



# ST CATHARINE'S UNDER FIVES CHILD PROTECTION

## Statement of intent

Our setting will work with children, parents and the community to ensure the safety of children and to give them the very best start in life. In doing this we follow the child protection and safeguarding legislation.

## Aims

Through following the procedures set out by the Gloucestershire Safeguarding Children Partnership and taking account of guidance issued by the Department of Children, Schools and Families our aims are to carry out this policy by:

- promoting children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;
- promoting children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence.
- promoting children's right to be strong, resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- working with parents to build their understanding of and commitment to the principles of safeguarding all our children.
- Safeguarding vulnerable adult's awareness.

The legal framework for this work is:

Primary legislation

Adoption and Children Act 2002

Female Genital Mutilation Act 2003

Children and Adoption Act 2006

The Children Act 2004

Children and Families Act 2014

Children and Young People Act 2008

Children and Social Work Act 2017

Safeguarding Vulnerable Groups Act 2006

Protection of Freedoms Act 2012

The Protection of Children Act 1999

Data Protection Act 1998/ General Data Protection Regulation 2018

Education Act 2002

Every Child Matters 2003



UN Convention on the rights of a child

The Children (NI) Order

The Children (Scotland) Order

Working Together To Safeguard Children 2015 (updated 2022)

Keeping Children Safe in Education 2015 (updated 2022)

## Early Help

For children whose needs and circumstances make them more vulnerable, a coordinated multi-disciplinary approach usually works best, based on an **Early Help Assessment**, with a Lead Practitioner to work closely with the child and family to ensure they receive all the support they require.

## Liaison with other bodies

- We work within the Gloucestershire Safeguarding Children Partnership thresholds and guidelines.
- We have a copy of 'Working together to safeguard children 2022' for parents and staff and all staff are familiar with what to do if they have concerns. We have regard to the "Working Together To Safeguard Children 2022".
- We have procedures for contacting the Gloucestershire Safeguarding Children Partnership on child protection issues and in an emergency.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- If a referral is to be made to the Gloucestershire Safeguarding Children Partnership we act within its guidance in deciding whether we must inform the child's parents at the same time.
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## Staffing and volunteering

- Our designated persons who co-ordinate safeguarding issues are:  
**Aleksandra Swiatlowska – Designated Safeguarding Lead/ Child Protection Officer** (Play leader)
- Our designated officer who oversees this work is **Bethan Hayes**
- Our designated safer recruitment officer is:  
**Sarah Bennett**
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- At advert and interview stage we state that we recruit safely.
- Our safer recruitment officer will be on the interview panel.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed.
- A Single Central Record (SCR) is kept for recording staff/committee/students identification checks. These are maintained by our designated safer recruitment officer. Copies of documents ordinarily are not kept or made. On occasions when this may be necessary the member of staff's permission



is sought and copied documents are kept in a safe and locked place. This copy will be destroyed when no longer required.

- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Criminal Record Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

**VOLUNTEERS DO NOT WORK UNSUPERVISED.**

### **Allegation Against a Member of Staff**

When an allegation is made against a member of staff, advice will be sought from the LADO (local Authority Designated Officer) – Nigel Hatten – 01452 426994 – nigel.hatten@gloucestershire.gov.uk

The committee will be involved

We follow the Working Together 2015 Procedures

Please read **St Catharine's Under Fives Complaints Procedure.**

### **Child Absence**

Child absences are recorded on an absent/late form which is kept in the register. This is transferred to the child's personal 'Chronology of absence and injury' form which is kept in their personal file. If a child is absent, staff will send a text on the first day. If a child is absent for 3 days, we will contact the parent/carer on the third day if no explanation of their absence has been given. If a child has low attendance the key person will speak to the parent/carer.

In cases of unexplained absence of more than two days of a child who has a child protection plan we will notify the relevant social worker.

### **Training**

We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals.

We ensure that all staff know the procedures for reporting and recording their concerns in the setting. There is always a designated member of staff available during the times that playgroup is open. All staff have attended child protection courses. Designated safeguarding members of staff receive training every two years.

