

Gainsborough Adventure Playground Ltd

Child Protection and Safeguarding Policy

PERSON RESPONSIBLE FOR POLICY:	LISA PINKNEY
APPROVED:	<i>RICHY DORAN 28/02/2017</i>
SIGNED:	
TO BE REVIEWED:	

At GAPA the named personnel with designated responsibility for safeguarding are:

Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Lead Board Member for Safeguarding
Claire Jones Lisa Pinkney	Jo Wright	Geraldine Burton

The named personnel with Designated Responsibility regarding allegations against staff are:

Designated Senior Manager	Deputy Designated Senior Manager	Chair of Directors (in the event of an allegation against staff)
Lisa Pinkney	Claire Jones	Richy Doran

Useful Contacts

Lincolnshire County Council Children's Services	Office Hours 01522 782111	Out of Hours 01522 782333
Lincolnshire Police	Emergency 999	Non-Emergency 101
Ofsted	0300 123 1231	
LADO (local Authority Designated Officer)	Ursula Morton 01522 554674	Anne Faulkner 01522 554674
Child Exploitation and online Protection Centre	www.ceop.police.uk	

NSPCC Helpline	0808 800 5000	
NSPCC Whistleblowing Advice Line for Professionals	0800 028 0285	
Lincolnshire safeguarding website	www.lincolnshire.gov.uk/lscb	
Family Services Directory	www.lincolnshire.gov.uk/fsd	Provides families with comprehensive information and support, activities and services to help them get the most for their children from an early age
Safelives	www.caada.org.uk	National charity dedicated to ending domestic abuse
Total Voice	http://totalvoicelincolnshire.org	Free independent and confidential advocacy
Forced Marriage Unit	www.fco.gov.uk/forcedmarriage	
Lincolnshire partners and practioners	www.lincolnshirechildren.net which links to	The site is designed to keep you informed of developments which will help you in your work
Team Around the Child	http://microsites.lincolnshire.gov.uk/children/practioners/team-around-the-child	
Working Together to Safeguard Children 2015	www.workingtogetheronline.co.uk	Sit where you can view the online HM Government document

Safeguarding Definition

Safeguarding and promoting the welfare of children is defined for the purposes of this policy 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; and
- Taking action to enable all children to have the best outcomes
(*'Working Together to Safeguard Children' DfE 2015*)

Child Protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Terminology

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best life chances.

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

Staff refers to all those working for or on behalf of GAPA in either a paid or voluntary capacity.

Child refers to all young people who have not yet reached the age of 18.

Parent refers to birth parents and other adults who are in a parenting role – step-parents, foster parents, carers and adoptive parents.

Early Help Advisors are available to support professionals. These advisors are based within Customer Service Centre (01522 782111). They offer consultations to professionals for new cases where practitioners need some advice or guidance. The Advisors are qualified social workers who will advise on all levels of safeguarding and thresholds.

Early Help Consultants provide support, advice and guidance to lead professionals on existing TAC Cases. They will use Signs of Safety methodology to map and/or quality assure cases in order to secure improved outcomes for children, young people and their families. Contact via your local TAC Co-ordinator in your locality.

TAC Administrators provide administrative support, maintain records, monitor processes, and can signpost professionals to local services.

Designated Safeguarding Lead acts as the focal point for all matters concerning child protection and safeguarding children. One of the primary tasks is to act as the contact between GAPA, the family and other agencies. Incidents of possible child abuse obviously need to be handled with sensitivity and confidentiality consistent with the multi-disciplinary approach. If there is any cause for concern whatsoever it is vital that information is passed to the designated safeguarding lead immediately. In the event, following statutory investigation, of concerns proving to be unfounded, staff should not reproach themselves for having raised the issue. In cases of this nature it is always better to be safe than sorry.

Early Help is the term used to describe arrangements and services that identify the need for help for children and families as soon as the problems start to emerge, or when there is a strong likelihood that problems will emerge in the future. Working Together to Safeguard Children (2015) identifies the critical features of effective Early Help as:

A multi-disciplinary approach that brings a range of:

- Practice that empowers families and helps them to develop the capacity to resolve their own professional skills and expertise through a "Team around the Child" approach.
- A relationship with a trusted lead professional who can engage with the child and their family, and coordinate the support needed from other agencies
- A holistic approach that addresses the children's needs in the wider family context
- Simple, streamlined referral and assessment process
- Early Help in Lincolnshire includes both the TAC and ESCO process. Signs of Safety is embedded throughout. ESCO is similar to the TAC process but specifically supports the care coordination of Children with Disabilities (CWD) Further information can be seen at www.lincolnshire.gov.uk/ESCO All forms and guidance for Early Help including Signs of Safety, TAC Handbook, TAC Consultants contact details etc. are available at www.lincolnshirechildren.net

