Manager: Lisa Fuller

Designated Safeguarding Lead (DSL): Leanne Rogers

Status & Review Cycle: Annual and ongoing

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**Safeguarding Statement**

**“Safeguarding is Everyone’s Business”**

At Buckles and Bows we work with children, parents and the community to ensure the safety of children and to give them the very best possible start in life. We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and secure, welcoming environment where children are respected and valued believing they will be effectively listened to.

We are committed to building a ‘culture of safety’ in which children are protected from abuse and harm in all areas.

This policy provides staff and trustees with the framework they need to keep children safe and secure in our setting. The policy also informs parents and carers how we will safeguard their children while in our care.

**Key Personnel**

**The Designated Safeguarding Lead (DSL) is**: Leanne Rogers

Contact details: email: [dsl@bucklesandbows.org.uk](mailto:dsl@bucklesandbows.org.uk) Telephone: 01932 827556

**When the setting is open but the designated person is not on site, a suitably trained deputy is available at all times to discuss safeguarding concerns:**

**The deputy DSL are:** Jenny Huczok

Contact details: email: [ddsl@bucklesandbows.org.uk](mailto:ddsl@bucklesandbows.org.uk) Telephone: 01932 827556

Our designated office who oversees this work is:

**The Chair of the Committee is:** Mike Quinlan

Contact details: email: [chair@bucklesandbows.org.uk](mailto:chair@bucklesandbows.org.uk)

# Terminology

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.
* Preventing impairment of children’s mental or physical health or development.

**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.

**Early Help** means providing support as soon as any needs emerge or are identified at any point in a child’s life.

**Staff** refers to all those working for or on behalf of the setting, full or part time, temporary or permanent, in either a paid or voluntary capacity.

**Child(ren)** includes everyone under the age of 18.On the whole, this will apply to pupils of our setting; however the policy will extend to visiting children and students from other establishments.

**Parents** refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

**Social Care** refers to Children’s Services in the area in which the child is resident, unless a child is a Child Looked After then this will be the Children’s Services in their home authority.

**MAP** refers to the Surrey Multi-Agency Partnership.

**C-SPA** refers to the Children’s Single Point of Access.

# Introduction

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; The Childcare Act 2006 and in line with statutory guidance:

* Statutory Framework for the Early Years Foundation Stage 2023
* Keeping Children Safe in Education
* Working Together to Safeguard Children 2018, Revised Safeguarding Statutory Guidance
* Framework for the Assessment of Children in Need and their Families 2000
* What to do if You are Worried a Child is Being Abused 2015
* Ofsted Inspecting Safeguarding in early years, education and skills
* Early years inspection handbook for Ofsted-registered provision for September 2021

The policy also reflects, [Surrey Safeguarding Children Partnership](https://www.surreyscp.org.uk/) (SSCP) Procedures.

This policy applies to all members of staff and trustees of the setting.

The Manager, DSL and trustees of the setting will review this policy at least annually. This policy will additionally be updated in line with changes in Local and National Guidance and Legislation.

Parents/carers can obtain a copy of the Child Protection Policy and other related policies on request and can be found on the Preschool website.

# Principles, values and aims

The Early Years Foundation Stage (2023) states ‘Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.’

Buckles and Bows will demonstrate a commitment regarding Safeguarding and Child Protection to children, parents, and other partners. We will maintain an attitude of ‘it could happen here’, where the welfare of the child is paramount.

All children have a right to be protected from harm and abuse. All staff have a role in the prevention of harm and abuse and an equal responsibility to act immediately on any suspicion or disclosure that may indicate a child is at risk of harm, either in Buckles and Bows or in the community, taking into account contextual safeguarding, in accordance with statutory guidance.

We acknowledge that working in partnership with other agencies protects children and reduces risk and we will engage in partnership working to protect and safeguard children.

Whilst Buckles and Bows will work openly with parents as far as possible, we reserve the right to contact Social Care or the Police, without notifying parents if this is believed to be in the child’s best interests.

# Related Safeguarding Policies

This policy should be read in conjunction with:

* Behaviour Management

Healthy Eating

Confidentiality

Safer Recruitment

# Supporting children

We recognise that Buckles and Bows may provide a safe place and the only stability in the lives of children who have been abused or who are at risk of harm.

We recognise that a child who is abused or witnesses abuse and/or violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

We recognise that Buckles and Bows plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends, and an ethos of protection.

Buckles and Bows will support all children:

* By treating each child as an individual so that they can learn, be resilient, capable, confident and self-assured
* By teaching children to be strong and independent through positive relationships
* By establishing and maintaining an ethos where children feel safe and secure, and are encouraged to share their thoughts and feelings through conversation, story-telling and role play
* Ensure that all children know there is an adult in Buckles and Bows whom they can approach if they are worried
* Reassure children who report concerns that they are being taken seriously and that they will be supported and kept safe.
* We will encourage self-esteem and self-awareness, through the Early Years Foundation Stage and through positive relationships within the community
* We will respond sympathetically to any requests for quiet time
* We will liaise and work in partnership with other support services and agencies involved in Early Help and the safeguarding of children
* We will notify Social Care immediately if there is a significant concern

# Safer recruitment

We will ensure that:

Buckles and Bows operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children including verification of their identity, qualifications, disqualification by association regulations and a satisfactory DBS check (according to EYFS requirements). We comply with the [Disqualification under the Childcare Act 2006](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006) guidance issued in August 2018.

Buckles and Bows will obtain an enhanced criminal records check (DBS) in respect of every person aged 16 and over including for unsupervised volunteers, and supervised volunteers who provide personal care who:

• work directly with children

• work on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present)

An additional criminal records check (or checks if more than one country) will be made for anyone who has lived or worked abroad.

Buckles and Bows ensures that there is at least one person on every recruitment panel who has completed safer recruitment training, if there is not a panel conducting interviews then the individual will have completed the safer recruitment training.