<b>Name</b>	<b>Role</b>	<b>Training Undertaken</b>	<b>Date</b>	<b>Renewal Date (every 2 years)</b>
Aleksandra Swiatlowska	Designated Person	Prevent Prevent referrals Safeguarding children level 2 Child Protection and interagency (CPIA) level 3 FGM Child neglect	06.06.2022 16.09.2022 01.11.2022 01.11.2023 10.10.2022 08.11.2022	



		Physical abuse	27.09.2022	
Sarah Bennett	Committee Representative	Safe Recruitment in education (NSPCC)	3.10.2023	3.10.2025

## Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- offers reassurance to the child;
- listens to the child
- does not question the child but records exactly what the child has said in writing.
- Asks only open questions

**If we suspect a child from suffering from sexual abuse we will inform Gloucestershire Safeguarding Children's Partnership and NOT inform the parents.**

## Recording suspicions of abuse and disclosures

Staff make a record of:

- the child's name
- the child's address
- the age of the child
- the date and time of the observation or the disclosure
- an objective record of the observation or disclosure
- the exact words spoken by the child as far as possible
- the name of the person (or reported to GSCP for advice) to whom the concern was reported, with date and time
- the names of any other person present at the time.
- Notes are kept of children arriving with an existing injury, this is added to the 'Chronology of absence/existing injuries' form

These records are signed and dated and kept in the child's personal file, in a locked cabinet in a locked cupboard.

*All members of staff know the procedures for recording and reporting.*

***IF IMMEDIATE DANGER, THEN POLICE ARE CALLED ON 101, OR 999 IN AN EMERGENCY.***

*We notify the FRONT DOOR/MASH (01452 426565) of any concerns we have about a child being abused at home. We inform OFTSED and notify the local GSCB and LADO of any allegation of serious harm or abuse by any person living, working, or looking after children within 14 days of the allegation being made (see list of Relevant Agencies below).*

*We follow GSCP stages of referral and get parental consent to share information where appropriate.*

## British Values



We follow the fundamental **British Values** of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs, which are implicitly embedded in the 2022 **Early Years Foundation Stage**.

**DEMOCRACY** – Staff encourage the children to know their views count, respect each other's views and values and talk about their feelings. When appropriate demonstrate democracy in action e.g. take a vote of which fruit we have at snack today.

**RULE OF LAW** – Staff can ensure that children understand their own and others' behaviour and its consequences; learn to distinguish right from wrong; Staff and children create rules and codes of behaviour.

**INDIVIDUAL LIBERTY** – Children should develop a positive sense of themselves. Staff provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities. For example, allowing children to take risks, mixing colours, talking about their experiences. Staff should encourage a range of experiences that allow children to explore their language, feelings, responsibility, reflect on their differences and understand we are free to have different opinions.

**MUTUAL RESPECT & TOLERANCE** – everyone should create an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued. Children are encouraged with the wider community. Children should acquire a tolerance, appreciation and respect for their own and other cultures; know about similarities and differences between themselves and others and among families, faiths, communities, cultures and traditions and share and discuss practices, celebrations and experiences. Staff should encourage and explain the importance of tolerant behaviours such as sharing and respecting other's opinions. Staff should promote diverse attitudes and challenge stereotypes. For example, sharing stories that reflect and value diversity of children's experiences and providing resources and activities that challenge gender, cultural and racial stereotyping.

### **Other Related Policies**

Confidentiality Policy

Health and Safety First Aid Policy

Nappy Changing and toilet training Policy

Photograph and mobile phone Policy

Safeguarding Policy

Safer Recruitment Policy

Attendance policy

### **Relevant Agencies:**

#### **Police:**

Gloucestershire Police Station: 101

Central Refer Unit: 01452 753458

#### **Social Care**

Gloucestershire FRONT DOOR / MASH: 01452 426565 (8am-5pm Mon – Fri)

