



Eastwood at the heart of community with community at heart
Improving Lives through Education for Young Children and Their Families in Roehampton

Safeguarding and Child Protection 2017/18

Date Adopted:
September 2017

Policy Category
Health and Safety

To be revised :
Autumn 2018

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN IS EVERYONE'S RESPONSIBILITY

This policy is underpinned by the Eastwood Aims, Visions and Values which should at all times guide practitioners (staff, visiting agencies, agency staff and volunteers) in their decision making and actions. They are: -

- *Always acting in children's best interests to keep them safe and well*
- *Supporting children to become autonomous, decision-making learners*
- *Providing children with memorable first hand experiences*
- *Fostering resilient, confident and enthusiastic children and families*
- *Recognising that achievement and wellbeing go hand in hand*
- *Placing the family at the centre of all that we do*
- *Ensuring children make good rates of progress and reach their potential*

Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. All professionals should ensure that their approach is child centred: this means considering at all times what is in the best interests of the child. In this policy the term 'Staff Member' is used to refer to all contracted staff, agency staff, bank staff, volunteers and practitioners from other agencies delivering services at Eastwood.

Staff members must raise any safeguarding concerns with the appropriate safeguarding lead without delay and wherever possible within management lines (so the Designated Manager for the service area concerned is the first point of contact) Concerns must be logged (see below). You should report your concern verbally to a manager or Designated Person or Safeguarding Lead before you go home and if possible before the child goes home and you should only talk to parents about the concern if the manager or safeguarding designated person has agreed this. You must maintain strict confidentiality.

All practitioners should use the Safeguarding Concern / Incident Record Sheet to record the observation or issue and to ensure an appropriate route is followed. The form should be shared with the Designated Manager at the

earliest opportunity

If a staff member has serious concerns about immediate risk to a child or that a child has suffered significant harm and continues to be at risk, they should contact Wandsworth Multi-Agency Safeguarding Hub (MASH) immediately - wherever possible with the support of the designated safeguarding lead or a deputy lead. If a child is in immediate danger the police should also be contacted.

Staff members should ensure they are prepared for the referral with clear details of their concern and the child's name, dob, address and contact details for parents / carers- using the Incident reporting sheet will help with this. Staff members are expected to undertake their professional duties under this and the whistle-blowing policy in the knowledge that policies and procedures protect them if followed correctly and with the child's interests at heart. It is therefore not expected that referrals would normally be made anonymously.

If staff have serious child protection concerns, they can contact the MASH immediately – but wherever possible of the referral should be made with one of Eastwood's Designated Persons. Headteacher / Designated Lead can be contacted 24 hours a day on 07595 120980. If a practitioner feels that the Designated Managers are not addressing their concern or that Eastwood is not acting in the best interests of the child, then a referral can also be made directly to MASH.

An Early Help Assessment (Wandsworth Borough Council's CAF) is not initially required but should be provided within 48 hours. Designated Safeguarding Leads will support this process and establish whether the EHA should be provided through the EHITS system.

Referrals to the MASH can be made by: Email: MASH@wandsworth.gov.uk

Phone: 020 8871 6622

The MASH is in operation Monday – Friday, 9am to 5pm. At other times please contact the Out of Hours Service on 020 8871 6000.

All safeguarding concerns must be logged on a private excel document 'Safeguarding Management System' that can only be accessed by Eastwood Safeguarding Leads. This record is essential to ensure that concerns over time or from a number of sources can be brought together and contains key information only. Each staff member must make a written record of their observation or concern which must be kept confidentially.

Advice from a manager / class teacher / room leader must be sought immediately and before a child goes home or the staff member concerned goes home. Advice from a manager must be sought on how to involve and inform parents.

Safeguarding issues are to be dealt with confidentially and professionally and on a need to know basis only. Concerns should be raised in an appropriate forum where only those who need to know will be given information.

Records, including records of safeguarding concerns, special reports, child protection plans and court orders must be kept in line with the Data Protection Act and must be respected as confidential. However they must be accessible to any staff member who may need to make decisions about a child's safety or wellbeing in the absence of the key person or relevant Designated Manager. For this reason all such records must be held together in the child's admission file which should be accessible until all the children have gone home.

Key Staff Members for Safeguarding

In most situations, staff members should go to the Designated Manager who has line management responsibility for them or the service area in which the concern has arisen (Nursery School; Children's Centre or Day Nursery). Designated Managers have undergone training in line with legal requirements in order to be classed as a Designated Person.

- Designated Safeguarding Lead- Rob Nicholson (Headteacher)
- Deputed Designated Safeguarding Lead- Karen Pearson (Deputy Head)

- Designated Person / Manager for Safeguarding - Karen Pearson (Deputy Head / Nursery School)
- Designated Person / Manager for Safeguarding - Jennie Ramsey (Children's Centre Manager)
- Designated Person / Manager for Safeguarding (from January 2018) Wendy Thrussell (Day Nursery Manager)
-
- Safeguarding Governor- Adam Ockelford

Detailed Procedures

This policy contains procedures at a glance that apply to all staff members and volunteers. Eastwood will follow more detailed procedures provided by Wandsworth Safeguarding Children Board and the London Child Protection Procedures available at www.wscb.org.uk and these are listed in Appendix 1 for use as appropriate. Designated Lead and Persons will ensure that the relevant procedures are followed.

Contents

INTRODUCTION5
 Rationale:7
 Aims of Eastwood in Respect of Safeguarding and Child Protection:7
 Aims of this Policy.....7
 Definitions of terms used in policy and procedures: -8
 Principles.....10
 Objectives:12
 Use of Mobile Phones and Tablets14
 Record Keeping14
 Eastwood Procedure and Practice16
 EARLY INTERVENTION AND HELP17
 CURRICULUM INPUT17
 CHILDREN WITH SPECIAL EDUCATIONAL NEEDS / DISABILITIES17
 LOOKED AFTER CHILDREN18
 MENTAL HEALTH AND BEHAVIOUR.....18
 COMMUNICATION WITH PARENTS / CARERS.....18
 CONFIDENTIALITY.....18
 SUPPORT FOR STAFF18
 ALLEGATIONS AGAINST STAFF19
 SAFE RECRUITMENT19
 GOVERNING BODY RESPONSIBILITIES19
 BEHAVIOUR MANAGEMENT, POSITIVE HANDLING and PHYSICAL INTERVENTION20
 SPECIFIC SAFEGUARDING ISSUES20
 Operation Tea Rose.....20
 ANTI – RADICALISATION20
 CHILDREN WHO ABUSE OTHER CHILDREN21
 Uncollected Children / Safe Dismissal of Children.....21
 OTHER RELATED POLICIES22
 Procedures and Practices at a glance23
 Quick Guide- What to do.....25
 Key Staff Members for Safeguarding25
 Preventing extremism26
 Prevent and e-safety.....27
 Female Genital Mutilation (FGM).....29
 Appendix 1 Other Documents Relevant to this Policy:30
 London Child Protection Procedures, 5th edition30
 Keeping Children Safe in Education30
 Working Together to Safeguard Children 201530
 Working Together to Safeguard Children March 201530
 What To Do If You Are Worried a Child Is Being Abused.....30
 Managing Allegations Against Staff30
 Children Missing from Home and Care.....30
 Key Contacts.....32
 School report to Child Protection Conference or Looked After Child review33
 Appendix 3 Guidance on potential signs of abuse from London SCB procedures35
 Recognising Physical Abuse.....35
 Recognising Emotional Abuse.....36
 Recognising Neglect37
 Recognising Sexual Abuse37
 Appendix 4 Safeguarding / Child Protection protocol / procedures.....38

Procedures for Designated Persons.....	38
Appendix 5 Procedure summary flow chart	40
Appendix 6 Incident/Safeguarding Concern Report.....	41
Appendix 7 Prevent Strategy July 2017.....	42

INTRODUCTION

The Governors and staff Eastwood Nursery School Centre for Children and Families (Covering maintained nursery school, Eastwood Day Nursery and Eastwood Children’s Centre) fully recognise the responsibilities and duty placed upon them to have arrangements to safeguard and promote the welfare of all pupils at the school and children and vulnerable adults accessing childcare and children’s centre services. We recognise that all staff, including volunteers, have a full and active part to play in protecting children and vulnerable adults from harm.

Safeguarding and promoting the welfare of children is defined as:

- **Protecting children from maltreatment**
- **Preventing impairment of children’s health or development**
- **Ensuring that children grow up in circumstances consistent with the provision of safe and effective care**
- **Taking action to enable all children to have the best outcomes**

We believe that Eastwood should provide a caring, positive, safe and stimulating environment in which children can learn and which promotes the social, physical and emotional wellbeing of each individual child and the ability of families to support this. Eastwood takes a child-centred approach to all of its work and this applies especially to safeguarding and child protection.

The school recognises its responsibilities and duties to report Child Protection concerns to the social work service within Children’s Social Services and to assist Children’s Social Services in Child Protection enquiries and in supporting Children in Need.

This policy is in line with the London Child Protection Procedures 2016 (5th edition amended 31st March 2016), Working Together to Safeguard Children 2015 (updated Feb 2017) and Keeping Children Safe in Education (September 2016).

Eastwood will raise Child Protection / safeguarding concerns with parents / carers at the earliest appropriate opportunity, and work in partnership with them and other agencies to improve outcomes.

The school will ensure that all staff are provided with the appropriate training in Child Protection and safeguarding issues, including Early Help processes, as recommended in the guidance. In particular the designated safeguarding leads / persons will be released to attend the necessary enhanced training courses to enable them to carry out their role effectively. Designated leads will also ensure that all staff are provided with Part One of Keeping Children Safe in Education 2016 guidance and assisted to understand and discharge their roles and responsibilities as set out in this guidance.