Buckles and Bows will record information about staff qualifications and the identity checks and vetting processes that have been completed. All paperwork is stored in a locked filing cabinet that only the Manager and Administrator has a key for.

Buckles and Bows will make a referral to the Disclosure and Barring Service and Ofsted where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm ([Safeguarding Vulnerable Groups Act 2006](https://www.legislation.gov.uk/ukpga/2006/47/contents)).

# Training and Induction

All staff receive information about the safeguarding arrangements upon induction, the safeguarding statement, staff handbook, Child Protection policy, the role and names of the DSL and their deputy.

The name of the DSL and DDSL for Safeguarding and Child Protection, are clearly advertised on the parents notice board at the front of the nursery and on the website with a statement explaining our role in referring and monitoring cases of suspected harm and abuse.

All staff will have access to Part 1 and Annex B of Keeping Children Safe in Education and will sign to say they have read and understood it.

All staff receive Safeguarding and Child Protection training at induction in line with advice from [Surrey Safeguarding Children Partnership](https://www.surreyscp.org.uk/training-2/) which is regularly updated.

All staff are trained in and receive regular updates in online safety and reporting concerns (for example, via email, staff meetings and training courses), as required, but at least annually.

Buckles and Bows will advise all staff that they must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a staff member is taking medication which may affect their ability to care for children, the staff member should seek medical advice. We will ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member’s ability to look after children properly. All medication on the premises are securely stored, and out of reach of children, at all times.

Buckles and Bows will advise staff disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, and warnings.

All staff have regular Child Protection awareness training, updated by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse and neglect. Trustees are updated by the Manager at Committee meetings.

All staff will be provided with a copy of our setting’s behaviour management which includes our procedure on physical intervention.

All staff will be made aware of the expectations relating to use of mobile technology within the setting, including mobile phones and cameras. All staff will be made aware of the professional risks associated with the use of social media and electronic communication. Staff will adhere to the ‘Preschool Nursery Employee Handbook and Main Policies and Procedures’ booklet and relevant setting policies including Online Safety

Staff support and Supervision:

Buckles and Bows will follow their legal responsibilities under the [Equality Act 2010](https://www.gov.uk/guidance/equality-act-2010-guidance) including the fair and equal treatment of practitioners regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Buckles and Bows has regular supervision in place for all staff members who have contact with children and families, in line with Early Years Foundation Stage 2023.

The Early Years Foundation Stage states that ‘effective supervision provides support, coaching and training for the practitioner and promotes the interests of children’. Supervision should foster a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues.

Supervision will provide opportunities for staff to:

• discuss any issues – particularly concerning children’s development or well-being, including Child Protection concerns

• identify solutions to address issues as they arise

• receive coaching to improve their personal effectiveness• identify solutions to address issues as they arise

• address any training needs they may have regarding Child Protection and Safeguarding

# Roles and Responsibilities

## All staff:

Have a key role to play in identifying concerns early and in providing help for children. To achieve this they will:

* Maintain an attitude of “It could happen here” with regards to safeguarding.
* Understand that safeguarding is “everyone’s responsibility”.
* Read and understand Part 1 of statutory guidance KCSIE. Those working directly with children will also read Annex B
* In addition to this all staff will be aware of the systems in place which support safeguarding including reading this Safeguarding and Child Protection Policy; the Behaviour Policy; the Staff Behaviour Policy (code of conduct); safeguarding response to children who go missing from education; and the role of the DSL
* Know who and how to contact the DSL and DDSL, the Chair of committee responsible for safeguarding.
* Be aware of indicators of abuse and neglect understanding that children can be at understanding that children can be at risk of harm inside and outside of the setting, inside and outside of home and online. Exercising professional curiosity and knowing what to look for is vital for the early identification of abuse and neglect so that staff are able to identify cases of children who may be in need of help or protection.
* Attend training to be aware of and alert to signs of abuse and neglect, so they can identify cases of children who may need help or protection.
* Provide a safe environment in which children can learn
* Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to
* Have a duty of care to take appropriate action and work with other services as needed
* Be prepared to identify children who may benefit from Early Help
* Be aware of the local Early Help process and their role in it
* Ensure children know that there are adults in the setting who they can approach if they are worried or have concerns.
* Be aware that mental health issues can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation
* Respond appropriately to mental health issues
* Understand the setting’s Safeguarding and Child Protection policy and procedures
* Take appropriate action to respond and report a Safeguarding concern to the DSL/DDSL
* Be prepared to refer directly to the Children’s Single Point of Access (C-SPA), and the Police if appropriate, if there is a risk of significant harm and the DSL or their Deputy is not available
* Follow the allegations procedures if the disclosure is an allegation against a member of staff

# The Manager and the Chair

In addition to the role and responsibilities of all staff the Manager and Chair willensure that:

* There is a whole setting approach to Safeguarding and the setting fully contributes to inter-agency working in line with Working Together to Safeguard Children 2018 guidance.
* The setting has effective Safeguarding policies and procedures which are included in the ‘Pre-school Nursery Employee Handbook and Main Policies and Procedures’ Booklet.
* The setting operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children and disqualification by association regulations and by ensuring that there is at least one person on every recruitment panel who has completed safer recruitment training, if there is not a panel conducting interviews then the individual will have completed the safer recruitment training.
* At least one member of the trustees has completed safer recruitment training.
* Staff have been trained appropriately and this is updated in line with guidance and that mechanisms are in place to assist staff in understanding and discharging their roles and responsibilities as set out in the guidance.
* All staff are provided with the setting’s Child Protection policy and the Staff Handbook.
* The setting has procedures for dealing with allegations of abuse against staff (including the Manager, DSL and DDSL) volunteers and against other children and that a referral is made to the DBS and Ofsted if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
* Policies and processes are in place to deal with concerns (including allegations) which do not meet the allegation/harm threshold or “low level concerns” as defined in KCSIE.
* The DSL who will take lead responsibility for Safeguarding and Child Protection and that the role is explicit in the role holder’s job description.
* That on appointment, the DSL and deputy undertake interagency training (SSCP Foundation Modules 1&2) and also initially undertake DSL ‘New to Role’ with ‘Refresher’ training every two years as well as attending DSL network events, to refresh knowledge and skills.
* Children are taught about safeguarding (including online safety).
* The setting will ensure application filters and monitoring systems are in place to safeguard children online.
* Clear systems and processes are in place for identifying possible mental health concerns, including routes to escalate and clear referral and accountability systems.
* Enhanced DBS checks (without barred list checks unless the governor is also a volunteer are in place for all trustees and staff.
* Any weaknesses in safeguarding are remedied immediately.

