



Sheffield Hallam University Nurseries

Safeguarding Children/Child Protection Policy

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Contents

Introduction	Page 6
Revisions to the document in September 2019	Page 6
Part 1:	
Quick reference guide	
The Early Years Foundation Stage 2017 (EYFS) safeguarding and welfare requirements that relate specifically to child protection	Page 7
Inspecting safeguarding in early years, education and skills settings (2019)	Page 9
The role of the Designated Safeguarding Lead (DSL) in an Early Years Childcare or Out of School setting	Page 12
Who to contact within our setting about safeguarding concerns	Page 13
Who to contact in other agencies about safeguarding concerns	Page 14
Part 2:	
Safeguarding Policy statement	
Introduction to our setting's safeguarding children policy statement	Page 15
Purpose of the document	Page 17
Safeguarding children and young people not in our care	Page 17
Safeguarding adults	Page 17
The definition of safeguarding children	Page 17
How our setting will put this policy into practice	Page 18
Effective challenge and escalation	Page 19
Policies relating to our safeguarding roles and responsibilities as defined by the EYFS safeguarding and welfare requirements (2017)	Page 20
Policy and procedure in relation to the use of cameras and mobile phones within the setting	Page 20
Staff behaviour policy	Page 21
Recognising inappropriate behaviour displayed by members of staff or any other person working with children	Page 21
Supervision policy	Page 22
Whistleblowing policy	Page 22
Policies relating to our other safeguarding roles and responsibilities as defined by the EYFS Safeguarding and Welfare Requirements (2017)	Page 23
Policies relating to our safeguarding responsibilities under Section 11 Children Act (2004)	Page 24
Help with policies and procedures linked to safeguarding including the Sheffield Early Years Safeguarding Audit Tool	Page 25

Part 3:

Procedures for responding to specific child protection concerns about children at risk of significant harm

Section 1 Scope of the Procedure	Page 26
Section 2 Action to take if you observe abuse whilst it is taking place	Page 28
Section 3 Action to take if you observe injuries or behaviour in a child that could indicate that he/she has suffered abuse, or is likely to suffer significant harm	Page 30
Section 4 Action to take if you receive an allegation or disclosure of possible significant harm to a child	Page 33
Section 5 Identification of level of concern and next steps.	Page 36
Action to be taken by the Designated safeguarding Lead (DSL)	Page 36
Child at risk of Significant Harm	Page 37
Should I talk to mothers, fathers or carers before making a referral to children's social care services?	Page 38
Action to take in response to specific safeguarding concerns:	
• Possible abuse by a child or young person to another child or young person	Page 40
• A child or young woman at risk of or suffering Female Genital Mutilation (FGM)	Page 40
• A child or young person at risk of or has undergone Forced Marriage or Honour –Based Violence	Page 41
• A child or young person at risk from radicalisation or extremism	Page 41
Child in need of additional help but not at risk of Significant Harm	Page 42
Section 6 Follow up after making a referral to children's social care services	Page 44

Part 4:

Dealing with an allegation about a member of staff, volunteer, student or carer working with children or young people

The role of the Local Authority	Page 45
The role of Employers	Page 45
Identifying a designated senior manager in your setting with responsibility in respect of allegations against staff, volunteers or students	Page 46
Recognising and responding to an allegation about a member of staff, volunteer, student or carer who works with children	Page 47
Initial action by the named Senior Manager	Page 47
Informing the Local Authority Designated Officer (LADO)	Page 48
Referring to children’s social care services via the Sheffield Safeguarding Hub	Page 49
Informing Ofsted	Page 49
Initial consideration by the named Senior Manager and the Local Authority Designated Officer (LADO)	Page 50
Strategy Discussion and Initial Evaluation Discussion	Page 50
Disciplinary process or assessment regarding suitability	Page 50
Record keeping about an allegation against a staff member, student or volunteer	Page 51
Action in respect of unsubstantiated and false allegations	Page 52
Referral to the Disclosure and Barring Service	Page 52
Links to our setting’s whistleblowing procedures	Page 52

Part 5: Safeguarding Adults

Policy and Procedures	Page 54
Safeguarding adults policy statement	Page 54
Summary of the main forms of abuse of adults	Page 54
Procedure for responding to safeguarding concerns relating to adults	Page 55
Recording	Page 56

Part 6: Useful resources

Local organisations	Page 57
National regulatory organisations	Page 59
National policy and practice guidance	Page 59
Guidance to help registered Early Years Childcare and Out of School settings to update their own policies, procedures and recording sheets	Page 61
Other Sheffield safeguarding policy and practice guidance	Page 63
Safeguarding and child protection training in Sheffield	Page 64
Recording procedure	Page 65

Introduction

The EYFS (2018) requires that a setting's safeguarding policy 'should be in line with the guidance and procedures of the relevant local authority'.

At Sheffield Hallam University the nurseries work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

Revisions to this document in September 2019

This document has been updated to take account of:

- As a result of the Children and Social Work Act 2017, the Sheffield Safeguarding Children Board has been replaced by the Sheffield Children Safeguarding Partnership
- Inspecting safeguarding in early years, education and skills settings Ofsted May 2019

Part 1 Quick reference guide

Early Years Foundation Stage

Safeguarding and Welfare Requirements (2017)

The *Early Years Foundation Stage Safeguarding and Welfare Requirements (2017)* state that the provider must take all necessary steps to keep children safe and well, in particular;

<p>3.4 Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB).</p> <p>The safeguarding policy and procedures 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</p>	<p>See Parts 2, 3, 4 and 5 of this document</p>
<p>3.5 A practitioner must be designated to take lead responsibility for safeguarding children in every setting. The lead practitioner is responsible for liaison with local statutory children's services and with the LSCB. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required.</p>	<p>See Part 1 of this document for details of the role of the Designated Safeguarding Lead</p>
<p>3.5 The lead practitioner must attend a child protection training course (<i>taking account of any advice from the LSCB or local authority on appropriate training courses</i>) that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect (as described at paragraph 3.6)</p>	<p>See Part 6 of this document</p>
<p>3.6 Providers must train all staff to understand their safeguarding policy and procedures, and ensure that staff have up to date knowledge of safeguarding issues</p>	<p>See Part 6 of this document</p>
<p>3.6 Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:</p> <ul style="list-style-type: none"> • significant changes in children's behaviour • deterioration in children's general well-being • unexplained bruising, marks or signs of possible abuse or neglect • children's comments which give cause for concern • any reason to suspect neglect outside the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) female genital mutilation • inappropriate behaviour displayed by other members of staff, or any other person working with the children e.g. inappropriate sexual comments: excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images <p>Providers may also find <i>What to do if you are worried a child is being abused: Advice for practitioners</i> helpful</p>	<p>See Parts 3, 4 and 5 of this document</p>

<p>3.7 Providers must have regard to the Government’s statutory guidance <i>Working Together to Safeguard Children 2018</i> and to the <i>Prevent duty guidance for England and Wales 2015</i></p>	<p>See Part 2 for details of Promoting the fundamental British values of democracy, rule of law, individual liberty, mutual respect etc. Part 3 for details of what to do if you are concerned that a child may be at risk from radicalisation or extremism Part 6 for details of how to view these documents</p>
<p>3.7 If providers have concerns about children’s safety or welfare, they must notify agencies with statutory responsibilities without delay. This means the local children’s social care services and, in emergencies, the police.</p>	<p>See Part 6 of this document for details of how to contact local agencies</p>
<p>3.8 Registered providers must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere). Registered providers must also notify Ofsted of the action taken in respect of these allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider who without reasonable excuse, fails to comply with this requirement commits an offence</p>	<p>See Part 4 of this document</p>
<p>3.21. Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provide support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.</p> <p>3.22. Supervision should provide opportunities for staff to:</p> <ul style="list-style-type: none"> • discuss any issues – particularly concerning children’s development or well-being, including child protection concerns • identify solutions to address issues as they arise; and • receive coaching to improve their personal effectiveness 	<p>See Part 6 of this document for details of the <i>Sheffield Early Years Model Safeguarding Supervision Toolkit</i></p>
<p>3.73 Providers must make details of their policies and procedures available to parents and carers</p>	<p>See Part 6 of this document for details of <i>What mothers and fathers using our service should know about what we will do if we have child protection concerns about their child</i></p>

Inspecting safeguarding in early years, education and skills settings Ofsted (2019)

This updated guidance for inspectors undertaking inspection under the Ofsted common inspection framework **sets out the evidence for inspectors to look for when inspecting safeguarding arrangements.**

We have highlighted some key areas for early years settings below and **strongly recommend that registered Early Years providers read the whole document**

The signs of successful safeguarding arrangements

- Children are protected and feel safe. Those who are able to communicate know how to complain and understand the process for doing so
- There is a strong, robust and proactive response from adults working with children that reduces the risk of harm to them
- Adults working with children know and understand the indicators that may suggest a child is suffering abuse neglect or harm and they take appropriate and necessary action in accordance with local procedures and statutory guidance
- Leaders and managers have put into place effective child protection and staff behaviour policies that are well understood by everyone in the setting
- All staff and other adults working within the setting are clear about procedures where they are concerned about the safety of a child
- There is a named and designated lead who is enabled to play an effective role in pursuing concerns and protecting children
- Children can identify a trusted adult with whom they can communicate any concerns. Babies and very young children form strong attachments to those who care for them through the effective implementation of the key person system
- Written records about safeguarding or welfare concerns are made in an appropriate and timely way and are held securely. Records are shared appropriately and where necessary with consent
- Any child protection and/or safeguarding concerns are shared immediately with the relevant local authority. Where the concern is about risk of harm to a child, the referral should be made to the children's social care department where the child lives. Where the concern is an allegation about a member of staff in the setting or another type of safeguarding concern in the setting, the matter should be referred to the designated officer in the local authority in which the setting is located
- A record of any child protection and/or safeguarding concern is retained and there is evidence that any agreed action has been taken promptly to protect the child from further harm
- There is evidence that staff have an understanding of when to make referrals when there are issues concerning criminal or sexual exploitation, radicalisation and/or extremism and they know how and where to seek additional advice and support
- Children are supported, protected and informed appropriately about the action the adult is taking to share their concerns. Parents are made aware of concerns and their consent is sought in accordance with local procedures
- Where there are safeguarding and/or child protection concerns about a child, there is