Gloucestershire County Council Adult Helpdesk: 01452 426868

Gloucestershire Family Information Service: 0800 5420202/01452 427362



CYPS Practitioner Advice Line: 01452 894272

Local Authority Designated Officer (LADO): – Nigel Hatten – 01452 426994

Emergency Duty Team (out of hours): 01452 614194

Community Social Workers and Early Help Coordinators Gloucester – 01452 328076

### **Referral and Assessment Teams**

Gloucester Referral and Assessment Team: 01452 427877

Gloucester Children & Families Team (South): 01452 427852

Gloucester Children & Families Team (North): 01452 328018

Forest Referral and Assessment Team: 01594 820489

Forest Children & Families Team: 01594 820577

Cheltenham and & Tewksbury Referral & Assessment Team: 01242 532447

Cheltenham Children & Families Team: 01242 532425

Stroud & Cotswolds Referral and Assessment Team: 01452 583725

Stroud Children & Families Team: 01452 583426

Cotswolds Children & Families Team: 01285 881029

Tewksbury Children and Families Team: 01452 328207

Safeguarding Children Service: 01452 583636

Safeguarding Children Development Officer (education): 01452 426994

Assistant Safeguarding Children Development Office (education): 01452 426221

LADO (Local Authority Desk Office) – Nigel Hatton: 01452 426994

Child Death Review Co-ordinator: 01452 426228

Safeguarding Adults Service: 01452 427556

Cheltenham Families First Team: 01452 328160

Forest of Dean Families First Team: 01452 328048

Gloucester Families First Team: 01452 328076

Tewksbury Families First Team: 01452 328250

Cotswolds Families First Team: 01452 328101

Stroud Families First Team: 01452 328130

### **Health Services**

Gloucestershire Health, Victoria Warehouse, Gloucester, GL1 2EL : 01452 300222

Gloucestershire Partnership NHS Trust, Rikenel, Montpeliiar, Gloucester. GL11LY: 01452 891000

Safeguarding Children, NHS Gloucestershire, Sanger House, 5220 Valiant Court, Gloucester Business Park, Brockworth, Gloucester, GL3 3PX: 08454221500

Southern Western Ambulance Service NHS Foundation Trust, Abbey Court, Exeter, Devon, EX2 7HY: 01392 261500

### **Housing Services**



Cheltenham Borough Council, Municipal Offices, The Promenade, PO Box 12, Cheltenham, GL50 10PP: 01242 262626

Cotswold District Council (area offices), Trinity Road, Cirencester, Glos, GL7 1PX: 01285 623000

Forest of Dean District Council, The Council Offices, High Street, Coleford, GL16 8HG: 01594 810000

**Other Useful Telephone Numbers:**

Citizens Advice Bureau (Cheltenham): 01242 522491

Citizens Advice Bureau (Gloucester): 01452 527202

Cheltenham General Hospital (switchboard): 0300 422 2222

Gloucester Royal Hospital (switchboard): 0300 422 2222

Ofsted: 0300 123 1231

Childline: 0800 1111

LADO (Local Authority Desk Office) – – Nigel Hatten – 01452 426994

NSPCC Gloucester: 01452 300616 [www.nspcc.org.uk](http://www.nspcc.org.uk)

Rape Crisis: 01452 526770

Samaritans: 08457 90 90 90

Share – Young Peoples Counselling Services: 01452 500300

GDASS (Gloucester Domestic Abuse Support Service): 01452 726570

This policy was adopted at a meeting of St Catharine's Under Fives on:

Signed on behalf of the Management Committee

Role of signatory



# ST CATHARINE'S UNDER FIVES SAFEGUARDING POLICY

## Statement of intent

Our setting will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

Safeguarding is the term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined in 'Working together to safeguard children' (2018) as:

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

## Aims

Our aims are to carry out this policy by:

- ensuring that children are never placed at risk while in the charge of playgroup staff
- ensuring that confidentiality is maintained at all times
- ensuring that all staff are alert to the signs and understand what is meant by safeguarding and are aware of the different ways in which children can be harmed, including by other children
- ensuring that all staff are familiar with the safeguarding issues and procedures when they register with the playgroup and kept informed of all updates when they occur.
- regularly review and update this policy, using the Quality Assurance Framework for Safeguarding set out in APPENDIX O
- working with parents to build their understanding and commitment to the principles of safeguarding our children
- having an awareness of safeguarding vulnerable children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and vulnerabilities in families; including the impact of toxic trio on children and Adverse Childhood Experiences (ACE's) and vulnerable adults.

## What is child abuse?

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Staff in the playgroup recognise that child abuse can and does happen in all types of families.

The different social and cultural backgrounds of the children do not constitute barriers to child abuse and in most cases children are abused by individuals known to them, rather than strangers.

Child abuse can take many formats, but all instances can be broadly categorised under one of four headings; neglect, physical abuse, sexual abuse and emotional abuse.

The following identifies some possible manifestations of child abuse; however, these lists are not exhaustive.





