

Rising Stars safeguarding policy



Developed by: Arvinder Brar/Stephanie Charalambous

Date developed: 13th March 2020

Ratified by: Arvinder Brar/Stephanie Charalambous

Ratified on: 25th February 2021

Date of review: 25th February 2022

This policy will be reviewed and ratified at a minimum annually and/or following any updates to national and local guidance and procedures

Contents

3. Key setting information
4. Purpose and aims, our commitment to children
5. Designated Safeguarding Lead, working in partnership, obligatory practice for ALL staff
6. Safeguarding & the welfare requirements, mobile phones, smart watches, photography and technology
7. Ratios, staffing, supervision of staff, legislative & guidance framework
8. Legislative & guidance framework continued, defining abuse - signs & symptoms
9. Sexual abuse
10. Neglect
11. Emotional abuse
12. Physical abuse
13. Private Fostering, Female Genital Mutilation (FGM), prevent, child sexual exploitation
14. Child sexual exploitation continued, county lines
15. Gangs, harmful sexual behaviour, radicalisation
16. Domestic abuse
17. Honour-based abuse
18. Setting specific safeguarding policies
19. Dealing with disclosures made by children, information sharing
20. Allegations against staff and volunteers, DBS referrals
21. Referrals continued
22. Flow chart
23. Whistleblowing
24. Staffing and safer recruitment
25. Local support and key safeguarding contacts in Havering Council
- 26 – 39. Appendix: Safeguarding related forms

Key setting information

Name of Setting	Rising Stars Pre School Ltd Trading As Rising Stars Romford
Ofsted Registration Number	EY550887
Setting Type	Ofsted Registered Childcare Setting
Setting Main Phone Number	017 0875 6714
Setting Main Email	risingsromford@yahoo.com
Setting Address	St. Cedds Centre, Sims Close, Romford, RM1 3QT
Designated Safeguarding Lead	Stephanie Charalambous Tel: 0170 875 6714 Email:risingsromford@yahoo.com
Deputy Designated Safeguarding Lead	Nicole Ruse Tel: 01708 875 6714 Email:risingsromford@yahoo.com
Named Person responsible for Allegations against staff in setting	Stephanie Charalambous Tel: 0170 875 6714 Email:risingsromford@yahoo.com
SENCO / Special Needs Lead	Nicole Ruse Tel: 01708 875 6714 Email:risingsromford@yahoo.com
Registered Person & Deputy Designated Safeguarding Lead	Sumeet Brar Tel: 01708 756714 Tel: 07816 853102 Email: sumeet@hotmail.com
Director & Responsible & Deputy Designated Safeguarding Lead	Arvinder Brar Tel: 01708 756714 Tel: 07977003001 Email: arvinder@arproperties.co.uk

This is a Core Model Safeguarding Policy that forms part of the induction for all staff students and volunteers. It is a requirement that all members of staff, students and volunteers have access to this policy and sign to say they have read and have understood its contents.

Purpose and Aims

This Safeguarding policy applies to all staff, visitors and volunteers or anyone else working on behalf of the setting.

The aim of our safeguarding and child protection policy at Rising Stars is to provide all staff, directors, visitors and volunteers with a framework which will enable them to holistically safeguard and promote the welfare of all children in the setting.

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;
 - Taking action to enable all children to have the best outcomes.
- Working Together to Safeguard Children (2018)*

We acknowledge that we are in a unique position to observe any changes in a child's behaviour or appearance which could alert us to safeguarding concerns about their well-being. This is especially important in children who are unable to communicate through spoken language e.g. babies, very young children and children with SEND.

We are therefore guided by the following key principles;

- All children have the right to be safe and should be protected from all forms of abuse and neglect
- Safeguarding children is everyone's responsibility
- It is better to help children as early as possible before issues escalate and become more damaging
- Children and families are best supported and protected when there is a coordinated response from all agencies.

Our commitment to children

As part of our ongoing commitment to safeguarding children in our care, we will ensure that this policy is readily available for professionals, parents and partners. To access, visit our website www.risingstarspreschool.co.uk login pages, Bright HR App, nursery office & the nursery reception. The log in details will be given to the appropriate people as and when required. We will ensure that parents are also given access to the policy prior to children attending the setting and following each update. Where English is not the parent's first language, support and consideration will be given to access the information.

We will ensure all staff are supported to read, understand and put the policy into practice. This we will do through the process of training, support and supervisions.

In addition to this Safeguarding policy we also have other supporting policies and procedures in place to enable us to ensure that all children in our care are supported and feel safe.

Obligatory practice for ALL staff

At Rising Stars we recognise that we as individuals:

- Are responsible for safeguarding
- Must be able to identify the signs and symptoms of abuse
- Must be able to identify concerns (Early Help / Child in Need / Child Protection / Allegations Against Professionals)
- Must be familiar with internal reporting procedures and processes (reporting safeguarding concerns and allegations to DSLs and to Directors only)
- Must refer concerns to children's social care in the absence of Designated Safeguarding Leads (DSL)
- Must ensure that all safeguarding concerns are shared promptly with DSLs
- Must be able to challenge professional safeguarding decisions internally/ externally with other agencies
- Must refer/ escalate a case to LADO if we disagree with the DSL's actions
- Must be able to whistle blow when required

In addition, we are also aware as individuals regardless of where we work within our setting that we are responsible for reading and reviewing the safeguarding policies of Rising Stars

Working in partnership

We will work in partnership with all agencies i.e. Havering Safeguarding in Education & Local Authority Designated Officer (LADO) service, Early Help, Multi-Agency Safeguarding Hub (MASH), social care, health and the police to ensure the children's safety and welfare is always paramount. We will also seek to establish effective working relationships with both parents, carers and other colleagues so that we can develop and provide activities and opportunities, that will enable and equip the children in our care with the necessary skills that they will need to develop protective behaviours and life skills to keep themselves safe from harm.