- a written plan in place that has clear and agreed procedures to protect a child
- Children who are the subject of a child in need or child protection plan or who are looked after have a plan that identifies what help the child should receive and the action to be taken if a professional working with the child has further concerns or information to report
 - Providers are aware and implement EYFS requirements when a child goes missing while in the care of the provider
 - Any risks to the children arising from parents behaviour e.g. misusing drugs or alcohol, going missing, being vulnerable to radicalisation or sexual exploitation that are known to the setting are shared with the local authority children's social care service or other relevant agency. There are plans and help in place that are reducing the risk of harm and there is evidence that the impact of these risks is being minimised. These risks are kept under regular review and there is regular, appropriate and effective liaison with other agencies
 - Children are protected and helped to keep themselves safe from bullying, homophobic behaviour, racism, sexism and other forms of discrimination. Any discriminatory behaviours are challenged and help and support given to children about how to treat others with respect
 - Adults understand the risks posed by others to use technology including the internet to bully, groom radicalise or abuse children. They have well-developed strategies in place to keep children safe and to support them in learning how to keep themselves and others safe
 - Leaders oversee the safe use of technology when children are in their care and take action immediately if they are concerned about children's well-being. Leaders of early years settings implement the required policies with regard to the safe use of mobile phones and cameras in the setting
 - Leaders and staff make clear risk assessments and respond consistently to protect children while enabling them to take age-appropriate risks as part of their growth and development
 - Children feel secure and experience positive support from all staff. Babies and young children demonstrate their emotional security through the attachments they form with those who look after them and through the physical and emotional well-being. Staff respond with clear boundaries about what is safe and acceptable and seek to understand the triggers for children's behaviour. They develop effective responses as a team and review those responses to assess their impact, taking into account the views and experiences of the child
 - Positive behaviour is promoted consistently and staff use effective de-escalation techniques and creative alternative strategies that are specific to the child's needs. All behaviour incidents are reviewed, recorded and monitored and the views of the child are explored and understood
 - Adults understand that children's poor behaviour may be a sign that they are suffering harm or that they have been traumatised by abuse
 - In cases of peer-on-peer abuse, staff should consider what support might be needed for the perpetrators as well as the victims
 - Staff and volunteers are carefully selected and vetted according to statutory requirements. Once appointed, consideration is given to ongoing suitability in order to prevent the opportunity for harm to children or place them at risk
 - There are clear and effective arrangements for staff development and training in respect of the protection and care of children. Staff and other adults receive regular supervision and support if they are working directly and regularly with children whose safety and welfare are at risk
 - The physical environment is suitable for the needs of babies and children and is safe, secure and protects them from harm or risk of harm

- All staff have a copy of and understand the written procedure for managing allegations of harm to a child by a member of staff or a volunteer.
- All staff know how to raise concerns about the behaviour of another adult in the setting in respect of the safety and protection of children including using the whistle-blowing policy

Evidence to look for when inspecting safeguarding arrangements

15. Inspectors should look for evidence of the extent to which leaders, governors and managers create a **positive culture and ethos** where safeguarding is an important part of everyday life in the setting, backed up by training at every level. Inspectors should consider the **content, application and effectiveness of safeguarding policies and procedures** and the **quality of safeguarding practice** including evidence that staff are aware that children may be at risk of harm either within the setting or in the family or wider community outside the setting.

16. Inspectors should consider how far leaders and managers have put in place effective arrangements to:

- **Identify** children who may be in need of early help or are at risk of neglect, abuse, grooming or exploitation
- **Help prevent abuse** by raising awareness among children (and parents) of safeguarding risks and how and where to get help and support if they need it
- **Help those children who are at risk of abuse** and need early help or statutory social care involvement, by keeping accurate records, making timely referrals where necessary and working with other agencies to ensure that children get the help and support they need
- **Manage** allegations about adults who may be a risk, and check the suitability of staff to work with children

The role of the Designated Safeguarding Lead

DSL - Jackie Rhodes

To enable the setting to meet the safeguarding responsibilities set out in this document, the Designated Safeguarding Lead should;

Supervision, Support and Training

- Provide support, supervision and advice for any staff member, volunteer or student with a safeguarding or child protection concern
- Ensure own safeguarding training is up to date
- Provide safeguarding induction for new staff, students and volunteers
- Ensure that the whole staff group is appropriately trained and that a record is kept of individual staff safeguarding and child protection training

Integrated Practice

- Co-ordinate the early identification of vulnerable children and families and the involvement of mothers, fathers and carers
- Co-ordinate the development of integrated practice for vulnerable children and families including using the Family Common Assessment Framework (FCAF), and the Thresholds of Need Guidance
- Liaise with, and make referrals to, appropriate agencies about children where there are safeguarding or child protection concerns, including as appropriate Family Centre Hubs, Multi-Agency Support Teams (MAST), Children and Families Social Care Teams, South Yorkshire Police and the Local Authority Designated Officer (LADO)
- Co-ordinate and support the setting when working with a child who has a Child in Need or a Child Protection Plan

Ensure that the setting is meeting its legal and statutory requirements, in liaison with the registered person

- Regularly update the Registered or Nominated Person of changes to legal and statutory requirements in relation to safeguarding
- Ensure that the setting can demonstrate that it is meeting statutory requirements that staff and volunteers are suitable for their role
- Undertake an annual review and update of safeguarding and child protection policies and procedures
- Ensure that policies and procedures relating to safeguarding are fully implemented by the setting and followed by staff, students and volunteers
- Ensures that the setting responds in a timely and appropriate way to safeguarding concerns including liaison with Ofsted
- Set up and managing clear, accurate and secure record keeping systems

Who to contact within our setting about safeguarding concerns

The **Designated Safeguarding Lead (DSL)** in this setting is:

Name: Jackie Rhodes

Job title: Childcare services Manager

Contact telephone number 01142256274

The **Designated Safeguarding Deputy/ Deputies (DSD)** in this setting is:

Name: Esther Jones (Collegiate), Leanna Clark (Meadows)

Job title: Deputy Childcare Services Manager

Contact telephone number: 01142252513

To discuss safeguarding concerns about the behaviour of **any member of staff, student or a volunteer** in this setting, contact the **named Senior Manager**, nominated in our safeguarding procedure for dealing with allegations against staff:

Name: Jackie Rhodes

Job title: Childcare services Manager

Contact telephone number 01142256274

To discuss safeguarding concerns about the behaviour of **the Named Senior Manager** nominated in our safeguarding procedure for dealing with allegations against staff contact:

Name: Rebecca Tomlinson

Job title: head of Campus Services - Nursery, Sport, Print

Contact telephone number: 07825196111

To discuss safeguarding concerns about the behaviour of **the Manager** in this setting, contact:

Name: Rebecca Tomlinson

Job title: head of Campus Services - Nursery, Sport, Print

Contact telephone number: 07825196111

To discuss safeguarding concerns about the behaviour of **the Registered Person, Owner or Chair of management committee** in this setting, contact:

Name: Joe Rennie

Job title: Group Director, Student and Academic Services - University Safeguarding group chairperson

Contact telephone number: 0114 225 4485

To discuss concerns about **possible wrongdoing in this setting**, contact the **named Senior Officer**, nominated in our whistleblowing policy, who is:

Name: Jackie Rhodes

Job title: Childcare services Manager

Contact telephone number 01142256274

Who to contact in other organisations about safeguarding concerns

Concerns about a child's safety or wellbeing

If you have safeguarding concerns about a child or young person, or are concerned about their welfare, you should make a telephone referral to the **Sheffield Safeguarding Hub 0114 2734855**.

This number is for professionals and members of the public and is available 24 hours

Outside the hours of **09.15 to 17.15 weekdays (16.45 Friday)** the Emergency Duty Service will respond to calls.

Wherever possible agencies should contact the **Sheffield Safeguarding Hub** during office hours when a full service is available

Contacting South Yorkshire Police

If a child or anyone else is in immediate danger call **South Yorkshire Police on 999**. You can also contact **South Yorkshire Police on 101** with any non-emergency child protection concerns

Allegations of abuse or misconduct by a member of the children's workforce

If you are concerned that someone working with children in a paid or voluntary capacity may have harmed a child, you should also inform the **Local Authority Designated Officer (LADO)** Andrew Adedoyin within one working day via the **LADO referral form** on the SCSP website www.safeguardingsheffieldchildren.org.uk

- You can contact the LADO for advice on **0114 2734850**

Responding to concerns that a child or young person may be at risk from radicalisation or extremism

If you are unsure about the possible impact on the child, you can seek advice from the **Prevent Single Point of Contact (SPoC)** on **0114 2734850**

Ofsted

To inform Ofsted about harm to a child or abuse committed by any person living, working or looking after children at a registered setting, call the **general Ofsted helpline 0300 123 1231**. To raise concerns about potential wrongdoing in a registered setting, you can phone the **general Ofsted helpline 0300 123 1231** or the **Ofsted whistle blowing hotline 0300 123 3155**. You do not have to give your name or contact details

Part 2 Safeguarding Policy Statement

A **policy** describes your setting's strategy in relation to safeguarding. As a strategy is a plan of action designed to achieve a particular goal, your policy might include some actions that are planned but that you haven't yet put into action.

Based on London Safeguarding Children Board descriptions

Introduction to our setting's safeguarding children policy statement

Our settings keep the needs and best interests of children at the centre of everything we do. We aim to safeguard and promote the welfare of all children in our care by;

Providing a safe learning environment that builds their confidence and self-esteem:

- Where children's physical safety is protected
- Where children can talk and are listened to
- Where children do not experience bullying, harassment, racism or any other form of discrimination
- Where children's medical and health needs are met

Providing a positive and preventative curriculum that teaches and supports young children:

- To make good choices about healthy, safe lifestyles
- To ask for help if their health or wellbeing is threatened, including their emotional wellbeing

Promoting the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance by:

- Encouraging children to know that their views count, to value each other's views and values and to talk about their feelings
- Providing activities that involve turn-taking, sharing and collaboration
- Supporting children to understand their own and others' behaviour and its consequences and to learn to distinguish right from wrong
- Providing activities that involve children in creating rules and codes of behaviour and developing understanding that the rules apply to everyone
- Actively promoting a culture of inclusivity and tolerance where views, faiths, cultures and races are valued and children are engaged with the wider community
- Promoting diverse attitudes and challenging stereotypes by providing resources and activities that reflect and value the diversity of children's experiences and challenge gender, cultural and racial stereotyping

Working in partnership with mothers, fathers and carers:

- We are committed to developing and maintaining an honest and open relationship with mothers, fathers and carers
- We are committed to involving mothers, fathers and carers at all stages of a child's care and learning
- Mothers, fathers and carers understand our setting's safeguarding responsibilities and how we will implement them

Working in an inclusive way that helps every child:

- To feel accepted and included
- To develop confidence and self-esteem and fulfil their potential
- To receive an equal service regardless of their needs and circumstances

Working in an integrated way with other agencies that maximises opportunities for:

- Early identification of additional needs, early intervention and prevention
- Speedy intervention based on multi-agency co-operation
- Common methods of sharing information and assessing need e.g. use of the Family Common Assessment Framework, Information Sharing advice and the Lead Professional role
- Resolving professional disagreements with other agencies in a constructive and timely fashion

Having up-to-date safeguarding policies, procedures and guidance:

- Based on current national statutory guidance, Sheffield Children Safeguarding Partnership Child Protection and Safeguarding Procedures and the Early Years Foundation Stage safeguarding and welfare requirements (2017)
- Easily accessible by all staff and volunteers
- Understood and used by all staff, students and volunteers
- Reviewed annually

Suitable People:

Operates safer recruitment, selection and management practices, including regular safeguarding supervision and annual appraisal

Having well trained staff and management who:

- Recognise their individual responsibilities to safeguard and promote the welfare of all children in their care
- Receive training and supervision appropriate to their level of responsibility
- Are clear and confident about what is expected of them
- Ask for advice and support to act on safeguarding concerns and take appropriate action

Purpose of this document

The purpose of this document is to outline our policy for responding to concerns regarding the safeguarding and protection of children and young people aged less than 18 years, including unborn children¹. This policy combined with the associated procedures provides guidance to all staff, students and volunteers who may come across concerns of this nature within the context of their work with us. These include:

- All members of our workforce, including early years practitioners and other staff;
- Students on placement;
- Volunteers;
- Individuals, consultants and agencies contracted by our service.

