

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Safeguarding Policy

Statement of intent

The Gap Club Ltd believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm. The welfare and protection of all our children is our first priority.

This policy details the procedure to follow when there is concern about a child's welfare. It also provides information to ensure that members of staff do not put children at risk. It is designed to protect both those in a position of trust and those for whom they have responsibility. For the purposes of this document, a member of staff may be an employee, student or volunteer.

Our policy is developed in accordance with the principles approved by the Local Safeguarding Children Board (LSCB) and with due regard to:

- Children's Act 1989 & 2004
- EYFS
- Sections 175 and 176 of the Education Act 2002
- The Framework for Assessment of Children in Need and Their Families 2000
- Working Together to Safeguard Children 2010, 2013, 2015 & 2018
- What to do if you are worried a child is being abused 2015
- Safeguarding Children and Safer Recruitment in Education 2007
- Safeguarding and Vulnerable Groups Act 2006
- Section 26 of the Counter-Terrorism and Security Act 2015
- General Data Protection Regulations (GDPR) 2018
- Children and Social Work Act 2017
- Keeping Children Safe in Education (2021)

Background

All providers must have and implement a policy, and procedures, to safeguard children. The policy should be in line with the guidance and procedures from the Local Safeguarding Children Board (LSCB) and we must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting (EYFS Welfare and Safeguarding requirements 3:3.4 and Childcare Register requirements CR2.1, 2.3, 2.4, 2.5, 2.6, 2.7 and 2.8).

Providers must have regard to the government's statutory guidance, Working Together to Safeguard Children 2018. If we have concerns about children's safety or welfare, we must notify agencies with statutory duties without delay. This means the local children's social care services and, in an emergency, the police (contact details can be found within this document).

Providers must also have due regard to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent Duty and comes under section 26 of the Counter-Terrorism and Security Act 2015, which includes all registered early years childcare providers and registered later years childcare providers.

In the Department for Education (DfE) document, Working Together to Safeguard Children, safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcome.

UN Convention on the Rights of the Child – Article 19: Protection from Abuse and Neglect

1. Article 19 states parties should take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse while in the care of parents, legal guardians or any person who has the care of the child.
2. Such protective measures should, as appropriate include effective procedures for the establishment of social programmes to provide the necessary support for the child and those who have the care of the child, as well as other forms of prevention and for identification, reporting, investigation, treatment and follow-up of incidences of child maltreatment described heretofore, and as appropriate for judicial involvement.

Safeguarding Roles and Responsibilities

Company

The lead designated officer within The Gap Club Ltd who takes overall responsibility for safeguarding for the company and oversees the work of the designated persons in the setting is Rekha Bassi. Senior designated officers within the company are Natasha Majeed & Nel Punter - Deputies to Lead Officer.

All officers are fully trained and competent to perform their duties under these roles. The training they have undertaken is Designated Persons and Refresher when needed, Working Together to Safeguard Children, Safer Recruitment and Prevent Duty.

The Gap Club DSL Contact Information

Rekha Bassi - (Director – rekha@thegapclub.com)

Natasha Majeed - (General Manager – natasha@thegapclub.com) - T:07817 638177

Nel Punter - (Finance Manager – finance@thegapclub.com) - T:07854 078728

DSL Email Box – DSL@thegapclub.com

Settings

Each setting will have their own designated person (Designated Safeguarding Lead (DSL)) who will be the manager. These staff members co-ordinate child protection issues within their setting with support from the Lead or Deputy Officers. The training they will have undertaken is Designated Persons.

Surrey Local Safeguarding Board

Child Referrals



Updated – June 2022



Children's Single Point of Access (C-SPA) (9am-5pm): **0300 470 9100** or cspa@surreycc.gov.uk
Out of hours: **01483 517898**

Staff Referrals

Surrey Local Authority Designated Officer (LADO): **0300 123 1650 Opt 3**

If advice or further discussion is needed, contact Surrey Children's Social Care: **01372 833826**

Emergency Numbers

Surrey Children's Services Emergency Duty Team Number: **01483 517898 5am to 9pm**

Berkshire Local Safeguarding Board

Child Referrals

Berkshire Multi Agency Safeguarding Hub (MASH): **01628 683 150** or MASH@achievingforchildren.org.uk

Out of hours: **01344 786 543**

Staff Referrals

Berkshire Local Authority Designated Officer (LADO): **01628 683 194**

If advice or further discussion is needed, contact RBWM Children's Social Care: **01628 683 150**

Emergency Numbers

Berkshire Children's Services Emergency Out of Hours Team: **01344 786 543 5pm to 9am**

What is a Local Authority Designated Officer (LADO)?