# The Designated Safeguarding Lead:

In addition to the role and responsibilities of all staff the DSL will:

Hold the lead responsibility for Safeguarding and Child Protection (including online safety). The DSL or DDSL are always on site and are available for staff to discuss any safeguarding concerns.

## Manage referrals:

The DSL is expected to refer cases:

* Of suspected abuse and neglect to the C-Spa and support staff to make these referrals.
* To the Channel programme (where there is a radicalisation concern) and support staff to make these referrals.
* Report concerns that a child may be at risk of radicalisation or involvement in terrorism, and use the [Prevent referral form](https://www.surreyscp.org.uk/documents/prevent-referral-form/). If the matter is urgent then Police must be contacted by dialling 999. In cases where further advice from the Police is sought dial 101 or **Claire McDonald** - **Prevent Supervisor - Surrey**  **Counter Terrorism Policing South East** - [claire.mcdonald@sussex.pnn.police.uk](mailto:claire.mcdonald@sussex.pnn.police.uk) or Mobile: 07795 043842 or **Helene Morris - Dfe Regional Prevent Co-ordinator for South East** - **Counter- Extremism. Department for Education Prevent Coordinator for South-East** - [Prevent.SouthEast@service.education.gov.uk](mailto:Prevent.SouthEast@service.education.gov.uk)
* To the Disclosure and Barring service (where a person is dismissed/left due to risk/harm to a child)
* To the Police (where a crime may have been committed)

## Work with others:

* Act as a source of support, advice, and expertise for all staff
* Act as a point of contact for the safeguarding partners; Local Authority, Police and Health
* Liaise with the “case manager” and the Local Authority Designated Officer
* Liaise with staff and external agencies on matters of safety and safeguarding (including online and digital safety) so that children’s needs are considered holistically
* Liaise with the senior mental health lead/ the mental health support team
* Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
* Know who its cohort of children who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
* Support staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children’s educational outcomes

## Raise awareness:

* Ensure each member of staff has access to and understands the Child Protection and Safeguarding policy and procedures
* Ensure the policy is reviewed annually (as a minimum)
* Ensure the policy is available upon request and parents are aware of the setting’s obligations to refer cases where necessary
* Link with safeguarding partners to make sure staff are aware of training opportunities and SSCP arrangements
* Help promote the educational and developmental outcomes by sharing information about the welfare, safeguarding and Child Protection issues that a child is experiences or has experienced with appropriate staff members

## Training, knowledge, and skills

* Undergo training to provide them with knowledge and skills required to carry out the role (at least every two years)
* Understand Surrey’s Effective Family Resilience assessment process and request for support pathway for providing Early Help and statutory intervention
* Have a working knowledge of how local authorities conduct a Child Protection case conference/ review conference and attend/contribute effectively
* Understand the importance of the role in providing information and support to children social care
* Understand the lasting impact that adversity and trauma can have, including on children’s behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes
* Are alert to the specific needs of children in need, those with additional needs and disabilities, those with relevant health conditions and young carers
* Understand the importance of information sharing, both within the setting, and with the safeguarding partners, other agencies, organisations, and practitioners
* Understand and support the setting with regards to the requirements of the Prevent duty and can provide advice and support to staff on protecting children from the risk of radicalisation
* Are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at the setting
* Can recognise the additional risks that children with additional needs and disabilities face online
* Obtain access to resources and attend any relevant or refresher training courses

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other DSL’s, attending Early Years network meetings or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.

## Providing support to staff

Support and advise staff and help them feel confident on welfare, safeguarding and Child Protection matters. This includes specifically to:

* ensure that staff are supported during the referrals processes; and
* support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support

## Understanding the views of children

* Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the setting may put in place to protect them
* Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

## Holding and sharing information

* Understand the importance of information sharing, both within the setting and with other settings on transfer including in-year, and with the safeguarding partners, other agencies, organisations and practitioners.
* Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
* Be able to keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping.

# Deputy Designated Safeguarding Lead/s

The deputy is trained the same standard as the DSL and the role should be explicit in their job description. Whilst the activities of the DSL can be delegated to appropriately trained deputies, the ultimate lead responsibility for Child Protection, as set out above, remains with the DSL, this lead responsibility should not be delegated.

# Safeguarding and Child Protection procedures

At Buckles and Bows if a member of staff suspects abuse, spots signs or indicators of abuse and neglect, or they have a disclosure of abuse made to them they must:

* Listen positively and try to reassure the child
* Use the child’s language
* Be non-judgmental
* Only use open questions to clarify information eg. Tell, Explain, Describe (TED)
* Not promise confidentiality
* Explain that they need to pass information to the DSL/other professionals to help keep the child and/or other children safe.

(Additional consideration needs to be given to children with communication difficulties and for those whose preferred language is not English. It is important to communicate with children in a way that is appropriate to their age, understanding and preference.)