**Neglect** – is the persistent failure to meet basic physical and psychological needs, which may result in the serious impairment of the child's health and development. For example; poor hygiene, emaciation or under nourishment. Staff may notice behavioural signs such as a child who always seems to be hungry, is constantly tired or talks of being left alone.

**Physical abuse** – physical signs may involve unexplained bruising in unlikely area, facial bruising, hand/finger marks, bite marks, burns, lacerations or abrasions. Staff may notice certain behavioural signs that also indicate physical abuse such as a child that shy's away from physical contact, is withdrawn or aggressive towards others or their behaviour changes suddenly.

**Sexual abuse** – physical signs may include bruising consistent with being held firmly, discomfort in walking/sitting, pain or itching in the genital area, discharge or blood under clothes, or loss of appetite. Behavioural signs may include drawings or play showing indicators of sexual activity, sexual explicit language, knowledge of adult sexual behaviour, seductive behaviour towards others, poor self-esteem and a child who is withdrawn.

**Emotional abuse** – physical signs of emotional abuse may include a general failure to thrive, not meeting expected milestones and behaviourally a child may be attention seeking, tell lies, have an inability to have fun, low self-esteem, speech disorders and show inappropriate affection towards others.

**Female Genital Mutilation (FGM)** - Female genital mutilation (FGM) is the partial or total removal of the external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. FGM is often performed by someone with no medical training who uses instruments such as a knife, scalpel, scissors, glass or razor blade. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained.

• If a child makes a disclosure regarding FGM (talking about getting ready for a special ceremony; family taking a long trip abroad; child's family being from one of the 'at risk' communities for FGM - Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia and Pakistan; knowledge that the child's sibling has undergone FGM or child talks about going abroad to be 'cut' or to prepare for marriage) follow the child protection policy regarding disclosure. • If it is believed that a child is at risk from FGM (either in the country or outside of the country) then the Safeguarding officer will contact the Multi Agency Safeguarding Hub (MASH).

Signs that may indicate a child has undergone FGM:

- Prolonged absence from nursery and other activities
- Behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
- Bladder or menstrual problems
- Finding it difficult to sit still and looking uncomfortable



- Complaining about pain between the legs
- Mentioning something somebody did to them that they are not allowed to talk about
- Secretive behaviour, including isolating themselves from the group
- Reluctance to take part in physical activity
- Repeated urinal tract infection
- If there is physical evidence of a child undergoing FGM then the police MUST be called, calls 101 (police) to make a report. legislation and Guidance Female Genital Mutilation Act 2003 as amended by the Serious Crimes Act 2015 Female Genital Mutilation Act 2003. Where there is a risk to life or likelihood of serious immediate harm, professionals should report the case immediately to the police, including 999 if appropriate.

There is a helpline for those at risk, or has had FGM 0800 028 3550 or email fgmhelp@ncpc.org.uk

**Breast Ironing** -Breast ironing also known as "breast flattening" is the process where young 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. Although this is unlikely to happen to children in the nursery due to their age, we will remain vigilant for the signs and symptoms in any children and families using our services and follow-up concerns following our regular safeguarding referral process.

**Fabricated illness** -Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. The parent or carer may seek out unnecessary medical treatment or investigation; they may exaggerate a real illness and symptoms or deliberately induce an illness through poisoning with medication or other substances or they may interfere with medical treatments. Fabricated illness is a form of physical abuse and any concerns will be reported, in line with our safeguarding procedures.

**Child sexual exploitation (CSE)** - is a type of [sexual abuse](#). When a child or young person is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called [grooming](#). They may trust their abuser and not understand that they're being abused.

Children and young people can be [trafficked](#) into or within the UK to be sexually exploited. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse to control them.



Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups.