LADOs are involved in the management and oversight of individual cases where it is alleged that a person working with children (including a volunteer) has:

- Behaved in a way that has harmed a child, or may have harmed a child, or
- Possibly committed a criminal offence against or related to a child, or
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Key Responsibilities for Child Protection Staff

The setting's designated person (DSL) for Safeguarding is responsible for:

- Co-ordinating safeguarding action within the setting.
- Liaising and working with the child's school, other professionals, agencies and the Local Authority.
- Ensuring the locally established procedures are followed including reporting and referral processes.
- Acting as a consultant for other setting staff to discuss concerns.
- Providing advice and support to staff.
- Reviewing & monitoring all areas of setting from a safeguarding perspective ensuring vigilance, e.g. reviewing risk assessments, incidents, & accident reporting. Acting upon findings as appropriate.
- Making referrals as necessary.
- Maintaining a confidential record system and ensuring confidentiality is maintained when sharing child protection information with parents and practitioners. Ensuring confidentiality at all times when discussing matters.



Updated – June 2022



- Sharing safeguarding policy and practices with parents either through welcome literature, revised practices at the setting, newsletters.
- Ensuring all setting staff have received appropriate and up-to-date safeguarding training.

The company designated officer (Rekha Bassi) for Safeguarding is responsible for:

- As for the setting DSL.
- Representing or ensuring the setting is represented at inter-agency (and/or EAF) meetings, in particular strategy discussions and in child protection meetings.
- Managing and monitoring the setting's part in childcare and safeguarding plans.
- Co-ordinating updates from LSCB and @trixonline.co.uk & issuing newsletters monthly.

The company designated officer is also the **Registered Person for The Gap Club Ltd.**

Safeguarding

Aims

- To help children establish and sustain satisfying relationships within their families, with peers, and with other adults.
- To encourage children to develop a sense of autonomy and independence, to develop a positive self-image.
- To enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- To work with parents to build their understanding of and commitment to the welfare of all our children.
- To work with members of the community, parents and the children to ensure all children in our care have fun in a safe, caring environment, protecting children from all forms of abuse & discrimination.
- To create an environment where children feel valued for who they are regardless of race, gender, ability, religion, culture or home background.
- To ensure that all staff are informed about child abuse, the forms it can take, recognition, steps to take in recognition and prevention.
- As all adults have a responsibility for the welfare and care of the child, and in line with the Children Act 1989, if parents have a concern about their child we would hope they will communicate with and approach us, likewise if we have a concern about a child we will speak to parents/carers verbally or in writing. However, if sharing these concerns puts the child at risk of significant or further harm we will seek advice from the duty manager at the LCSB contact centres.
- Having a policy in place for the selection and recruitment of staff, students and volunteers.

Method

The Policy will address matters under three Key Commitments.

Key Commitments to our children, parents and families are:

1. We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.
2. We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015), the Care Act 2014, Working Together 2018 and Keeping Children Safe in Education (2021).



Updated – June 2022



3. We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering children and young people, through our play ethos, early years curriculum and practices, promoting their right to be strong, resilient and listened to.

Key Commitment 1: A Culture of Safety

- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff understand that safeguarding is their responsibility.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team or the NSPCC. They receive updates on safeguarding at least annually.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understand the principles of early help (as defined by Working Together to Safeguard Children, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand the thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to the arrangements published by the LSCB.
- All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
- We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
- We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
- We will be transparent about how we lawfully process data.
- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistleblowing and dignity at work.
- Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided 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.
- We record statutory child information from registration forms including parental responsibility.
- We record and store confidentially information about individual children with child protection concerns in separate files at head office, with a copy in the child's file.
- Enhanced disclosure barring checks, barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable



person works at the setting or has access to the children. If the unvetted staff (awaiting certification) are working (paid or unpaid) they will never be unsupervised or be able to place themselves in a vulnerable or wanting situation.