All staff are required to read this policy carefully and to be aware of their role in these processes. All new staff and medium / long term agency staff will have the opportunity to discuss safeguarding requirements and this policy during their induction process.

Supervision is provided for frontline staff working with children through group supervision meetings (such as Community Team Meetings and Planning / Evaluation Meetings and regular Children’s Progress Meetings. Concerns should also be raised immediately and at least within the working day when they are recognised as being potentially child protection issues.

Supervision is also to be provided regularly for staff members with key person responsibility and caseloads to ensure that there are opportunities to reflect on practice and identify concerns that may emerge over time. However staff members should not wait for supervision meetings to raise worries and concerns.

Rationale:

We strive to develop safe, healthy relationships where children have a voice in terms of what they learn and how they can be safe. We promote safe practice and challenge unsafe practice- emphasising the need for staff to develop good listening and communication skills and to engage fully in matters relating to safeguarding.

In particular we place the child at the centre of our work and decision making processes and through working together will challenge any situation where we believe the health, safety and wellbeing of a child is at risk, is being affected or is not central to decision-making.

The nature of Eastwood's work means that we will at times be in contact with very young parents or older siblings of children attending our nurseries or services. Therefore our policy and procedures cover issues associated with older children and young people and our responsibilities are the same.

Aims of Eastwood in Respect of Safeguarding and Child Protection:

The Governors and staff of Eastwood Nursery School Centre for Children and Families fully recognise the responsibilities and duty placed upon them to safeguard and promote the welfare of all children at the Centre - children on roll, using services and out in the Centre's reach area. We recognise that all staff, including Governors and volunteers, have a full and active part to play in protecting children from harm.

In providing high quality early years provision, a wide range of support services to local families and through multi-agency working Eastwood aims to provide a strong framework of preventative support services- helping families and children before concerns escalate.

Aims of this Policy

- To raise awareness of all Eastwood staff and volunteers of the need to safeguard all children and of their responsibilities in identifying and reporting possible cases of abuse
- To emphasise the need for good communication and information sharing between all members of staff and with multi-agency partners in matters relating to child protection and safeguarding
- To develop a structured procedure within Eastwood which will be followed by all members of the Eastwood community and multi-agency teams delivering integrated services in cases of suspected abuse
- To provide a systematic means of monitoring children known or thought to be at risk of significant harm or where there are ongoing concerns
- To work openly and in partnership with parents in relation to child protection concerns
- To support all children's development in ways that will foster security, confidence and independence
- To promote safe practice and challenge poor and unsafe practice
- To further develop and promote effective working relationships with other agencies involved with safeguarding and promoting the welfare of children
- To ensure that all adults working within our school have been checked as to their suitability to work with children, in line with current guidance

- To integrate opportunities into the curriculum for children to develop the skills they need to recognise and stay safe from harm and abuse, at age-appropriate ways from babies through to 5 year olds
- To take account of and inform policy in related areas, such as anti-bullying; e-safety; behaviour; health and safety; missing children; child sexual exploitation; FGM; honour-based violence; anti-radicalisation; positive handling and physical intervention procedures; procedures for dealing with allegations against staff and recruitment practice

Definitions of terms used in policy and procedures: -

- Child abuse is taken to refer to any child of under 18 years who, through the actions of adults (with a caring role for that child) or their failure to act, has suffered or is at risk of suffering significant harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (eg via the internet). They may be abused by adults or another child or children
- Behaviours such as alcohol and substance misuse, truanting and sexting put children at risk or in danger and safeguarding issues can manifest themselves via peer-on-peer abuse, including cyber-bullying and gender-based violence / sexual assaults
- Abuse is broadly divided into four categories:- Neglect, Physical Injury, Sexual Abuse and Emotional Abuse. Brief definitions are given below. Guidance for recognising the indicators of possible abuse are attached as Appendix 3.
- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from physical harm or danger or the failure to ensure access to appropriate medical care and treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.
- **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child who they are looking after. This situation is now known as illness fabricated or induced by carer (previously Munchausen Syndrome by Proxy).
- **Sexual abuse** involves forcing or enticing a child or a young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e,g rape) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.
- **Emotional abuse** is the persistent ill treatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child although it may occur alone.

It is important to recognise that many children will be living (or may have lived) in families where **Domestic Abuse** is a factor, and that these situations have a harmful impact on children emotionally, as well as placing them at risk of physical harm. The definition of Domestic abuse is below

*Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those **aged 16 or over** who are or have been intimate partners or family members regardless of gender or sexuality.*

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Female Genital Mutilation (FGM): professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. FGM is illegal in the UK and there is a mandatory duty on schools to report cases of FGM to the police.

Children Who Go Missing From Home or Care are particularly vulnerable and may be at significant risk at times. The immediate risks associated with going missing include:

- No means of support or legitimate income – leading to high risk activities
- Involvement in criminal activities
- Victim of Abuse
- Victim of crime, for example through sexual assault and exploitation
- Alcohol/substance misuse
- Deterioration of physical and mental health
- Missing out on schooling and education
- Increased vulnerability

Longer-term risks include:

- Long-term drug dependency / alcohol dependency
- Crime
- Homelessness
- Disengagement from education
- Child sexual exploitation
- Poor physical and/or mental health.

Children Missing From Education: all children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability and aptitude and any special educational needs they may have. A child going missing from education, or not attending it regularly, is a potential indicator of abuse or neglect. We will follow the required procedures for unauthorised absence and for dealing with children who go missing from education, including appropriate notification to the Local Authority. We will also ensure staff are alert to the potential risks of poor or non attendance and cessation of attendance, including the signs to look out for and triggers to be aware of when considering the risks of potential concerns such as **travelling to war zones, FGM and forced marriage**.

Prevent: all schools must have due regard to the need to prevent pupils from being drawn into terrorism or being radicalised. We will ensure that staff are provided with appropriate training and information to enable them to assess the risk of children being drawn into extremist ideas that are part of terrorist ideology and identify any child who may be at risk and how to support them. We will also ensure that children are safe from terrorist and extremist material when accessing the internet in school. Concerns will be discussed with the child's parents whenever possible and with the Local Authority Prevent co-ordinator and referrals made to the Channel programme when

appropriate. Eastwood has a Prevent Strategy and in 2017/18 will aim to implement the strategy as agreed by Governors. The prevent strategy is provided at appendix ## and reflects Eastwood's Fundamental British Values Policy.

Children Who Go Missing From Home or Care are particularly vulnerable and may be at significant risk at times. Given the age of Eastwood children, child missing from home or care is a critical issue that must be addressed through the police immediately as soon as staff become aware of such a situation.

Where a child goes missing from Eastwood- ie. Fail to attend and cannot be contacted then depending on the levels of concern about the child the social worker, MASH or police may be contacted.

Principles

- All actions, procedures and decision making processes are based upon most recent, relevant and up to date local and national statutory guidance.
- All permanent, temporary, agency, volunteer and 'multi-agency' staff should follow the main principles and procedures in this policy and visitors should be made
- If a member of staff is worried about a child or has received a disclosure then this must be shared by discussing in a professional and confidential way with a manager or Designated Person as soon as possible and within the same day.
- Our policies and procedures will also cover older siblings and parents where they may be considered to be young people or children themselves. Our duty of care and policy and procedures extends to any child, young person or vulnerable adult using Eastwood services or premises.
- Disclosures and the dealing with concerns is to be undertaken with appropriate levels of confidentiality. Designated Persons will facilitate the appropriate sharing of information and advise staff members raising the concern. A Safeguarding Concern Report Form must be completed by the staff member reporting the issue
- Designated Persons monitor and seek further information sometimes from other agencies in relation to children that are brought to their attention. The three Designated Persons will normally share information between themselves about monitored children as multiple concerns may become apparent that are more urgent than a single isolated concern.
- Staff must not promise to keep confidential a concern or disclosure that is raised with them by a child, parent or carer, colleague or professional working in partnership with Eastwood.
- All records are kept in the one file for each child admitted to Eastwood Nurseries. These files must be kept in accordance with the Data Protection Act. Safeguarding concern forms and detailed reports in relation to safeguarding are all kept in this one file but marked confidential and placed in an envelope marked confidential. No records are kept elsewhere.
- The person with responsibility for a child at a particular point must be able to access all the relevant information on a child should they need it and to guide decision making- for example to determine who a child can be dismissed to at the end of the late shift. For the avoidance of doubt, all designated managers and Team Leaders must be able to retrieve records to assess risk should a safeguarding scenario unfold at any point in the day
- Eastwood will always undertake to be active in any Team Around the Child (TAC), case conference or Strategy Meetings in relation to Eastwood Children. Senior Managers and Designated Persons may represent key persons in order to minimise impact on education and services.