Designated Safeguarding Lead

Overall responsibility for compliance with statutory safeguarding requirements lies collectively with the managing directors; however one person will be nominated as having the lead responsibility for Safeguarding.

At Rising Stars, we have a **Designated Safeguarding Lead (DSL) Stephanie Charalambous** who has a specific operational responsibility for implementing the organisations safeguarding and child protection policies and procedures. In the event that Stephanie Charalambous is unavailable, to ensure safeguarding matters are dealt with promptly **Nicole Ruse Deputy DSL** will be available to cover the DSL duties.

The Managing Directors will ensure that the DSL is provided with regular support, advice, training and supervisions to enable and empower them to fulfil this role.

To safeguard children our DSL and deputy DSL will undertake formal DSL training at a minimum of every two years. This will be to equip and provide them with the knowledge and skills required to carry out the role of the DSL and support staff. In addition, the DSL will attend regular DSL forums and will access safeguarding updates into developments and training, relevant to the role of the DSL, including managing allegations and managing thresholds.

Safeguarding & the Welfare Requirements of the EYFS 2017

The Early Years Foundation Stage 2017 (EYFS) Statutory Framework sets out the standards for learning development, assessment and the safeguarding and welfare requirements, which all Early Year's providers must meet in order to ensure the children learn and develop well and are kept healthy and safe. To meet this requirement, we will ensure that all our staff are trained to understand the settings safeguarding policy and procedures and that they have up to date knowledge of safeguarding issues which will enable them to identify the signs and symptoms of possible abuse.

Visitors

To ensure the safety of the children in the setting, we have procedures in place for recording the details of visitors and the purpose of their visit. The setting's security procedures ensure that that possibility of unauthorised persons having access to the children is minimised. Under no circumstances will visitors be allowed unsupervised access to the children. Visitors will always be supervised whilst on the nursery premises. In addition to these arrangements we ask that parents do not open or hold the door for other persons to gain access to the building.

Mobile phones, Smart watches, Photography and technology in the nursery

To ensure the safety of the children in the setting we operate a no mobile phone usage in the setting for parents, visitors and staff. To enforce this policy, staff phones and smart watches are kept in the office. Smart watches can only be worn if the notifications are turned off. In terms of visitors to the setting they will be asked not to use their mobile phone/ smart watches on the premises. Should they need to make a call they can do either in the nursery office or another area where there are no children as directed by the manager or DSL.

As a setting we recognise information technology provides endless learning opportunities for children. We also acknowledge that not all encounters with information technology are positive and as such can be harmful to the safety and the wellbeing of the children. For this reason, when using information technology programmes and equipment we will:

- Check all apps, websites and search results before using them with children.
- Ensure safety modes and filters are applied to computers/tablets.
- Role model safe behaviour and privacy awareness.
- Talk to children about safe use
- Check privacy settings to make sure personal data is not being shared inadvertently or inappropriately

<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>

Ratios

To ensure the safety and the wellbeing of the children in our setting we will ensure we follow the current recommended ratios and qualifications for the safe care of children.

For Early Years providers:

- For children under two: one member of staff to every three children
- For children aged two: one member of staff for every four children.
- For children aged three, where there is a suitably qualified level 6 or persons with qualified teacher status working directly with the children the ratio can be one member of staff for each thirteen children.
- For children aged three where there is no suitably qualified level 6 or persons with qualified there will be one member of staff for every eight children.
- Only those aged 17 or over will be included in the child/staff ratios. Where there are staff under 17 years of age, they will always be supervised by a level 3 qualified member of staff
- At least one member of staff within the team will hold a full and relevant level 3 qualification and will have suitable experience of working with children under two.
- At least 50% of staff will hold a relevant level 3 qualification.
- Students and volunteers on long-term placement aged 17 years or over and staff working as apprentices in early education, may only be included in the ratios if the manager is satisfied that they are competent and responsible
- At least one person who has a current Paediatric First Aid (PFA) will always be on the premises and available when children are present, and will accompany children when they go on outings

Staffing

At Rising Stars we acknowledge the contribution to safeguarding that the key person role can make in ensuring that all children in the setting feel safe, secure and assured that they will be listened to and appropriate action taken should they feel or become unsafe. To ensure this, every child at the setting will be allocated a key person on joining the setting.

The manager of the setting will ensure that all staff are effectively deployed throughout the day to meet the requirements of the Statutory Framework for the EYFS. We will endeavour to provide additional staffing to ensure key times during the day e.g. arrivals and settling in children are covered effectively to meet the needs of the children.

Should there be times that we become short of staffing, first we will rearrange the grouping of the children with a view to seeing if we can still safely meet the children's needs and the minimum ratios. Where this is not possible, we will enlist the services of vetted childcare agency staff. On doing so, we will ensure that all agency staff prior to working with the children will be inducted into the settings policies and procedures. They will work closely with another permanent member of staff to provide consistent care for the children.