Team Around the Child (TAC) a shared assessment and planning framework which is in use by a variety of agencies across the county and is employed in similar format throughout the country. It aims to help with the early identification of additional needs of children and young people and promote a coordinated multi agency response to meet them. TAC can be used to support children and young people between 0–19 years, including unborn babies and can also be used with consent up to the age of 24 where a young person has a learning difficulty or disability. There are four main stages in setting up a TAC;

- Early identification of needs
- Assessing strengths and needs in a consistent and methodical framework
- Developing and delivering an integrated services
- Reviewing and refining the support arrangements

GAPA Safeguarding Policy

At GAPA we recognise the responsibility to have arrangements for safeguarding and promoting the welfare of children. GAPA believes that a child should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and to keep them safe. We are committed to practice in a way that protects them. This policy demonstrates GAPA's commitment and compliance with safeguarding legislation. Through GAPA's day-to-day contact with children and direct work with families, staff at GAPA have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Children's Services. This also involves understanding serious case reviews and how to improve practice to prevent children from falling through the gaps.

The purpose of the policy is to ensure that:

The procedures contained in this policy apply to all staff, volunteers, sessional workers, students, or anyone working on behalf of GAPA. They are consistent with Lincolnshire Local Safeguarding Children's board (LSCB) multi-agency child protection procedures and Early Help which are underpinned by the statutory document 'Working Together to Safeguard Children' DFE 2015.

Legal Framework:

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United convention of the Rights of the Child 1991
- Data Protection 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special education needs and disability (SEND) code of practice: 0 to 25yrs – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

This policy should be read alongside our policies and procedures on:

- Recruitment and selection
- Allegations
- Recording and sharing information
- Code of Conduct
- ICT
- E-safety
- Anti-bullying
- Complaints
- Whistleblowing
- Health & Safety
- Social Networking
- Medication
- Visitors

We recognise that:

- the welfare of the child is paramount.
- all children regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, their parents and other agencies is essential in promoting the welfare of children.
- all staff have an equal responsibility to act on suspicion or disclosure that may suggest a child is at risk of harm.
- children and staff involved in safeguarding issues need to receive appropriate support.
- staff adhere to a Code of Conduct and understand what to do if a child discloses any allegations against staff, volunteers or the directors.

We will seek to keep children safe by:

- valuing them, listening to and respecting them
- appointing a Designated Safeguarding Lead (DSL) for children and young people, a deputy and a lead board member for safeguarding
- adopting child protection and safeguarding practices through procedures and a code of conduct for staff
- developing and implementing an effective e-safety policy related procedures
- providing effective management for all staff through supervision, support and training
- ensuring that all staff follow the LSCB 5 year training pathway and receive a safeguarding update as part of their induction, to enable them to understand and fulfil their safeguarding responsibilities effectively
- recruiting staff safely, ensuring all necessary checks are made
- ensuring staff are made aware of the importance of recognizing reporting inappropriate behavior displayed by other members of staff, or any person working with the children. For example, inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibilities: or inappropriate sharing of images (see whistleblowing policy)
- recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, families, staff via leaflets, posters, one to one discussions
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, parents and families appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we provide a safe physical environment for our children and staff by applying health and safety measures in accordance with the law and regulatory guidance
- ensuring that staff are equipped to identify children at risk of being drawn into terrorism, as well as challenge extremist ideas. They should know how to refer children and young people for further help
- using our procedures to manage any allegations against staff appropriately
- notifying Ofsted of any allegation of serious harm or abuse by any person living, working or looking after the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere).
- notifying Ofsted of the action taken in respect to allegations
- ensuring where an allegation is upheld GAPA will make a referral to the DBS, in accordance with our responsibilities under the Vulnerable Groups Act 2006

Gainsborough Adventure Playground Ltd

Safeguarding Procedures and Record-Keeping

GAPA will follow Lincolnshire's safeguarding procedures with reference to Lincolnshire's LSCB "Managing Individual Cases where there are Concerns about a Child's Safety and Welfare"

GAPA will ensure that:

Safeguarding information including Child Protection information is stored and handled in line with the principles of the Data Protection Act 1998 ensuring that information is:

- used fairly and lawfully
- for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than necessary
- handled according to people's data protection rights
- kept safe and secure.

Any concerns about a child will be recorded in writing within 24 hours. All records will provide a factual, evidence-based account. Timely, accurate recording of every episode/incident/concern/activity/actions will be made including telephone calls to other professionals. Records will be signed, dated and where appropriate, witnessed.

Hard copies of records or reports relating to Safeguarding and Child Protection concerns will be kept in a separate, confidential file, securely stored away from the main child's file or registration information. Authorisation to access these records will be controlled by the Designated Safeguarding Leads.