1. Make an initial record of the information related to the concern.
2. Report it to the DSL immediately.
3. The DSL will consider if there is a requirement for immediate medical intervention, however urgent medical attention should not be delayed if the DSL is not immediately available.
4. Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:

* Dates and times of their observations
* Dates and times of any discussions in which they were involved
* Place
* Who was present
* Context
* Details of disclosure/concern (using child’s words)
* Any injuries
* Explanations given by the child / adult
* Rationale for decision making and action taken
* Any actual words or phrases used by the child

1. The records must be signed and dated by the author or / equivalent on electronic based records
2. In the absence of the DSL or their Deputy, staff must be prepared to refer directly to C-SPA (and the Police if appropriate) if there is the potential for significant harm

In all cases, if staff are unsure, they will always speak to the DSL (or deputy).

# Following a report of concerns the DSL must:

Use the [Continuum of Need Matrix](https://surreyscb.procedures.org.uk/assets/clients/2/Images/Continium%20of%20support%20indicators%20280224.pdf), to decide the relevant actions to be taken.

If we suspect a child is suffering, or is likely to suffer, harm or abuse the DSL must contact the C-SPA. By sending a  [Request for Support Form](https://www.surreyscp.org.uk/documents/surrey-childrens-services-request-for-support-form/)  by secure email to: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)**.**

If a child is in immediate danger and urgent protective action is required, the Police (dial 999) must be called. The DSL must also notify the C-SPA of the occurrence and what action has been taken made to the C-SPA and the Police if it is appropriate. If there is not a risk of significant harm, the DSL will either actively monitor the situation or consider offering Early Help.

The DSL may seek advice or guidance from the C-SPA consultation line before deciding next steps.

When a child needs urgentmedical attention and there is suspicion of abuse the DSL or their Deputy should take the child to the accident and emergency unit at the nearest hospital, having first notified the C-SPA. The DSL should seek advice about what action the C-SPA will take and about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention.

The exception to this process will be in those cases of known FGM where there is a mandatory requirement for the teacher to report directly to the Police. The DSL should also be made aware.

At Buckles and Bows we will make all attempts to discuss any concerns about a child’s welfare with the family and where possible to seek their agreement before making a referral to the C-SPA. Where there are doubts or reservations the DSL should clarify with the C-SPA or the Police as to whether the parents should be told about the referral and, if so, when and by whom.

However, if it is suspected that by informing the parents will place increased risk to the child or impede a Police investigation, advice will be sought from the C-SPA and or the Police about next steps.

## What happens next?

It is important that concerns are followed up and it is everyone’s responsibility to ensure that they are. The member of staff should be informed by the DSL what has happened following a report being made. If they do not receive this information, they should seek it out.

If we have concerns that the disclosure has not been acted upon appropriately, we will follow Surrey’s [Inter-Agency Escalation Policy and Procedure.](https://surreyscb.procedures.org.uk/skyqox/complaints-and-disagreements/inter-agency-escalation-policy-and-procedure)

# Record Keeping

At Buckles and Bows we maintain records and obtain and share information (with parents and carers, other professionals working with the child, the Police, social services and Ofsted, as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

At Buckles and Bows we record any concerns about a child’s welfare or safety and if appropriate discuss with Parent/Carer who then signs the evidence of conversation. This record will include the child’s words and factual information. A body map will be completed if injuries are observed.

The record will always be signed and dated by the person making the report and will be shared immediately with the DSL. If there is an immediate concern the member of staff will discuss the concern with the DSL first to ensure the safety of the child and then will complete the report after.

The DSL will record any discussions, decisions, and reasons for those decisions on the child’s Safeguarding and Child Protection file.

# Information sharing and managing the Child Protection file

At Buckles and Bows we ensure:

Safeguarding and Child Protection files are kept up to date. Information will be kept confidential and stored securely. Safeguarding and Child Protection concerns, and referrals will be kept in a separate Child Protection file for each child.

The file is only accessed by staff who need to see it and where the file or content within it is shared, in line with information sharing advice.

Where children leave the setting the DSL will ensure their Safeguarding and Child Protection file is transferred to the new setting or school as soon as possible, andwithin 5 days for an in-year transfer or within the first 5 days of the start of a new term. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving settings and schools should ensure key staff such as DSLs and SENCOs are aware as required.

If the setting is unable to locate the new setting the file will be kept until the child is 25 (this is seven years after they reach the school leaving age) (Information and Records Management Society (IRMS), 2019).

# Confidentiality and Information Sharing

At Buckles and Bows all matters relating to Child Protection will be treated as confidential and only shared as per the [‘Information Sharing Advice for Practitioners’ (DfE 2018) guidance](https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice).

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and that the Data Protection Act 1998 and GDPR are not a barrier to sharing information where a failure to do so would place a child at risk of harm. There is a lawful basis for Child Protection concerns to be shared with agencies who have a statutory duty for Child Protection.

Information will be shared with staff within the setting who ‘need to know’.

Relevant staff have due regard to GDPR principles which allow them to share (and withhold) information.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child’s safety or wellbeing.

All staff will always undertake to gain parent/carers consent to refer a child to Social Care unless to do so could put the child at greater risk of harm or impede a criminal investigation.

Buckles and Bows’s trained Data Protection Officer (DPO) is Lisa Fuller. It is a requirement by the General Data Protection Regulations (GDPR) to ensure that our setting is complaint with all matters relating to confidentiality and information sharing.

# Allegations against/concerns raised in relation to a member of staff, agency staff, volunteers, and contractors

Buckles and Bows will follow [Surrey Safeguarding Children’s Partnerships procedure for allegations against adults who work with Children.](https://surreyscb.procedures.org.uk/qkyqql/safer-workforce-and-managing-allegations-against-staff-carers-and-volunteers/managing-allegations-against-people-that-work-or-volunteer-with-children/" \l "s4559)

This procedure should be used in all cases which may meet the harms threshold in which it is alleged a member of staff, including agency staff, volunteer, or another adult who works with children has:

* *behaved in a way that has harmed a child, or may have harmed a child;*
* *possibly committed a criminal offence against or related to a child; or*
* *behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children*
* *behaved or may have behaved in a way that indicates they may not be suitable to work with children.*

The last bullet point above includes behaviour that may have happened outside of setting, that might make an individual unsuitable to work with children, this is known as transferable risk.