Legislative & Guidance Framework

Our safeguarding policy has been developed in accordance with the principles established by the Children Act 1989; and is in line with the following statutory and departmental guidance:

- Statutory Framework for the Early Years Foundation Stage
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2> (Safeguarding and Welfare requirements)
- Keeping Children Safe in Education 2020
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf
- Working Together to Safeguard Children 2018
- <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- What to do if you are worried a child is being abused 2015
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf
- “The Prevent Duty Guidance for England & Wales’ 2015
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf
- “Information Sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers” 2018
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_service_s.pdf
- Safeguarding children and protecting professionals in early years settings: Online safety guidance for practitioners 2019
- <https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-guidance-for-practitioners>
- Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_service_s.pdf
- Statutory guidance SEND code of practice: 0 to 25 years
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Defining Abuse – Signs & Symptoms

All staff in our setting are aware of the signs and symptoms of abuse. As Early Years practitioners we recognise the additional barriers that exist when identifying the signs of abuse and neglect in children who have special educational needs and/or disabilities.

There are four main categories of abuse:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

These four categories of abuse and the possible indicators are detailed in the Department of Health ‘Working Together to Safeguard Children’ document 2010. It should be noted that those listed are not a definitive list, though children’s poor behaviour maybe a sign that they are suffering harm or that they have been traumatised by abuse, some children may present these behaviours for reasons other than abuse.

It is important that all staff working at Rising stars are aware of the indicators of abuse and that they should always **consult when concerned**.

Abuse information sourced from the NSPCC <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse>

What is sexual abuse?

When a child or young person is sexually abused, they're forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it's wrong. And they might be afraid to tell someone. Sexual abuse can happen anywhere – and it can happen in person or online.

It's never a child's fault they were sexually abused – it's important to make sure children know this.

Types of sexual abuse

There are 2 types of sexual abuse – contact and non-contact abuse.

Contact abuse is where an abuser makes physical contact with a child. This includes:

- sexual touching of any part of a child's body, whether they're clothed or not
- using a body part or object to rape or penetrate a child
- forcing a child to take part in sexual activities
- making a child undress or touch someone else.
- Contact abuse can include touching, kissing and oral sex – sexual abuse isn't just penetrative.

Non-contact abuse is where a child is abused without being touched by the abuser. This can be in person or online and includes:

- exposing or flashing
- showing pornography
- exposing a child to sexual acts
- making them masturbate
- forcing a child to make, view or share child abuse images or videos
- making, viewing or distributing child abuse images or videos
- forcing a child to take part in sexual activities or conversations online or through a smartphone.

Signs of sexual abuse

Knowing the signs of sexual abuse can help give a voice to children. Sometimes children won't understand that what's happening to them is wrong. Or they might be scared to speak out. Some of the signs you might notice include:

- Avoiding being alone with or frightened of people or a person they know.
- Language or sexual behaviour you wouldn't expect them to know.
- Having nightmares or bed-wetting.
- Alcohol or drug misuse.
- Self-harm.
- Changes in eating habits or developing an eating problem.
- Changes in their mood, feeling irritable and angry, or anything out of the ordinary.
- Bruises.
- Bleeding, discharge, pains or soreness in their genital or anal area.
- Sexually transmitted infections.

What is neglect?

Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children and young people in danger. And it can also have long term effects on their physical and mental wellbeing.

Types of neglect

Neglect can be a lot of different things, which can make it hard to spot. But broadly speaking, there are 4 types of neglect.

- **Physical neglect**
A child's basic needs, such as food, clothing or shelter, are not met or they aren't properly supervised or kept safe.
- **Educational neglect**
A parent doesn't ensure their child is given an education.
- **Emotional neglect**
A child doesn't get the nurture and stimulation they need. This could be through ignoring, humiliating, intimidating or isolating them.
- **Medical neglect**
A child isn't given proper health care. This includes dental care and refusing or ignoring medical recommendations.

Signs of neglect

Neglect can be really difficult to spot. Having one of the signs doesn't necessarily mean a child is being neglected. But if you notice multiple signs that last for a while, they might show there's a serious problem. Children and young people who are neglected might have:

- poor appearance and hygiene – being dirty or smelly, having unwashed clothes, having frequent and untreated nappy rash
- health and development problems – medical or dental issues, poor language or social skills, tiredness, repeated accidental injuries, often caused by lack of supervision
- housing and family issues - living in an unsuitable home environment, such as having no heating, being left alone for a long time
- Change in behaviour – becoming clingy, becoming aggressive, finding it hard to concentrate or take part in activities, displaying obsessive behaviour

What is emotional abuse?

Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child.

Emotional abuse is often a part of other kinds of abuse, which means it can be difficult to spot the signs or tell the difference, though it can also happen on its own.

Types of emotional abuse

Emotional abuse includes:

- humiliating or constantly criticising a child
- threatening, shouting at a child or calling them names
- making the child the subject of jokes, or using sarcasm to hurt a child
- blaming and scapegoating
- pushing a child too hard or not recognising their limitations
- exposing a child to upsetting events or situations, like domestic abuse or drug taking
- failing to promote a child's social development
- not allowing them to have friends
- persistently ignoring them
- being absent
- manipulating a child
- never saying anything kind, expressing positive feelings or congratulating a child on successes
- never showing any emotions in interactions with a child, also known as emotional neglect.

Signs of emotional abuse

There might not be any obvious physical signs of emotional abuse or neglect. And a child might not tell anyone what's happening until they reach a 'crisis point'. That's why it's important to look out for signs in how a child is acting.