The policy seeks to promote effective multi-agency working in light of the Children Act 2004 and *Working Together to Safeguard Children* (2018).

Safeguarding children and young people not in our care

We will also respond to concerns regarding the **protection of other children and young people not in our care** where these are identified through the course of our normal activities.

We will follow the Sheffield Children Safeguarding Partnership and Sheffield Adult Safeguarding Partnership ***Protocol for Children's and Adults' Services: Raising concerns about a vulnerable child or adult (March 2010)***, which applies to all staff working in services for adults and services for children.

Safeguarding adults

Our setting has a linked policy and procedure for responding to **safeguarding concerns about adults** when these are identified through the course of our normal activities. This can be found in **Part 5** of this document.

Definition of safeguarding children

Our setting adopts the definition of safeguarding used in *Working Together to Safeguard Children* (2018), which focuses on safeguarding and promoting children, including unborn children, and young people's welfare and can be summarised as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and

¹ While the definition of children in need under the Children Act 1989 and Children Act 2004 includes certain young people aged 18 or over (those attending special schools, care leavers etc), *Working Together to Safeguard Children* and therefore the work of Local Safeguarding Children's Boards (LSCBs) only relate to children who have not yet reached the age of 18. Safeguarding issues relating to vulnerable young people of 18 or over are covered by the Safeguarding Adults policy and procedures.

- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

The following procedures relate to the first point, **protecting children from maltreatment**. They set out **what to do when responding to specific concerns about the protection of children**.

How our settings will put this safeguarding policy into practice

Our settings are clear that we are not the statutory authority for the conduct of enquiries into specific child protection concerns and **we will not investigate** allegations or suspicions of abuse or significant harm to children. All staff, students and volunteers will follow the current *Sheffield Children Safeguarding Partnership Child Protection and Safeguarding Procedures* to ensure that **all allegations or suspicions of abuse or significant harm to any child are reported to the children's social care team** for the area where the child lives.

Our settings will **share all relevant information** with the respective statutory child protection agencies (children's social care services and/or police) without delay and within agreed protocols based on *Information Sharing : Advice for practitioners providing safeguarding services for children, young people, parents and carers DfE (2018)*.

All staff, students and volunteers working for our settings will have **a good understanding of safeguarding and child protection concerns**, including the potential abuse and neglect of children and young people, which may come to light in the course of their work. Where a staff member, student or volunteer, at whatever level in the organisation, identifies risks to children, **they will highlight them and seek to ensure that appropriate steps are taken** to safeguard the children concerned.

We will ensure that all staff, students and volunteers and those who undertake work on our behalf, **maintain a proper focus on safeguarding children** and that this is reflected in both **sound individual practice and our internal policies and guidance**.

All staff, students and volunteers working with children must:

- Give highest priority to children's welfare
- Ask for advice and support to act on safeguarding concerns and take appropriate action
- Access relevant, up-to-date safeguarding and child protection training
- Recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children
- Respond appropriately to disclosure of abuse by a child
- Respond appropriately to allegations against staff, other adults, and against themselves
- Follow whistle blowing procedures to respond to concerns about potential wrongdoing in the setting
- Act appropriately and understand safe practice in carrying out their duties
- Be alert to the risks which abusers, or potential abusers, may pose

- Be aware of the importance of the role of early years services in promoting the welfare of children
- Contribute as necessary to all stages of the setting's safeguarding and protection processes

Effective Challenge and Escalation

Our settings understand that when working in the arena of safeguarding and child protection, it is inevitable that from time to time there will be professional disagreement between agencies. We will take any action necessary to resolve disagreements in a timely and constructive fashion that promotes the best outcomes for the children involved.

Where disagreements cannot be resolved between the practitioners involved we will use the process of challenge and escalation as set out in the Sheffield Children Safeguarding Partnership Effective Challenge and Escalation procedure.

For more information see *Sheffield Children Safeguarding Partnership Child Protection and Safeguarding Procedures* **Section 2.2 Effective Challenge And Escalation**

Policies relating to our safeguarding roles and responsibilities as defined by the Statutory Framework for the Early Years Foundation Stage (2017) Section 3 - The Safeguarding and Welfare Requirements

The EYFS Safeguarding and Welfare Requirements (2017) require every setting to have a **safeguarding policy and procedure** that is **in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB)** and that includes an explanation of the **action to be taken in the event of an allegation being made against a member of staff**

This is covered in Parts 2, 3, 4 and 5 of this document

Policy and procedure in relation to the use of cameras and mobile phones within the setting

The EYFS Safeguarding and Welfare Requirements (2017) require every setting to have a **safeguarding policy and procedure that covers the use of cameras and mobile phones within the setting**

Sheffield Early Years Online Safeguarding Toolkit

Sheffield Children Safeguarding Partnership has produced an **Online Safeguarding Toolkit** to help registered Early Years providers, to produce a suitable online safeguarding policy which will consider current and relevant issues **including cameras and mobile phones**

You can download a copy from the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Staff behaviour policy

Organisational expectations of suitable behaviour

Guidance for safer working practices for those working with children and young people in education settings (2019)

This guidance has been developed by the Safer Recruitment Consortium to provide safe working practice guidance for adults working in education settings including Early Years settings.

You can download a copy from their website www.saferrecruitmentconsortium.org

Recognising inappropriate behaviour displayed by members of staff or any other person working with children

The EYFS Safeguarding and Welfare Requirements (2017) require every setting to ensure that staff *can recognise and respond in a timely and appropriate way to inappropriate behaviour displayed by other members of staff, or any other person working with children e.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images*

In addition to this safeguarding policy and child protection procedure that **includes an explanation of the action to be taken in the event of an allegation being made against a member of staff**, the following policies and procedures will enable the setting to demonstrate how it is meeting the requirement to respond in a timely and appropriate way to inappropriate behaviour:

- Intimate care
- E-safety including an Acceptable Use Policy for the Setting
- Safer recruitment and selection
- Induction, supervision and appraisal
- Whistleblowing

Supervision policy

Sheffield Early Years Safeguarding Supervision Toolkit

The Sheffield Early Years Safeguarding has developed a Toolkit to help registered Early Years settings in Sheffield to meet their safeguarding supervision responsibilities under the Early Years Foundation Stage (EYFS) safeguarding and welfare requirements (2017).

We hope that settings will use this Toolkit to develop their own supervision documents. We encourage settings to incorporate the parts that they find useful into their own policies and procedures.

You can download a copy from the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Whistleblowing policy

Guidance on how to write a whistleblowing procedure

Sheffield Children Safeguarding Partnership has produced specific guidance on whistleblowing and raising concerns at work as part of the Child Protection and Safeguarding Children Procedures . This is can be downloaded from www.safeguardingsheffieldchildren.org

You can also find guidance about how to write a whistleblowing procedure for your setting in the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

See *Developing a whistleblowing policy and procedure for an Early Years setting* and *Whistleblowing policy and procedure for registered Early Years settings: Self-Assessment Tool*

Policies relating to our other safeguarding roles and responsibilities as defined by the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements

In addition every setting will need written policies and procedures in place to show how it will meet the **Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements** in relation to:

- Administering medicines
- Allocation of staff in relation to qualifications and experience, staff ratios and key person role
- Changes that must be notified to Ofsted
- Complaints
- Fire safety and emergency evacuation of the premises
- First Aid
- Hygiene including food hygiene
- Illnesses, accidents and injuries
- Information recorded about the child
- Information provided for parents and carers
- Information recorded about the provider
- Procedure to be followed if a child goes missing from the setting
- Procedure to be followed if parent fails to collect a child at the appointed time
- Record keeping including the retention of records
- Suitable people including safer recruitment and selection, staff training, support and supervision

Policies no longer required by EYFS but recommended as good safeguarding practice

- Behaviour management
- Equal opportunities
- Health and safety
- No smoking
- Safety and risk assessment relating to premises and equipment
- Safety and risk assessment relating to outings

Policies relating to our safeguarding responsibilities under Section 11 Children Act (2004)

Section 11 of the Children Act (2004) places a statutory duty on local authorities and other organisations providing services for children and families to make sure that they carry out their work in a way that takes into account the need to safeguard and promote the welfare of children. These are set out in *Working Together to Safeguard Children (2018)*

To demonstrate that an organisation is meeting these requirements, the ***Safeguarding Children and Vulnerable Adults in Sheffield Self-Assessment Toolkit***, developed by the Sheffield Children Safeguarding Partnership (SCSP) and Sheffield Adult Safeguarding Partnership (SASP) requires the following policies and procedures to be in place:

- Safeguarding children policy
- Safeguarding adults policy
- Procedures for dealing with allegations of abuse by someone working in your organisation
- Organisational whistle-blowing policy
- How your organisation integrates safeguarding into all contractual processes entered into with other providers including expectations, reporting requirements and reporting concerns or poor practice
- Safer recruitment and selection policy including when criminal records checks are necessary
- Safeguarding training policy including training pathways, individual training plans, training records
- Induction, supervision and appraisal policy
- Integrated practice and interagency working policy and protocols
- Policy and procedures for recording incidents, concerns, referrals and outcomes in relation to children and vulnerable adults
- Listening to children policy
- Working with parents policy
- Complaints policy
- Information security, sharing and storage policy

Policy documents that support your other safeguarding roles

Our nurseries have all required policies electronically saved on the Childcare LSAG sharepoint site

Copies of policies are printed and kept in a file in the staffroom and conservatory for parents to see

Help with policies and procedures linked to safeguarding for Early Years childcare and out of school settings

You can find policy guidance and checklists to help develop and revise your policies that relate to your safeguarding roles and responsibilities in the Early Years section of the Sheffield Children Safeguarding Partnership website

www.safeguardingsheffieldchildren.org

Sheffield Early Years Safeguarding Audit Tool

Registered Early Years settings can use this safeguarding audit tool to demonstrate how they are meeting their safeguarding requirements in relation to the:

- EYFS safeguarding and welfare requirements (2017)
- Sheffield Code of Practice for Free Early Learning (2019-20)
- Section 11 Children Act (2004) as set out in *Working Together to Safeguard Children* (2018)
- Sheffield Children Safeguarding Partnership requirements
- NSPCC national safeguarding standards (2017)
- Ofsted inspection requirements (2019)

You can download a copy from the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Part 3 Procedures for responding to specific child protection concerns about a child at risk of significant harm

A procedure describes what staff, volunteers and students must do in particular circumstances and how they should do it, including setting out the limits of professional discretion.