- Safeguarding is the responsibility of each staff member at Eastwood- they should be supported by a Designated Person in exercising their safeguarding duties. Staff must prioritise dealing with child protection and safeguarding above all else.
- If a staff member is even slightly concerned about a child or the actions of another staff member in relation to a child then they must talk this through with a line manager or superior staff member as soon as possible. Should these concerns need to be taken forward then the Whistleblowing Policy will apply. The Designated Manager will involve the Human Resources Department, the Designated Officer (Previously referred to as the LADO) and Ofsted as appropriate.
- Any staff member can refer directly to a Designated Person, the Headteacher or children's social care via the Wandsworth MASH if their concern is very urgent, if they feel their concern is not being addressed or if their concern about a child involves management. In any case, if a child has come to harm then a referral to the Local Authority Designated Officer or the MASH must be within 24 hours.
- A safeguarding concern that becomes apparent anywhere on the Eastwood site is an Eastwood issue even if professionals involved are not employees of Eastwood- this is reflected in posters around the site.
- A safeguarding concern that becomes apparent in Eastwood – led activities delivered in the community is an Eastwood Issue.
- Concerns that arise from observations made during a home visit must be reported using the same principles and procedures within this policy
- Raising safeguarding concerns can and often will lead to difficult conversations with parents. This must not prevent or discourage staff from raising their concerns. The Designated Persons are there to hold or support those difficult conversations.
- All members of staff must be treated as professionals and there is an absolute expectation that information shared in the workplace must remain only in the workplace. However safeguarding information is shared on a need to know basis.
- We believe that all children have a right to be protected from harm and /or abuse
- We recognise that abuse and neglect are complex issues and rarely stand alone events and therefore require a culture of vigilance, professional curiosity and respectful challenge and effective recording and monitoring systems
- We recognise that abuse occurs in all cultures, religions and social classes and that staff need to be sensitive to the many differing factors which need to be taken into account depending on the child's cultural and social background when dealing with CP issues. However we also recognise that the needs of the child are paramount and any concerns will be referred on appropriately whatever the family background of the child concerned.
- We recognise that because of the day to day contact with children, Eastwood staff are extremely well placed to observe outward signs of abuse
- We recognise that a child who is abused or witnesses abuse or violence may find it difficult to develop and maintain a sense of self-worth, they may feel helpless and humiliated and may feel self blame.
- We recognise that Eastwood may provide the only stability in the lives of children who have been abused or are at risk of harm.

- We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived as normal to that which is overtly aggressive, disturbed or withdrawn.
- We know that it is important that children feel secure, are encouraged to talk and are sensitively listened to, and that children know that there are adults in school whom they can approach if they are worried or unhappy.
- We acknowledge that (although all designated / key staff have the skills and experience to respond to a variety of situations and issues) there may be occasions where it will be appropriate to consider whether specific or additional arrangements need to be put in place where an issue is particularly sensitive due to gender issues or cultural or faith issues. This ensures that in cases of sexual abuse in particular, a child can be spoken to by a same sex member of staff (who has received enhanced training) if this is felt to be appropriate.
- We adhere to the principles of working in partnership with those who hold parental responsibility for each child.
- The prime concern at all times must be the welfare and safety of the child. Where there is a conflict between the needs of the child and the parent/carer, the interests of the child must be paramount.
- The ethos of the school supports open practice, good communication and a safe culture in which children can thrive and learn.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and know that these concerns will be taken seriously by the leadership team and dealt with sensitively and appropriately

Objectives:

- Eastwood recognises its duty to identify, monitor and report safeguarding concerns to the Local Authority Education and Social Services Department via the Multi Agency Safeguarding Hub; to assist Local Authority Officers in safeguarding inquiries and to support children in need / subject to a child protection plan when they live in the Eastwood Reach Area.
- Eastwood also acknowledges the need to promote effective working relationship with other agencies and recognises its duty to report particular cases to OFSTED or the LADO
- Eastwood recognises the need to develop and maintain open, professional and welcoming relationships with parents, between staff members and with partners but at the same time Eastwood recognises that concerns about a child must be voiced and acted upon in a proportionate way and in line with local and national statutory requirements.
- Through the work of all staff and in particular the Children's Centre Team and the Family Workers and through multi agency work Eastwood intends to act in a preventative way and help ensure families get early help.
- Eastwood works with colleagues from a range of disciplines to be pro-active in seeking and working with families in need of early help and ensure they are offered the opportunity to access universal and targeted services. Working relationships with Health Visitors and Social Workers are particularly important in this area
- Eastwood has a wider role in respect of safeguarding of children attending any of the services provided across the Eastwood 'campus' and its outreach settings. Laminated posters should be displayed in each room and each outreach group explaining how any agency can refer to Eastwood Designated Persons.

To support staff knowledge and understanding, every member of staff and each Governor is provided with a copy of the following documents. Staff must inform management if they do not have a copy of these.

- **Keeping Children Safe in Education Part 1- DfE May 2016**

- **What to do if You're Worried a Child is Being Abused- DfE March 2015**
- **Protecting Children and Adults from Abuse in the UK and Abroad- WSCB (no date)**
- **FGM Early Years Pathway- (page 28 of a larger document)- WSCB (no date)**
- **Behaviour and Positive Touch Policy**

Safeguarding training is provided for all staff at least every 3 years and more typically annually. Staff in the Community and Families Team may also have additional training needs which will be considered as part of their appraisal and supervision process. Designated Persons will be retrained every 2 years. One of the Designated Persons will also be the Practice Lead for Early Help Assessments.

In addition, staff members are all strongly encouraged to hold a Wandsworth TPD Online account and to undertake a relevant online safeguarding course annually. Staff members can choose an area of interest and level of course that they feel is relevant to them. They should discuss each course with their manager or supervisor as part of their supervision.

Use of Mobile Phones and Tablets

- In order to minimise the risk of harm and of spurious allegations against staff, staff members must not keep their personal mobile phones or tablets with them (on their person) during sessions with children. Only official work phones may be used as cameras- for example in developing learning stories. Photographs of children may only be stored on Eastwood equipment and systems and in such ways that they can easily be scrutinised by other staff members but not made available outside of Eastwood unless specific permission has been given.
- Personal mobile phones and tablets should be stored in staff lockers, staff rooms or in ante-rooms of community facilities where children's centre activities are taking place
- In play sessions with parents or carers present, permission must be sought before taking a photo. If a mobile phone or tablet is used then this must be an Eastwood Mobile Phone and parents must be told the reason for taking the photo, and consent requested. Reasons could be
 - To make a learning story
 - To be part of a display
 - To be used in the newsletter or website
 - To make a cover for a learning journey
 - To add to a record of the child's learning
- Staff must make their work mobile phone or tablet available for inspection by a member of the leadership team on request if their phone can take photographs and if there is a reasonable valid reason to need to inspect it
- Should the rule on use of a personal mobile phone or tablet with camera be breached then this must be reported to the Leadership Team. Staff members will be asked to show the photographic records on their phone should this policy be breached
- A personal mobile phone may be used specifically and only as a phone when on Eastwood business- such as taking a group of children on an outing or making a home visit- in these cases the phone will form part of the plan for keeping the staff member and children safe but the phone should only be used to make contact with Eastwood or Eastwood staff for keeping colleagues informed about the outing or home visit. Ideally work phones should be used for this purpose. Photographs must never be taken on personal mobile phones whilst working
- Parents and carers may not use mobile phones, tablets or personal cameras during Eastwood activities where children are present. Symbols and posters must be clearly displayed where use of mobile phones is not permitted. The connections with keeping children safe should be briefly and politely explained. Reminders are included regularly in Eastwood Newsletters.

Record Keeping

- All records are kept in the one file for each child admitted to Eastwood Nurseries. These files must be kept in accordance with the Data Protection Act. Safeguarding Concern Report forms and detailed reports in relation to safeguarding are all kept in this one file but marked confidential and placed in an envelope marked confidential. No records are kept elsewhere other than the summary Safeguarding Management System which all Designated Managers can only access.
- The person with responsibility for a child at a particular point must be able to access all the relevant information on a child should they need it and to guide decision making- for example to determine who a child can be dismissed to at the end of the late shift. For the avoidance of doubt, all designated managers and Team Leaders must be able to retrieve records to assess risk should a safeguarding scenario unfold at any point in the day.
- Examples of reports to conference and internal reports are provided as appendices to this policy.

- Where there are historic concerns or recent concerns that may have led to the completion of an EHA or a referral to MASH then it may be necessary to start a family file. The relevant service manager / designated manager will advise. The family file must be kept with the records and papers in the child's admission drop file which must be kept in accordance with the data protection act.
- Staff members should note that a parent or child could ask to see all the information held on them and this can include records of safeguarding concerns and reports and referrals made by Eastwood. All information must therefore be objective and accurate and factually correct. The Headteacher or a designated manager would make arrangements for parents to see the file on the premises and under the supervision of a senior manager.

Eastwood Procedure and Practice

Our school procedures are in line with those agreed by the Wandsworth Safeguarding Children Board, the Local

Authority and the Secretary of State (see Appendix 1 for details of relevant procedural and guidance documents)

We will therefore ensure that

- We have at least one designated member of staff who has received appropriate training and support for this role, in accordance with mandatory requirements available at all times that Eastwood services are operating
- We have a minimum of one additional member of staff who will act in the absence of the designated member of staff and has also received appropriate training for this role.
- We will ensure designated staff attend training and receive relevant updates every year and all staff are provided with training at induction and thereafter on a regular basis including safeguarding briefings and updates at least annually
- Every member of staff, volunteer and governor knows the name of the designated member of staff (DMS) and their role and what the back up arrangements are if the DMS is unavailable.
- All staff are familiar with the school's Safeguarding and Child Protection Policy as well as the staff code of conduct and these issues are included in the induction for each new staff member
- All staff develop their understanding of signs and indicators of abuse and report any concerns to the designated lead but know that they can also refer direct to Children's Services (Social Services) if needed
- We will ensure that all staff are aware that it is important to identify any concerns about children at as early a stage as possible so that their needs can be identified and monitored and appropriate support put in place
- We recognise that there is a variety of expertise within the staff team and will provide opportunities for staff to contribute to and shape safeguarding arrangements and policy
- We are aware of risks to children online and will ensure children are safeguarded in school from potentially harmful and inappropriate online material through appropriate filtering and monitoring systems.
- When considering referrals to support agencies the school will act in accordance with WSCB Thresholds for Intervention guidance, which is consistent with the London-wide Continuum of Need thresholds
- All staff are aware that they should raise any concerns about colleagues or other adults with the DMS
- All staff know how to respond to a child who discloses abuse.
- All parents / carers are made aware of the responsibilities of staff members with regard to Child Protection procedures, (for example by including this information in the school prospectus). This policy will also be placed on Eastwood's website
- We will refer any child believed to have suffered or to be likely to suffer significant harm to Children's Social care without delay, and will follow up any such referral in writing within 48 hours- normally using the Early Help Assessment and the EHITS system
- We will ensure the immediate safety of any child felt to be at serious risk by taking appropriate action and by involving other relevant agencies as necessary
- We will develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at CP case conferences wherever possible and providing reports as a matter of course (model format attached as appendix 2). We will contribute to multi – agency assessments of children's needs where appropriate and work in a fully integrated way with other relevant services as appropriate.
- If a child's situation does not appear to be improving, Eastwood will take responsibility for finding out what is happening and keep pressing for action to be taken
- Written records are kept of all concerns, whether or not there is a need to refer the matter immediately, and that these records are kept securely, separate from the main pupil file, and in locked locations. This includes Eastwood's secure electronic Safeguarding Management System and the Family File system
- All concerns, discussions and decisions made and the reasons for those decisions are recorded in writing.
- All staff members are made aware of the record keeping requirements and how they are expected to record any safeguarding concerns.