The following list of indicators is not exhaustive or definitive but it does highlight common signs which can assist professionals in identifying children or young people who may be victims of sexual exploitation. Signs include:

- going missing from home or nursery
- regular nursery absence/truanting
- underage sexual activity
- inappropriate sexual or sexualised behaviour
- sexually risky behaviour, 'swapping' sex
- repeat sexually transmitted infections
- in girls, repeat pregnancy, abortions, miscarriage
- receiving unexplained gifts or gifts from unknown sources
- having multiple mobile phones and worrying about losing contact via mobile
- online safety concerns such as youth produced sexual imagery or being coerced into sharing explicit images.
- having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- changes in the way they dress
- going to hotels or other unusual locations to meet friends
- seen at known places of concern
- moving around the country, appearing in new towns or cities, not knowing where they are
- getting in/out of different cars driven by unknown adults
- having older boyfriends or girlfriends
- contact with known perpetrators
- involved in abusive relationships, intimidated and fearful of certain people or situations

**Child Criminal Exploitation (CCE)** -Child Criminal Exploitation (CCE) can be described as when an individual, or group, takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

**County Lines** -this term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment. They are likely to exploit children and vulnerable adults to move the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons. Signs that a child may be involved in county lines could be a change in behaviour, suddenly having more money or possessions; change in friendship group, withdrawing from family life, sudden change in appearance; unexplained physical injuries, staying out late or a lack of interest in school and previous positive activities.

**Cuckooing** – this term is used for the form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-



occupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home. If we recognise any of these signs, we will report our concerns as per our reporting process.

**Contextual safeguarding-** As young people grow and develop, they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online. As part of our safeguarding procedures, we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns. Domestic Abuse and violence is any behaviour in an intimate relationship designed to gain and maintain control. Domestic Abuse- also known as spousal abuse includes emotional and sexual abuse to gain a desired behaviour. Domestic Violence- is physical violence that endangers or injures. Domestic Abuse is non discriminative and can affect all ages, background, ethnicity and social class. Domestic abuse represents one quarter of all violent crime. It is actual or threatened physical, emotional, psychological or sexual abuse. It involves the use of power and control by one person over another. It occurs regardless of race, ethnicity, gender, class, sexuality, age, religion, mental or physical ability. Domestic abuse can also involve other types of abuse. We use the term domestic abuse to reflect that a number of abusive and controlling behaviours are involved beyond violence. Slapping, punching, kicking, bruising, rape, ridicule, constant criticism, threats, manipulation, sleep deprivation, social isolation, and other controlling behaviours all count as abuse. Living in a home where domestic abuse takes place is harmful to children and can have a serious impact on their behaviour, wellbeing and understanding of healthy, positive relationships. Children who witness domestic abuse are at risk of significant harm and staff are alert to the signs and symptoms of a child suffering or witnessing domestic abuse.

How does it affect children? Children can be traumatised by seeing and hearing violence and abuse. They may also be directly targeted by the abuser or take on a protective role and get caught in the middle. In the long term this can lead to mental health issues such as depression, self-harm and anxiety or other behaviour such as:

- Exhibiting Aggressive behaviour
  - May bully other children
  - Withdrawn behaviour
  - Problems with speech
  - Difficulty learning or problems in nursery
  - Changes in behaviour i.e. tantrums, sleep problems, bed wetting, separation anxiety, health problems, or issues around eating
- What are the signs to look out for? Children affected by domestic abuse reflect their distress in a variety of ways. They may change their usual behaviour and become withdrawn, tired, start to wet the bed and have behavioural difficulties. They may not want to leave their house or may become reluctant to return. Others will excel, using their time in your care as a way to escape from their home life. None of these signs are exclusive to domestic abuse so when you are considering changes in behaviours and concerns about a child, think about whether domestic abuse may be a factor. Other signs and Indicators of possible Domestic Abuse could be:

- Physical Injury



- Increased anxiety
- Depression
- Low self-esteem
- Fear of partner
- Isolation

Financial strain Drug / Substance / Alcohol Misuse Substance use/misuse (legal or illegal drug usage and/or alcohol consumption) by parents and/or carers does NOT on its own automatically indicate that children are at risk of abuse or neglect, although it is essential that practitioners recognise that this is a group for whom the potential associated risks are high. However, where there are concerns or suspicions that the child may be suffering, or likely to suffer significant harm, a referral must be made to Children Social Care Services. Recognition and Identification of Risk Factors A child may be considered to be at greater risk of harm where substance use is uncontrolled and chaotic, if the parent/carer alternates between states of severe intoxication and periods of withdrawal, especially if substances are mixed i.e. combinations of different drug and alcohol combined with drugs. The consequences to the child of a carer experiencing physical or emotional changes due to the misuse of substances require assessment. Examples may include a parent or carer who may become unconscious or incapable whilst looking after the child, or they may fail to notice or pursue treatment for a child's illness or accidental injuries or on occasions become violent. Taking action when there are concerns about a child or young person In cases where a child/ren is not thought to be suffering, or likely to suffer significant harm, a Common Assessment Framework (CAF) should be carried out by a professional working with the family, and relevant action taken accordingly (Please see Common Assessment Framework and Early Help Procedure for more information). If there are concerns that a child or young person is suffering, or likely to suffer significant harm, the professional should make a referral to Children's Social Care Services.