If the procedure is not correctly followed, this may result in putting a child or young person at risk. In addition, the members of staff involved and the setting as a whole may be deemed to have committed a disciplinary offence or breached registration requirements.

On the other hand, if the procedure is followed correctly, staff will usually be deemed to have acted appropriately, even if something goes wrong.

Based on London Safeguarding Children Board descriptions

Section 1 – Scope of the Procedure

Our staff, students and volunteers may become aware of child protection concerns in the course of their work from a number of routes;

- Raised by the child themselves,
- Through direct activity and observation.
- Alleged by others e.g. a member of the public contacting the setting or by a parental complaint.

The concern might relate to:

What is happening (or has happened) to a child outside the setting e.g. in their own family.

What is or may be happening (or happened in the past) to a child in our setting

The concerns may be **about the behaviour** of a:

- Child, young person or adult in the community (for instance a relative or family friend)
- Peer (for instance another child in our setting)
- Member of staff, student or volunteer from our setting
- Member of staff, student or volunteer from another service/setting received or attended by the child

The concern may relate to **actions** or **inaction** (for instance insufficient response by a parent in response to illness or injury to a child)

The concern may be about **a current situation or past events**.

The concern may involve allegations or disclosures of;
physical abuse
physical neglect

sexual abuse
emotional abuse or neglect
a combination of one or more of these

Staff and volunteers may receive this information by one or more means, such as through observation, discussion, the review of child records or accident forms, a telephone call, a letter, an email, or from another person (a third party).

Any member of staff, student or volunteers could receive such information.

In all circumstances they must **respond in accordance with the procedure set out in Part 3 of this document**

If the information relates to a concern, allegation or suspicion that a member of staff, student, volunteer or carer who works with children, may have harmed a child, they must also follow the procedures set out in Part 4 of this document

Section 2 – Action to take if, as a member of staff, volunteer, or student, you observe abuse in your setting; whilst it is taking place

This could take a number of forms, for example;

- Seeing an adult hit a child,
- Observing an adult using inappropriate restraint or language,
- Witnessing the neglect of basic care needs of a child.

First, do all you can to stop the abuse immediately without putting the child or young person, or yourself, at undue risk

- Inform the perpetrator of your concerns
- Advise him/her to stop the action immediately.
- Ask him/her to move to an area where there is no contact with children.
- Advise him/her that you will immediately inform the senior manager within the setting of what you have witnessed.

**In an emergency don't delay. Ring 999 for South Yorkshire Police
Don't put the child or yourself at any more risk!**

If the perpetrator fails to stop; take any appropriate action you can to separate the child and perpetrator, and **call for assistance**

If the perpetrator does stop, and even if they leave the scene as requested, it is essential that you **stay with the child** until you can transfer them to the care of another responsible adult.

Report the incident immediately to the Designated Safeguarding Lead or the Designated Safeguarding Deputy, or your line manager.

- **Inform the setting's most senior person on site that day**
- **Take notes of what you have heard or seen and what has been said** - if it is not possible to take notes at the time, do so immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written. The notes should be dated and signed. The notes should cover what you saw, who said what, what action you took, and the details of date, time and location and name of child and perpetrator.

Recording

See page 65 - reporting procedures

You can find model recording sheets in the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Concern about a person working with children

If the information relates to a concern, allegation or suspicion that a member of staff, student, volunteer or carer who works with children, may have harmed a child, you must also follow the procedures set out in Part 4 of this document.

If the Designated Safeguarding Lead or the Designated Safeguarding Deputy is not available:

In an emergency don't delay.

- Ring **999** for South Yorkshire Police
- Talk to the setting's most senior person on site without delay
- Seek advice about your concerns from the Sheffield Safeguarding Hub
0114 273 4855

Do not delay taking action to protect the child because the Designated Safeguarding Lead is not available

Section 3 – Action to take if, as a member of staff, volunteer, or student, you observe injuries or behaviour in a child that could indicate that he/she has suffered abuse, or is likely to suffer significant harm

This could take a number of forms, for instance;

- A child has an **unexplained injury, bruise, mark** or other signs of possible abuse
- A child has an injury, bruise or mark and the explanation given for how it was caused **is not consistent with the injury**
- There are **significant changes** in a child's behaviour
- The child shows signs of **significant neglect**, including **untreated medical conditions**
- The child **makes comments** that give you cause for concern

Stop other activity and focus on what you have seen or are being told. Responding to suspicion of abuse takes immediate priority.

So long as it does not put the child at increased risk, ask the mother and father / carer about what you have observed. You can **also ask the child** if he/she is old enough. Note what they tell you and how they behave.

If you decide **not to discuss your concerns** with the child's parent you must record this and the reasons why you made that judgement. You must also tell the Designated Safeguarding Lead

Take action to obtain **urgent medical attention** for the child, if required

Record what you have heard or seen, what has been said, and what you did:

- Use a body map if this is helpful, but do not take photographs.
- If it is not possible to make notes at the time, do so immediately afterwards.
- Notes should be dated and signed by the staff member completing them and also by the parent if the child has arrived with a pre-existing injury.

Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written.

Talk to the Designated Safeguarding Lead or Designated Safeguarding Deputy without delay. It is easier for children's social care services to act on a report of an existing injury rather than if they are told about it later

When not to discuss your concerns with mothers and fathers/caregivers

Practitioners should, in general, discuss concerns with the family and, where possible inform them that they are making a referral unless this may, either by delay or the behavioural response it prompts or for any other reason, place the child at increased risk of Significant Harm.

Situations where it **would not** be appropriate to inform family members prior to referral include where:

- Discussion would put a child at risk of significant harm
- There is evidence to suggest that involving the mother and father/caregivers would impede the police investigation and/or Children and Families Services enquiry
- Sexual abuse is suspected
- To contact mothers and fathers/caregivers would place you or others at risk
- Discussion would place one parent at risk of harm e.g. in cases of domestic abuse
- It is not possible to contact mothers and fathers/caregivers without causing undue delay in making the referral
- Where there are concerns about a possible forced marriage or honour based violence

*Sheffield Children Safeguarding Partnership Child Protection and Safeguarding Procedures; 1.1 Section 6 **Parental Consultation***

Responding to concerns about injuries or abuse in infants under two year old

Sheffield Children Safeguarding Partnership has produced specific guidance that considers the additional vulnerability of and risks to this group of children. This is summarised in a SCSP Factsheet which can be downloaded from

www.safeguardingsheffieldchildren.org

Concern about a person working with children

If the information relates to a concern, allegation or suspicion that a member of staff, student, volunteer or carer who works with children, may have harmed a child, you must also follow the procedures set out in Part 4 of this document.

If the Designated Safeguarding Lead or the Designated Safeguarding Deputy is not available:

In an emergency don't delay.

- Ring 999 for South Yorkshire Police
- Talk to the setting's most senior person on site without delay
- Seek advice about your concerns from the **Sheffield Safeguarding Hub**
0114 273 4855

Do not delay taking action to protect the child because the Designated Safeguarding Lead is not available

Recording

For reporting procedures see page 65

You can find model recording sheets in the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Section 4 – Action to take if you receive an allegation or disclosure of possible significant harm to a child

Significant harm is

Actual or likely harm caused by sexual, physical, emotional abuse or neglect, **or** that involves witnessing harm to others e.g. domestic abuse, **and** that is sufficient to affect the child's or young person's normal physical, sexual, emotional, educational or social development

Sheffield Children Safeguarding Partnership Child Protection and Safeguarding Procedures; 1.1 Section 1 Duty to Refer

If you are in direct contact with the child or adult raising the concern, for instance in the course of a conversation with a child or mother and father/caregiver or through a telephone call

- **Stop other activity and focus on what you are being told.** Responding to suspicion of abuse takes immediate priority.
- **Do not promise confidentiality** or agree to “keep it a secret”. Explain clearly to the person raising the concern about what you expect will happen next. You can assure them that you will only tell those you have to tell to try to get the matter dealt with.
- Give **support and reassurance** to the person giving you the information, that the matter will be dealt with quickly and appropriately.
 - **Work at the pace** of the person raising the concern. Do not rush them.
 - **Avoid expressing opinions** about what they are telling you
- **Use open questions** like “Can you tell me what happened?”
- **Repeat aloud what the child /adult has said** so that they know you are listening and have heard them correctly
- **Avoid asking leading questions** like “Did he do X to you?” or “How did he hurt the child” Leading questions and anything likely to suggest ideas or interpretations could jeopardise subsequent investigations or criminal proceedings.
- **Ask only what you need to know** to come to a judgement about whether abuse **may** have taken place and to gather factual details. You do not need full details but you do need sufficient information for an informed referral:
 - Details of the concern/allegation
 - Name, date of birth and address of the child
 - Additional relevant information regarding the child
 - Details of other agencies involved.

- **Consider whether immediate action is needed to secure the protection of any children or young people who may be at risk.** Think about the child or young person who is the immediate subject of the concerns, **and any other child or young person who may be at risk**, in the light of what you have been told or suspect.
- **If you are on site with any children who may be at immediate risk**, consider what action may be necessary to secure their safety. You will need to stay with those you think are at immediate risk until you can transfer them to the care of another responsible adult. Then you will need to contact the setting's most senior staff member on site so they can take responsibility for further action
- **If you are not on site** with a child, discuss with the person raising the concern how they can keep the child safe, taking into account the child's wishes about any immediate protection if safe to do so. Check whether any other children may be at risk and consider what action is necessary to secure their immediate safety.
- **Take notes of what has been said, what you have heard or seen.** If it is not possible to take notes at the time, do so immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written. The notes should be dated and signed. The notes should cover what you saw, who said what, what action you took, and the details of date, time and location and name of child and perpetrator.
- **Report the incident immediately to the Designated Safeguarding Lead or Designated Safeguarding Deputy, or your line manager.** Inform the setting's most senior person on site.

Concern about a person working with children

If the information relates to a concern, allegation or suspicion that a member of staff, student, volunteer or carer who works with children, may have harmed a child, you must also follow the procedures set out in Part 4 of this document.