- Where a child requires additional support, early help or child protection then a Family File will be started as a matter of course and kept securely in the most appropriate office for that child (depending on the type of service they attend or access)
- The child's social worker is notified of any pupil subject to a Child Protection Plan who is absent from school without explanation for more than 2 days
- Any new concern or relevant information about a child subject to a Child Protection Plan will be passed to the child's allocated social worker without delay
- If a child subject to a Child Protection Plan leaves the school, records will be transferred to the new school without delay and the child's social worker informed of the change
- If school staff are unsure how to proceed in a potential Child Protection situation, or require advice, this will be appropriately sought via the Education Safeguarding Advisor, or the link social worker for the school, a duty social worker or directly from the Safeguarding Standards Service. (useful numbers listed in Appendix 5)

EARLY INTERVENTION AND HELP

- All staff recognise that when a child or family may be experiencing difficulties, support is most effective if it is provided at as early a stage as possible
- This involves identifying emerging problems; liaising with the designated lead or other relevant colleagues; sharing information with other professionals to support early identification and acting as lead professional in undertaking an Early Help Assessment (EHA)
- Any concerns will be identified by staff, discussed with relevant colleagues and parents and support put in place. Effective monitoring systems will be used to assess the effectiveness of interventions and outcomes.
- If appropriate support is not available within school's own resources, an Early Help Assessment will be completed to identify the child's needs and enable additional support to be sought from other agencies
- A Team Around the Child will be established where appropriate and a Lead Professional identified
- If Early Help is in place the situation will be kept under constant review and consideration given to additional referrals (eg to social care) if the child's situation does not appear to be improving
- Early Help Assessments will follow the Signs of Safety and Wellbeing model

CURRICULUM INPUT

- We ensure that children learn to keep themselves safe and are taught about safeguarding, including how to keep themselves safe online, through teaching and learning opportunities within our curriculum. This is differentiated according to age and understanding of the pupil cohort. Regularly key group times for children ready for these and attending nursery help to ensure children have a means to reflect on how they keep themselves and others safe. Safeguarding is intrinsic to the EYFS curriculum especially in Personal, Social and Emotional Development and Physical Development.
- In developing our provision for learning through ICT we will develop age-appropriate learning and teaching around e-safety
- We will share our approaches to helping children learn to be safe through learning journeys and newsletters

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS / DISABILITIES

- We recognise that children with SEN / Disabilities may be especially vulnerable to abuse and expect staff to take extra care to interpret apparent signs of abuse or neglect.
- We will provide a school environment in which all pupils, including those with SEN, can feel confident and able to discuss their concerns.
- We will ensure assumptions are not made that indicators of abuse (such as behaviour, mood and injury) relate to the child's disability without further exploration
- The designated member of staff will work with the SEN co-ordinator, where necessary, to ensure that the needs of SEN pupils in relation to child protection issues are responded to appropriately (eg for a child with particular communication needs).

LOOKED AFTER CHILDREN

- The school will ensure there is a designated teacher whose role is to promote the educational achievement of children who are looked after, and that the identified person has received appropriate training as defined in the Children and Young Persons Act 2008. This is the Deputy Headteacher
- We will ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They will also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her, as well as the details of the child's social worker and the virtual school head in the LA.
- We will work with the virtual school head to discuss how the pupil premium plus funding can be best used to support the progress of Looked After Children in the school.

MENTAL HEALTH AND BEHAVIOUR

- In order to help our children succeed, we recognise that Eastwood plays an important role in supporting them to be resilient and mentally healthy- their wellbeing is a central concern and priority throughout Eastwood
- We will ensure that children and their families are enabled to participate as fully as possible in decisions and are provided with information and support
- We recognise that some children are more at risk of developing mental health problems than others. These risks can relate to the child, their family or to community and life events
- Risk factors are cumulative, and children exposed to multiple risks are more likely to develop behavioural or mental health problems
- Where severe problems occur we will ensure that appropriate referrals are made (with consent) to specialist services (eg CAMHS)

COMMUNICATION WITH PARENTS / CARERS

- We will ensure that all parents are informed that Eastwood has a child protection / safeguarding policy and is required to follow WSCB guidelines in respect of reporting suspected abuse to Children's Social Care.
- Children and parents will be made aware of how the Eastwood's safeguarding system works and with whom they can discuss any concerns.
- Information will also be made available about any local and national telephone helplines.
- In individual cases, parents will be notified of Eastwood's concerns at the earliest appropriate opportunity.

CONFIDENTIALITY

- We recognise that matters related to Child Protection are of a confidential nature. The designated member of staff and / or headteacher will therefore share detailed information about a pupil with other staff members on a need to know basis only.
- All staff must be aware that they have a professional responsibility to share information with the Designated Lead and with other relevant agencies where necessary to safeguard and promote the welfare of children.
- All staff must be aware that they cannot promise a child that they will keep certain information secret.

SUPPORT FOR STAFF

- We recognise that staff working in the school who have been dealing with child protection issues may find the situation stressful or upsetting
- We will ensure that opportunities are provided for staff to be supported in these circumstances and to talk through any anxieties they may have

- We will ensure that formal supervision is provided for staff working in Early Years and foundation stage as required through daily evaluation and planning meetings, professional supervision for Family Workers and each member of the Children's Centre Team, and regular one to one Children's Progress Meetings (at least termly and ideally each half term). A higher and more frequent level of supervision will be provided for any staff member needing this support and for all staff members working with children where there are CP or safeguarding concerns.
- Additional Safeguarding Designated Persons- Deputy Head, Children's Centre Manager, Day Nursery Manager will support the supervision arrangements for the Nursery School, Children's Centre and Day Nursery teams and will themselves be supervised by the Headteacher on at least a half-termly basis
- We will consider what arrangements can be made to provide supervision for Designated Leads and any other staff members as appropriate. Designated Persons will be supervised regularly by the Designated Lead
- Eastwood purchases the Staff Support Service which can be accessed should a staff member feel a lasting impact or that their wellbeing has been affected.

ALLEGATIONS AGAINST STAFF

- We recognise that there will be occasions when a child at the school, or a parent or another person may make an allegation against a member of staff. The term 'allegation' refers to concerns reported or raised that might indicate a person would pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity. This means it has been alleged that a teacher or member of staff (including volunteers) in a school or college that provides education for children under 18 years of age has:
 - behaved in a way that has, or may have, harmed a child;
 - possibly committed a criminal offence against or related to a child; or
 - behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.
- In this event the Headteacher (or Chair of Governors, if allegation is against the Head) must be informed and the Wandsworth Procedures for Managing Allegations against Staff followed. This will always involve a discussion with LA officers and a referral to the Local Authority Designated Officer (LADO) where appropriate.
- All staff are expected to recognise the need for absolute confidentiality in these situations.

SAFE RECRUITMENT

- The school will ensure that it operates a safe recruitment policy to ensure that all those working in the school, in either a paid or unpaid capacity are suitable to do so as far as can be reasonably ascertained.
- Senior Leaders and any other staff involved in selection procedures will attend Safer Recruitment training
- Appropriate checks (ie enhanced DBS checks and checks against the barred list will be carried out on all potential employees and volunteers, and all references will be taken up and verified. The school will ensure it is following the most recent guidance in respect of these issues, including taking account of the definition of regulated activity
- Interview panels will follow recommendations from the HR section in relation to practice. One member of each interview panel must have completed Safer Recruitment training
- At interview, candidates will be asked to account for any gaps in their employment history.
- Where agency staff are taken on as a temporary measure, the appropriate checks from the relevant agency must be in place and provided to Eastwood before that person can have contact with children

GOVERNING BODY RESPONSIBILITIES

- The Governors will ensure that they comply with their duties under legislation. They will ensure that the policies, procedures and training in their schools or colleges are effective and comply with the law at all times and take into account the procedures and practice of the WSCB.

- The Governors will ensure that a member of the Governing Body (usually the Chair) has been nominated to liaise with the LA and/or partner agencies on issues of Child Protection and in the event of an allegation of abuse being made against the Headteacher or Principal.
- The Governors will remedy any deficiencies or weaknesses in regard to Child Protection arrangements that are brought to its attention without delay.
- The Governors appoint a Safeguarding Governor- Adrian Hall- to review and be a critical friend to Eastwood with regard to policy and procedures.