Allegations against a member of staff who is no longer at the setting should be referred to the Police. Historical allegations of abuse should also be referred to the Police.

Where settings identify a child has been harmed, that there may be an immediate risk of harm to a child or if the situation is an emergency, they should contact children’s social care and as appropriate the Police immediately.

In dealing with allegations or concerns against an adult, staff must:

* Report any concerns about the conduct of any member of staff, volunteer or other adult to Lisa Fuller (Manager) immediately.
* If an allegation is made against the Manager, the concerns need to be raised with Leanne Rogers (DSL) as soon as possible. If not available, then the LADO should be contacted directly.
* Once an allegation has been received by Lisa Fuller, Manager or Leanne Rogers (DSL) they will contact the LADO (as part of their mandatory duty) on 0300123 1650option 3LADO orEmail: [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk) immediately and before taking any action or investigation.
* Following consultation with the LADO inform the parents of the allegation unless there is a good reason not to.

In liaison with the LADO, the setting will determine how to proceed and if necessary, the LADO will refer the matter to Children’s Social Care and/or the Police.

Buckles and Bows have a duty to inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We must also notify Ofsted of the action taken in respect of the allegations. Notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. We understand that if we fail to comply with this requirement, we will commit an offence.

If the matter is investigated internally, the LADO will advise the setting of who is able to provide support within the local authority, in line with the SSCP procedures.

## Low level concerns that do not meet the allegation/harm threshold

At Buckles and Bows we have a policy and process in place to deal with low level concerns (including allegations) which do not meet the allegation/harm threshold set out above.

Concerns may arise in several ways and from several sources. For example: suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken.

The term low-level concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the setting may have acted in a way that:

* is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and
* does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

The purpose of reporting low-level concerns is to create and embed a culture of openness, trust and transparency in which the setting’s values and expected behaviour set out in the staff code of conduct are lived, monitored and reinforced constantly by all staff.f

The setting creates an environment where staff are encouraged and feel confident to self-refer where they have found themselves in a situation.

Reports should be made to the [insert whom] in a timely manner and follow procedures by informing Ofsted. If the [insert nominated person] has any doubt as to whether the information which has been shared about the individual as a low-level concern in fact meets the harm threshold, they will consult with the LADO.

Also refer to our Low Level Concern Policy.

# Whistle blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff, should be aware of their duty to raise concerns, where they exist, about the management of Safeguarding and Child Protection, which may include the attitude or actions of colleagues, poor or unsafe practice and potential failures in setting’s safeguarding arrangements.

Staff are encouraged to use an external, independent and confidential service provided by Navex Global, who can be contacted on their freephone helpline number 0800 069 8180 and through the [Navex Global web pages](https://secure.ethicspoint.eu/domain/media/en/gui/107090/index.html).

All concerns would be treated in confidence and the identity of the staff member who raised the concerns would be protected unless subsequent enquiries makes this untenable.

Concerns can be raised verbally and in writing. If a written report is made then the background of the concern, names, dates, places and the reason for the report most be noted.

The NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding Child Protection failures internally or have concerns about a way a concern is being handled by their setting. 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](mailto:help@nspcc.org.uk).

# Peer on Peer/Child on Child abuse

At Buckles and Bows staff are aware that children can abuse other children and that it can happen both inside and outside of Buckles and Bows. Peer on peer/child on child abuse is not tolerated within Buckles and Bows and our staff are able to recognise the signs and indicators and respond appropriately.

At Buckles and Bows we recognise that peer on peer/child on child abuse is most likely to include, but may not be limited to:

* Bullying (including prejudice-based and discriminatory bullying)
* Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.
* Sexual harassment, such as sexual comments, remarks and jokes, which may be standalone or part of a broader pattern of abuse

Buckles and Bows recognises that it is vital that professionals agree on how behaviours should be categorised regardless of culture, faith, beliefs, and their own experiences or values.Additionallystaff recognise that that some peer on peer/child on child abuse issues may be affected by sexual identity, age, ability and culture of those involved, however, all peer on peer/child on child abuse is unacceptable and all reports will be taken seriously.

In order to minimise the risk of peer on peer/child on child abuse, Buckles and Bows will:

* Follow their Behaviour Management Policy

All allegations of peer on peer/child on child abuse will be recorded, investigated, and dealt with in line with associated setting policies, including Child Protection and Safeguarding and Behaviour Management.

Alleged victims, perpetrators and any other child affected by peer on peer/child on child abuse may be supported by:

* The person the child made the disclosure to
* The DSL and DDSL
* Specialist support and interventions

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# Sexual Violence and Sexual Harassment

Sexual violence and sexual harassment can occur between children of any age and sex. It can occur through a single child or a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will find the experience stressful and distressing. This will affect their education at their emotional well-being. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur both physically and verbally and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Reports of sexual violence and sexual harassment are extremely complex to manage. It is essential that victims are protected, offered appropriate support and every effort is made to ensure their time in Early Years is not disrupted. It is also important that other children, adults, and staff are supported and protected as appropriate.

We recognise that children are capable of abusing other children and their peers and this will be dealt with under our Child Protection policy and in line with KCSiE (2021) and following recommendations from the [Sexual Violence and Sexual Harassment between Children in Schools and Colleges guidance (DfE 2021)](https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-collegesBe).

We are clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up.

We will minimise the risk of peer on peer/child on child abuse by taking a whole setting approach to Safeguarding and Child Protection and providing staff with appropriate training. We will provide a clear set of values and standards, underpinned by the setting’s Behaviour Management policy. We will engage with specialist support and interventions.