The Policy is updated annually and that changes are made in line with any new DfE or other government department's guidance.

There is a Designated Safeguarding Lead and Deputy with responsibility for Safeguarding children, who staff will be informed immediately with any concerns about a child.

In the case of child protection referral or serious injury the DSL will contact Lincolnshire Customer Service Centre without delay to report concerns and seek medical attention as necessary.

In the case of poorly explained serious injuries or where behaviour or concerns arouse suspicion if in any doubt the DSL should consult with Lincolnshire Children's Services Customer Service Centre and seek advice from the Early Help Advisors.

The DSL will keep written, signed and dated records detailing any allegation and action taken as near to the time of disclosure as possible even when no investigation is undertaken; following up any verbal referral in writing within 24 hours.

Conversations with a child who discloses abuse should follow the basic principles:

- listen rather than directly question, remain calm
- never stop a child who is recalling significant events
- make a record of discussion to include time, place, persons present and what was said (child language – do not substitute words)
- advise you will have to pass the information on
- avoid coaching/prompting

- never take photographs of any injury
- allow time and provide a safe haven / quiet area for future support meetings
- At no time promise confidentiality to a child or adult.

The DSL will disclose any information about a children to other members of staff on a need to know basis.

We undertake appropriate discussion with parents prior to involvement with other agencies unless the circumstances preclude this.

That parents have an understanding of their obligations re: Child Protection by intervention as and when appropriate.

Work to develop effective links with relevant agencies in relation to Safeguarding (Child Protection).

That, where there are unmet needs, an Early Help discussion is initiated. Advice may be sought from the Early Help Consultants in the locality.

Complete reports and send representatives to case conferences, core groups and Child Protection review meetings.

Roles and Responsibilities:

GAPA will ensure that every member of staff and person working on behalf of GAPA:

- knows the name of the Designated Safeguarding Lead (DSL) and his/her role and responsibility
- has an individual responsibility to refer Safeguarding (Child Protection) concerns
- knows what to do if a child tells them he/she is being abused or neglected and what to do if they are worried a child is being abused
- will receive training at the point of induction and at regular intervals as required, but at least annually, so that they know:
 - their personal responsibility / code of conduct
 - child protection procedures and how to access them
 - the need to be vigilant in identifying cases of abuse at the earliest opportunity
 - how to support and respond to a child who discloses significant harm
- knows their duty concerning unsafe practices in regard to children by a colleague
- is aware of their duties under the Serious Crimes Act 2015 to report known instances of female genital mutilation (FGM) to the police via the non-emergency number

Allegations Against a member of Staff:

Staff must report any concerns about adults who work with children or young people to the Company Manager or to the Chair of Directors in the event of an allegation of abuse made against the Company Manager. Company Manager or Chair must seek advice from the Local Authority Designated Officer(s) (LADO) within one working day. The Emergency Duty Team should be contacted outside normal working hours 01522 782333.

Ofsted must be informed of the allegation as soon as is reasonably practical at least 14 days of the allegation being made. Ofsted will also be notified of the action taken in respect of the allegation.

Examples of inappropriate adult behaviour may include:

- staff that have behaved in a way that has harmed a child, or may have harmed a child
- staff that have possibly committed a criminal offence against or related to a child
- staff have failed to execute their duty to safeguard a child at GAPA or elsewhere

- staff have behaved towards a child in a way that indicates s/he is unsuitable to work with children.

Suspensions will not be automatic response to an allegation, however, we will consider the seriousness of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the person concerned and our organisation.

Where a member of staff leaves our employment during an investigation the investigation will continue and GAPA will in accordance with current legislation make a referral to the Disclosure and Baring Service (DBS).

Supporting Vulnerable Children at Risk:

Special consideration should be given to safeguarding and protecting children that may have additional vulnerabilities, for example children that are looked after or those with special educational needs (SEN) and disabilities. Additional barriers can exist to the recognition of abuse and neglect which can include:

- assumptions that indicators of possible abuse such as behavior, mood and injury relate to the child's disability without further exploration;
- vulnerable children can disproportionately be impacted by things like bullying – without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers

GAPA will Endeavour to Support Vulnerable Children Through:

- Its ethos which promotes a positive, supportive and secure environment; giving children a sense of being valued.
- Its behaviour policy aimed at supporting vulnerable children. All staff will agree a consistent approach which focuses on the behaviour of the offence committed by the child; working to support children in developing positive behaviour.
- Liaison with other appropriate agencies which support the child.
- Developing supportive relationships.
- Recognition that children living in difficult home environments are vulnerable and are in need of support and protection.
- Monitoring child welfare, keeping accurate records and notifying appropriate agencies when necessary.
- Allowing staff opportunity to attend face to face Safeguarding briefings/ LSCB multi-agency training and online training. (For example Prevent, Child Sexual Exploitation guidance, domestic violence, drugs / alcohol substance misuse etc.)
- Ensuring information is transferred safely and securely when a child with a Safeguarding Record transfers to another nursery. Also notifying Key workers or social workers where a child leaves the nursery (as appropriate)

Supporting Families:

The Data Protection Act and the Human Rights Act 1998 have extended the rights of individuals and families to confidentiality and professionals as a general rule should seek the agreement and consent of parents before making a referral to the Local Authority.