BEHAVIOUR MANAGEMENT, POSITIVE HANDLING and PHYSICAL INTERVENTION

- Our policy on positive handling and physical intervention by staff is set out in a separate document and acknowledges that staff should only use physical intervention in particular circumstances, and that even when necessary the minimum force should be used to prevent harm to the child or another child or adult.
- Positive handling training will be provided by a BILD accredited trainer for all staff members periodically to ensure best practice at all times. In particular those staff most likely to use physical intervention in their day to day work will be prioritised for accredited training which is provided approximately every 2 years. Only trained staff should be involved in physical interventions
- Risk assessments or behaviour plans will be carried out where individual pupils have additional needs or challenges that mean there is an increased likelihood of physical interventions being required and individual plans will be developed and shared/agreed with the parents/ carers
- Physical intervention which causes injury or severe distress to a child may have to be considered under child protection or disciplinary procedures.
- All staff members must act in accordance with the Behaviour Management and Positive Touch Policy. Children's emotional wellbeing as well as their physical safety must be protected when managing behaviour and helping children to learn to manage feelings, behaviour and relationships.

SPECIFIC SAFEGUARDING ISSUES

- Up-to-date guidance and practical support on specific safeguarding issues will be sought where necessary
- The Designated Managers will attend relevant training and ensure that staff are aware of issues such as Child Sexual Exploitation, Female Genital Mutilation, Illness Fabricated and Induced, Domestic Abuse, Honour based Violence etc, understand the indicators and recognise the complexities of these issues for young people

Operation Tea Rose

Eastwood has a signed protocol with the Metropolitan Police and subscribes to Operation Tea Rose which means that notifications of domestic violence or abuse that the police become aware of will be alerted to Eastwood's Designated Lead for Safeguarding who will then advise on any protocols or procedures that need to be put in place.

ANTI – RADICALISATION

Eastwood supports the Prevent Strategy, which works to prevent the growth of issues that create a climate which encourages radicalisation and extremism, which in turn can lead to acts of violence or terrorism. Eastwood has its own Prevent Strategy at Appendix ##

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions.

Extremism is defined as the holding of extreme political or religious views which may deny rights to any group or individual.

All staff members are aware of these issues and relevant staff have attended training. The Designated Persons are able to advise staff members of the issues and appropriate response

Eastwood works within the curriculum to promote tolerance and respect for diverse views, while challenging prejudice of any kind. We are an inclusive setting which values citizenship and a sense of belonging. Children are encouraged to share their views and recognise that they are entitled to have different beliefs, but that these should not be used to influence others.

As with all matters pertaining to the maintenance of a safeguarding culture within the school, staff are expected to be vigilant in identifying concerns and ensuring these are passed to the DMS without delay.

If any concerns arise, or are disclosed by a child, they will be responded to following normal safeguarding processes and advice would be sought from colleagues in LA (either Prevent co-ordinator or safeguarding services) if necessary.

CHILDREN WHO ABUSE OTHER CHILDREN

We recognise that children are capable of abusing their peers. As a school we work to minimise the risk of peer on peer abuse and will investigate and deal with any allegations robustly. Where needed risk assessments will be carried out and strategies put in place to protect the child who has suffered abuse and to offer them support. Concerns raised will be treated seriously and followed up in a timely and sensitive fashion.

It is important to be conscious that any child who is engaging in abusive behaviour towards others may have been subject to abuse from other children or from adults. Abusive behaviour can be displayed in a variety of ways and can consist of sexual abuse / activity; physical harm; emotional abuse, verbal abuse.

Children who abuse others should be held responsible for their abusive behaviour in age-appropriate ways, whilst being identified and responded to in a way which meets their needs as well as protecting others. At all ages the specific concerns and about specific behaviours should be explained to the child as a learning opportunity and where appropriate discussed with the parent

In such incidences, the school will follow guidance issued in relation to children who abuse others and local procedures and make referrals to social care, CAMHS and / or police as appropriate.

Small acts of aggression between one child and another are not necessarily acts of abuse and will be dealt with in accordance with our behaviour policy.

Uncollected Children / Safe Dismissal of Children

The Designated Manager on Duty should be alerted as soon as it emerges that a child has not been collected and the emergency contacts should then be contacted in order if no contact can be made with the parent or normal authorised collector. Passwords can be used at the discretion of the service manager but in general children should only be released to adults who have previously been introduced in person by the parent or carer (not an existing authorised collector). A nanny, however trustworthy, cannot authorise another nanny or collector. If in doubt the child should not be released to someone not recognised by the staff on duty.

Where an unplanned arrangement arises around the dismissal of a child then the child's file must be checked before the child is dismissed. There could be court papers, legal letters or internal memos in that file that could affect decision making.

In cases where one parent requests that another parent is not to be allowed to collect a senior manager should be called. Parents with parental responsibility cannot be prevented from collecting their child unless legal paperwork has been provided to Eastwood that states this restriction- regardless of the background.

If a parent or authorised collector appears to be unfit to care for their child upon collection then a senior manager must be called. The uncollected child protocol above should be followed and an authorised collector contacted. Children should not be released into the care of someone who is not fit to care for them or keep them safe.

Should a child in error be dismissed into the care of someone not fit to care for that child then the child is likely to be in immediate danger of harm and the police must be called.

Concerns could include: -

- Serious mental health concerns
- Apparent aggressive behaviour
- Dangerous driving
- Under the influence of drink, drugs or medication

MASH or out of hours services should be called if a child is excessively late in being collected and no explanation has been given. A senior manager and at least one other member of staff should stay with the child until arrangements are in place

OTHER RELATED POLICIES

- This policy has clear links to other policies in our school, in particular to any policies concerned with the protection of all children in the school from various kinds of harm. These policies are listed below:
 - staff code of conduct, including acceptable use of technologies, staff/pupil relationships, communications including use of social media
 - whistleblowing
 - anti-bullying
 - e-safety / ICT (policy in development)
 - Behaviour and Positive Touch
 - equality (sex, race and disability)
 - health and safety
 - photography and images
 - confidentiality / Data protection
 - safer recruitment (WBC policy applies)
 - Fundamental British Values

Procedures and Practices at a glance

If staff have serious child protection concerns, they should contact the MASH immediately. An Early Help Assessment is not initially required but should be provided within 48 hours.

Referrals to the MASH can be made by:

Email: MASH@wandsworth.gov.uk

Phone: 020 8871 6622

Via the Early Help IT System

The MASH is in operation Monday – Friday, 9am to 5pm. At other times please contact the Out of Hours Service on 020 8871 6000.

- Generally Safeguarding concerns are raised with parents/carers at the earliest appropriate opportunity and designated staff are careful in their communication to consider issues relating to equality and diversity. There are certain cases where parents are not involved immediately and the Designated Person should recognise where this is the case. **Where there are concerns that a child has come to harm then the MASH referral must be within 24 hours.**
- Where a concern or disclosure is made in regard to a member of staff then referrals will be made to the Local Authority Designated Officer (LADO). **Where there is concern about a child coming to harm the referral must be within 24 hours.**
- Confidentiality and information sharing are handled with the utmost discretion. Data or records are held in a secured location. Designated Persons will maintain a shared confidential record of issues that are brought to their attention- this is shared and periodically reviewed by all Designated Persons. Notes of conversations, contact and information, advice and guidance provided for children or parents / carers is to be kept in the Family File or the admissions file where entries must be dated and the name of the person making that entry is clear. Designated Persons will liaise with each other to ensure that concerns and records held by the day nursery, community (children's centre) and nursery school can be triangulated or a chronology developed. All records must be kept in the one single file for that child. No records are to be kept off-line. All those with responsibility for decision making in relation to the safeguarding of that child should familiarise themselves with any records or minutes of meetings. This could be especially important in deciding whether a child can be dismissed into a persons care.
- Staff are encouraged to share their concerns however small with a manager or teacher immediately and stating that they have a safeguarding or child protection concern to ensure that the manager prioritises this discussion. Concerns could be about specific a specific child, a family or parent, a staff member from Eastwood or another agency or a volunteer. Any concern must be voiced as it could be part of wider number of concerns that the individual is not aware of.
- Staff members must use the Safeguarding Concern Report at the time that an observation or issue arises. This must be passed to the Designated Manager or filed in the child's file at the same time as alerting the Designated Manager. This is the standard recording template- rough notes should be avoided or used only to write down exactly what a child has said.
- Staff and Designated Persons can seek consultative advice from a senior manager at MASH. A consultation does not constitute a referral to Specialist Services. Advice may also be sought from the Deputy Head of the Council's Early Years Service.

- Any staff member can and must refer directly to one of the designated persons as well as informing their line manager where appropriate. Whilst the designated person will support the staff member in carrying out their safeguarding duties, all staff are free to refer their concerns directly to the Wandsworth MASH or the Local Authority Designated Officer for allegations against staff members.
- Where a safeguarding concern is raised in respect of a child attending or an adult working in provision registered with Ofsted (Day Nursery) then **Ofsted must be informed by the Designated Person within 14 days.**

The headteacher can be contacted all year round, 24 hours a day on 07595 120980

- Eastwood Designated Persons must record any concerns raised on the Eastwood Safeguarding Monitoring System. This is a spreadsheet accessible only to the Designated Persons on the G-Drive. This ensures that the 3 Designated Persons can see concerns raised with each other which may add to the overall picture of concern.
- Eastwood Designated Managers should provide feedback to the staff members raising concerns so they can be assured that the concern has been given appropriate consideration and what the next steps will be.
- Actions before, during and after a referral will be guided by local and national statutory requirements and will always be within the law. In most cases a discussion with the parents of the child concerned is necessary and required. Designated persons can lead on or support in difficult discussions with parents which should take place as soon as possible and be recorded.
- In the case of Operation Tea Rose or other external notification of safeguarding concerns about Eastwood Children, the Designated Manager must ensure that relevant staff are briefed as to any actions they may need to take to keep children safe.
- A monthly multi agency liaison meeting takes place involving members of the Family and Community Team with representatives of the Health Team, the Family Support Service and Consultant Social Worker. This aims to track families that Eastwood or other agencies are concerned about including children on roll, children accessing services and children in the reach area known to be 'children in need' or subject to a child protection plan.
- A half termly meeting takes place of the Designated Managers chaired by the Designated Lead (Headteacher) to review recent reports from staff and the cases on the Manager's System. Auditing of cases is recorded on the management system.
- The Children's Centre Manager meets regularly with the Outreach Workers to provide clinical supervision of the cases that are open to them at that time.
- Eastwood applies Safer Recruitment practices in recruiting staff.
 - Staff and Designated Persons can and should refer to more detailed procedural guidance on the Wandsworth Safeguarding Children Board Website. Eastwood will be guided by these procedures and guidance in its actions and decision-making about specific cases.
http://www.wscb.org.uk/wscb/info/88/local_policies_and_procedures

Quick Guide- What to do

All staff members have a statutory responsibility to safeguard and promote the welfare of all pupils at all times

If you have a concern about a pupil or you receive information that leads you to be concerned that a pupil has been harmed or is at risk of harm or their welfare is being compromised you are required to act appropriately to ensure action can be taken to protect the child concerned.