- From June 2014 (issued August 2014), the DBS and Ofsted require registered persons and all new staff working in a regulated activity with children to subscribe to the DBS Update Service within 19 days of receiving their DBS certificate. Certificates are not duplicated for the employer/registered body, the applicant must show us their certificate as soon as they receive it as well as evidence that they have subscribed to the Update Service within 19 days. This is a condition of their contract of employment.
- Existing staff will be asked to use the DBS Update Service if they change roles within the company or after 3 years, this includes the Registered Person.
- For the following categories of staff who have not used the Update Service, a risk assessment is undertaken on their suitability to work with children. This category could include:
 - Existing staff working in regulated activities.
 - New staff who have missed the 19-day deadline.
 - Staff employed with existing DBS certificates from another provision. These must be no longer than 12 months old, be for the same type (enhanced) and level of check (children's workforce with barred lists check).
- Supervision template documents ask three questions to ensure that staff members/applicants are aware of their duties and responsibilities under the Childcare Act, as well as ensuring the setting has conducted its due diligence. These are:
 - Has any child for whom you have parental responsibility been put on the child protection plan?
 - Do you have any convictions, cautions, court orders or warnings that may affect your suitability to work with children?
 - Are there any changes in your mental or physical health that would affect your ability and suitability to work with children?
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced Disclosure Barring Service Checks (DBS) and barred lists checks are carried out on anyone living or working on the premises.
- Volunteers must:
 - Be aged 17 or over;
 - Be considered competent and responsible;
 - Received a robust induction and regular supervisory meetings;
 - Be familiar with all the settings policies and procedures;
 - Be fully checked for suitability if they are to have unsupervised access to the children at any time.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the DBS (criminal records) disclosure reference number;
 - certificate of good conduct or equivalent where a UK DBS check is not appropriate;
 - the date the disclosure was obtained; and
 - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- From 31st August 2018, staff and volunteers in childcare settings that are not based on domestic premises are not required to notify their line manager if anyone in their household (including family members, lodgers, partners etc) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children.



Updated – June 2022



- Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.
- In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour.
- We will notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child. Any images of children are held securely and in a locked filing cabinet when not in use. Staff do not use personal cameras or filming equipment to record images.
- Personal mobile phones are not used on site unless authorisation has been given by the manager and not where children are present.
- Any personal information is held securely and in line with data protection requirements and guidance from the ICO.
- The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to children's social care, or where appropriate, the LADO, Ofsted or RIDDOR.
- The Senior Leadership Team undergo a Health Declaration, enhanced DBS check and barred list check with Ofsted before taking their position in The Gap Club Ltd and are asked to subscribe to the DBS Update service. Long-serving leadership team members have also undertaken a suitable person's interview with Ofsted. The Registered Person is required by Ofsted to subscribe to the DBS Update Service.
- The Gap Club Ltd also undertakes its own thorough recruitment and induction process (See Staff – Employment inc Recruitment Policy and Staff – Induction, Development, Training and Deployment Policy) along with DBS checks on all staff.
- As part of it's recruitment procedure The Gap Club Ltd requests ALL staff to subscribe to the DBS Update Service and seeks their permission to carry out status (portability) checks.
- Ensuring sufficient ratio of adults to children is in place at all times and there are always two members of staff present at all times.
- Our Safeguarding Policy is intrinsically linked with several other policies, namely Whistleblowing, Online Safety inc Mobile Phones and Cameras, Uncollected Child, Missing Child and Children's Rights and Entitlements.

Key Commitment 2

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.



- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through (see end for detailed descriptions of abuse):
 - significant changes in their behaviour;
 - deterioration in their general well-being;
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
 - changes in their appearance, their behaviour, or their play;
 - unexplained bruising, marks or signs of possible abuse or neglect; and
 - any reason to suspect neglect or abuse outside the setting.
- We understand how to identify children who may be in need of early help and how to access services for them.
- We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local authority children's social work services.
- We understand that we should refer any child who may be at risk of significant harm to local authority children's social work services.
- We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence and controlling or coercive behaviour, radicalisation, mental or physical illness or parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
- We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parent and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and LSCB procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
- The setting is aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; criminal exploitation of children, Female Genital Mutilation, Breast Ironing and radicalisation or extremism, peer on peer abuse.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCB procedures on responding to radicalisation.
- The designated person completes online Channel training, online Prevent training and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers and health workers to report cases of Female Genital Mutilation to the police. We are also aware that early years practitioners should follow local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.
- We are also aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence, or may be victims of child



trafficking. While this may be less likely to affect the children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.