## Responding

Children making any report of sexual violence or sexual harassment will be taken seriously, kept safe and be well supported.

If a member of staff becomes aware of an incident, they will follow the Child Protection procedures and refer to the DSL immediately.

If a child is at risk of harm, is in immediate danger, or has been harmed, a Request for Support will be made to the C-SPA.

## Risk Assessment

Following a report, the DSL will make an immediate risk and needs assessment on a case-by-case basis.

The risk assessment will consider;

* The victim, especially their protection and support.
* The alleged perpetrator, their support needs and any discipline action.
* All other children at the setting.
* The victim and the alleged perpetrator sharing space at the setting
* The risk assessment will be recorded and kept under review.

Where there has been other professional intervention and/or other specialist risk assessments, these professional assessments will be used to inform the setting’s approach to supporting and protecting children.

Support regarding risk assessments can be accessed from the [Education Safeguarding Team](https://www.surreycc.gov.uk/schools-and-learning/teachers-and-education-staff/educational-advice-and-support/safeguarding) – [education.safeguarding@surreycc.gov.uk](mailto:education.safeguarding@surreycc.gov.uk)

## Action: The DSL will consider

* The wishes of the victim.
* The nature of the incident including whether a crime has been committed and the harm caused.
* Ages of the children involved.
* Developmental stages of the children.
* Any power imbalance between the children.
* Any previous incidents.
* Ongoing risks.
* Other related issues or wider context.

## Options:

* Manage internally
* Early Help intervention
* Request for support to the C-SPA
* Report to the Police (generally in parallel with a request for support to the C-SPA)

## Ongoing Response:

The DSL will manage each case individually and will ensure the risk assessment is reviewed regularly with relevant partner agencies, for example the Police and Children’s Social Care.

The setting will, if it has not already, consider any suitable sanctions in light of their behaviour policy, which may include consideration of permanent exclusion. Where the perpetrator is going to remain at the setting, the Manager and DSL should continue keeping the victim and perpetrator in separate sessions and continue to consider the most appropriate way to manage potential contact on the premises and transport. The nature of the conviction or caution and wishes of the victim will be especially important in determining how to proceed in such cases.

The victim, alleged perpetrator and any other children & adults affected will receive appropriate support and safeguards on a case-by-case basis.

The setting will take any disciplinary action against the alleged perpetrator in accordance with the behaviour policy.

The setting recognises that taking disciplinary action and providing appropriate support are not mutually exclusive actions and will occur at the same time if necessary.

## Physical Abuse

While a clear focus of peer on peer/child on child abuse is around sexual abuse and harassment, physical assaults and initiation violence and rituals from children to children can also be abusive.

These are equally not tolerated and if it is believed that a crime has been committed, will be reported to the Police.

The principles from the Behaviour management policy will be applied in these cases, with recognition that any Police investigation will need to take priority.

# Mental Health

At Buckles and Bows staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff are aware of how children’s experiences, can impact on their mental health, behaviour, and education.

Refer to the setting’s following policies and procedures for responding to mental health:

* Children’s Mental Health and Wellbeing Policy
* Behaviour Management
* Inclusion Policy including SEND and Equality of opportunities policy
* Settling in policy
* Healthy Eating policy

We recognise adult’s mental health and the effects it can have in the workplace with the ability to carry out their role. We have support networks in place for our staff through our Employee Assistance Programme with Peninsula which is a FREE 24 HOUR Confidential Helpline 0800 047 4097.

# Safeguarding Children with Additional Needs and Disabilities

At Buckles and Bows we acknowledge that children with additional needs or disabilities can face additional safeguarding challenges. These can include:

* Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s condition without further exploration
* These children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
* The potential for children with additional needs and disabilities or certain medical conditions being disproportionally impacted by behaviours such as bullying, without outwardly showing any signs
* Communication barriers and difficulties in managing or reporting these challenges.

The DSL will work closely with the SENDCO to plan support as required.

* See Inclusion Policy including Send and Equality of Opportunities.

# Online Safety

At Buckles and Bows we have an online safety policy which explains how we try to keep children safe in our setting and how we respond to online safety incidents. The Online Safety policy can be found on our website.

We understand that children increasingly use electronic equipment daily to access the internet.

Children may be distressed or harmed by accessing inappropriate material such as pornographic websites or those which promote extremist behaviour, criminal activity, suicide or eating disorders.

Children are taught about online safety and all staff receive online safety training which is regularly updated.

Our filter system is designed to restrict or control the content a user can access on the internet, it works by preventing predetermined word, phrases and URLs from being delivered to the user. Our monitoring sytems looks at pre-set words and phrases.- {Insert further details of this process/system} update from training.

# Radicalisation, Extremism and Terrorism

[The Prevent Duty for England and Wales (2023](https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty)) under section 26 of the [Counter Terrorism and Security Act 2015](https://www.legislation.gov.uk/ukpga/2015/6/contents) places a duty on education and other children’s services to have due regard to the need to prevent people from being drawn into terrorism.

Staff at Buckles and Bows are clear that the exploitation of vulnerable children and radicalisation should be viewed as a safeguarding concern.

Staff receive [training](https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html) to help identify early signs of radicalisation and extremism.

Opportunities are provided in the curriculum to enable children to discuss issues of religion, ethnicity and culture. The setting promotes and embeds the fundamental British values in the setting through activities and within policies.

The Manager – Lisa Fuller, Chair of trustees – Mike Quinlan and the DSL – Leanne Rogers will assess the level of risk within the setting and put actions in place to reduce that risk. Risk assessment may include, anti-bullying policy and other issues specific to the setting’s profile, community and philosophy.

When any member of staff has concerns that a child may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL in the first instance. They should then follow the safeguarding procedures and refer cases by e-mail to [preventreferrals@surrey.pnn.police.uk](mailto:preventreferrals@surrey.pnn.police.uk) following the [Prevent referral form.](https://www.healthysurrey.org.uk/__data/assets/word_doc/0007/196432/Prevent-National-Referral-Form-V3-New-Surrey-version.docx) If the matter is urgent then Police must be contacted by dialling 999.

