

## Safeguarding Children and Young People

### **1. Our Policy Statement**

We are committed to taking positive steps to safeguard children and young people who use our service. This includes training our staff, having clear procedures and working with other agencies which share our commitment to safeguarding.

This policy complies with the Norfolk Safeguarding Children Partnership and works in line with The Hamlet Charter.

It should be noted that we have a separate safeguarding policy for vulnerable adults.

### **2. Purpose of this policy and why we have it**

The policy will give clear directions to staff, volunteers, visitors and parents/carers about expected behaviour and our legal responsibility to safeguard and promote welfare of all children and young people at The Hamlet.

We aim to put children and young people's needs first at all times. We hope to encourage children to be confident and assertive. We aim to develop a trusting and respectful relationship with the children in our care, so they will be listened to and their concerns taken seriously.

The aims of this policy are:

- to ensure we have clear procedures in place to deal with concerns in relation to safeguarding
- to ensure we meet our legal obligations
- to support the child/young person's development in ways that will foster security, confidence and independence
- to raise awareness to staff of the need to safeguard children and young people and their responsibilities in identifying and reporting possible abuse
- to provide children and young people with activities and opportunities that will equip them with the skills they need to stay safe and develop essential life skills
- to emphasise the need for good levels of communication between members of staff and between staff and parents/carers

- to ensure that all staff/volunteers/students that have access to children and young people are suitable to do so and have a valid satisfactory DBS check
- to ensure all staff/volunteers working directly / indirectly with children receive child protection training appropriate to the role
- to ensure that we work collaboratively and constructively with other agencies involved in safeguarding children and young people.

### **3. The scope of this policy**

This policy applies to all staff, volunteers, trustees and children and young people who use The Hamlet Children's Service. Parents and/or carers will be made aware of the policy and our duty to protect the child. They will be asked to sign the appropriate documentation to demonstrate this.

### **4. Implementation and monitoring**

#### **Staff Awareness:**

Staff, volunteers, and students will receive awareness training that will include the categories of harm and/or abuse that are recognised for the purpose of safeguarding children.

Safeguarding is not just about protecting children and young people from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- children and young people's health and safety and well-being
- the use of reasonable force
- meeting the needs of children and young people with medical conditions
- providing first aid
- educational visits
- intimate care and emotional well-being
- online safety
- appropriate arrangements to ensure children and young people's security, taking into account the local context.

#### **Appropriate interactions:**

- All staff should be vigilant. Some children and young people will require more physical contact with staff. Their disabilities mean that many children and young people require intimate care and they are more likely to have different people involved in their care. Children and young people may have additional communication and learning disabilities all of which make them particularly vulnerable.

- All staff must act in an appropriate manner at all times when children and young people are present. The relationships between staff and children/young people are by no means simple and, whilst not wanting to inhibit actions that constitute comforting and laughing and joking together, all staff should be aware of and sensitive to each child's/young person's reactions to such activities and how this can be misconstrued by other adults.

#### **At The Hamlet children's service:**

- There is at least one Safeguarding lead professional on site at all times. All staff/volunteers are required to attend training to develop their understanding of the signs and indicators of abuse.
- All staff members are trained to know how to respond to a child who discloses abuse and the procedures to follow when actual or alleged abuse occurs.
- We follow Norfolk wide safeguarding procedures with guidance from Norfolk Safeguarding threshold document and reporting concerns to the Children's Advice and Duty Service (CADS). All staff are required to follow the procedures.
- All parents/carers are made aware of the responsibilities of staff members about child protection.
- Visitors are advised of our safeguarding procedures on entry to the building.
- Safeguarding training, at an appropriate level, is a compulsory part of induction for all new staff members/volunteers and students. All staff, volunteers and students are directed to our policies and procedures regarding safeguarding children via the online portal accessed via our website.
- A 'safeguarding children' display is in place on site. Upon induction all new starters are directed to this as a reminder of their duty to safeguard all children and to know what to do if they have a concern.

The Hamlet regards the responsibility of safeguarding children and young people highly. We demonstrate this by:

#### **Training**

- We are responsible for ensuring staff and volunteers undergo regular training in safeguarding children.
- As professionals, we ensure that our knowledge is up to date so we can recognise indicators of abuse and respond appropriately.

#### **Child Protection**

- If a staff member is concerned that a child may be at risk of abuse, it is our **legal duty** to pass concerns to Norfolk Children's Services and to cooperate in any investigations by statutory agencies.

### **Allegations**

- It is recognised that staff are particularly vulnerable to allegations of abuse due to the nature of their work requiring physical and sometimes intimate contact with children and young people and innocent actions may be misconstrued. In addition, the limited means of communication of many children and young people means the finer words of language are unavailable to them e.g. the single word for 'bad' can have a range of meanings from 'naughty' to 'nasty taste' to the safeguarding children's definition of causing significant harm.
- We have a legal duty to contact **Ofsted** if an allegation of abuse is made against any member of staff or against any worker or volunteer.
- We will inform the **Local Authority Designated Officer (L.A.D.O)** when the allegation is made.