- Children are also vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between children and young people including sexual abuse.
- Staff will not dismiss abusive behaviour as normal between children and young people and understand the importance of challenging inappropriate behaviours between peers.
- If we become concerned that a child may be a victim of modern slavery or human trafficking we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice to the local authority children's social work service and/or police.
- We will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.
- Where we believe that a child in our care or who is known to us may be affected by any of these factors, we follow the procedures for reporting child protection concerns and child in need concerns and follow the LSCB procedures.
- Where such indicators are apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns about children's welfare to the local authority children's social care team and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board.
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse or neglect is suspected, we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account in an age appropriate way, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- All staff know that they can contact the NSPCC whistleblowing helpline if they feel that their organisation and/or local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
- We have a Whistleblowing Policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour,



deterioration in general well-being, unexplained bruising, marks or signs of possible abuse or neglect, that member of staff:

- listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not question the child, although it is OK to ask questions for the purposes of clarification.
 - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
 - The staff member must inform the 'designated person' of the setting at the earliest opportunity and always within one working day.
 - Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

Making a referral to the Local Safeguarding Children Board.

The procedure for recording and reporting referrals are set down by the Local Safeguarding Children Board.

Surrey Children's Single Point of Access (C-SPA) (9am-5pm): **0300 470 9100**

Berkshire Multi Agency Safeguarding Hub (MASH): **01628 683 150**

Referrals can be made by phone, email or in person but **MUST** be followed up 24 hours later in writing using a Multi Agency Referral Form, preferably with a Body Map. Out of Hours numbers are listed at the top of the policy.

Steps for Recording and Sharing Concern:

Referrals

Numbers can be found at the top of the policy

Parental Consultation in Case of a referral or Concern

When practicable, concerns should be discussed with the family and agreement sought for a referral to Children's Social Services unless this may:

- Place the child at risk of significant harm e.g. by the behavioural response the allegation may prompt or by leading to an unreasonable delay.
- Place a member of staff at risk by the behavioural response the allegation may prompt.
- Lead to the risk of loss of evidential material.

Professional consultation should be sought if there are concerns about the parents/carers behavioural reaction when raising a safeguarding issue about their child, or that a member of staff may be at risk.

The decisions (and rationale) agreed in this consultation process must be recorded by all participants.

Referral Made without Prior Discussion with Parents



Updated – June 2022



A decision by any professional not to seek parental permission before making a referral to Children's Social Services must be recorded and the reasons given.

Formal referrals from professionals cannot be treated as anonymous, and the parent will ultimately become aware of the identity of the referrer.

Clarification of the process by which the parents will be told of the referral should be sought from Children's Social Services and recorded.

Parental Agreement for Referral

When a parent/carer has agreed to a referral, this must be recorded and confirmed in the referral to Children's Social Services.

Parental Refusal for Referral

If a parent/carer refuses to give permission for referral, further advice should, unless this would cause undue delay, be sought from a senior DSL and the outcome fully recorded.

If, having taken full account of the parent's wishes, it is still considered that there is a need for a referral, the reason for proceeding without agreement must be recorded.

Children's Social Services should be told the parent has withheld permission and a discussion held about when and how s/he should be told of the referral.

Disabled Children

Evidence cited in Working Together to Safeguard Children 2006 suggests disabled children are at increased risk of abuse and the presence of multiple disabilities increases the risk of both abuse and neglect.

The disabled child may be especially vulnerable because of:

- A need for practical assistance in daily living, including intimate care from what may be a number of carers.
- Carers/staff lacking ability to communicate adequately with her/him.
- A lack of continuity in care leading to an increased risk that behavioural changes may go unnoticed.
- Carers working with the disabled child in isolation.
- Physical dependency with consequent reduction in ability to be able to resist abuse.
- An increased likelihood that s/he is socially isolated.
- Lack of access to 'keep safe' strategies available to others.
- Communication or learning difficulties preventing disclosure.
- Lack of advice e.g. due to a hearing impairment.
- Parents'/carers' own needs and ways of coping may conflict with the needs of the child.
- Bullying and intimidation.
- Abuse by peers.
- A fear of complaining in case services are withdrawn.
- Some sex offenders may target disabled children in the belief that they are less likely to be detected.