**Forced Marriage** -this term is used for a marriage in which one or both people do not (or in cases of people with learning disabilities cannot) consent to the marriage but are coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse. Forced marriage is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014. A forced marriage is not the same as an arranged marriage which is common in several cultures. The families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses. Nursery staff should never attempt to intervene directly as a nursery or through a third party. Contact should be made with the contact centre or the Forced Marriage Unit 200 7008 0151.

**Honour Based Violence** – this is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community. Honour based violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. It is a violation of human rights and may be a form of domestic and/or sexual abuse. There is no, and cannot be, honour or justification for abusing the human rights of others. Honour based violence might be committed against people who;

- become involved with a boyfriend or girlfriend from a different culture or religion;
- want to get out of an arranged marriage;
- want to get out of a forced marriage;



- wear clothes or take part in activities that might not be considered traditional within a particular culture.

It is important to be alert to signs of distress and indications such as self-harm, absence from the nursery, infections resulting from female genital mutilation, isolation from peers, being monitored by the family, not participating in nursery activities, unreasonable restrictions at home. Where it is suspected that a child/young person is at risk from Honour based violence, Small World Nursery will report those concerns to the appropriate agency in order to prevent this form of abuse taking place. One Chance Rule All staff are aware of the 'One Chance' Rule' in relation to forced marriage, FGM and HBV. Staff recognise they may only have one chance' to speak to a pupil who is a potential victim and have just one chance to save a life.

St Catharines Under Fives is aware that if the victim is not offered support following disclosure that the 'One Chance' opportunity may be lost. Therefore, all staff are aware of their responsibilities and obligations when they become aware of potential forced marriage, FGM and HBV cases. Human Trafficking and Slavery Please refer to our Human Trafficking and Slavery policy for detail on how we keep children safe in this area. Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the nursery manager.

**County lines** -This is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018). It can happen in any part of the UK and is against the law and a form of child abuse.

Children and young people may be criminally exploited in multiple ways. Other forms of criminal exploitation include child sexual exploitation, trafficking, gang and knife crime.

County lines gangs are highly organised criminal networks that use sophisticated, frequently evolving techniques to groom young people and evade capture by the police.

Perpetrators use children and young people to maximise profits and distance themselves from the criminal act of physically dealing drugs (National Crime agency, 2019). Young people do the majority of the work and take the most risk.

Dedicated mobile phone lines or "deal lines" are used to help facilitate county lines drug deals. Phones are usually cheap, disposable and old fashioned, because they are changed frequently to avoid detection by the police.

Gangs use the phones to receive orders and contact young people to instruct them where to deliver drugs. This may be to a local dealer or drug user, or a dealer or drug user in another county.

Phrases that young people may use to refer to county lines include:

- 'running a line',
- 'going OT/out there'
- 'going country'
- 'going cunch'.

### **Children Missing Education**

Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation. The DSL will monitor unauthorised absences and take appropriate action including notifying the local authority particularly where children go missing on repeat occasions and/or are missing for periods during the nursery day in conjunction with 'Children Missing Education: Statutory Guidance for Local Authorities. Monitoring children's attendance is a part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern. Parents should inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day, so the nursery management are able to account for a child's absence. If a child has not arrived at nursery within one



hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the further emergency contacts will be used to ensure all parties are safe. Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safeguarded. This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

### **Child abuse linked to faith or belief (CALFB)**

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

### **Looked After Children**

The most common reason for children becoming looked after is as a result of abuse and neglect. It is important for staff to have the necessary skills and understanding to keep looked after children safe. Appropriate staff have information about a child's looked after legal status and care arrangements, including the level of authority delegated to the carer by the authority looking after the child and contact arrangements with birth parents or those with parental responsibility. DSL have details of the child's social worker for children in care.