If the Designated Safeguarding Lead or the Designated Safeguarding Deputy is not available:

In an emergency don't delay.

- Ring **999** for South Yorkshire Police
- Talk to the setting's most senior person on site without delay
- Seek advice about your concerns from the Sheffield Safeguarding Hub
0114 273 4855

Do not delay taking action to protect the child because the Designated Safeguarding Lead is not available

Recording

For recording procedures see page 65

You can find model recording sheets in the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

If you are not in direct contact with the person raising the concern for instance if you have received a letter or email

- Stop other activity and focus on what you are being told
- Retain any written records including emails and letters.
- Follow the steps in Section 5

Section 5 – Identification of level of concern and next steps

The Designated Safeguarding Lead (DSL) in this setting is;

Name Jackie Rhodes

Job title Childcare Services Manager

Contact telephone number 01142256274

The Designated Safeguarding Deputy/ Deputies (DSD) in this setting are;

Name Esther Jones (Collegiate), Leanna Clark (The Meadows)

Job title Deputy Childcare Services Manager

Contact telephone number 01142252513

The Designated Safeguarding Assistants in this setting are;

Name: Rachael Hinchcliffe

Job title Deputy Childcare Services Manager

Contact telephone number 01142254245

Action to be taken by the Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) should make a judgement about whether the allegation, suspicion or concern indicates **that the child or young person is suffering, or is at risk of, significant harm** and follow the procedure below

The Designated Safeguarding Lead (DSL) should also make a judgement about whether the allegation, suspicion or concern relates to **a member of staff, student, volunteer or carer who works with children**. If any of the safeguarding concerns, allegations or suspicions that you have identified involve:

- A member of staff, student or a volunteer from your setting
- Someone who you know is employed in a paid or voluntary capacity to work with children or young people, including foster carers and respite carers;

Your setting must also follow the procedures set out in Part 4 of this document

Contacting South Yorkshire Police

If a child (or anyone else) is in immediate danger, ring 999 to contact South Yorkshire Police

Child at risk of Significant Harm

Significant harm is

Actual or likely harm caused by sexual, physical, emotional abuse or neglect, **or** that involves witnessing harm to others e.g. domestic abuse, **and** that is sufficient to affect the child's or young person's normal physical, sexual, emotional, educational or social development

For more information about what constitutes significant harm see *Sheffield Children Safeguarding Partnership Child Protection and Safeguarding Procedures; 1.1 Section 1 Duty to Refer*

Refer to the Sheffield Safeguarding Hub

If the Designated Safeguarding Lead (DSL) decides that the child or young person is suffering, or is at risk of, significant harm, he/ she must **make a telephone referral to children's social care services, via the Sheffield Safeguarding Hub Tel: 0114 273 4855** without delay

The Designated Safeguarding Lead should:

- Explain clearly why and how they have a safeguarding concern
- What the safeguarding concern is and who it is about
- How their judgement about the level of concern is supported by guidance in SCSP Thresholds of Need guidance

Following the telephone referral to the Sheffield Safeguarding Hub, the Designated Safeguarding Lead (DSL) must **follow up the concerns in writing using the Multi-Agency Confirmation form (MACF)**. This can be downloaded from the SCSP website www.safeguardingsheffieldchildren.org. Use secure email, fax or post a copy of the completed form to the Sheffield Safeguarding Hub.

If the child or young person has been the **subject of an FCAF** (Family Common Assessment Framework) the Designated Safeguarding Lead (DSL) should **send a copy**, together with a copy of the multi-agency action plan, with the written confirmation.

Thresholds of Need Guidance

Sheffield Children Safeguarding Partnership has produced guidance to help practitioners working with children and young people to identify when children and families need additional support in order that children may realise their full potential. The guidance can be downloaded from the SCSP website www.safeguardingsheffieldchildren.org

Should I talk to mothers, fathers or carers before making a referral to Children's Social Care?

Practitioners should, in general, discuss concerns with the family and, where possible inform them that they are making a referral unless this may, either by delay or the behavioural response it prompts or for any other reason, place the child at increased risk of Significant Harm

Situations where it **would not** be appropriate to inform family members prior to referral include where:

- Discussion would put a child at risk of significant harm
 - There is evidence to suggest that involving the mother and father/caregivers would impede the police investigation and/or children's social care enquiry
 - Sexual abuse is suspected
 - To contact mothers and fathers/caregivers would place you or others at risk
 - Discussion would place one parent at risk of harm e.g. in cases of domestic abuse
 - It is not possible to contact mothers and fathers/caregivers without causing undue delay in making the referral
- Where there are concerns about a possible forced marriage or honour based violence

A decision by any practitioner not to seek parental permission before making a referral to children's social care must be approved by their manager, recorded and the reasons given

Where a parent has agreed to a referral, this must be recorded and confirmed in the referral

Where the parent is consulted and refuses to give permission for the referral, further advice and approval should be sought from a manager or the Designated Senior Person or Named Practitioner, unless to do would cause undue delay. The outcome of the consultation and any further advice should be 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 parental agreement must be recorded
- The Children's Social Care team should be told that the parent has withheld her/his permission
- The parent should be contacted by the referring practitioner to inform her/him that after considering their wishes, a referral has been made

*Sheffield Children Safeguarding Partnership Child Protection and Safeguarding Procedures 1.1 **Section 6 Parental Consultation***

Recording

For recording procedures see page 65

You can find model recording sheets in the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Action to take in response to specific safeguarding children concerns

You are concerned about possible sexual, physical or emotional abuse by a child or young person to another child or young person

Sheffield Children Safeguarding Partnership has produced a factsheet that sets out what to do if you receive an allegation that one child may have abused or harmed another child.

- In this case the Designated Safeguarding Lead (DSL) should **make a referral to children's social care services** via the Sheffield Safeguarding Hub (Tel: 0114 2734855).
- Children's social care services will assess the needs of both children.
- If the allegation **involves children attending your setting**, the setting should **inform Ofsted** as a 'significant event'

For more information see *Sheffield Children Safeguarding Partnership Child Protection and Safeguarding Procedures; Factsheet **Sexual, physical and emotional abuse by children and young people of other children and vulnerable adults***

You are concerned that a child or young woman may be at risk of or have suffered Female Genital Mutilation (FGM)

Sheffield Children Safeguarding Partnership has produced a factsheet that sets out the signs and risk factors and what to do if you are concerned that a child might be at risk or have suffered Female Genital Mutilation.

- In this case the Designated Safeguarding Lead (DSL) should **make a referral to children's social care services** via the Sheffield Safeguarding Hub (Tel: 0114 2734855).
- Children's social care services will assess the risks to the child and if necessary **call a strategy meeting** within two working days.

For more information see *Sheffield Children Safeguarding Partnership Child Protection and Safeguarding Procedures; **Factsheet Female Genital Mutilation (FGM)***

You are concerned that a child or young person may be at risk of or has undergone Forced Marriage or Honour-Based Violence

Sheffield Children Safeguarding Partnership has produced two factsheets that set out what to do if you are concerned that a child or young person is at risk of or has undergone Forced Marriage or Honour-Based Violence.

- In this case the Designated Safeguarding Lead (DSL) should **make a referral to children's social care services** via the Sheffield Safeguarding Hub (Tel: 0114 2734855).
- Children's social care services will assess the risks to the child and if necessary **call a strategy meeting** within two working days.

It is very important that you do not let the child's family or social networks know about your concerns until you have taken advice from children's social care and if necessary South Yorkshire Police.

For more information see *Sheffield Children Safeguarding Partnership Child Protection and Safeguarding Procedures*; **Factsheet: Forced Marriage** and **Factsheet: Honour-based Violence**

You are concerned that a child or young person may be at risk from radicalisation or extremism

From 1 July 2015 all registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty.

Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The Prevent duty does not require childcare providers to carry out unnecessary intrusion into family life but, as with any other safeguarding risk; **they must take action when they observe behaviour of concern.**

- If you are concerned that a child or young person is **at risk of harm** from radicalisation or extremism, the Designated Safeguarding Lead (DSL) should **make a referral to children's social care services** via the Sheffield Safeguarding Hub (Tel: 0114 2734855)
- If you are unsure about the possible impact on the child, the DSL should seek advice from the **Prevent Single Point of Contact (SPoC)** on **0114 2734850**

For more information see *Sheffield Children Safeguarding Partnership Child Protection and Safeguarding Procedures 3.32 Children Vulnerable to or from Extremism*

Child in need of additional help but who is not at risk of Significant Harm

If the Designated Safeguarding Lead (DSL) decides that the level of concern indicates that the child or family **is in need of additional help but is not at risk of significant harm**, the setting should work with the family to identify the child's and family's needs and how they can be met, using the *Thresholds of Need Guidance*. This may involve carrying out an **FCAF assessment** with the family.

Once an assessment of the child's and family's needs has been completed, the setting should follow the guidance laid out in the *Thresholds of Need Guidance* for providing support for children and families with additional needs. You can find this information on the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Family Centre Hubs

If the child or family would benefit from targeted early years support, the Designated Safeguarding Lead (DSL) can contact the relevant Family Centre Hub for **advice about services** that are available to meet the child and family's needs

Family Centre Hub (East)

Darnall Family Centre

563 Staniforth Road

Sheffield

S9 4RA

Tel: 0114 2735008

Email: EastMast@sheffield.gcsx.gov.uk

Team Manager – Julie Harrison

Family Centre Hub (North)

First Start Family Centre

441 Firth Park Road

Sheffield

S5 6HH

Tel: 01142039307

Email: NorthMast@sheffield.gcsx.gov.uk

Team Manager- Sue Howard

Family Centre Hub (West)

Primrose Family Centre

Creswick Street

Sheffield

S6 2TN

Tel: 0114 205 2723

Email: WestMast@sheffield.gcsx.gov.uk

Team Manager – Helen Iwan

Multi-Agency Support Teams (MAST)

The Designated Safeguarding Lead (DSL) can contact the relevant MAST for **advice about services** that are available to meet the child and family's needs

North MAST Sorby House 42 Spital Hill S4 7LG	Burngreave, East Ecclesfield, Firth Park, Shiregreen & Brightside, Southey, West Ecclesfield	Tel:(0114) 2331189/ 2039591
East MAST 1 st Floor Shortbrook Primary Site Westfield Northway S20 8FB	Arbourthorne, Beighton, Birley, Darnall, Manor Castle, Mosborough, Richmond, Woodhouse	Tel:(0114) 2053635/ 2037463
West MAST Old Sharrow Junior School Southview Road S7 1DB	Beauchief & Greenhill, Broomhill, Central, Crookes, Dore & Totley, Ecclesall, Fulwood, Gleadless Valley, Graves Park, Hillsborough, Nether Edge, Stannington, Stocksbridge & Upper Don, Walkley	Tel:(0114) 2506865/ 2736461