### **Good Communication**

- We aim to build good relationships with parents/carers to ensure that we can provide a good continuity of care between the child's home and our care.
- Children in our care are assigned a trusted key person / adult with whom they can communicate about any concerns. Children are listened to and their concerns taken seriously.
- In preschool the key person system enables parents/carers and child to form a strong attachment to a key adult.
- Written records are made in a timely way and held securely where adults working with children are concerned about their safety or welfare. Those records are shared appropriately and, where necessary, with consent.
- The Lead Young Persons and Families Practitioner can provide additional help as required.

### **Confidentiality**

- We maintain appropriate boundaries regarding confidential information about each child. However, we cannot keep information to ourselves if we believe that someone may be at risk of harm – and may need to inform other professionals.

### **Registration Requirements**

- We have made The Hamlet safe for children and young people according to the requirements set out by Ofsted.

### **Accident/Injury**

- All accidents/injuries that occur whilst the child/young person is on the premises and/or in the care of Hamlet staff are recorded.
- We will keep a record of the event and inform parents/carers about it upon the collection of each child, or immediately by phone, in the event of an emergency.

- We will log, sign and date the incident.
- We review any incidents that have resulted in an accident and action any change or decision that might conclude from this.
- We will ask parents/carers to inform us about injuries that their child has sustained outside of The Hamlet and ask them to fill in an 'existing injuries' form in order to keep a record of this.
- In an emergency we have a duty of care to act in loco parentis and will ensure that the child/young person receives necessary emergency police, medical, social or emotional care they require.

### **DBS Checks**

Everyone working or volunteering at The Hamlet Children's Service is required to provide a satisfactory DBS check. The check enables us to review any criminal record that would indicate that the applicant was not suitable to work with children.

We have a separate policy for DBS checks for staff and volunteers.

### **Photography**

- We will seek parents/carers written permission prior to photographing or filming the children/young people in our care.

### **Intimate Care**

- We will agree intimate care preferences and routines prior to any child/young person remaining in the care of The Hamlet – e.g. toileting, changing. We have an intimate care policy and robust procedures in place.

### **Missing children**

- We have a policy and procedure for any child that may go missing from the setting.

### **Prevent Duty**

- We have a duty under The Prevent Duty (2015) to have 'regard to the need to prevent people being drawn into terrorism.' The government has defined extremism as 'vocal or active opposition to fundamental British Values' Staff receive training via The Home Office to be vigilant around the children who are vulnerable to radicalisation (VTR) and able to raise /alert concern in a child's life at home or elsewhere.
- Staff will be aware of indications which may suggest vulnerability to violent extremism:
  - a) materials e.g. possession of literature / weapons,
  - b) accessing or talking about extreme websites
  - c) behaviour and or changes e.g. withdrawal, appearance change, children receiving gifts
  - d) personal history e.g. involvement in extremist ideology

- e) expressed opinions e.g. support for violence, unaccepting of other nationalities
- Staff adopt a professional curiosity approach to get to know our children and families. Concerns are reported immediately to the Norfolk Safeguarding Children's Partnership (CADS)
- For children at Early Explorers the Prevent Duty (2015) links to the EYFS Teaching British Values
  - Democracy
  - The rule of law
  - Individual liberty
  - Mutual respect and tolerance of different faiths and beliefs

### **5. Risk Assessment**

It is recognised that all activities carry a certain amount of risk to the participants. With this in mind activities will have a linked risk assessment, which will include safeguarding risks, and the steps to be taken to minimise those risks, in order to allow our children to experience a wide range of activities, while respecting their dignity and choice, especially when carrying out procedures involving intimate care.

Risk assessments will be reviewed on a regular basis, but always following any incidents, in order to improve practice and highlight training needs.

Any child who is subject to a safeguarding concern will have this documented in their record.

Any child with a child protection plan will have an individual risk assessment to demonstrate how this risk is being addressed within The Hamlet.

### **6. Legal References and Context (latest versions)**

- Care Standards Act 2000
- Protection of Children Act 1999
- Statutory Framework for the Early Years Foundation Stage
- Working Together to Safeguard Children
- Prevent Duty Guidance 2015
- [Norfolk Threshold guide 2019](#)
- [What to do if you are worried a child is being abused 2015](#)

**This policy should be read in conjunction with other relevant Hamlet policies and procedures, in particular the Whistle Blowing Policy.**

**Date approved by the Board: January 2021**

**Date of next review: 2022**

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**Post holder(s) responsible for this policy: Senior Manager Johnson Place  
Signed by Chair of the Board of Trustees:**

*Susan Maple*

**PRINCIPAL SAFEGUARDING LEAD PROFESSIONALS**

**(Full list available on request)**

**JOHNSON PLACE**

**Jayne Buckingham –Senior Manager  
Sophie Spencer – Early Years Manager  
Jade Levesley – Specialist Play Leader**

**ELLA ROAD**

**Lorraine Ewing - Senior Manager  
Jen Inglis – The Hamlet at Home Manager**