As children grow up, their emotions change. This means it can be difficult to tell if they're being emotionally abused. But children who are being emotionally abused might:

- seem unconfident or lack self-assurance
- struggle to control their emotions
- have difficulty making or maintaining relationships
- act in a way that's inappropriate for their age.

The signs of emotional abuse can also be different for children at different ages.

Babies and pre-school children who are being emotionally abused or neglected might:

- be overly-affectionate to strangers or people they don't know well
- seem unconfident, wary or anxious
- not have a close relationship or bond with their parent
- be aggressive or cruel towards other children or animals.

What is physical abuse?

Physical abuse is when someone hurts or harms a child or young person on purpose. It includes:

- hitting with hands or objects
- slapping and punching
- kicking
- shaking
- throwing
- poisoning
- burning and scalding
- biting and scratching
- breaking bones
- drowning.

It's important to remember that physical abuse is any way of intentionally causing physical harm to a child or young person. It also includes making up the symptoms of an illness or causing a child to become unwell.

Signs of physical abuse

Bumps and bruises don't always mean a child is being physically abused. All children have accidents, trips and falls. And there isn't just one sign or symptom to look out for. But it's important to be aware of the signs.

If a child regularly has injuries, there seems to be a pattern to the injuries or the explanation doesn't match the injuries, then this should be reported.

Physical abuse symptoms include:

- bruises
- broken or fractured bones
- burns or scalds
- bite marks.

It can also include other injuries and health problems, such as:

- scarring
- the effects of poisoning, such as vomiting, drowsiness or seizures
- breathing problems from drowning, suffocation or poisoning.

Head injuries in babies and toddlers can be signs of abuse so it's important to be aware of these. Visible signs include:

- swelling
- bruising
- fractures
- being extremely sleepy or unconscious
- breathing problems
- seizures
- vomiting
- unusual behaviour, such as being irritable or not feeding properly.

Private Fostering

A private fostering arrangement is one that is made privately (without any involvement of a Local Authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. Both birth parents, private foster carers and persons who are seeking to arrange for a child to be privately fostered are required by law to notify Havering Council's Children's Services department of the arrangement.

Should we become aware that a child is being privately fostered we will notify the MASH team.

Female Genital Mutilation (FGM)

The settings duty extends to protecting young girls and women from FGM, an illegal and extremely harmful practice and a form of abuse. All staff in our setting have received training to increase their awareness of the practice and harm FGM causes.

We recognise that children are at higher risk of FGM if this has already been carried out on their mother, sister or a member of their extended family (HM Government, 2016). In consideration of this we will always maintain a culture of vigilance.

Should a child in our care show any signs and symptoms of FGM or we have good reason to believe that the child is at risk of FGM, we will refer the child to the Havering Council MASH team using our existing standard safeguarding procedures as it is a form of child abuse.

However, should we think a child is in immediate danger we will contact the police on 999.

Link to e-learning <https://www.fgmelearning.co.uk>

Prevent

As part of the arrangements to safeguard the children we are committed to the Prevent Duty to help protect children from radicalisation and extremism under section 26 of the Counter-Terrorism and Security Act 2015. We will do by:

- Understanding our own role and responsibilities on how to protect children from extremism
- Promoting and embed fundamental British Values in the setting through the activities and policies of the setting
- Ensuring that staff have up to date training that provides them with the knowledge on how to identify children at risk.
- Monitoring children's attendance and following up absences

Link to Prevent on line training

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

Child sexual exploitation

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

Children and young people can be trafficked into or within the UK to be sexually exploited. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse to control them.

Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups.

Types of child sexual exploitation

CSE can happen in person or online. An abuser will gain a child's trust or control them through violence or blackmail before moving onto sexually abusing them. This can happen in a short period of time.

When a child is sexually exploited online they might be persuaded or forced to:

- send or post sexually explicit images of themselves
- film or stream sexual activities
- have sexual conversations.

Once an abuser has images, video or copies of conversations, they might use threats and blackmail to force a young person to take part in other sexual activity. They may also share the images and videos with others or circulate them online.

Gangs use sexual exploitation:

- to exert power and control
- for initiation
- To use sexual violence as a weapon.

Children or young people might be invited to parties or gatherings with others their own age or adults and given drugs and alcohol. They may be assaulted and sexually abused by one person or multiple perpetrators. The sexual assaults and abuse can be violent, humiliating and degrading.

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/child-sexual-exploitation/>

County lines

County Lines is where illegal drugs are transported from one area to another, often across police and local authority boundaries (although not exclusively), usually by children or vulnerable people who are coerced into it by gangs. The 'County Line' is the mobile phone line used to take the orders of drugs. Importing areas (areas where the drugs are taken to) are reporting increased levels of violence and weapons-related crimes as a result of this trend.

Some signs to look out for include:

- An increase in visitors and cars to a house or flat
- New faces appearing at the house or flat
- New and regularly changing residents (e.g different accents compared to local accent)
- Change in resident's mood and/or demeanour (e.g. secretive/ withdrawn/ aggressive/ emotional)
- Substance misuse and/or drug paraphernalia
- Changes in the way young people you might know dress
- Unexplained, sometimes unaffordable new things (e.g clothes, jewellery, cars etc)
- Residents or young people you know going missing, maybe for long periods of time
- Young people seen in different cars/taxis driven by unknown adults
- Young people seeming unfamiliar with your community or where they are
- Truancy, exclusion, disengagement from school
- An increase in anti-social behaviour in the community
- Unexplained injuries

<https://www.nationalcrimeagency.gov.uk/what-we-do/crime-threats/drug-trafficking/county-lines>

Gangs

A group of friends or family with identifiable leadership and internal organization, identifying with or claiming control over territory in a community, and engaging either individually or collectively in illegal or violent behaviour

Harmful sexual behaviour

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive. It can be displayed towards younger children, peers, older children or adults. It's harmful to the children and young people who display it, as well as those it is directed towards.