Where the DSL is in doubt as to whether consent is necessary, the facts of the case will be discussed with Customer Service Centre.

- We acknowledge that parents will be the first point of contact and they will be informed of any suspicions unless this is deemed likely to put a child at risk.
- We will follow the guidelines laid down by the LSCB
- GAPA, through the Safeguarding Children Policy and other sources of information will inform parents of their roles and responsibilities regarding safeguarding children.
- GAPA will continue to work with families throughout any investigation

Extremism and Radicalisation:

GAPA seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children vulnerable to future manipulation and exploitation.

GAPA is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

The key aim of the PREVENT strategy in Lincolnshire is:

To help local authorities, police, community safety partnerships and other partners and partnerships to develop and implement effective actions, which will make their communities safer. This will reduce the risk from terrorism and violent extremism, so that the people of Lincolnshire can go about their business freely and with confidence.

Experience has shown that the best results are achieved by:

- Partnership working and community engagement
- Understanding the challenge and its context
- Developing an effective action plan
- Managing risk
- Tracking progress and evaluating success
- Sharing learning

Lincolnshire has a PREVENT steering board which provides the strategic direction and is attended by a variety of partners including Education.

As part of the duty to protect young people from the messages of extremism, GAPA will refer any young person they are concerned about to the local Prevent team through the Channel process. The Channel referral form can be found through the LSCB website link above and should be returned to the email provided channel@lincs.pnn.police.uk GAPA may also email prevent@lincs.pnn.police.uk to seek advice and support. Should GAPA use the child protection referral process through Customer Service Centre 01522 782111, the CSC will ask the GAPA to complete a channel form if there are any concerns related to extremism and radicalisation. Where GAPA has serious concerns about the vulnerability of a young person in relation to extremist behaviour, then the staff should make a call to the Police on 999.

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is child abuse and illegal. As of 31st October 2015, all regulated professionals or persons who are employed are required to report cases of FGM to the Police. This is a personal duty and cannot be transferred to anyone else. Where a girl discloses information that identifies her as at risk of FGM, professionals should follow the normal safeguarding procedures.

Mobile Phones:

Casual or inappropriate use of mobile phones by staff may pose a risk, is a staff member is distracted from caring for children (Ofsted, Mobile phone guidance 2011).

- staff may not carry or use their personal mobile phone whilst working at GAPA
- GAPA telephone number should be given out to be used as an emergency contact for staff

- staff may use their mobile phone during breaks in designated areas
- staff will not use any camera facility on their phone during a session
- mobile phones are prohibited within the toilet area/nappy changing areas

Cameras:

- Consent for photographs is obtained from Parent /Carer on admission as part of the registration process.
- Children will have access to a child friendly digital camera and any photographs taken by children will be downloaded or deleted at the end of each session. Our ICT policy details where these will be downloaded to and how they will be stored
- Staff will only use GAPA's own digital camera to take photographs to support the recording of activities or events and these will be downloaded or deleted at the end of each session.
- Where it is not possible to download or delete photographs on the same day, the memory card will be securely stored until the next day.
- Staff will not use any other digital device to take photographs in or around the GAPA or when on outings.
- Cameras are prohibited within the toilet / nappy changing areas

GAPA Directors Responsibilities

GAPA Directors fully recognises its responsibilities with regard to Safeguarding and promoting the welfare of children in accordance with Government guidance.

The Directors have agreed processes which allow them to monitor and ensure that GAPA:

- has robust Safeguarding procedures in place
- operates safer recruitment procedures and appropriate checks are carried out on new staff.
- has procedures for dealing with allegations of abuse against any member of staff or adult on site
- has a member staff who is designated to take lead responsibility for dealing with safeguarding and Child Protection issues
- takes steps to remedy any deficiencies or weaknesses with regard to Safeguarding arrangements
- carries out an annual review of the Safeguarding policy and procedures.

Failure to follow the above procedures will subject staff to GAPA's disciplinary procedures which could lead to summary dismissal on the grounds of gross misconduct and the termination of their contract.

DBS Referral Flow Chart