The concern may be as a result of a disclosure from a child, a parent or a third party or may arise due to behaviour that has caused you to become concerned.

If a child discloses abuse please note the following key points

- Listen carefully to what the child is telling you without interrupting
- Do not promise confidentiality
- Remain non judgemental and keep an open mind
- Do not ask leading questions, or more questions than you have to – just establish what the pupil is telling you
- Be honest with the child and explain what you will happen next
- Record the information fully
- Pass on to the relevant designated Person or lead without delay- if this is not possible then report to the line manager / team leader / class teacher. The Headteacher is not the only designated person
- Out of hours contact with the headteacher is available by calling 07595 120980 at any time including weekends and holidays

In the case of any concerns always record the information clearly and be clear how the concern has arisen. Use the Safeguarding Concern Report form and take this to the designated manager

If the information you have indicates that the pupil has suffered harm or there is a high level of risk, ensure this is passed to a Designated Person immediately. If necessary by calling 07595120980 and leaving a message

In all other instances concerns should be passed on to the Designated Person as soon as possible – do not delay and do not take worries home with you.

Key Staff Members for Safeguarding

Designated Safeguarding Lead- Rob Nicholson (Headteacher)

Deputed Designated Safeguarding Lead- Karen Pearson (Deputy Head)

Designated Person for Safeguarding - Karen Pearson (Deputy Head)

Designated Persons for Safeguarding (once fully inducted and trained)- Jennie Ramsey (Children's Centre Manager); Cathy Koutsika (Day Nursery Manager)

Safeguarding Governor- Adrian Hall

Please remember the Designated Person is available to offer help, advice and guidance to staff and children where necessary. If you have a concern or problem and are unclear how to proceed ask for advice. In all cases ensure ongoing support is offered to the pupil as appropriate.

Preventing extremism

Introduction

Eastwood Childrens Centre uses the following accepted Governmental definition of extremism which is: *'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'*.

The full Government Prevent Strategy can be viewed at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf

There is no place for extremist views of any kind in Eastwood Childrens Centre. We recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for families and so should be addressed as a safeguarding concern as set out in this policy. We also recognise that if we fail to challenge extremist views, we are failing to protect our users.

Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice and thereby limiting the life chances of people.

Any prejudice, discrimination or extremist views, including derogatory language, displayed by centre users or staff will always be challenged and where appropriate dealt with in line with children Centre Behaviour Policy and the Code of Conduct for staff.

Who is vulnerable?

There is no single profile of a potential terrorist but terrorist groups sometimes try to recruit people who are susceptible or vulnerable, this can happen in person or over the internet. Recognising the symptoms and taking action helps to safeguard the individual and those around them.

As part of wider safeguarding responsibilities centre staff will be alert to:

- Disclosures by centre users of their exposure to the extremist actions, views or materials of others outside of the centre, such as in their homes or community groups, especially where centre users have not actively sought these out.
- Graffiti symbols, writing or art work promoting extremist messages or images.
- Centre users accessing extremist material online, including through social networking sites.
- Reports of changes in behaviour, friendship or actions and requests for assistance
- Partner agencies, local authority services, and police reports of issues affecting Centre users in other settings
- Centre users voicing opinions drawn from extremist ideologies and narratives
- Use of extremist or 'hate' terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or, in line with our Equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture
- Attempts to impose extremist views or practices on others
- Anti-Western or Anti-British views

Centre users and staff access to our internet connection is heavily restricted, using systems and guidance provided by the LA. All use of our internet connection is logged and can be reviewed on request. Use of our internet connection can be actively monitored for any centre user or staff member on request. Eastwood Childrens Centre will closely follow any locally agreed procedure as set out

by the Local Authority and/or Wandsworth's Safeguarding Children Board's agreed processes and criteria for safeguarding individuals vulnerable to extremism and radicalisation.

What support is available?

We work closely with local police and statutory services to deliver a multi-agency response through a national programme known as Channel.

Individuals deemed suitable after a needs assessment will be invited to participate in an intervention, this process is voluntary. The intervention is tailored to meet individual needs and will include a range of activities, often including mentoring and other practical assistance.

Counter-terrorism

For information on counter-terrorism initiatives, please see the links below:

- [Police Anti-Terrorism Hotline](#)
- [Home Office Prevent Strategy](#)
- [Home Office UK Threat Level](#)

You can also [report suspected extremism online](#).

If it is urgent or a crime is currently taking place please call 999 immediately.

Signposting safeguarding concerns related to radicalisation and extremism

1. In the first instance, any concerns should be referred to the safeguarding lead
2. The safeguarding lead will meet with the centre users to discuss the concerns and make a professional judgement about the appropriate course of action;
3. If the safeguarding lead is satisfied that the centre user has not been radicalised and is not involved in extremist activities then any underlying issues (e.g. social isolation) will be dealt with in accordance with the safeguarding policy
4. If the safeguarding lead believes that the child or parent is involved in radicalisation or extremist activities then they will refer the matter to the channel meeting.

Prevent and e-safety

Wandsworth has been identified by the Government as a priority area for local action under the national Prevent counter-terrorism strategy. Terrorism continues to pose a threat to Wandsworth and the UK. A particular concern is the potential for UK citizens or residents to become 'radicalised' and drawn into becoming terrorists or supporting terrorism.

The internet and other social media have transformed the way in which terrorist organisations communicate and recruit people to their cause. Technology allows them to reach a much larger audience, more quickly and provides a means of distributing and promoting violent images; instructions and messages. It can also be used to build and reinforce terrorist and extremist viewpoints amongst groups through the use of online chat rooms and social media. Children and young people may be particularly susceptible to being influenced through the internet and social media. This has potentially serious consequences for them and for the community as a whole. In addition, **the publication, downloading and distribution of such material may result in prosecution under the Terrorism Act 2006.**

There are a number of specific Prevent measures should be taken locally in relation to the internet and social media, these include:

- Increasing parental / carer awareness of the steps they can take to protect children and young people from accessing harmful content at home.

- Limiting access to harmful content online in key sectors, such as schools, libraries and other public spaces.

Ensuring that action is taken to try to remove unlawful and harmful content from the internet.

Taking effective e-safety action will also assist in addressing issues of terrorism and extremism online. Additional specific information, including links to useful sources of advice and help, is available via the Wandsworth website; <http://wandsworthi/CorporatePolicy/Pages/Wandsworth-Prevent-Programme.aspx>

Whistle Blowing

Where there are concerns of extremism or radicalisation centre users and staff will be encouraged to make use of our internal systems to Whistle Blow or raise any issue in confidence. Staff should use the Wandsworth Whistleblowing Policy which has been adopted by the governing body.

Training

Whole centre in-service training on safeguarding and child protection will be organised for staff and an annual basis and will comply with the prevailing arrangements agreed by the Local Authority and the Safeguarding Children Board.

The Designated Safeguarding Lead will attend training courses as necessary and the appropriate inter-agency training organised by the Safeguarding Children Board- at least every two years, again this will include training on extremism and radicalisation and its safeguarding implications.

Support-Prevent team

Prevent is part of the national counter-terrorism strategy and aims to stop people being drawn into or supporting terrorism. Prevent works with other key agencies, the police and communities to help deter extremist groups and support vulnerable people.

This service is for people who may know of someone, or themselves, who may be influenced by extremist groups.

The team focuses on three key areas which are:

- responding to the ideological challenge of terrorism and the threat from those who promote it;
- preventing people from being drawn into terrorism and ensuring that they are given appropriate advice and support; and
- working with sectors and institutions where there are risks of radicalisation that we need to address

Messages will only be collected during office hours. You can also [report suspected extremism online](https://www.gov.uk/terrorism-national-emergency/reporting-suspected-terrorism).-
<https://www.gov.uk/terrorism-national-emergency/reporting-suspected-terrorism>

Who to contact

Telephone 020 8871 6094

PC 1671CT Matt Tarrant- Matt.Tarrant@met.pnn.police.uk

Related Links

[Anti-Terrorist Hotline- http://content.met.police.uk/Article/AntiTerrorist-Hotline/1400006265916/1400006265916](http://content.met.police.uk/Article/AntiTerrorist-Hotline/1400006265916/1400006265916)

Female Genital Mutilation (FGM)

FGM also known as cutting or circumcision is dangerous to girls and women's health and illegal in the UK. No single sign should be considered as evidence that a girl is at risk of female genital mutilation (FGM). However, a combination of factors may increase a child's risk of being subjected to it. Should one or more of these factors come to staffs attention they need to be alert and seek advice from the safeguarding lead about making a referral to Children's Specialist Services.