Referral for Bruising in Children who are Not Independently Mobile

Bruising is the commonest presenting feature of physical abuse in children. Nice 2009 recommendations are that that all children with bruising who are Not Independently Mobile be referred to Surrey Children's Services and for a paediatric opinion.



Definitions

Not Independently Mobile (NIM): a child who is not yet crawling, bottom shuffling, pulling to stand, cruising or walking independently. **Includes all children under the age of six months or children with significant disabilities resulting in immobility.**

Bruising: Extravasations of blood in the soft tissues, producing a temporary, non-blanching discolouration of skin however faint or small with or without other skin abrasions or marks. Colouring may vary from yellow through green to brown or purple. This includes petechiae, which are red or purple non-blanching spots, less than two millimetres in diameter and often in clusters.

Patterns of bruising suggestive of physical child abuse include:

- Bruising in children who are Not Independently Mobile, particularly those younger than 6 months of age;
- Bruises that are away from bony prominences;
- Bruises to the face, back, abdomen, arms, buttocks, ears and hands;
- Multiple or clustered bruising;
- Imprinting and petechiae;
- Symmetrical bruising.

A bruise, whatever its **size**, must never be interpreted in isolation and must always be assessed in the context of medical and social history, developmental stage and explanation given. A full clinical examination and relevant investigations must be undertaken.

The younger the child, the greater the risk that bruising is non-accidental and the greater potential risk to the child. Children should not be examined by any professional other than a medical practitioner.

In Not Independently Mobile children, the presence of any bruising, of any size, in any site should initiate a referral to children's services.

All telephone referrals must be followed up within 48 hours with a written referral with body maps, and must be fully documented in the child's records. The telephone referral should be made immediately to Local Safeguarding Children's Services. Outside of normal working hours contact the EDT.

Referral Using the Early Assessment Framework (EAF)

What to do if you have concerns about a child that are not a referral (but may lead to it subject to DSL and multi-agency conversations)

The EAF procedure is designed to help professionals understand what to do if they have concerns about a child and to find out whether the child has additional needs or needs that mean they have been, or are likely to be, significantly harmed.

Children with different levels of need will be responded to appropriately by the range of agencies who work with them. The information below is based on national government guidance and shows how different levels of need should be addressed.

Level 1 - Universal services

No additional action needed



Updated – June 2022



Level 2 – Targeted services (additional needs)

Consider assessment using EAF (EAF advisors can help with this)

Levels 3/4 – Specialist Services (acute/ complex needs)

Consider referral using multi-agency referral form

Escalation Process

- If we feel that a referral has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the LSCB escalation process.
- We will ensure that staff are aware of how to escalate concerns.
- We will follow local procedures published by the LSCB to resolve professional disputes.

Informing Parents & Their Role

- Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events, unless it is felt that this may put the child or other person at risk, or may interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where necessary.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern. Relevant safeguarding forms are available in the setting's Safeguarding File.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the procedures of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser or where sexual abuse may have occurred.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should consider seeking advice from children's social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

Liaison with Other Agencies & Multi-agency Working

- We will work within the Local Safeguarding Children Board guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues and concerns about children's welfare, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

Allegations against staff, students, volunteers and persons in positions of trust

- We will ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working or living on the premises occupied by the setting, which may include an allegation of abuse. Our Safeguarding Policy and Complaints Policy are displayed in the setting and are also given to parents in their Welcome Pack to the setting.
- We ensure that all staff volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.



Updated – June 2022



Surrey County Council
Early Years Quality Assurance Scheme

- We differentiate between allegations, and concerns about the quality of care or practice and complaints have a separate process for responding to complaints.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person working on the premises, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We will recognise and respond to allegations that a person who works with children has:
 - Behaved in a way that has harmed a child, or may have harmed a child
 - Possibly committed a criminal offence against or related to a child
 - Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to a senior manager within the organisation and the Local Authority Designated Officer (LADO) as necessary to investigate and/or offer advice.
- We also report any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children’s social care in conjunction with the police.
- Where the management team and children’s social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but it is to protect the staff, as well as children and families, throughout the process. Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