<https://learning.nspcc.org.uk/research-resources/2017/harmful-sexual-behaviour-research-briefing>

Radicalisation

Radicalisation is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo or reject and/or undermine contemporary ideas and expressions of freedom of choice.

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/protecting-children-from-radicalisation/>

Domestic Abuse

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse.

Domestic abuse can include:

- sexual abuse and rape (including within a relationship)
- punching, kicking, cutting, hitting with an object
- withholding money or preventing someone from earning money
- taking control over aspects of someone's everyday life, which can include where they go and what they wear
- not letting someone leave the house
- reading emails, text messages or letters
- Threatening to kill or harm them, a partner, another family member or pet.
- Witnessing and experiencing domestic abuse

Children never just 'witness' domestic abuse; it always has an impact on them. Exposure to domestic abuse or violence in childhood is child abuse.

Children may experience domestic abuse directly, but they can also experience it indirectly by:

- hearing the abuse from another room
- seeing a parent's injuries or distress afterwards
- finding disarray like broken furniture
- being hurt from being nearby or trying to stop the abuse
- Experiencing a reduced quality in parenting as a result of the abuse
- Signs and indicators
- It can be difficult to tell if domestic abuse is happening, because perpetrators can act very differently when other people are around.

Children who experience domestic abuse may:

- display challenging behaviour
- suffer from depression and anxiety
- Not do as well at school as usual.
- Signs of anxiety
- Children who experience domestic abuse may feel on constant alert. Signs of anxiety or fear-related behaviour include:
- bed wetting or unexplained illness
- running away from home
- constant worry about possible danger or safety of family members
- Aggression towards others

<https://learning.nspcc.org.uk/child-abuse-and-neglect/domestic-abuse>

Honour-based abuse

<https://www.cps.gov.uk/legal-guidance/so-called-honour-based-abuse-and-forced-marriage-guidance-identifying-and-flagging>

“an incident or crime involving violence, threats of violence, intimidation coercion or abuse (including psychological, physical, sexual, financial or emotional abuse) which has or may have been committed to protect or defend the honour of an individual, family and/ or community for alleged or perceived breaches of the family and/or community’s code of behaviour.”

Forced marriage situations could also involve, for example, the specific offences of:

- Harassment;
- Kidnap;
- Blackmail;
- False imprisonment;
- Common assault, actual/grievous bodily harm;
- Threats to kill;
- Child abduction;
- Rape or other sexual offences
- Immigration offences;
- Fraud;
- Marriage offences;
- People trafficking; and
- Controlling, causing or inciting prostitution.

Online abuse/cyber bullying

Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including:

- social media
- text messages and messaging apps
- emails
- online chats
- online gaming
- live-streaming sites.

Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online.

Signs of online abuse

A child or young person experiencing abuse online might:

- spend a lot more or a lot less time than usual online, texting, gaming or using social media
- seem distant, upset or angry after using the internet or texting
- be secretive about who they're talking to and what they're doing online or on their mobile phone
- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.

Some of the signs of online abuse are similar to other abuse types:

- cyberbullying
- grooming
- sexual abuse
- child sexual exploitation

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/online-abuse/>

Specific safeguarding policies

At Rising Stars, we recognise that safeguarding children is not just about protecting children from deliberate harm, but also includes things such as child safety anti bullying, racial abuse harassment, visits out into the community, intimate care, use of mobile phones, internet safety, first aid etc. Safeguarding is fundamental to the welfare of all children in our care. This policy is therefore one of a series in the setting's integrated safeguarding procedures and should be read in conjunction with the specific policies and other protocol, as listed below:

- Promoting positive behaviour policy
- Workplace mental health policy
- Confidentiality policy
- No smoking, drugs or alcohol policy
- Children's attendance
- E-Safety, mobile phone and taking photos of children policy
- Mobile phone and social networking Policy
- iPad acceptable Use Policy
- Health and Safety policy
- Lost child procedure policy
- Equal opportunities policy
- Medication policy
- Allergies and allergic reactions
- SEN / Inclusion policy
- Suitability of staff policy
- First Aid policy
- Whistle Blowing policy
- Allegations of abuse against staff policy
- Recruitment vetting policy
- Complaints and compliments policy
- Additional policies and procedures (staff handbook)
- Risk assessments

The above list is not exhaustive and as new policy guidance and legislation develops within the remit of Safeguarding, we will review and update our policies and procedures as appropriate and update the policy accordingly.

Dealing with disclosures made by children

Should a child make a disclosure of abuse as with all Child Protection concerns, we will act on the information immediately. If staff are concerned that a child may be at risk or is suffering abuse, they must report the concern to the DSL Stephanie Charalambous or in their absence to the deputy DSL Nicole Ruse.

If a child makes a disclosure or an allegation of abuse against an adult or another child or young person, it is important that you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform your Designated Safeguarding Lead as soon as possible.
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the setting concern about a child's welfare & safety form. (see Appendix 2)

We are aware that parents are normally the first point of contact should a concern arise regarding their child. If a suspicion of abuse is recorded, we will inform parents after seeking advice from MASH. The only exception to this taking place is where informing the parents will place the child at further risk.