Factors suggesting a girl is at risk of FGM include: age of 0 – 14 years old, from a high risk community, being withdrawn from PSHE lessons by parents, parent taking the child out of the country for an extended holiday, having a mother or older sister who has had FGM, mother confiding in a professional that a special ceremony or procedure will take place, requesting help from a professional to avoid FGM.

For full information please read Wandsworth Procedures for Prevention of Female Genital Mutilation dated April 2014 at www.wandsworthfgm.org.uk. Also refer to the FGM Pathway for Early Years Settings in the Appendix of this Policy.

Eastwood follows the Wandsworth FGM Pathway for Early Years Settings as part of its procedures.

Appendix 1 Other Documents Relevant to this Policy:

London Child Protection Procedures, 5th edition

available electronically via Wandsworth Safeguarding Board website www.wscb.org.uk and London SCB website – www.londonscb.gov.uk

London Safeguarding Children Board supplementary procedures

These provide detailed information related to specific safeguarding issues. They are available via the London SCB website (as above).

Keeping Children Safe in Education

DfES statutory guidance issued Sept 2016

Keeping Children Safe in Education 2016

Or via www.gov.uk/government/publications

Working Together to Safeguard Children 2015

[Working Together to Safeguard Children March 2015](#)

What To Do If You Are Worried a Child Is Being Abused

[What to do if you are worried – revised guidance for all professionals to use if they are worried a child may be being abused](#)

Information Sharing Guidance

[Information Sharing Guidance 2015 – revised guidance on information sharing for all professionals](#)

Managing Allegations Against Staff

WSCB guidance, available on WSCB website. www.wscb.org.uk

Children Missing from Home and Care

WSCB procedures, available on WSCB website www.wscb.org.uk

Positive Handling

WSCB guidance, available on WSCB website www.wscb.org.uk

Sexual exploitation

WSCB protocol and guidance, available on WSCB website www.wscb.org.uk

Domestic Violence – guide for schools

Wandsworth guidance issued June 2012

Thresholds for Intervention – Multi-Agency guidance

Wandsworth Guidance issued 2014, available on WSCB website www.wscb.org.uk

Mental Health and Behaviour in schools – departmental advice for school staff

DfE guidance, issued June 2014

DFE-00435-2014 www.gov.uk/government/publications

Whistleblowing policy – Wandsworth Council HR or general guidance can be found at <https://www.gov.uk/whistleblowing>

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk

Key Contacts

Referrals to the MASH can be made by:

Email: MASH@wandsworth.gov.uk

Phone: 020 8871 6622

Via the Early Help IT System

The MASH is in operation Monday – Friday, 9am to 5pm. At other times please contact the Out of Hours Service on 020 8871 6000.

Deputy Head of Early Years (Advice for settings on child protection issues)

sreid@wandsworth.gov.uk

020 8871 8789

Local Authority Designated Officer (allegations against staff members)

LADO@wandsworth.gov.uk

020 8871 7226

Other Useful contacts

Stella Macaulay

Safeguarding In Education Advisor

0208 871 7961 office

07931 325 665 mobile

**Referral and Assessment Service / MASH
(duty SW)**

0208 871 6622

Out of hours duty service

0208 871 6000

Safeguarding Standards Service (manager: Ruth Lacey)

Principal administrator Jackie Reynolds

0208 871 7208

WSCB development manager Linde Webber **0208 871 8610**

LADO

0208 871 7226

Vrushali Pendharkar

Link Social worker *Rowshara Zaman*

School Link Health Visitor *Vicky Pigott*

Police (*schools liaison officers to be entered by each school*)

Wandsworth safety net

0207 801 1777

(for Independent Domestic Abuse advisors)

School report to Child Protection Conference or Looked After Child review

School	
Name of child	
Date of birth Year group	
Name of classteacher / tutor / HOY	

When completing the sections below consider issues such as attendance and punctuality; preparation for school / learning; general appearance; emotional presentation and wellbeing; indicators that child may have suffered harm / be at risk of harm; disclosures made by child; behaviour and social development; relationships with peers and adults; academic progress/ areas requiring improvement; contact with family; etc

<p>What is working well?</p>
<p>What are we worried about?</p>
<p>What needs to happen?</p>

Signature	
Print name	
Date	

Reports should be shared with families prior to the meeting except in exceptional circumstances

Please send this report wherever possible at least 48 hours in advance of the relevant meeting to Childrensplanning@wandsworth.gov.uk and bring copies for those attending the meeting.

Appendix 3 Guidance on potential signs of abuse from London SCB procedures

Recognising Physical Abuse

The following are often regarded as indicators of concern:

- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents / carers are uninterested or undisturbed by an accident or an injury
- Parents are absent without good reason when their child is presented for treatment
- Repeated presentation of minor injuries (which may represent a 'cry for help' and if ignored could lead to a more serious injury).
- Family use of different doctors and A&E departments
- Reluctance to give information or mention previous injuries

Bruising

Children can have accidental bruising, but the following must be considered as non accidental unless there is evidence or an adequate explanation provided:

- Any bruising to a pre-crawling or pre-walking baby
- Bruising in or around the mouth, particularly in small babies which may indicate force feeding
- Two simultaneous bruised eyes, without bruising to the forehead (rarely accidental, though a single bruised eye can be accidental or abusive)
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- Variation in colour possibly indicating injuries caused at different times
- The outline of an object used e.g. belt marks, hand prints or a hair brush
- Bruising or tears around, or behind, the earlobe/s indicating injury by pulling or twisting
- Bruising around the face
- Grasp marks on small children
- Bruising on the arms, buttocks and thighs may be an indicator of sexual abuse

Bite Marks

Bite marks can leave clear impressions of the teeth. Human bite marks are oval or crescent shape. Those over 3 cm in diameter are more likely to have been caused by an adult or an older child.

A medical opinion should be sought where there is any doubt over the origin of the bite.

Burns and Scalds

It can be difficult to distinguish between accidental and non-accidental burns and scalds, and will always require experienced medical opinion. Any burn with a clear outline may be suspicious e.g:

- Circular burns from cigarettes (but may be friction burns if along the bony protuberance of the spine)
- Linear burns from hot metal rods or electrical fire elements
- Burns of uniform depth over a large area
- Scalds that have a line indicating immersion or poured liquid (a child getting into hot water of its own accord will struggle to get out and cause splash marks)
- Old scars indicating previous burns / scalds which did not have appropriate treatment or adequate explanation

Scalds to the buttocks of a small child, particularly in the absence of burns to the feet, are indicative of dipping into a hot liquid or bath.

Fractures

Fractures may cause pain, swelling and discoloration over a bone or a joint.

Non-mobile children rarely sustain fractures.

There are grounds for concern if:

- The history provided is vague, non-existent or inconsistent with the fracture type
- There are associated old fractures
- Medical attention is sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement
- There is an unexplained fracture in the first year of life

Scars

A large number of scars or scars of different sizes or ages, or on different parts of body, may suggest abuse

Behavioural Indications

Some children may behave in ways that alert you to the possibility of physical injury, for example

- Withdrawal from physical contact
- Fear of returning home
- Self destructive tendencies
- Aggression towards others

Recognising Emotional Abuse

Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse.

The indicators of emotional abuse are often also associated with other forms of abuse.

The following may be indicators of emotional abuse:

- Developmental delay
- Abnormal attachment between a child and parent / carer e.g. anxious, indiscriminate or no attachment
- Aggressive behaviour towards others
- Scape-goated within the family
- Frozen watchfulness, particularly in pre-school children
- Low self esteem and lack of confidence
- Withdrawn or seen as a 'loner' – difficulty relating to others
- Over-reaction to mistakes
- Fear of new situations
- Inappropriate responses to painful situations
- Neurotic behaviours
- Self harming
- Running away

Recognising Neglect

Evidence of neglect is built up over a period of time and can cover different aspects of parenting. Indicators include:

- Failure by parents or carers to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene and medical care
- A child seen to be listless, apathetic and unresponsive with no apparent medical cause
- Failure of child to grow within normal expected pattern, with accompanying weight loss
- Child thrives away from home environment
- Child frequently absent from or late for school
- Child left with adults who are intoxicated or violent
- Child abandoned or left alone for excessive periods
- Compulsive stealing or scavenging

Recognising Sexual Abuse

Boys and girls of all ages may be sexually abused and are frequently scared to say anything due to guilt and / or fear. This is particularly difficult for a child to talk about and full account should be taken of the cultural sensitivities of any individual child / family.

Recognition can be difficult, unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional / behavioural.

Some behavioural indicators associated with this form of abuse are:

- Inappropriate sexualised conduct
- Sexually explicit behaviour, play or conversation, inappropriate for the child's age
- Continual and inappropriate or excessive masturbation
- Self-harm (including eating disorder, self mutilation and suicide attempts)
- Involvement in prostitution or indiscriminate choice of sexual partners
- An anxious unwillingness to remove clothes for e.g. sports events (but this may be related to cultural norms or physical difficulties)
- Concerning changes in behaviour or general presentation
- Regressive behaviour
- Distrust of a particular adult
- Unexplained gifts of money
- Sleep disturbances or nightmares
- Phobias or panic attacks

Some physical indicators associated with this form of abuse are:

- Pain or itching of genital area
- Blood on underclothes
- Pregnancy in a younger girl where the identity of the father is disclosed
- Physical symptoms such as injuries to the genital or anal areas, bruising to buttocks, abdomen and thighs, sexually transmitted disease, presence of semen in vagina, anus, external genitalia or clothing
- Wetting or soiling

Appendix 4 Safeguarding / Child Protection protocol / procedures

Eastwood Nursery School Centre for Children & Families

The designated managers for safeguarding are

Rob Nicholson- Headteacher

Karen Pearson- Deputy Head

Jennie Ramsey- Children's Centre Manager

Wendy Thrussell – Day Nursery Manager (Designated Manager from January 2018)

All staff members have a statutory responsibility to safeguard and promote the welfare of all children at all times

If you have a concern about a child or you receive information that leads you to be concerned that a child has been harmed or is at risk of harm or their welfare is being compromised you are required to act appropriately to ensure action can be taken to protect the pupil concerned.

