



SAFEGUARDING

POLICY



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Safeguarding - our responsibility

At Happycrew we strive to keep children safe in our care and our priority is the safety and welfare of the children we look after. **We achieve this by:**

- updating training every 2 years or more.
- reviewing policies upon the introduction of new legislation or new types of abuse
- working in partnership with parents ensuring open and honest communication. (Parents will be made aware of my responsibility and obligation under law to inform Social Care if I believe a child to be at risk of harm or being harmed).
- Ensuring staff are made fully aware of their obligations in regards to the following documents-
Keeping Children Safe in Education (2019); Working Together to Safeguard Children (2018); What to do if you're worried a child is being abused (2015); Information Sharing (2018); Prevent Duty Guidance (2019)
- Complying with procedures set out in our local safeguarding children partnerships:- Hertfordshire *Safeguarding and Child Protection Procedures 2018*'.
- Referring to the HSCP (Hertfordshire Safeguarding Children Partnership) website: <https://www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/hertfordshire-safeguarding-children-partnership/hscp.aspx> for up to date information for professionals and families.
- Keeping information of our LADO (Local Authority Designated officer) easily available to staff at all times:

Definition - Safeguarding

The Children Act 2004 and Working Together to Safeguard Children 2018 define safeguarding and promoting children and young people's welfare as:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Child protection is the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Working with Parents

We work together with parents to make sure the care of their child is consistent. Please see my Working in Partnership with Parents policy.

Parents must notify the setting, **in the whatsapp group, prior to drop off** of any concerns they have about their child and any pre-existing injuries to the child.

These will be recorded on an incident form and later signed by the parents.

We understand the complexities involved in raising a family and that sometimes parents and carers are not aware of the safeguarding risks their child is under. We also realise that some parents may be in danger themselves and unable to ask for help.

Parents must be aware that it is our duty of care to children to protect them from harm or potential harm. The child is always the centre of our focus. Any concerns we have or issues we wish to address will always come from a place of concern and support rather than judgement.

Protecting children from types of abuse:

Safeguarding action may be needed to protect children (and parents) from:

- Physical abuse
- Emotional abuse
- Sexual abuse and Child sexual Exploitation.
- Neglect
- Radicalisation and/or extremist behaviour
- Gender-based violence/violence against women and girls
 - FGM
 - Breast Ironing
 - Upskirting
 - Forced Marriage
- Honour based violence
- County Lines
- Peer on peer abuse
- Bullying, including cyber bullying and prejudice-based bullying
- Domestic Abuse
- Racist abuse
- Disability
- Homophobic or transphobic abuse

***See descriptions of each of these types of abuse in the appendix at the end of this policy.**

Some signs and symptoms of abuse

Child abuse can be difficult to identify. Some abuse leaves no physical signs and the behavioural signs can be confusing. However, it is unlikely that a child who is being abused will be a happy child developing positively and appropriately.

Repeated injuries	- burns/cuts, bruises, especially when the explanation does not seem consistent with the injury or the action taken is slow or inappropriate.
Chronic misery	- unhappy, sad child
Child unkempt and dirty	- nappies left unchanged for long periods

Poorly clothed	- inappropriate for the weather
Poor health	- no medical help sought
Changes in behaviour	- sudden withdrawal, aggression, depress
Sexually explicit behaviour	- showing knowledge inappropriate for the child's age
Eating problems	- too little / too much
Unusual fear of adults	
Too ready to be friendly with adults	
Frozen watchfulness	
Child who thrives away from home	
Recurring urinary tract infections	
Child says something to worry you	
Sudden changes to demeanour	
Sleeping problems - nightmares / bedwetting etc.	
Physical changes to female genitalia	

PROCESS FOR REFERRAL

Any concerns regarding a child's safety or welfare (such as those listed above) will be shared with the DSL.

If a child is in immediate danger or is at risk of harm, the DSL will refer to HSCB/or the police.

If a child **discloses** to a staff member that they or another child is being abused the staff member will:

- Show that they have heard what the child is saying and take their allegations seriously.
- Encourage the child to talk but will not prompt them or ask them leading questions.
- Explain to the child that I cannot promise not to share the information.
- Write down straight afterwards what has been said using exact words where possible.
- Take the notes straight to the DSL and share privately.
- If appropriate, the DSL will talk to the parents of the child if reasonably confident about the grounds for concern and record all the information.
- If it is not appropriate to talk to the parents (if suspected sexual abuse or the child to be at further risk by talking to the parent/s), the DSL will contact the Local Safeguarding Children Partnership or the local social services duty desk, however, I may not identify the child in question at this time.
- I will follow the advice given to me from the local social services and record all the information including time and date.

Child protection concerns that could identify a particular child are kept confidential and only shared with people who need to know this information. **No photographs or video footage should ever be taken without consent of children under child protection.**

Recording Information

Information will be recorded as soon as possible, and will be kept in a locked box.

Information will include:

- date
- time
- place
- people present
- facts and detail - actual words spoken if possible.
- the decisions made and the reasons for those decisions.