## **Working with Children**

Children's needs and safety is paramount. Relationships between children and professionals that are based on consistency, stability and respectful communication will help in supporting effective interventions with the children. Children communicate through their behaviour. Practitioners need to be curious and compassionate and ask: what is happening in this child's life that is causing them to behave this way?

The children show behavior that challenged or a sudden change in behaviour as a result of abuse offending or violence, that may happen outside the home and/or at home.

**If we suspect a child is suffering from sexual abuse, we will inform Gloucestershire Safeguarding Children's Partnership and NOT inform the parents.**

**We follow the recording suspicions of abuse and disclosures procedure as laid out in our child.**

#### **Procedures to report a child protection concern.**

If you are ever concerned that a child is in immediate danger, please call the police on 999. The Emergency Duty Team (EDT) are available for emergencies, out of office hours, which cannot safely wait until the next working day. You can call them on 01452 614194.

Everyone has a responsibility to refer a child when it is believed or suspected that a child:

- Has suffered significant harm and /or;
- Is likely to suffer significant harm and/or;



- Has developmental and welfare needs which are likely only to be met through provision of family support services (with agreement of the child's parent). (see protection policy).

#### **Procedures for concerns about sexual abuse**

- the observed instances will be detailed in a confidential report.
- the observed instances will be reported to the DSL/playgroup manager.
- the matter will be referred to the children services immediately on call Children and Families Front Door Service on 01452 426565 (Monday to Friday 9am to 5pm).
- The Emergency Duty Team (EDT) are available for emergencies, out of office hours, which cannot safely wait until the next working day. You can call them on 01452 614194.

#### **Procedure for all safeguarding concerns (except sexual abuse):**

- The concern should be discussed with the parent/carer.
- Such discussions will be recorded and the parent/carer will have access to such records.
- If there appears to be any queries regarding the circumstances the children's services access centre will be notified.
- All signs of marks/injuries to a child when they come into playgroup will be recorded as soon as noticed by a staff member.
- The incident will be discussed with the parent/carer at the earliest opportunity.
- Such discussions will be recorded and a signature obtained from the parent/carer who will have access to such records.
- If there appears to be any queries regarding the injury, the children's services access centre should be informed immediately.

#### **Procedure for identifying Child Exploitation:**

If a practitioner identifies that a child is involved in, or at risk of involvement in they should respond following Safeguarding and Child Protection Procedures. The case should be reported to social services MASH.

Child exploitation disruption toolkit [Child exploitation disruption toolkit - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

However, when identifying any potential instances of abuse, staff must at all times be aware that children may demonstrate individual or combinations of the indicators detailed but may not be the subject of abuse. Individual or isolated incidents do not necessarily indicate abuse. However, staff should always remain vigilant.

RECORD KEEPING is as follows:

- There are separate CP files
- These are locked away
- Chronology – including action taken and outcome
- Forwarding files to other settings.

#### **Staffing Recruitment, employment and training – see previous section for all**

- Our designated persons who co-ordinate safeguarding issues are:  
**Aleksandra Swiatlowska – Designated Safeguarding Lead/ Child Protection Officer** (Play leader)





Our designated officer who oversees this work is **Bethan Hayes**

- Our designated safer recruitment officer is:  
**Sarah Bennett**
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- At advert and interview stage we state that we recruit safely.
- Our safer recruitment officer will be on the interview panel.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed.
- A Single Central Record (SCR) is kept for recording staff/committee/students' identification checks. These are maintained by our designated safer recruitment officer. Copies of documents ordinarily are not kept of made. On occasions when this may be necessary the member of staff's permission is sought and copied documents are kept in a safe and locked place. This copy will be destroyed when no longer required.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Criminal Record Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

**VOLUNTEERS DO NOT WORK UNSUPERVISED.**

#### **Allegation Against a Member of Staff**

- When an allegation is made against a member of staff, advice will be sought from the LADO (Local Authority Designated Officer) – Nigel Hatten – 01452 426994
- The committee will be involved.
- This will follow the Working Together 2015 Procedures

Please read **St Catharine's Under Fives Complaints Procedure.**

#### **Child Absence**

Child absences are recorded in their personal file in their draw. If a child is absent for 3 days we will contact the parent/carer on the third day if no explanation of their absence has been given. If a child has low attendance the key person will speak to the parent/carer.