The concern may be as a result of a disclosure from a child, a parent or a third party or may arise due to behaviour that has caused you to become concerned.

If a child discloses abuse please note the following key points

- Listen carefully to what the pupil is telling you without interrupting
- Do not promise confidentiality
- Remain non judgemental and keep an open mind
- Do not ask leading questions, or more questions than you have to – just establish what the pupil is telling you
- Be honest with the child and explain what you will happen next
- Record the information fully on the Safeguarding Concern Form
- Discuss with your immediate manager- usually Team Leader. Room Leader or Class Teacher
- Pass on to the designated person along with your written account

In the case of any concerns always **record** the information clearly and be clear how the concern has arisen. Use the Safeguarding Concern Form. Record information objectively and accurately- use direct speech where possible.

If the information you have indicates that the pupil has suffered harm or there is a high level of risk, ensure this is passed to the designated person **immediately**.

In all other instances concerns should be passed on to the designated person at the as soon as possible – do not delay.

Please remember the designated person is available to offer help, advice and guidance to staff and children where necessary. If you have a concern or problem and are unclear how to proceed ask for advice. If you are unclear how your concern is being addressed do not be afraid to ask.

In all cases ensure ongoing support is offered to the child as appropriate.

Procedures for Designated Persons

- Meet with staff members in a confidential space and context ensuring that safeguarding issues are dealt with on a need to know basis
- Establish the objective facts and also the concerns. Feedback to the staff member / volunteer / parent / contractor what you intend to do as appropriate maintaining a suitable level of confidentiality

- Use the Safeguarding Management system to record the conversation, the concern and any decisions you are making about actions- including where you are monitoring and not referring. Check the system to see if other Designated Persons have also made entries for that child and consider whether the concerns together raise the stakes.
- Ensure the staff member raising the concern has recorded their account using the Safeguarding Concern Form and annotate this as appropriate. It should be filed in the child's family file or admissions drop file as appropriate.
- Where possible discuss within the day with at least one other designated person so that your decision making can be endorsed or challenged.
- Take actions on referral as set out in this policy and ensure you will have time to discuss with parents or complete an Early Help Assessment with them.
- As appropriate, feedback to the person raising the concern- this forms an extra element of supervision and is important to their development and wellbeing.

Reviewed By: Rob Nicholson August 2017

Headteacher's Signature:

Rob Nicholson

Chair of Governors' Signature

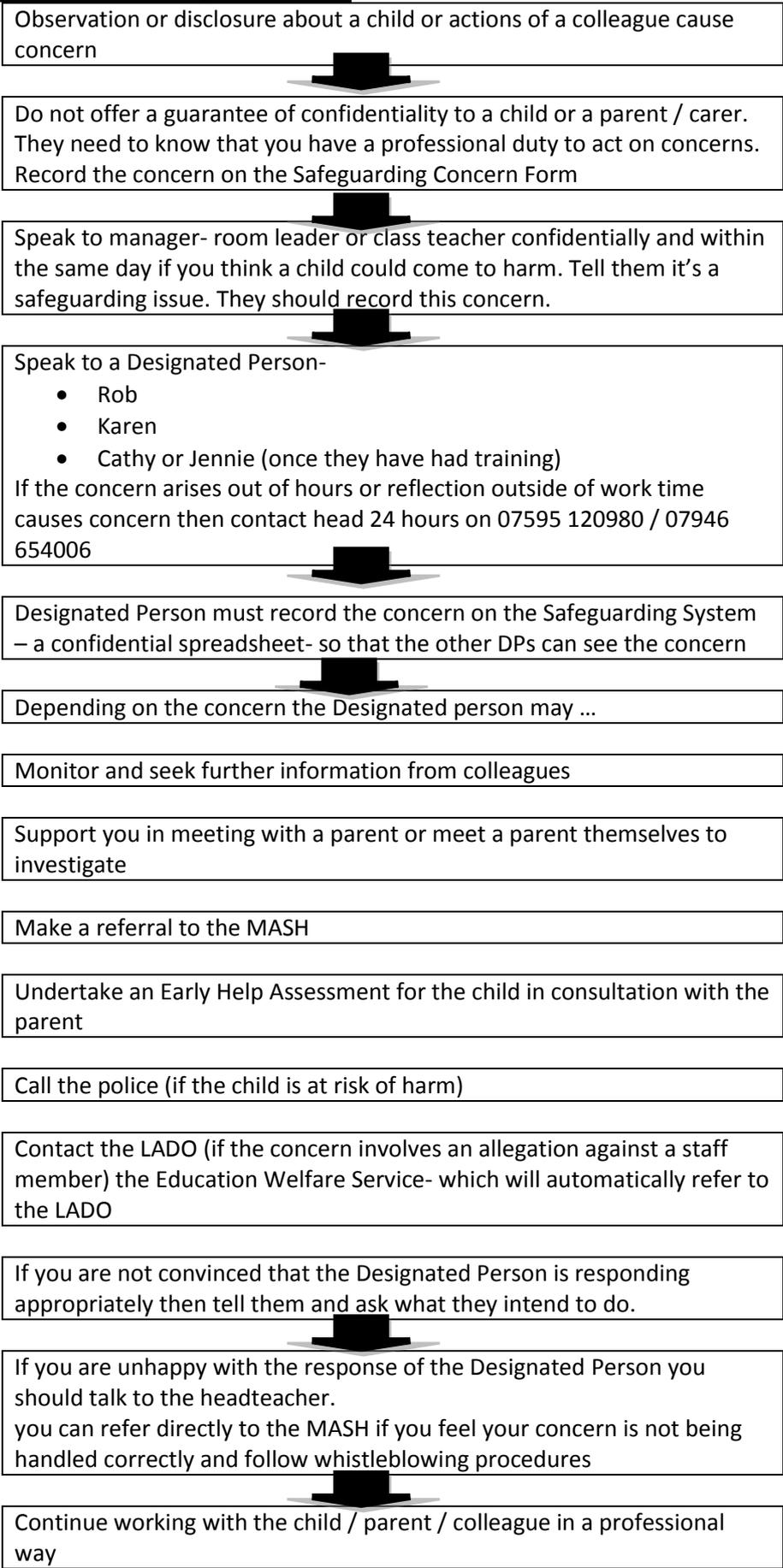
Adam Ockelford

Safeguarding Governor's Signature

Adam Ockelford

Date:

Appendix 5 Procedure summary flow chart



Appendix 6 Incident/Safeguarding Concern Report

Incident record - to record single incident /concern	
Child's Name:	D.O.B:
Parents Name:	
Name of setting/ session attended:	Date:
Shared with setting designated officer only identify who this single record incident record has been shared with at the time of recording	Date:
Designated Safeguarding Lead:	
Parent:	
MASH team or named SW:	
Local authority designated officer:	
Details of concern (include factual information only: e.g. Disclosure by child; behaviour observed; injury noted etc	
If you have spoken to the parent please record their comments:	
Actions taken:	
Staff name completing the report.....	
Signature.....	
Name of Designated Safeguarding Lead on duty at time of incident	
Signed..... Date:	

1. All safeguarding concerns should be reported and shared with setting designated officer for safe guarding and child protection (or identified person) without delay.
2. Incidents can be shared or further advice sought with the LADO in absence of the Designated Safeguarding Lead or if there is a disagreement.
3. Incidents can be shared directly with the MASH team in the absence of Designated Safeguarding Lead to ensure there is no delay or in case of disagreement

Appendix 7 Prevent Strategy July 2017

Following staff training and discussion and in referring to WSCB advice and publications, Eastwood has identified the following key relevant factors in relation to our work to prevent children from being drawn into radicalisation and extremism.

Our existing aims, vision and values statements underpin our work. See our website for information on these.

Eastwood Context

A key local issue for our community is that children could in future or their young parents could now face the risk of radicalisation or extremism through local gangs and gang culture

The most important aspects of our work are that we enable children from diverse cultures and backgrounds to live, play and grow together and form friendships that transcend ethnicities, cultures and gender and that we enable children to become confident and resilient individuals

Our work to productively engage the children and families from the most disadvantaged backgrounds in our area means that we can help to prevent social isolation which can be the root cause of vulnerability to extremism

Our key policies such as Safeguarding, Fundamental British Values and Behaviour and Positive touch mean that we respond consistently, empathetically and pro-actively to any risk signs and learning opportunities- identifying concerns and responding, dealing with behaviour in positive ways and working to ensure children are tolerant, inclusive and empathetic.

	What are we going to do	Lead person	When	Impact
1	Ensure that our existing aims, vision and value statement is clear and explicit and promoted in our work in the centre and in the community	Headteacher	December 2017	
2	Return to and re-apply for Unicef Rights Respecting level 1 (possibly level 2) as a tool to audit and improve our work on children and families showing tolerance, inclusiveness and valuing diversity	Deputy Head	December 2017	
3	Promote the prevent agenda through future whole staff training and discussion- including promotion of the on-line training for key staff	Leadership team	July 2018	
4	Developed a planned, balanced and informed approach to the teaching of culture, festivals and celebrations over the course of the year to help children and families understand, enjoy and value aspects of different cultures	Headteacher	July 2018	
5	Embed prevent and this strategy in the SDP form 2017/18 and onwards	Headteacher	October 2018	