Before calling the HSCP the DSL will also gather:

- the child's full name and address
- details of any previous notes or concerns
- any details of conversations or explanations from parents
- any action taken (eg speaking to parents)

Referral to the HSCP (Hertfordshire Safeguarding Children Partnership) checklist:

- A call will be made to the HSCP on **0300 123 4043** or a [service request form](#) will be filled in.
- A phone call will be followed up with an email to HSCP, attaching a record of the incident and actions taken.
- Share information about the child with the relevant team of staff as appropriate.
- Ensure confidentiality only if there is no risk of harm to a child
- Share information about the referral I have made with the parent/carer where appropriate unless by doing so I will place the child at further risk of harm, or unless I have been advised not to.
- Liaise with other agencies and professionals if required
- Attend any case conferences or multi agency planning meetings if required
- Ensure any child in my care under a child protection plan, who is absent without explanation I would refer to their social worker.
- Notify Ofsted of any concerns, serious accident, illness or death of any child in my care within 14 days.

It is not my responsibility to attempt to investigate the situation myself.

Allegations against staff

If an allegation is made against any staff, details will be recorded and the allegation will be reported to the Local Authority Designated Officer (LADO) and Ofsted within 24 hours following the HSCB procedures.

This phone call will be followed up with a letter/email to the MASH+ Team the same day. Appropriate support will be available for any person who is the subject of allegations whilst the procedure is being investigated.

No individual who is unsuitable to work with children will have unsupervised access to any child in Happycrew care. We will refer to the 'Working together to safeguard children' 2018 document and the 'What to do if you're worried a child is being abused' – Advice for Practitioners document 2015.

The use of mobile phones, cameras and any other electronic device used for recording images.

We understand that mobile phones are an everyday part of life for parents and staff and, with that in mind, this is our procedure for their use:

- Managers will ensure that mobile phones are fully charged and with them at all times in case of emergencies (during working hours).
- Staff have access to allocated work (mobile) phones on which photographs are taken. These phones will always be kept in the setting except when we go on outings. We will seek your permission to take any photographs of your child to record activities and share their progress with you.
- Any photographs taken by any member of staff will be deleted after they have been sent to parents via What's App, uploaded to our private Facebook page or used for progress tracking purposes.
- The photographs may be used for observations, the photographs will then be removed from the device.
- Staff will never publish any photographs of your child on any social networking sites, or website or share with any other person without your consent.
- Children are not allowed to bring their electrical devices to the setting.
- Visitors to the setting are not permitted to use their electronic devices whilst on the premises, except in exceptional circumstances.
- We have registered with the Information Commissioners Office as a data controller in line with the General Data Protection Regulations (GDPR)
- We will always be able to justify to Ofsted the reason for taking the photographs.
- We will always ensure children are appropriately dressed.

Parents and mobile phones

- Any photographs taken by staff at Happycrew and sent to parents or carers via whatsapp or in the private facebook group must NOT be forwarded on the third parties, particularly if other children are in the photograph.
- Do not use your mobile phone whilst dropping off and collecting your child.
- Do not contact staff members over the weekends unless it is an emergency.
- Report any sickness, pre-existing injuries, or medication given by whatsapp message prior to drop off.
- In order to comply with the Data Protection Act 1998, I have registered with the Information Commissioner's Office as a data controller to allow me to store digital images on a device or computer.
- **Parents must not post any photographs of other children from the setting (only their own child) on social media sites.**

Hertfordshire has issued a 'Safer user of images guidance' which references specific issues. Myself and my staff will be the only people who will be able to take photographs of the children. Digital photos will be used to evidence their learning and development sent to the parents via Facebook. Prior parental permission will have been obtained before any photographs are taken of the child.

The following come under safeguarding guidelines due to the nature of their content.
Sun cream

Suncream must be applied prior to arrival on hot days. We will supply and apply sun cream to your child when necessary thereafter, to protect any area that is exposed to the sun.

Nappy cream

Nappy cream will be applied to your child's nappy area as and when deemed necessary.

Further information:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

<https://www.gov.uk/guidance/domestic-abuse-how-to-get-help>

<https://www.gov.uk/government/publications/domestic-abuse-bill-2020-factsheets>

<https://www.gov.uk/government/publications/domestic-violence-disclosure-scheme-pilot-guidance>

Appendix: Types of abuse

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of

children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

→ **Child sexual exploitation: CSE** child sexual exploitation is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity, (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology without the child's immediate recognition e.g. being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain.

Neglect: may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- take action on any recommended medical, therapeutic or developmental screenings where the child's wellbeing is affected.

Racial Abuse

Radicalisation and extremism: extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. We also regard calls for the death of members of our armed forces as extremist.

Protecting children from the risk of radicalisation should be seen as part of our wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. The Prevent Duty Guidance (2019) identifies how Early Years providers follow the Early Years Foundation Stage (EYFS, 2017) and must keep children safe and promote their welfare. Providers can also build pupils resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. This links to the EYFS, assisting children's personal, social and emotional development and understanding of the world.