Process

- Child disclosure and concerns should be reported to the setting designated person if the concern related to a member of staff/volunteer/or anyone living or working on the premises occupied by the setting.
- All disclosure information from the child should be recorded word for word from the child, promptly, signed, dated and witnessed. The witness should also sign and date the form.
- The setting designated person will then liaise with the company designated officer (Rekha Bassi) and, if appropriate, the child’s school lead designated officer.
- If the concerns relate to the setting manager and/or the Registered Person, staff members are expected to discuss the matter confidentially with other senior DSL’s within the company – see Safeguarding Flowchart on staff notice board.
- If an individual feels that either the setting manager, Registered Person or DSL has not responded appropriately, they are free to contact the relevant Local Safeguarding Children’s Board on the number below.
- The manager has the responsibility to act on behalf of the setting in dealing with allegations or suspicion of abuse or neglect. This will include collating details of the allegation or suspicion and referring the matter to Social Services.
- It is the duty of the State through local authorities to both safeguard and promote the welfare of vulnerable children. Section 47 of the Children Act 1989 states ‘where a local authority who has reasonable cause to



Updated – June 2022



suspect that a child is suffering, or is likely to suffer significant harm, they have a duty to investigate and it is the duty of 'any person' to co-operate'.

- Under no circumstances should members of staff carry out their own investigation into suspicions or allegations of abuse, neither should they question children closely, as to do so may distort any investigation that may be carried out subsequently by the police or social services.
- **Allegations of abuse against staff** are referred immediately to the Local Authority Designated Officer (LADO) within 24 hours to investigate, the telephone numbers are also at the start of policy.
Surrey LADO: 0300 123 1650 Opt 3 **Berkshire LADO: 07774 332675**
- We also report any such alleged incident to Ofsted within 24 hours as well as the measures we have taken. This must be followed up in writing within 14 days. It is an offence not to do this.
- The setting will co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the LADO asks us to complete an investigation, we are aware that the investigation needs to have a recorded outcome, taken from "Keeping Children Safe in Education 2018"
- Possible outcomes to the investigation could be as follows:
'The following definitions should be used when determining the outcome of allegation investigations:
 - Substantiated: there is sufficient evidence to prove the allegation;
 - Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
 - False: there is sufficient evidence to disprove the allegation;
 - Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence;
 - Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made.'
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process. A Risk Assessment for suspension will be conducted and an Allegation Form will be completed.

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, the setting will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups. Ofsted will also be notified in writing.

Key Commitment 3 - Training and Supervision and Support

Training

- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals. Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming, and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures.
- Lead and Deputy Designated Safeguarding Leads receive appropriate training, as recommended by the Local Safeguarding Children Board, every two years and refresh their knowledge and skills at least annually.



- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision/staff members. All staff are aware of the Whistleblowing Policy.
- At biannual GSMs (general staff meetings), the lead designated person will inform and train staff on important information and updates to safeguarding practices to support their confidence and competency in safeguarding matters.
- Important updates from the LSCB or from www.trixonline.co.uk are recorded by the lead designated officer regularly in the year when received by email. They are communicated to setting managers either verbally if urgent or at senior leadership meetings held monthly. Managers will then cascade this information and supporting documentation to staff weekly meetings as necessary.
- The company designated officer checks <http://proceduresonline.com/berks> for updates and responds to alerts.

Planning

- The layout of the rooms allows for constant supervision - auditory or verbal. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers.

Curriculum

- We use the characteristics of effective learning within a play-based approach to introduce key elements of keeping children safe into our play programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to, and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background and actively promoting British Values as a way of building children's resilience to radicalisation.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board and in line with the GDPR, Data Protection Act 2018 and Working Together 2018.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's allocated social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- We will engage with any child in need plan or early help plan as agreed.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Clients' Access to Records Procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

Recognising Child Abuse



Updated – June 2022



Child abuse is the term used to describe ways in which children are harmed, usually by adults, and often by people they know and trust. It can manifest itself in a variety of different ways, some overt and others much less so. All staff have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

Physical Abuse: This involves hitting, shaking, throwing, squeezing, biting, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse such as condoning or giving a child access to substances such as tobacco, medicines, narcotics, glue etc.

Sexual Abuse: This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse, such as telling jokes or stories of a sexually explicit nature. Sexual abuse is the abuse of girls and boys by adults seeking their own gratification. Sexual abuse can have a very damaging effect and a child can often require counselling to minimise the trauma. As play staff, we must be aware of how easily influenced children are by us. Emotionally a child can also be confused and misguided when dealing with adults. These situations can potentially lead to abuse.