Recording

For recording procedures see page 65

You can find model recording sheets in the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Section 6 - Follow up after making a referral to children's social care services

Our setting will make a full contribution to any process of assessment and work with the family including by;

- Following up the progress of the referral and providing additional information as required
- Contributing to an initial child protection conference including providing a written report
- Contributing to a child in need or child protection plan
- Being part of the core group (The core group is responsible for developing the child protection plan as a detailed working tool and implementing it, within the outline plan agreed at the conference)
- Attending Team Around the Family (TAF) meetings, core group meetings, review child protection case conferences and child in need (CIN) meetings

Further details of the process are set out in the *Sheffield Children Safeguarding Partnership Child Protection and Safeguarding Procedures: Sections 1.2 – 1.9*

Recording

For recording procedure see page 65

You can find model recording sheets in the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Part 4 Dealing with an allegation about a member of staff, student, volunteer or carer who works with children or young people

If any of the safeguarding concerns, allegations or suspicions that you have identified involve:

- A member of **staff, student or a volunteer from your setting**
- Someone **from any organisation** who is **employed in a paid or voluntary capacity** to work with children or young people, **including foster carers and respite carers;**

Our setting will follow the current Sheffield Safeguarding Children's Board *Child Protection and Safeguarding Procedures: 1.12 Allegations against Persons who work with Children (including Staff, Carers, and Volunteers)*

The role of the Local Authority

The Local Authority will appoint a designated officer (LADO) who will:

- Be involved in the management and oversight of individual cases
- Provide advice and guidance to employers and voluntary organisations
- Liaise with the police, social care and other agencies
- Monitor the progress of cases and adopt a similar procedure when making enquiries to that of the police so that any information obtained in the course of enquiries which is relevant to a disciplinary case can be passed to an employer or regulatory body without delay

(SCSP Child Protection and Safeguarding Procedures 1.12 Section 3.2)

The role of the Employer

Employers should:

- Put in place and operate arrangements for handling allegations in accordance with these procedures
- Identify a senior manager to whom allegations or concerns should be reported and a deputy in his/her absence or if he/she is the subject of the allegation
(SCSP Child Protection and Safeguarding Procedures 1.12 Section 3.3)

Identifying a named senior manager in your setting with responsibility in respect of allegations against staff, volunteers or students

- Your setting should identify a **named senior manager** to take responsibility for handling allegations against staff, volunteers and students in your setting.
- This person may also be the designated lead for safeguarding within the setting
- This person may also be the named Senior Officer, nominated in your setting's whistle blowing policy
- Your setting should identify another senior person to take on the role in his/her absence, or in the event of concerns being raised about the named lead manager's own behaviour

The named senior manager in this setting with responsibility in respect of allegations against staff, volunteers or students is;

Name Jackie Rhodes

Job title Childcare Services Manager

Contact telephone number 01142256274

Organisational expectations of suitable behaviour

Agencies covered by the SCSP procedures should have their own policies, procedures and guidance relating to the conduct of their employees and they should be used to ensure compliance with these procedures (*SCSP Child Protection and Safeguarding Procedures 1.12 Section 4.0*)

Guidance for safer working practices for those working with children and young people in education settings (2019)

This guidance has been developed by the Safer Recruitment Consortium to provide safe working practice guidance for adults working in education settings including Early Years settings.

You can download a copy from their website www.saferrecruitmentconsortium.org

Recognising and responding to an allegation about a member of staff, volunteer, student or carer who works with children

There are a number of sources from which a complaint or allegation might arise including:

- A child or adult
- A parent
- A member of the public
- A disciplinary investigation

If anyone working in my setting receives an allegation or concern about the behaviour of a member of staff, student, or volunteer they will :

- Treat the matter seriously
- Avoid asking leading questions
- Keep an open mind
- Communicate with the child (if the complainant) in a way that is appropriate to the child's age and understanding and preferred language or communication style **but not question the child or investigate further**
- Make a written record of the information (if possible in the informant's own words) that includes:
 - When the alleged incident took place (time and date)
 - Who was present
 - What was said to have happened
- Sign and date the written record
- Report the matter immediately to the named senior manager, or named deputy in his/her absence or where the senior manager is the subject of the allegation

Initial action by the named Senior Manager

The named senior manager **should not investigate the matter** by interviewing the accused person, the child or potential witnesses, but should:

- Obtain **written details of the allegation**, signed and dated by the person receiving the complaint, or allegation (not the child/person making the allegation).
- **Countersign and date** the written details.
- **Record any other information** about times dates and location of incident(s) and names of any potential witnesses.
- **Record discussions** about the child and/or member of staff, any **decisions** made, and the **reasons** for those decisions

Informing the Local Authority Designated Officer (LADO)

Criteria

These procedures should be applied where there is an allegation or concern that any person who works with children, in connection with their employment or voluntary activity, 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**

SCSP Child Protection and Safeguarding Procedures 1.12 section 2.2

If the allegation meets any of the criteria listed above:

- The named senior manager will **report it to the Local Authority Designated Officer (LADO)**, Andrew Adedoyin within **1 working day**.
- The named senior manager will not delay referral in order to gather information
- Following the telephone referral, the named senior manager will **confirm the concerns in writing to the LADO**
- If the concerns, allegation or suspicion constitutes a child or young person suffering, or is at risk of, significant harm, or is a child in need of services, the named senior manager will also **make a telephone referral to Sheffield Safeguarding Hub**
- If the concerns, allegations or suspicions relate to a staff member, student or volunteer working in a registered setting, the named senior manager will **notify Ofsted within one working day**
- If the concerns, allegations or suspicions relate to a staff member, student or volunteer working in this setting, the named senior manager will notify the **Registered/ Nominated Person with overall responsibility for the setting on the day the concerns are raised**
- If the concerns, allegations or suspicions **relate to the Registered/ Nominated Person**, the named senior manager will **seek advice from LADO and Ofsted**

Contacting the Local Authority Designated Officer (LADO)

You can make a report to the LADO via the LADO referral form that can be downloaded from the SCSP website www.safeguardingsheffieldchildren.org.uk

You can contact the LADO directly Andrew Adedoyin on **0114 273 4850** (Mon-Fri, 9-5)

If a concern or an allegation requiring immediate attention is received outside normal office hours the named senior manager should consult straight away with the **Emergency (Social Work) Duty Team** on **0114 273 4850** or **South Yorkshire Police on 101** and also ensure that the **LADO is informed the next working day**

Informing Ofsted

If the concerns, allegations or suspicions relate to a **staff member, student or volunteer working in a registered setting**;

- The named senior manager should notify Ofsted within one working day on **0300 123 1231**

A registered provider who without reasonable excuse, fails to notify Ofsted within 14 days of the allegation being made, commits an offence

Referral to children's social care services via the Sheffield Safeguarding Hub

If the allegation or suspicion involves a child or young person suffering, or at risk of, **significant harm**, the setting must also **make a telephone referral to children's social care services via the Sheffield Safeguarding Hub Tel: 0114 273 4855** without delay.

The telephone conversation should be followed up in writing using the **Multi-Agency Confirmation form (MACF)**. This can be downloaded from the SCSP website www.safeguardingsheffieldchildren.org. Use secure email, fax or post a copy of the completed form to the Sheffield Safeguarding Hub.

Initial consideration by the named senior manager and Local Authority Designated Officer

The named senior manager from the setting and the LADO should:

- Establish that the allegation is within the scope of these procedures
- Verify whether there is evidence or information that establishes that the allegation is false or unfounded
- Consider whether further details are needed

Strategy Discussion and Initial Evaluation Discussion

- If there is cause to suspect that a child is suffering or likely to suffer significant harm, or a police investigation may be required, the named senior manager may be required to take part in a Strategy Discussion or Initial Evaluation Discussion
- The LADO will arrange for a Strategy Discussion or Initial Evaluation Discussion to take place as soon as possible. Wherever practical the Strategy Discussion should take the form of a face to face meeting with a dedicated minute taker
- The purpose of the Strategy Discussion or Initial Evaluation Discussion includes to:
 - Review any previous concerns or allegations about the conduct of the accused person
 - Decide whether there should be a children's' social care enquiry and/or a police investigation
 - Consider whether a parallel disciplinary process should take place
 - Scope and plan enquiries, allocate tasks and set timescales
 - Decide what information can be shared, with whom and where
 - Agree protocols for reviewing investigations and monitoring progress by the LADO

You can find more information about Strategy Discussions in the *SCSP Child Protection and Safeguarding Procedures 1.12 section 4.6*

Disciplinary process or assessment regarding suitability

The LADO and the named senior manager in your setting should discuss and agree what action is appropriate in all cases where:

- It is clear at the outset or decided by a Strategy Discussion or Initial Evaluation Discussion that investigations by the police or enquiries by children's social care are not necessary
- A criminal investigation and any subsequent trial is complete or an investigation is to be closed without charge or a prosecution discontinued

The discussion should consider any potential misconduct or gross misconduct on the part of the accused person and take into account:

- Information provided by the police and/or children's social care
- The result of any investigation or trial and the different standard of proof in disciplinary and criminal proceedings

The options will range from no further action to summary dismissal or not using the person's services in future.

You can find more information about how to manage this sort of disciplinary process including timescales in the *SCSP Child Protection and Safeguarding Procedures 1.12 section 6*

Record keeping about an allegation against a staff member, student or volunteer

- The setting will keep a clear and comprehensive summary of the case record on the person's confidential personnel file and give a copy to the individual (once all investigations and disciplinary processes are completed)
- The record will include details of how the allegation was followed up and resolved, the decisions reached and the action taken
- The record will be kept until the person reaches normal retirement age or for ten years if longer
- The record will provide accurate information for any future reference and provide clarification if a future Disclosure and Barring Service (DBS) disclosure reveals an allegation that did not result in an allegation or conviction. This should prevent unnecessary re-investigation if the allegation re-surfaces at a later date

Recording details of an allegation of harm to a child by a member of staff, student or volunteer

All allegations, meetings, outcomes, notes are kept in the safeguarding file, locked in the office drawer

Action in respect of unsubstantiated and false allegations

- Where there is insufficient evidence to substantiate the allegation, the employer , will consider what further action if any is required
- If an allegation is false, the employer, in consultation with the LADO, should consider referring the matter to children's social care to determine whether the child is in need of services, or might have been abused by someone else
- If an allegation has been deliberately invented or is malicious, the police should be asked to consider whether any action might be appropriate against the person responsible.

Referral to the Disclosure and Barring Service (DBS)

If the allegation is substantiated and:

- our setting dismisses a member of staff or volunteer
- our setting stops using their services
- the person resigns

the employer should discuss with the LADO whether a referral to the Disclosure and Barring Service (DBS) should be made. A referral should always be made if the employer thinks that the individual has harmed a child, or poses a risk of harm to a child.

If a referral is appropriate, the report should be made **within one month**.