Gender-based violence/violence against women and girls

- **Female Genital Mutilation:** Female genital mutilation (FGM) includes procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. Procedures can cause severe bleeding and problems urinating, and later cysts, infections, infertility as well as complications in childbirth and increased risk of new-born deaths. More than 200 million girls and women alive today have been cut in 30 countries in Africa, the Middle East and Asia where FGM is concentrated. FGM is mostly carried out on young girls between infancy and age 15, and occasionally on adult women, is internationally recognised as a violation of the human rights of girls and women. The maximum sentence for carrying out FGM or helping it to take place is 14 years in prison.
- **Breast Ironing** also known as "Breast Flattening" is the process whereby young pubescent girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage and therefore be kept in education. Much like Female Genital Mutilation (FGM), Breast Ironing is a harmful cultural practice and is child abuse.
- **Up skirting** is a highly intrusive practice, which typically involves someone taking a picture under another person's clothing without their knowledge, with the intention of viewing their genitals or buttocks (with or without underwear). It can take place in a range of places, e.g. British Transport Police have seen a rise of reports on public transport. A new law will capture instances where the purpose of the behaviour is to obtain sexual gratification, or to cause humiliation, distress or alarm. By criminalising this distressing practice, it is hoped that it deters people from committing the crime. Up skirting, where committed to obtain sexual gratification, can result in the most serious offenders being placed on the sex offenders register. The new law will send a clear message that such behaviour is criminal and will not be tolerated. Anyone, and any gender, can be a victim and this behaviour is completely unacceptable.
- **Forced Marriage,** A forced marriage is a marriage that takes place without the consent of one or both spouses and duress is involved. This is now a criminal offence in England and Wales. This could include both physical pressure (threats or violence) or emotional pressure to marry. In some cases, people may be taken abroad without knowing that they are to be married. When they arrive in the country their passports may be taken by their family to try and stop them returning home. Forced marriage is an abuse of human rights and a form of domestic violence - it can also be a form of child abuse, including sexual abuse. Victims of forced marriage have included children below the age of legal marriage in the UK.

Honour Based Violence, So-called 'Honour Based Violence' may be carried out in any culture or community where there are strong perceptions of 'honour' and 'shame'. Threats and violence are used to control the behaviour of an individual and may be used to bring about or maintain control within a forced marriage.

In cases of honour-based violence, there can be one or multiple perpetrators. It is not unusual for younger relatives to be selected to undertake the abuse as a way to protect senior members of the family. Contract killers and bounty hunters may even be employed. The level of risk is further escalated by the collusion of extended family and community members, who may participate in harassment, threats and intimidation to maintain control over the individual outside the home. Relatives and third parties can themselves be coerced to support, incite or assist the abuse. This vastly increases the risk and scope of the abuse and control over the victims.

County Lines The term County Lines describes gangs and organised criminal networks involved in exporting illegal drugs into other areas of the country, often small towns and rural areas, using dedicated mobile phone lines or another form of 'deal line' which can be a

person. They are likely to exploit children or vulnerable adults to move and store the drugs and money and will often use coercion, intimidation, violence (including sexual violence) and weapons. Signs of a child being the victim of exploitation are:

- Persistently going missing from school or home, or being found out-of-area
- Excessive receipt of texts or phone call
- Relationships with controlling, older individuals or gang association
- Leaving home or care without explanation
- Suspicion of self-harm, physical assault or unexplained injuries
- Parental concerns
- Significant changes in emotional wellbeing
- Significant decline in school performance.

Peer on Peer abuse includes, but is not limited to:

- physical and sexual abuse
- sexual harassment and violence
- emotional harm
- on and offline bullying
- teenage relationship abuse

It can even include grooming children for sexual and criminal exploitation.

Bullying & Cyberbullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. Cyberbullying is bullying that takes place online. Unlike bullying in the real world, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone. Signs of bullying and cyberbullying include:

- belongings getting 'lost' or damaged
- physical injuries, such as unexplained bruises
- being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- not doing as well at school
- asking for, or stealing, money (to give to whoever's bullying them)
- being nervous, losing confidence, or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others.

It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Domestic Abuse appears in different forms, but it is always about a person having power or control over another. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background.

There are different kinds of abuse that can happen in different contexts. The most prevalent type of domestic abuse occurs in relationships. But the definition of domestic abuse also covers abuse between family members, such as adolescent to parent violence and abuse.

The types of domestic abuse are:

- physical
- emotional
- threats and intimidation
- sexual.

Although young children may not be the ones being abused, they are often experiencing the abuse through either witnessing or hearing it. The effect on the victim often affect the children. It is my duty to ensure that the child is safe and to work with families who may be

experiencing this type of abuse. I can support and signpost families to other specialist organisations.

Racist Abuse is abuse against someone or a group of people due to the colour of their skin or cultural background. Racist abuse can be explicit and also microaggressions. We have an anti-racist approach in our setting and work hard to ensure that staff and those attending the setting are aware of our stance against racism in all of its forms. No child should be exposed to, or witness any form of racism.

Abuse toward minority groups (disabled, transgender, LGBT). There are additional barriers that exist when recognizing signs of abuse and neglect of children who have special educational needs and/or disabilities or medical conditions and therefore as a staff we will ensure that we are vigilant and aware of these risks.