In cases where further advice from the Police is sought dial 101 or 01483 632982 and ask to speak to the Prevent Supervisor for Surrey.

# Domestic Abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. It occurs regardless of race, ethnicity, gender, class, sexuality, age, religion, mental or physical ability. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

The [Domestic Abuse Act](https://www.legislation.gov.uk/ukpga/2021/17/contents/enacted) 2021introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be “personally connected” (as defined in section 2 of the 2021 Act).

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

# Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child’s welfare. The DSL is aware of contact details and referral routes into the Local Housing Authority so they can raise/progress concerns at the earliest opportunity.

# Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

## Child Sexual Exploitation (CSE)

CSE is a form of child sexual abuse. CSE can occur over time or be a one-off occurrence and may happen without the child’s immediate knowledge for example through others sharing videos or images of them on social media. CSE can affect any child who has been coerced into engaging in sexual activities. This includes 16- and 17-year-olds who can legally consent to have sex. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.

Any concerns that a child is being or is at risk of being sexually exploited should be passed immediately to the DSL.

The setting is aware there is a clear link between regular non-attendance and CSE. Staff will consider a child to be at potential CSE risk in the case of regular non-attendance at and make reasonable enquiries with the child and parents/carers to assess this risk.

All staff are aware that safeguarding incidents and/or behaviours can be associated with factors outside the setting and/or can occur between children outside of these environments. All staff, but especially the DSL will consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

In all cases if the DSL identifies any level of concern the DSL should contact the C-SPA and if a child is in immediate danger the Police should be called on 999.

The setting is aware that often a child is not able to recognise the coercive nature of the abuse and does not see themselves as a victim. As a consequence, the child may resent what they perceive as interference by staff. However, staff must act on their concerns as they would for any other type of abuse. Children also rarely self-report CSE so staff must be particularly vigilant to potential indicators of risk.

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## Child Criminal Exploitation (CCE)

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting, or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of “deal line”. Children are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can become trapped by this type of exploitation, as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt.

Any concerns that a child is being or is at risk of being criminally exploited will be passed without delay to the DSL. The DSL will then contact the C-SPA and if there is concern about a child’s immediate safety, the Police will be contacted on 999.

The setting is aware there is a clear link between regular non-attendance at setting and exploitation. Staff will consider a child to be at potential risk in the case of regular non-attendance at setting and make reasonable enquiries with the child and parents/carers to assess this risk.

# Serious Violence

There are a number of indicators, which may signal children are at risk from, or are involved with, serious violent crime. These may include:

* increased absence from the setting
* a change in friendships or relationships with older individuals or groups
* a significant decline in performance
* signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries
* Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

Staff are aware that violence can often peak in the house just before and after the children attend the setting which includes travelling to and from the setting.

# Modern Slavery

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including: sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs.

# Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act (2003). It is a form of child abuse and violence against women. [A mandatory reporting duty requires teachers to report ‘known’ cases of FGM in under 18s](https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information), which are identified in the course of their professional work, to the Police.

The duty applies to all persons in Buckles and Bows Pre-School Nursery who are employed or engaged to carry out ‘teaching work’,

The duty applies to the individual who becomes aware of the case to make a report. It should not be transferred to the DSL; however, the DSL should be informed.

If a member of staff is informed by a girl under 18 that an act of FGM has been carried out on her or a member of staff observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe the act was necessary for the girl’s physical or mental health or for purposes connected with labour or birth, the teacher should personally make a report to the Police force in which the girl resides by calling 101. The report should be made immediately.

Staff at Buckles and Bow Pre-School Nursery are trained to be aware of risk indicators of FGM.

Concerns about FGM outside of the mandatory reporting duty should be reported using the setting’s Child Protection procedures. Staff should be particularly alert to suspicions or concerns expressed by female children about going on a long holiday during the summer holiday.

There should also be consideration of potential risk to other girls in the family and the wider community. Where there is a risk to life or likelihood of serious immediate harm the teacher should report the case immediately to the Police, including dialling 999 if appropriate.

There are no circumstances in which a teacher or other member of staff should examine a girl.

N.B - Definition of teacher is this includes qualified teachers or persons who are employed or engaged to carry out teaching work in schools and other institutions (Pg. 25 [HM Government - Multi-agency statutory guidance on Female Genital Mutilation (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912996/6-1914-HO-Multi_Agency_Statutory_Guidance_on_FGM__-_MASTER_V7_-_FINAL__July_2020.pdf)

# So-Called ‘Honour-based abuse’

Honour based abuse (HBA) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

Honour based abuse might be committed against people who:

* become involved with a boyfriend or girlfriend from a different culture or religion.
* want to get out of an arranged marriage; become involved with a boyfriend or girlfriend from a different culture or religion.
* want to get out of an arranged marriage.
* want to get out of a forced marriage.
* wear clothes or take part in activities that might not be considered traditional within a particular culture

It is considered a violation of human rights and may be a form of domestic and/or sexual abuse.

# Private Fostering Arrangements

A private fostering arrangement occurs when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of the child’s parents. It applies to children under the age of 16 years old or 18 years old if the child is disabled.

Looked After Children by the local authority or those who are placed in residential school/colleges, children’s homes or hospitals are not considered to be privately fostered.

Private fostering occurs in all cultures and children may be privately fostered at any age.

Buckles and Bows recognises that most privately fostered children remain safe and well but are aware that safeguarding concerns have been raised in some cases. Therefore, all staff are alert to possible safeguarding issues, including the possibility that the child has been trafficked into the country.

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children’s Social Care immediately. However, where a member of staff becomes aware that a child may be in a private fostering arrangement, they will raise this with the DSL and the DSL will notify the C-SPA immediately.