October 2013 – www.trixonline policy update from the Crown Prosecution Service provided guidance for practitioners caring for children and young people. The guidance is for the CPS during their prosecution of abusers but learnings for practitioners are that:

- They should ensure they are aware of the signs and behaviours of abuse.
- The focus should be on the allegation and not the victim; non- judgement of the credibility and reliability of disclosure by child*.
- Ensure all universal front-line carers report concerns and are proactive about multi-agency working.
- To be mindful and understanding of how difficult it is for a child to 'say no'.
- Factors in the past that have doubted the credibility and reliability of a child's disclosure are that she/he:
 - Has not immediately reported the offence.
 - Has given an inconsistent account.
 - Is seen as 'voluntarily' returning to the alleged abuser.
 - Has a learning disability, mental health problem or uses alcohol or drugs.
 - Is seen as consenting to sexual activity.
 - Has previously not been truthful about other issues.

These factors could actually support the allegation of sexual abuse as such behaviours may be seen in victims of sexual abuse.

Emotional Abuse: Varying degrees of emotional abuse is present in virtually all child protection incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill-treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child (lack of self-esteem, well-being & confidence).

Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened, threatened or vulnerable. Similarly, undermining a child by ignoring effort or progress constitutes emotional abuse.

Staff who over-emphasise the importance of perfection in the end product of an activity or the importance of winning in games can be guilty of berating children, which can lead to a lack of confidence and self-esteem.

Neglect: Neglect is the persistent failure to meet a child's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from



physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of child such as the failure to ensure proper supervision and provide adequate care and attention to the child.

Radicalisation: Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. This involves the vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Internet: The internet can be accessed through various devices including mobile phones, text messaging, mobile cameras, as well computers and games consoles. It is important to realise and be aware that these may also be avenues for adult grooming and potential child abuse.

See also E Safety Policy.

Potential Indicators of Abuse

A child may be displaying some of these signs or behaving in some way which is giving cause for concern. This does not mean that the child is being abused. This list is not exhaustive.

- Injuries to the child that are not consistent with the normal recreational habits of children, either in body position or type.
- Inconsistent or unreasonable explanation of an injury by a child or parent/carer.
- Inconsistent or inappropriate behaviour such as sexually suggestive remarks or actions, moods swings, uncharacteristically quiet/aggressive, severe tantrums.
- Becoming isolated socially.
- Overeating/loss of appetite, weight loss/gain.
- Inappropriately dressed or ill-kept and/or dirty.
- Self-inflicted injury.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Open disgust of, or discomfort with, parent or carer.
- Delayed social development, poor language and speech.
- Excessively nervous behaviour such as rocking or hair twisting.
- Exceptional low self-esteem.

General indicators of abuse, though often typical of sexual abuse:

- Recurring abdominal pain.
- Reluctance to go home.
- Flinching when approached or touched.
- Recurring headaches.

Indicators of vulnerability to radicalisation:

- Identity crisis – discomfort about their place in society.
- Personal crisis – family tensions, isolated, low self-esteem, questions about identity, faith and belonging.
- Personal Circumstances – migration, local community tensions, sense of grievance triggered by personal experiences.
- Unmet aspirations – perception of injustice, feeling of failure, rejection of civic life.
- Experiences of criminality – involvement with criminal groups, poor resettlement/integration.
- Critical risk factors:
- Being in contact with extremist recruiters.



- Accessing extremist websites.
- Possessing or accessing extremist literature.
- Justifying the use of violence.
- Joining or seeking to join extremist organisation.
- Significant changes to appearance and/or behaviour.

Incidents that must be Reported/Recorded

If any of the following occur, you should report this immediately to the Designated Safeguarding Lead using the Self-Referral Form.

- If you accidentally hurt a child.
- If he/she seems distressed in any manner either with an incident which has happened at school or at the setting.
- If a child appears to be sexually aroused by your actions.
- If you are concerned that a relationship is developing that could represent an abuse of trust.
- If you are concerned that the child is becoming attracted to you.
- If you are concerned that a colleague is becoming attracted to someone in his/her care.
- If a child misunderstands or misinterprets something you have done.
- If you have had to use reasonable physical restraint to prevent a child harming themselves, or another, or from causing significant damage to property.

