliance.

This Policy is intended to serve as a guidance for Practitioners to recognise the signs of those who are at risk and also to inform parents of our legal requirement to put this policy into operation.

The prevent of duty care policy is part of our wider safeguarding duties in keeping children safe from harm, and this new policy reinforces our existing duties by spreading understanding of the prevention of radicalisation.

What is radicalisation?

*“The action or process of causing someone to adopt radical positions on political or social issues.”*

### **Staff Responsibilities:**

All practitioners must be able to identify children who may be vulnerable to radicalisation.

- There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology, but staff should be alert to changes in children's behaviour, including even very young children, which could indicate they may be in need of help or protection.
- These behaviours can be evident during circle time, Role play activities and quiet times. Quiet times is a good time for children to make disclosures as this is the period that children are closest to their key persons.
- People from any walks of life can be drawn into radicalisation and not necessarily from a particular religion or ethnicity. Terrorism is not promoted by any religion.
- The Prevent duty does not require childcare providers to carry out unnecessary intrusion into family life but we are required to take action when observe behaviour of concern.
- There is certain terminology used by Muslim families such as, Inshallah, Alhumdillah, marsh Allah, Allah ho Akbar. These phrases are not an indication of any form of radicalisation. (This is worth mentioning as it is one of the concerns from the Muslim community).
- People dress codes like hijabs, nikabs, abayas and jilbabs are not indicative factors that they are at risk of being radicalised.

**The setting must promote British values supporting children's personal, social and emotional development and understanding the world in line with the Early Years Foundation Stage.**

**Working in partnership with our local authority and local safe guarding board, we can make a referral To the Channel Programme should we be concerned about a child or a family's radicalisation. (The Channel Programme is a Safeguarding Body that can be referred to by anyone if they have concerns of radicalisation of a person or group of people) We would record details as we would any safeguarding issue, before contacting the relevant authorities.**



Helpline – If you are concerned about extremism in a school or organisation that works with children, or you think a child might be at risk of extremism, contact the helpline. Open Monday to Friday from 9am to 6pm (excluding bank holidays). Preventing extremism in schools and children’s services. Email [counter.extremism@education.gis.gov.uk](mailto:counter.extremism@education.gis.gov.uk) or telephone **020 7340 7264**

### **PRIMARY LEGISLATION**

- ♣ Children Act
- ♣ Protection of Children Act (1999)
- ♣ Data Protection Act (1998)
- ♣ The Children Act (Every Child Matters) (2004)
- ♣ Safeguarding Vulnerable Groups Act (2006)
- ♣ Children and Families Act 2014 (2006)

### **SECONDARY LEGISLATION**

- ♣ Sexual Offences Act (2003)
- ♣ Criminal Justice and Court Services Act (2000)
- ♣ Equalities Act (2010)
- ♣ Data Protection Act (1998) Non Statutory Guidance

### **PROMOTING BRITISH VALUES WITHIN NAVAL UNDER FIVES**

Everyday values are promoted through circle time, play and the Curriculum within NUF, the daily activities that enhance the curriculum and through the attitudes and modelling behaviour of the Staff.

This will include learning:

- \* To share
- \* That everyone is different and to be different is OK
- \* How to communicate their needs
- \* To listen to others
- \* How to wait and take turns
- \* That some actions can be right and some can be wrong
- \* That others may have a different view from themselves and each other
- \* They have choice (being able to share feelings and views)
- \* That they choose how to behave and can make good choices
- \* That all people are equal
- \* How to show respect for everyone. (saying ‘Please, Thank-you, May I, Pardon me and Excuse me’)
- \* How to take responsibility around the pre-school ad within their own choices.

Examples for the daily life of the Settings within Naval Under Fives:

- \* Circle time
- \* Outside visitors, e.g. Police
- \* Making good choices, concept used throughout Naval Under Fives
- \* Celebration of achievement, e.g. well done boards and feeding back positive examples of behaviour, choices and play to Parents/Carers
- \* Turn taking and sharing
- \* Looking after our Settings by playing with and tidying up our toys and activities

## **SPECIAL EDUCATIONAL NEEDS**

NAVAL UNDER FIVES believes that a close working relationship with Parents/Carers is vital to ensure accurate identification and assessment of children with SEN which will lead to appropriate intervention and provision for these children. This will, in turn, support continued developmental progress of children with SEN.

In cases where more frequent regular contact with Parents/Carers is necessary, this will be arranged on the child's individual needs. The SENCO may also signpost parents towards other support, such as health visitor, G.P, inclusion officer and local support groups.

## **ARMED FORCES FAMILIES AND SEN**

Parents serving with H.M Forces can also access the Children's Education Advisory Service (CEAS) - an information, advice and support service established specifically for service Parents/Carers. It covers any issue relating to their children's education, including SEN. More information about CEAS may be found on the CEAS website.

<https://www.gov.uk/childrens-education-advisory-service>

## **LOCAL HEALTH VISITOR AND INCLUSION OFFICERS**

If you and/or your child's Setting believe that your child would benefit from additional support, we advise that you contact your G.P or your local Health Visitor. If you are unsure who to speak to, then please speak to your Setting. One of the first people you may have contact with once you and the Setting have decided that your child needs support is your local Inclusion Officer. The Inclusion Officer will help the Setting with strategies and targets to support your child and may suggest further outside agencies who may offer help. They may also request to speak with you about strategies and support that can be offered to you at home.

## **SEND (SPECIAL EDUCATIONAL NEEDS and/or DISABILITIES LOCAL OFFER**

The SEND local offer is a resource which is designed to support children and young people with special educational needs and/or disabilities and their families. It describes the services. The services and provision that are available both to those families that have an Educational Health and Care Plan and those who do not have a plan, but still experience some form of special educational need. The SEND local offer includes information about public services across education, health and social care, as well as those provided by the private, voluntary and community sectors, including NUF.

## **EHCP (EDUCATION HEALTH AND CARE PLAN**

If a child has lifelong or significant difficulties they may undergo a Statutory Assessment process, which is usually requested by the pre-school/school, but can be requested by the Parents/Carers. This will occur where the complexity of need or a lack of clarity around the needs of the child are such that a multi-agency approach to assessing that need, to planning provision and identifying resources is required.

The decision to make a referral for an Education Health and Care Plan (EHCP) can be taken at any time, but will usually happen at a point of reviewing a child's progress. The application for an EHCP will combine information from a variety of sources including:

- \*Parents
- \*Teachers
- \*SENCOs
- \*Other Agencies
- \*The child themselves.

Information will be gathered over a set period of time relating to the current provision provided, action points that have been taken and preliminary outcomes of targets set. (Targets will be set with the child in mind in the form of 'Targets', 'Individual Behavioural Plans' and 'Individual Education Plans'). Settings will support Parents/Carers through the EHCP procedure and will advise them on what information and evidence they will be required to gather.