The **DBS referrals helpline** on **03000 200 190 (option 6 option 1)** can provide help with making a referral to the DBS.

Links to our setting's whistleblowing procedures

Working Together to Safeguard Children (2018) requires all organisations that provide services for, or work with children, to have a **whistleblowing policy that encourages staff to report poor practice**.

Whistleblowing is the term used when someone who works in or for an organisation wishes to raise concerns about malpractice in the organisation. Whistleblowing in the case of an Early Years childcare setting is likely to be a concern about **failures in child safeguarding and welfare systems, failure to meet statutory or regulatory requirements, financial malpractice, illegality or other wrongdoing, and the cover up of any of these**.

Your setting should have whistleblowing procedures that clearly set out what a staff member, volunteer or student should do if they have concerns about malpractice in the setting. The procedures should identify a **named Senior Officer** within the setting, who can be approached, in confidence if necessary, with concerns.

The **named senior officer** in our whistleblowing policy is:

Name Jackie Rhodes

Job title Childcare Services Manager

Contact telephone number 01142256274

Whistleblowing policy

This policy is stored electronically on the Childcare LSAGE Sharepoint site and printed in a file in the staff room and for parents in the conservatory

Guidance on how to write a whistleblowing procedure

You can find guidance about how to write a whistleblowing procedure;

- in Section 2.4 SCSP Safeguarding Children procedures (Whistleblowing or Raising Concerns at Work)
- on the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

See *Developing a whistleblowing policy and procedure for an Early Years setting* and

Whistleblowing policy and procedure for registered Early Years settings: Self-Assessment Tool

Part 5 Safeguarding Adults Policy and Procedures

Introduction

- The legal and policy basis for responding to concerns regarding the safeguarding and welfare of adults is different from that for children and young people. *Working Together to Safeguard Children (2018)* only applies to children and young people aged up to when they reach the age of 18.
- Any safeguarding incident or concerns relating to a person of 18 years and over, even if still at school, should be dealt with under the requirements of the **Care Act 2014**
- Local guidance for staff and volunteers working with children who are concerned about an adult who may be at risk of harm is found in the South Yorkshire Safeguarding Adult Procedures at www.sheffield.gov.uk

Policy Statement in Relation to Safeguarding Adults

- Our settings are committed to working with other agencies to ensure that all people that we come across in the course of our work are safeguarded. People who use our services have a right to live and work in environments free from abuse, neglect and discrimination.
- We do not investigate issues of concern in relation to safeguarding adults. Local councils and the police hold the lead responsibilities for responding to allegations of abuse in relation to adults and in co-ordinating the local interagency framework for safeguarding adults.
- We will, however, bring to the attention of social care services and the police any concerns or allegations identified through any part of our work

Summary of the Main Forms of Abuse of Adults

The South Yorkshire Safeguarding Adult Board Procedures lists the following:

- **Physical abuse** including hitting, slapping, pushing, kicking, force feeding misuse of medication, restraint, or inappropriate sanctions
- **Emotional/ Psychological abuse**, including intimidation, humiliation, harassment, enforced social isolation, blaming, controlling and threats
- **Neglect/ Acts of Omission** include the failure to provide access to appropriate health care, social care or educational services and the withholding of the necessities of life such as medication, adequate nutrition and heating. Under the Mental Capacity Act 2005 wilful neglect and ill treatment of a person lacking capacity is a criminal offence
- **Sexual abuse** is defined as direct or indirect involvement in sexual activity without valid consent and includes unwanted physical or sexual contact, intercourse with someone who lacks the capacity to consent, rape, indecent

exposure, sexual harassment, gross indecency, displaying pornographic literature, videos or internet sites

- **Financial abuse** is defined as the unauthorised and improper use of funds, property or any resources belonging to an individual and includes misuse and/or misappropriation of monies, benefits and/or property; forcing changes to a will; preventing access to money, property, possessions or inheritance
- **Discriminatory abuse** including unequal treatment, verbal abuse, inappropriate use of language, slurs, harassment, deliberate exclusion, anti-social behaviour including hate incidents and hate crimes
- **Organisational abuse** including inappropriate or poor care, misuse of medication, inappropriate restraint, sensory deprivation, denial of visitors, lack of flexibility and choice, controlling behaviours between staff and service users
- **Self-neglect** including neglecting to care for one's personal hygiene, health or surroundings. Includes behaviour such as hoarding

Procedure for responding to safeguarding concerns relating to adults

The principles for staff and volunteers in identifying and responding to incidents of concern in relation to adults are the same as those for children and young people and in most cases exactly the same process should be followed.

In summary if a member of staff working with children has concern that an adult is in need of services for his/herself, that his/her capacity to provide adequate care to the child is affected by his/her vulnerability, or that the adult may be suffering abuse or exploitation, then **the staff member, student or volunteer should:**

- Stop and concentrate on what you are observing or being told
- Ensure the person's (and any others) immediate safety
- Do not promise confidentiality or agree to keep something secret
- Do not investigate yourself and avoid asking leading questions
- Obtain the necessary information to make an informed referral
- Discuss with the Designated Safeguarding Lead (DSL) or his/her deputy
- Make and keep a record of the incident and actions taken (see Recording below)

The Designated Safeguarding Lead should seek advice from and if appropriate pass on the concerns to **the Adult Services First Contact Team (0114 273 4908)**

In an emergency don't delay. Ring 999 for South Yorkshire Police

Recording

Use the **Sheffield Safeguarding Adults Concern form** to record your concerns and the action you have taken. You can download a copy from www.sheffield.gov.uk/abuse

Following referral, use secure email or post a copy of the completed form to the Adult Services First Contact Team
Howden House
1 Union Street
Sheffield
S1 2SH

Keep a copy of your completed form for your records

Part 6 Useful resources

Local organisations

Sheffield Safeguarding Children Hub

Concerns about a child's safety or wellbeing

If you have safeguarding concerns about a child or young person, or are concerned about their welfare, you should make a telephone referral to the **Sheffield Safeguarding Hub 0114 2734855**.

This number is for professionals and members of the public and is available 24 hours

Outside the hours of **09.15 to 17.15 weekdays (16.45 Friday)** the emergency Duty Service will respond to calls.

Wherever possible agencies should contact the **Sheffield Safeguarding Hub** during office hours when a full service is available

Contacting South Yorkshire Police

If the child or anyone else is in immediate danger call South Yorkshire Police on 999.

You can also contact **South Yorkshire Police on 101** with any non-emergency child protection concerns

Allegations of abuse or misconduct by a member of the children's workforce

If you are concerned that someone working with children in a paid or voluntary capacity may have harmed a child, you should inform the **Local Authority Designated Officer (LADO) within one working day** via the LADO referral form on the SCSP website

www.safeguardingsheffieldchildren.org.uk

You can contact LADO for advice on **0114 2734850**

Responding to concerns that a child or young person may be at risk from radicalisation or extremism

If you are unsure about the possible impact on the child, you can seek advice from the **Prevent Single Point of Contact (SPoC) on 0114 2734850**

Sheffield Safeguarding Adults

To pass on safeguarding concerns about an adult, ring the **Adult Social Care First Contact Team** on **(0114) 273 4908**

For advice or if you are concerned that someone working with adults may pose a risk, you can contact the **Safeguarding Adults Team** on **0114 2736870** (practitioners only)

Family Centre Hubs

<p>If the child or family would benefit from targeted early years support, the Designated Safeguarding Lead (DSL) can contact the relevant Family Centre Hub for advice about services that are available to meet the child and family's needs</p>		
<p>Family Centre Hub (East)</p>	<p>Darnall Family Centre 563 Staniforth Road Sheffield S9 4RA Team Manager – Julie Harrison</p>	<p>Tel: 0114 2735008 Email: EastMast@sheffield.gcsx.gov.uk</p>
<p>Family Centre Hub (North)</p>	<p>First Start Family Centre 441 Firth Park Road Sheffield S5 6HH Team Manager- Sue Howard</p>	<p>Tel: 01142039307 Email: NorthMast@sheffield.gcsx.gov.uk</p>
<p>Family Centre Hub (West)</p>	<p>Primrose Family Centre Creswick Street Sheffield S6 2TN Team Manager – Helen Iwan</p>	<p>Tel: 0114 205 2723 Email: WestMast@sheffield.gcsx.gov.uk</p>

Sheffield Multi-Agency Support Teams (MASTs)

<p>Concerns about a child or family in need of services If you think that a child or family needs extra help you can seek advice from the Multi Agency Support Team for the area where the child lives</p>		
<p>North MAST Sorby House 42 Spital Hill S4 7LG</p>	<p>Burngreave, East Ecclesfield, Firth Park, Shiregreen & Brightside, Southey, West Ecclesfield</p>	<p>Tel:(0114) 2331189/ 2039591 NorthMast@sheffield.gcsx.gov.uk</p>
<p>East MAST 1st Floor Shortbrook Primary Site Westfield Northway S20 8FB</p>	<p>Arbourthorne, Beighton, Birley, Darnall, Manor Castle, Mosborough, Richmond, Woodhouse</p>	<p>Tel:(0114) 2053635/ 2037463 Email: EastMast@sheffield.gcsx.gov.uk</p>
<p>West MAST Old Sharrow Junior School Southview Road S7 1DB</p>	<p>Beauchief & Greenhill, Broomhill, Central, Crookes, Dore & Totley, Ecclesall, Fulwood, Gleadless Valley, Graves Park, Hillsborough, Nether Edge, Stannington, Stocksbridge & Upper Don, Walkley</p>	<p>Tel:(0114) 2506865/ 2736461 WestMast@sheffield.gcsx.gov.uk</p>

National regulatory organisations

Ofsted

To inform Ofsted about harm to a child or abuse by any person living, working, or looking after children at a registered setting, phone the **general Ofsted helpline 0300 123 1231**

To raise concerns about potential wrongdoing or malpractice in a registered setting, or a service inspected by Ofsted, phone the **general Ofsted helpline 0300 123 1231** or the **Ofsted whistleblowing hotline 0300 123 3155**

Disclosure and Barring Service (DBS)

For advice and support with making a referral to the Disclosure and Barring Service because you have dismissed a member of staff or volunteer because they are unsuitable to work with children, you can contact the DBS referrals helpline on **03000 200 190 (option 6 option 1)**

National policy and practice guidance

Statutory Framework for the Early Years Foundation Stage DfE (2017)

Can be downloaded from the Government publications website
www.gov.uk/government/publications

Working Together to Safeguard Children DfE (2018)

Can be downloaded from the Government publications website
www.gov.uk/government/publications

What to do if you are worried a child is being abused: Advice for practitioners DfE (2015)

Can be downloaded from the Government publications website
www.gov.uk/government/publications

Information Sharing: Advice for practitioners providing safeguarding services for children, young people, parents and carers DfE (2018)