If a child says something or acts in such a way that abuse is suspected or makes a disclosure, the person receiving the information should:

- React in a calm but concerned way.
- Tell the child that s/he is right to share what has happened; and that s/he is not responsible for what has happened.
- Take what the child says seriously.
- Do not question the child; let her/him tell you what s/he wants to tell you and no more.
- Do not interrupt the child when they are recalling significant events.
- Do not promise not to tell anyone else; explain that you have to make sure the child is safe and may need to ask other adults to help you to do this. Do not give assurances of confidentiality which cannot be kept, but you should reassure the child that the information will only be passed on to those people who need to know.
- When the child is finished, make sure s/he feels secure; explain what you are going to do next.
- Make a full record of what is said and done, though this should not result in a delay in reporting the problem to the setting designated child protection officer.

The record should include:

- A verbatim (word for word) record of the child's disclosure. This may be used later in a criminal trial and it is vital that what the child discloses is recorded as accurately as possible. Therefore, the record must be drafted in the child's words and should not include the assumptions or opinions of others.
- A nature of the allegation or concern.
- A description of any visible physical injury (clothing should not be removed to inspect the child).
- The child's account of what has occurred.
- Any dates, times or places, and any other potentially useful information.
- A date and signature of the person who recorded the information.



The Gap Club Ltd is also aware that staff may need support after receiving a disclosure from a child and will offer appropriate counselling and support.

EYFS key themes and commitments relating to Safeguarding.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners 2.4 Key person	3.4 The wider context	4.4 Personal, social and emotional development

Every Child Matters Outcome: Staying safe and Enjoying and achieving

To be reviewed: June 2023	Signed: NM
---------------------------	------------

Links to legislation

- Children Act 1989 (s47) and 2004 (s11)
- Convention on the Rights of the Child, UNICEF 1989
- Children and Social Work Act 2017
- Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018
- Protection of Children Act (1999)
- General Data Protection Regulations (GDPR) (2018)
- Childcare Act (2006)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)
- Data Protection Act 1998
- Data Protection Act (1998) Non-Statutory Guidance
- Safeguarding Vulnerable Groups Act (2006)
- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Every Child Matters – Change for Children 2004
- Freedom of Information Act 2000
- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sex Discrimination Acts 1975 and 1986
- Sex Discrimination (Gender Reassignment) Regulations 1999
- The Human Rights Act 2000
- Keeping Children Safe in Education 2021

Use this policy in line with:



Updated – June 2022



What to do if you're worried a child is being abused – summary and poster
(available to download from www.education.gov.uk search for DFES-04319-2006) or any national guidance which replaces this publication.

Useful resources and websites

- Working Together to Safeguard Children 2018 (available to download from www.education.gov.uk search for DCSF-00305-2010)
- What to do if you're worried a child is being abused 2015 – summary and poster (available to download from www.education.gov.uk search for DFES-04319-2006).
- Surrey Safeguarding Children Board (SSCB) Manual of child protection guidelines. (available online at <http://sscb.proceduresonline.com/index.html>)
- Ofsted - www.ofsted.gov.uk
- Advisory, Conciliation and Arbitration Service (ACAS) www.acas.org.uk 08457 474747
- Stop it Now! Campaign www.stopitnow.org.uk Free helpline: 0808 1000 900
- Childline - www.childline.org.uk
- NSPCC - www.nspcc.org.uk
- Direct Gov for information relating to legislation - www.direct.gov.uk
- UNICEF - www.unicef.org
- The Children Act 1989 - www.legislation.gov.uk/ukpga/1989/41/contents
- Online Safety: A Toolkit for Early Years Settings www.plymouth.gov.uk/early_years_toolkit.pdf
- Ofsted: Mobile phones, 18 Feb 2011
(available to download from www.ofsted.gov.uk search for 110003)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Information Sharing: [Guide for practitioners and managers \(HMG 2008\) \(HMG 2006\)](#)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings (Ofsted, 2016)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)

Useful Numbers

OFSTED

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Tel: 0300 123 1231

Ofsted Whistle-Blowing Hotline

Tel: 0300 123 3155 Monday to Friday 8am to 6pm



Updated – June 2022



Email: whistleblowing@ofsted.gov.uk.

Write:

WBHL

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

Public concern at work (PCaW Whistle-Blowing charity)

Tel: 0207404 6609

helpline@pcaw.co.uk

Disclosure and Barring Service

Tel: 0870 90 80 81

www.gov.uk/dbs

customerservices@dbs.gsi.gov.uk

Information Commissioners Office

Tel: 01625 545740

www.ico.gov.uk



Updated – June 2022