# Looked After Children

The most common reason for children becoming looked after is because of abuse and neglect.

Buckles and Bows will ensure that staff have the necessary skills and understanding to keep looked after children safe. Appropriate staff have information about a child’s looked after legal status and care arrangements, including the level of authority delegated to the carer by the authority looking after the child and contact arrangements with birth parents or those with parental responsibility.

The DSL and the DDSL will have the appropriate level of training to equip them with the knowledge and skills to undertake their role.

The DSL will have details of the child’s social worker and any other persons involved in their care[.](https://www.surreycc.gov.uk/social-care-and-health/children-in-care/svs)

# Prevent

[The Prevent Duty for England and Wales (2015)](https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty) under section 26 of the [Counter Terrorism and Security Act 2015](https://www.legislation.gov.uk/ukpga/2015/6/contents) places a duty on education and other children’s services to have due regard to the need to prevent people from being drawn into terrorism.

Staff at Buckles and Bows are clear that exploitation of vulnerable children and radicalisation should be viewed as a safeguarding concern.

Staff receive [training](https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html) to help identify early signs of radicalisation and extremism.

Opportunities are provided in the curriculum to enable children to discuss issues of religion, ethnicity and culture. The setting promotes and embeds the fundamental British value in the setting through activities and within policies.

The Manager and the DSL will assess the level of risk within the setting and put actions in place to reduce that risk.

When any member of staff has concerns that a child may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL in the first instance. They should then follow the safeguarding procedures and refer cases by e-mail to [preventreferrals@surrey.pnn.police.uk](mailto:preventreferrals@surrey.pnn.police.uk) following the [Prevent referral form.](https://www.healthysurrey.org.uk/__data/assets/word_doc/0007/196432/Prevent-National-Referral-Form-V3-New-Surrey-version.docx) If the matter is urgent then Police must be contacted by dialling 999.

# In cases where further advice from the Police is sought dial 101 or 01483 632982 and ask to speak to the Prevent Supervisor for Surrey. Physical Intervention

We acknowledge that staff must only ever use physical intervention as a last resort, when a child is at immediate risk of harming themselves or others, and that at all times it must be the minimal force necessary to prevent injury to another person. Such events should be fully recorded and signed by a witness.

Staff who are likely to need to use physical intervention will be appropriately trained in Crisis Prevention Institute (CPI) techniques [amend where appropriate].

Staff understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection and/or disciplinary procedures.

We recognise that sometimes touch is appropriate in the context or working with children, and all staff have been given safe practice guidance to ensure they are clear about their professional boundaries.

When applying disciplinary measures such as physical intervention or isolation for children with SEND the setting will consider the risks, given the additional vulnerabilities of these children.

# Appendix one: What is child abuse?

The following definitions are taken from Working Together to Safeguard Children HM Government (2018). In addition to these definitions, it should be understood that children can also be abused by being sexually exploited, honour-based violence, forced marriage or female genital mutilation. To support the local context, all staff have access to the [Surrey Safeguarding Children Partnership Levels of Need Threshold Document](https://www.surreyscb.org.uk/wp-content/uploads/2018/12/Effective-family-resilience-SSCB-Final-March-2019-1.pdf).

## What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

## Physical abuse

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 fabricates the symptoms of, or deliberately induces, illness in a child.

## Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another.

It may involve serious bullying (including cyber bullying), 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 maltreatment of a child, although it may occur in isolation.

## Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including online).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## Neglect

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.

Neglect may occur during pregnancy as a result of maternal substance abuse.

At Buckles and Bows we use the [Graded Care Profile 2](https://www.surreyscp.org.uk/professionals/resources-for-professionals/abuse-neglect/) tool to support better identification and intervention in cases of neglect. The [Neglect Risk Assessment Tool i](https://www.surreyscb.org.uk/resources-category/sscbmultiagencyforms/)s used to support with the initial identification of neglect.

# Appendix Two: Signs and Indicators of abuse and neglect:

[Bullying and cyberbullying](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/bullying-and-cyberbullying/)

[Child sexual exploitation](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/child-sexual-exploitation/)

[Child trafficking](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/child-trafficking/)

[Criminal exploitation and gangs](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/gangs-criminal-exploitation/)

[Domestic abuse](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/domestic-abuse/)

[Emotional abuse](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/emotional-abuse/)

[Grooming](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/grooming/)

[Neglect](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/neglect/)

[Non-recent abuse](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/non-recent-abuse/)

[Online abuse](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/online-abuse/)

[Physical abuse](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/physical-abuse/)

[Sexual abuse](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/child-sexual-abuse/)

# Additional Resources

* [Surrey County Council Education Safeguarding Team webpages](https://www.surreycc.gov.uk/schools-and-learning/teachers-and-education-staff/advice-and-support/safeguarding)
* [NSPCC webpages](http://www.nspcc.org.uk/)
* [Childline webpages](http://www.childline.org.uk/pages/home.aspx)
* [CEOP ThinkuKnow webpages](https://www.thinkuknow.co.uk/)
* [Anti Bullying Alliance webpages](http://anti-bullyingalliance.org.uk/)
* [Childnet International](http://www.childnet.com/)
* [Safer Internet Centre webpages](http://www.saferinternet.org.uk/)
* [Contextual Safeguarding Network webpages](https://www.contextualsafeguarding.org.uk/)
* [Surrey Safeguarding Children Partnership webpages](https://www.surreyscp.org.uk/)
* [Lucy Faithfull Foundation webpages](https://www.lucyfaithfull.org.uk/)
* [Graded Care Profile 2](https://www.surreyscp.org.uk/professionals/resources-for-professionals/abuse-neglect/)

*Signed on behalf of the pre-school*……… ****...................

*Position within group………….......*Chairperson*.............................................………..*

*Review date..............*20th September 2025*.....................................………..*