Can be downloaded from the Government publications website
www.gov.uk/government/publications

Fundamental British Values in the Early Years (2015)

Can be downloaded from the Foundation Years website www.foundationyears.org.uk

Inspecting safeguarding in early years, education and skills settings Ofsted (2019)

Can be downloaded from the Government publications website
www.gov.uk/government/publications

Early years inspection handbook Ofsted (2019)

Can be downloaded from the Government publications website
www.gov.uk/government/publications

Revised Prevent Duty Guidance: for England and Wales HM Government (2015)

Can be downloaded from the Government publications website
www.gov.uk/government/publications

Disclosure and Barring Service (DBS) checks for childcare providers who register with Ofsted; Ofsted (2017)

Can be downloaded from the Government publications website
www.gov.uk/government/publications

Disqualification under the Childcare Act 2006 (2018)

Statutory guidance from the DfE that sets out changes to childcare disqualification arrangements for registered EY settings
Can be downloaded from the Government publications website
www.gov.uk/government/publications

Guidance for safer working practice for those working with children and young people in education settings; Safer Recruitment Consortium (2019)

Can be downloaded from the Safer Recruitment Consortium website
www.saferrecruitmentconsortium.org

Guidance to help Early Years settings to update their policies, procedures and recording sheets

Sheffield Early Years Safeguarding Guidance, Tools and Model Templates

You can find a comprehensive range of practice guidance, tools and model templates, linked to the EYFS safeguarding and welfare requirements, in the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Sheffield Early Years Online Safeguarding Toolkit

An Online Safeguarding Toolkit to help registered Early Years providers to produce a suitable online safeguarding policy which will consider current and relevant issues and help safeguard and protect the children in their care and the adults that work with them.

You can download a copy from the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Sheffield Early Years Data Protection Toolkit

This document has been produced to support registered Early Years providers to demonstrate how they are meeting their data protection responsibilities under the GDPR and Data Protection Act 2018

You can download a copy from the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Sheffield Early Years Safeguarding Audit Tool

Registered Early Years and Out of School settings can use this safeguarding audit tool to demonstrate how they are meeting their safeguarding requirements in relation to the:

- EYFS safeguarding and welfare requirements (2017)
- Sheffield Code of Practice for Free Early Learning (2019-20)
- Section 11 Children Act (2004) as set out in *Working Together to Safeguard Children* (2018)
- Sheffield Children Safeguarding Partnership requirements
- NSPCC national safeguarding standards (2017)

You can download a copy from the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Suitable People Tools

The Sheffield Early Years safeguarding advisors have developed some Suitable People tools and templates to support registered Early Years settings including:

- A recruitment and selection checklist
- An annual appraisal checklist

You can download a copy from the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

See also **Guidance for safer working practice for those working with children and young people in education settings**; Safer Recruitment Consortium (2019)

Sheffield Early Years Model Safeguarding Supervision Toolkit

This Toolkit helps registered Early Years settings in Sheffield to meet their safeguarding supervision responsibilities under the Early Years Foundation Stage (EYFS) safeguarding and welfare requirements.

Early Years settings can use this Toolkit to develop their own supervision documents. You can download a copy from the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Sheffield EYFS Risk Assessment Booklet (2019)

Developed by the Occupational Health and Safety Team (Sheffield City Council) this model risk assessment procedure for registered Early Years providers is linked to the EYFS safeguarding and welfare requirements.

You can download a copy from the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Sheffield Whistleblowing Policy and Procedures for registered Early Years settings: Self-Assessment Tool

Based on the Public Concern at Work Draft Code of Practice for Whistleblowing Arrangements (2013), this self-assessment tool supports registered Early Years settings to develop a whistleblowing policy and procedure that meets statutory and best practice requirements. You can download a copy from the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

What mothers and fathers using our service should know about what we will do if we have child protection concerns about their child

Briefly sets out the child protection responsibilities of registered Early Years settings. You can download a copy from the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Children Missing from Pre-School Services

This good practice guidance is intended for practitioners working in pre-school services. It outlines the process, steps and procedures which are employed in Sheffield when a pre-school child stops attending the service without notice and cannot be located. You can download a copy from the Early Years section of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Other Sheffield safeguarding policy and practice guidance

Sheffield Children Safeguarding Partnership Child Protection and Safeguarding Procedures

You can find the latest version of the web based Sheffield child protection procedures on the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Note: As these procedures are regularly updated SCSP recommends that they are viewed online rather than as a printed copy

Fact sheet: Responding to concerns about injuries or abuse in infants under two years

Sheffield Children Safeguarding Partnership has produced specific guidance that considers the additional vulnerability of and risks to this group of children.

This is summarised in a SCSP Factsheet which can be downloaded from www.safeguardingsheffieldchildren.org

Fact sheet: Sexual, physical and emotional abuse by Children and Young People of other children and vulnerable adults

Sheffield Children Safeguarding Partnership has produced specific guidance that sets out what to do if you receive an allegation that one child has abused or harmed another child.

This is summarised in a SCSP Factsheet which can be downloaded from www.safeguardingsheffieldchildren.org

Fact sheet: Female Genital Mutilation

Sheffield Children Safeguarding Partnership has produced specific guidance that sets out what to do if you are concerned that a child or young woman is at risk of Female Genital Mutilation. This is summarised in a SCSP Factsheet which can be downloaded from

www.safeguardingsheffieldchildren.org

Fact sheet: Forced Marriage

Sheffield Children Safeguarding Partnership has produced specific guidance that sets out what to do if you are concerned that a child or young person is at risk of Forced Marriage.

This is summarised in a SCSP Factsheet which can be downloaded from www.safeguardingsheffieldchildren.org

Fact sheet: Honour-based Violence

Sheffield Children Safeguarding Partnership has produced specific guidance that sets out what to do if you are concerned that a child or young person is at risk of Honour-based Violence.

This is summarised in a SCSP Factsheet which can be downloaded from www.safeguardingsheffieldchildren.org

Sheffield Thresholds of Need Guidance

Sheffield Children Safeguarding Partnership has produced guidance to help practitioners working with children and young people to identify when children and families need additional support from other services to meet their needs. The guidance can be downloaded from the SCSP website www.safeguardingsheffieldchildren.org

Sheffield Family CAF

You can find the Family Common Assessment Form (FCAF) and other helpful information on the Sheffield local authority website www.sheffield.gov.uk/familycaf

Sheffield Safeguarding Adult Procedures

You can find the latest version of the South Yorkshire Safeguarding Procedures at www.sheffield.gov.uk

Safeguarding and child protection training in Sheffield Sheffield Early Years Safeguarding and Child Protection Training Programme

Sets out details of safeguarding and child protection training for registered Early Years settings provided by Sheffield City Council

For more details see the **Early Years section** of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Sheffield Children Safeguarding Partnership Safeguarding Training

You can find information about single and multi-agency safeguarding training for all practitioners who work with children in Sheffield in the **Training section** of the Sheffield Children Safeguarding Partnership website www.safeguardingsheffieldchildren.org

Sheffield Family CAF Training

You can find information about the Family CAF training programme by emailing EarlyHelpTraining@sheffield.gov.uk

Sheffield Safeguarding Adults Training

You can find information about safeguarding adults training on the Sheffield City Council website www.sheffield.gov.uk/abuse

Recording Procedures

Best practice is to discuss any observations, unusual behaviours/change in behaviour etc with parents and keep an honest and open relationship where possible. **The exception to this would be where we have reason to believe that discussing a concern with parents may put the child at further risk.**

Each case can be very different, therefore will not always fit into one of the categories below so we will look at each case as they come up.

RECORD any incident and REPORT to the safeguarding lead/deputy/one of the management team. We will then advise on any necessary action. We have specific documents to complete but if you do not have these to hand, make sure you document on a piece of paper with name, date, nature of incident/concern, who you reported to, further advice/action and sign

If you are unsure, ALWAYS speak to the safeguarding lead/deputy/one of the management team for advice.

All Health & Welfare forms and additional information must be countersigned by the safeguarding lead/deputy/one of the management team. They must be stored in a lockable cupboard. If you do not have a lockable cupboard, they need to be stored altogether in one file in the office.

What	Where to record	Notes
<ul style="list-style-type: none"> -Accidents/Incidents the child arrives at Nursery with Bruises/marks we notice at Nursery which parents have not mentioned (therefore we are unsure whether this has happened at home or nursery). -Any changes in children's behaviour/unusual behaviour/behaviour incidents (if this results in injury, an accident form will also be completed) -If we send children home due to illness/accident -If a parent informs us a child is off sick 	<p>Health & Welfare - discuss with parent. If parents are able to offer any further information, add this then ask parent to sign</p>	<p>Health and Welfare records at this stage are likely to be one-off incidents. However, we may see a pattern which could escalate to the next level of concern.</p>
<ul style="list-style-type: none"> -Confidential/sensitive information which you intend to discuss with parents -Information which is lengthy, therefore is too long to go on the H&W form - in this case you can attach the additional information to the H&W form UNLESS of a sensitive nature, then it needs to be filed in the office. -Disclosures 	<p>Health & Welfare- make a note on H&W to say 'see office file for further information'</p> <p>Additional information/detail report- record extra information on this document. Either attach to H&W form or file in the office. Discuss with parent and they sign both documents; H&W and additional information document.</p>	<p>The information is confidential/of a sensitive nature, therefore we do not want the detail on the H&W form in the groups. Also, there may not be room on the H&W form to record everything</p> <p>Depending on the situation, we may take advice from the Safeguarding Hub. Possibly discuss with parents regarding additional support through MAST or Social Care.</p>
<ul style="list-style-type: none"> -Confidential/Sensitive information which you are unable to discuss with parents as this could put the child at risk. -Parents behaviour -Disclosures 	<p>Cause for Concern- record info on this document. Filed in the office.</p>	<p>This would be the type of information where the safeguarding lead/deputy would either be taking further advice from the Safeguarding Hub or making a direct referral to Social Care.</p> <p>Depending on the level of concern, you may still discuss with parents. The</p>

Please continue on additional sheet if necessary

Date and time notified DSL/DSD

Name and signature of DSL/DSD

Name and signature of person making report

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Parent Name and signature.....

Job role..... Date of report.....

Safeguarding Report: Cause for Concern

Name of child..... DOB

Date of incident/observation/disclosure..... Time.....

Nature of concern/disclosure: (Please give full details of the nature of the concern, ensuring that you record dates, times, frequencies, as appropriate and any relevant conversations with the child.)

Please continue on additional sheet if necessary

Reported to Safeguarding Lead/Deputy
Name and Signature of DSL/DSD.....Date.....

Contacted Safeguarding Hub - note advice given

Contacted Social Care/MAST - give detail of advice given

Discussion with parents:

Recommended Action:

Name and signature of person making report

Job role..... Date of report.....

Parent Name and Signature.....Date.....