In any event the nursery will continue to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

What to do if you're worried a child is being abused: advice for practitioners

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What to do if you re worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

Information Sharing

We at Rising Stars view information sharing as an essential part of our arrangements to safeguard the children in our care. Any information shared will be done on a need to know basis to aid the effective assessment and identifying of children at risk. As practitioners we are clear about when we should share information and be alert to the signs and triggers of child abuse, should we there be a suspicion enquiries and external investigations are kept confidential and shared only with those who need to know. Any information shared will be in with guidance from the local authority and police

Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information sharing advice practitioners safeguarding services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)

Allegations against staff and volunteers

Should an allegation be made against an adult in a position of trust within our setting whether they are members of staff or volunteers this should be brought to the immediate attention of the DSL who will advise LADO and the directors. In the case of the allegation being made against the DSL this will be brought to the immediate attention of LADO and the directors. The DSL and directors will discuss with LADO the nature of the allegations made against the adult, with a view of the LADO evaluation and guidance. This may result in a strategy discussion depending on the nature of the allegation being made.

In all cases the allegation will be referred to the LADO immediately and followed up in writing using a LADO referral form (see appendix 3) within 48 hours. As part of the allegation management process the DSL will consider the safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser. They will also:

- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Advise Ofsted of an allegation within 14 days of the allegation
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation if this is deemed necessary.
- Ensure any decision made in any strategy meeting is acted on.

DBS Referrals

- We as an employer of practitioners and volunteers in regulated activity will make a referral to the DBS when the conditions for doing so have been met.
- We have a legal duty to refer any person engaged to work in regulated activity at Rising Stars where an allegation has been substantiated, or where harm test has been met, irrespective of whether another body has made a referral to the DBS in relation to the same person; failure to do so is an offence.
- A DBS referral will take place at any time during the allegations/disciplinary process and will take place at the earliest stage possible. There could be at a time when we consider that we should make a referral in the interests of safeguarding children or vulnerable adults even if we have not removed the person from working in regulated activity; this could include acting on the advice of the police or a safeguarding professional, or in situations where we don't have enough evidence to dismiss or remove a person from working with vulnerable groups. Making DBS referrals where the referral conditions are not met, will be done in consideration of relevant employment and data protection laws.
- When employing agency staff, both Rising Stars Preschool and the agency have a responsibility to refer as above. If an allegation is made against the DSL of our setting, the matter should be brought to the attention of the Deputy DSL or the manager of the setting or the registered person.

The full procedures for dealing with allegations against staff can be found in Keeping Children Safe in Education 2019.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf

Further information and guidance on making DBS referrals can be found on the link below <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#should-i-make-a-referral-when-an-allegation-is-first-made-or-when-i-temporarily-suspend-someone>

Referrals

MASH is Havering's single point of referral to social care for concerns regarding children, young people and vulnerable adults:

- Early Help (parental consent needed)
- Child in Need
- Child Protection
- Adult Safeguarding

Referrals to the MASH should be made immediately when there is a concern that the child is suffering significant harm or is likely to do so.

It is good practice to notify MASH by phone and/or email to discuss the case prior to sending a written referral form (see appendix 4). This will help determine the level of intervention and will also give children's social care and the police time to make arrangements to come and see the child that same day in the nursery if deemed necessary.

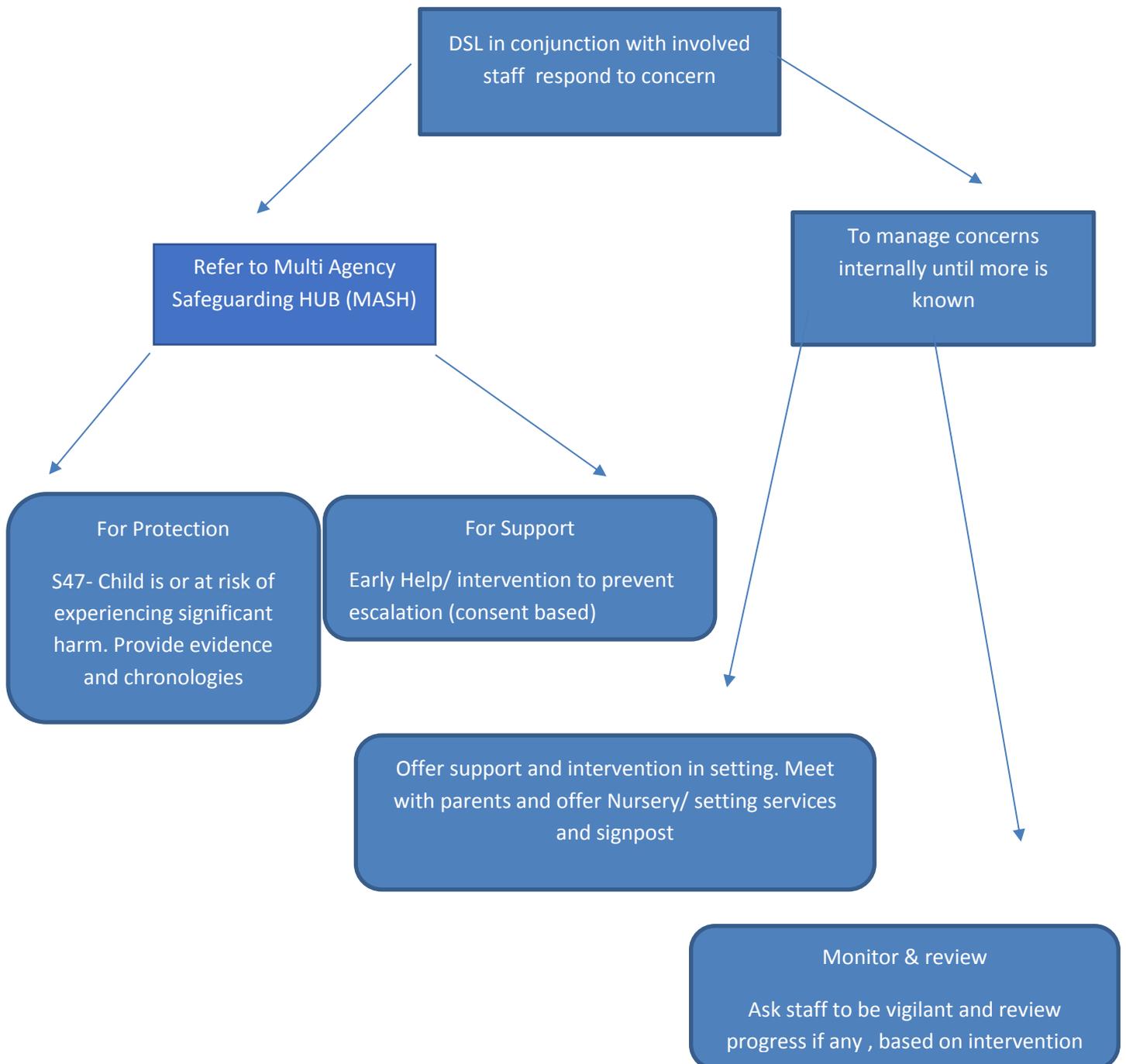
In our setting the DSL ordinarily takes responsibility for the referral process, in consultation with the staff who know the child. Still, there are circumstances where another member of staff must refer without delay:

If for some reason, the DSL is not available; the referral should be made without delay by the deputy DSL, manager or another member of staff

- If you disagree with your DSL's decision not to refer a case to MASH, it is your responsibility to refer the case to LADO, and to respectfully inform the DSL that you are doing so.
- Should another member of staff refer instead, the DSL must be consulted and updated as soon as possible.

It is noted that all adults in our setting, including the DSL, have a duty to refer all known or suspected cases of abuse to the relevant agency including MASH, LADO, or the Police. Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the setting's DSL in the first instance and to follow their organisations procedures. Any records made should be kept securely in the Safeguarding folder.

Flow Chart



Early Help- Identifying children and families who would benefit from early intervention in line with our responsibilities under 'Working Together to Safeguard Children (2018)' we are committed to identifying those children who would benefit from Early Help support.

Whistleblowing

Whistleblowing is when someone raises a concern about a dangerous or illegal activity or any wrongdoing within their organisation.

Raising a concern is known as "blowing the whistle" and is a vital process for identifying risks to people's safety.

Sharing information or talking through a concern can be the first step to helping an organisation identify problems and improve their practices.

The wrongdoing you disclose must be in the public interest. This means it must affect others, for example the general public.

Remember as a whistle blower you're protected by law.

As a result of whistle blowing you should not be treated unfairly or lose your job because you have 'blown the whistle'.

Adapted from the NSPCC

<https://www.nspcc.org.uk>

You can raise your concern at any time about a current incident or in relation to something that happened in the past or you believe will happen in the near future. We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. For this reason, all staff are aware that they have a duty to raise concerns about the attitude or actions of colleagues via the settings whistleblowing and complaints policies and that they have a right to seek appropriate advice from the following

- LADO & safeguarding team telephone number 01708 431653 (9-5pm Monday to Friday) email Lado@haverinq.gov.uk
- Ofsted telephone number call our whistleblowing hotline on 0300 1233155 (8am to 6pm, Monday to Friday) email whistleblowing@ofsted.gov.uk
write to: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD
- NSPCC Contact the Whistleblowing Advice Line
- Call 0800 028 0285 or Email help@nspcc.org.uk

In any circumstance where someone feels they need to 'blow the whistle,' they must follow the Whistleblowing flowchart (see appendix 5)

Staffing and Safer Recruitment

We are an equal opportunity employer and are committed to using non-discriminatory procedures in our recruitment process, to ensure all candidates who apply for employment at Rising Stars are treated fairly and that we recruit people who are suitable to fulfil the requirement of their role.

To recruit we pay regards to:

- the Keeping Children Safe in Education 2020
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf
- the Early Years Foundation Stage (EYFS) 2017 3.9, 3.10, 3.12
https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf
- Criminal record checks for childminders and childcare workers
<https://www.gov.uk/guidance/criminal-record-checks-for-childminders-and-childcare-workers>
- the London Child Protection 5th edition
https://www.londoncp.co.uk/chapters/safer_recruit.html#seventeen_one_twelve

In doing so we will ensure:

- At least one member of the interview panel will be trained in Safer Recruitment.
- For every job role within the setting there will be a job description detailing the job role, which will also include the responsibility of the member of staff to safeguard and promote the welfare of children
- All candidates will be subjected to qualification and identity checks
- An enhanced DBS certificate which includes barred list information check will be undertaken for all candidates under the Childcare (Disqualification) Regulations 2009.
- All records will be kept which relate to the employment of staff and volunteers, thus demonstrating that checks have been undertaken, including the date and number of the enhanced child barring DBS.
- We will obtain a minimum at least two references for all potential new staff and volunteers
- All new staff are required to produce documentation that confirms they have the right to work in the UK.
- All permanent appointments to Rising Stars will be subject to a probationary period of six months
- All staff and or volunteers will be fully inducted into the setting with regards to understanding the safeguarding policy and procedures of the setting and will be trained to identify signs and symptoms of possible abuse

All staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children-whether received before, or at the point of recruitment

Appendix 1

Local Support and Key Safeguarding contacts in Havering Council

- All members of staff at Rising Stars are made aware of local support available:

Name	Agency	Contact details
Police Referral Desk	Romford Police station (CAIT)	101 0300 123 1212
Duty Child Protection Coordinators	Havering Children & Families Services (Mercury House) Child protection team Out of hours/weekend	01708431783 01708433222 (first response) 01708433999
Children's Emergency, Duty Team Manager	Havering Children & Families Services	01708433999
Local Authority Designated Officer (LADO) & Safeguarding in Education LADO -Lisa Kennedy/Donna Wright	Havering	01708431653 LADO@havering.gov.uk
Havering Multi Agency Safeguarding Hub (MASH) Team Alison McDonald, MASH	Triage/MASH and assessment service	TriageMASHandAssessmnet@havering.gov.uk 01708433222
Designated Doctor for Child Protection	Queens Hospital	01708435000
Named Nurse for Safeguarding Community Health Services, School Nursing, Health Visitors and Child & Adolescent Mental Health Services (CAHMS)	The Acorn centre NHS (NELFT)	01708676777 03005551200
Named Nurse for Safeguarding Designated Nurse for Safeguarding Children	Queens hospital	01708435000 Gary Etheridge, Director of Nursing, Safeguarding and harm free care at gary.etheridge@nhs.net Stephen Hynes, Named Nurse, Safeguarding children at stephen.hynes@nhs.net



Appendix 2

Rising stars Romford,
St Cedd's centre,
Sims close,
Romford,
RM1 3QT
Tel: 01708756714

Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to **Stephanie Charalambous** if they have a safeguarding concern about a child.

Full name of child	Date of Birth	Room name

Name of member of staff completing the form	Position

Nature of worry, concern or disclosure

Please include where you were when the child made a disclosure, what you saw, who else was there, what the child said or did and what you said. Include written disclosures or accompanying documents as appendices.

Time and date of incident:

Was there an injury? Yes / No

Did you see it? Yes / No

Describe the injury:
Have you filled in a body map to show where the injury is and its approximate size? Yes / No
Was anyone else with you? If 'Yes', who?

Has this happened before?	If 'Yes' did you report the previous incident?
Who are you passing this information to?	
Name:	
Position:	
Your signature:	
Time form completed:	
Date:	
Time form received by DSL:	
Action taken by DSL:	

Referred to:			
Senior safeguarding lead		Named nurse for safeguarding	
Police services		Children & Families Services	
Early help		LADO	
MASH		Duty Child Protection Coordinators	
Prevent counter terrorism officer		Other:	
Date:		Time:	

Appendix 3

Managing allegations about adults working with children & young people

Notification / progress and monitoring form to the Local Authority Designated Officer (LADO)

Section one must be completed and emailed immediately to the Local Authority Designated Officer (LADO) if it is alleged that a person who works with children has:

- Behaved in a way that has harmed, 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/she is unsuitable to work with children

The manager should then telephone the LADO immediately to discuss the next course of action.

LADO: Lisa Kennedy

Tel: 01708 431653

Email: LADO@havering.gov.uk

Any referrals or communications with the LADO must be sent to : LADO@havering.gov.uk

Emails sent to personal email addresses may get lost or not responded

Do not assume that the form has been received – telephone the LADO.

If you think a child is at immediate risk of significant harm phone Children's Social Care and/or the Police immediately

Children's Social Care: 01708 433584 / 01708 433999 (out of hours)

Police – 0300 123 1212 (999 if an emergency)

When receiving an allegation:

- Treat it seriously and keep an open mind
- **Do not** investigate
- **Do not** make assumptions or offer alternative explanations
- **Do not** promise confidentiality
- Record the details using the child/adult's own words
- Note time/date/place of incident(s), persons present and what was said
- Sign and date the written record
- Do not tell the member of staff/volunteer if this might place the child at risk of significant harm or jeopardise any future investigation
- **Do** refer to Havering's 'managing allegations against people who work with children' policy

The LADO will maintain a live record of the case using Section two.

SECTION ONE: REFERRER TO COMPLETE

Referrer Details	
Name:	Job Title
Organisation:	
Address:	
Tel	E-mail:

Child 1 details (to whom the allegation refers)		
Name:		
Date of Birth:	Ethnicity:	Male / Female:
Home address:		
School/College/Work Place:		Unique Pupil Number:
Additional information e.g. disability, communication or other special needs, previous child protection concerns:		
Family Details		
Parent/Carer:		

Relationship:	
Date of Birth:	
Ethnicity:	
Address:	
Telephone contact:	
Email contact:	
Additional Information:	

Additional information e.g. disability, communication or other special needs, previous child protection concerns:

Member of staff / volunteer concerned – The person(s) about whom the allegation has been made		
Name:		
Date of Birth	Ethnicity:	Male/Female:
Telephone:		Email:
Job Title:		Employment status:
Employing Agency (include statutory or voluntary agency):		Place of employment:
Home Address:		
Additional information e.g. employment history; previous concerns raised:		
Details of any previous allegations made:		
Have safer recruitment processes been followed?		Yes/No
Date of CRB:		

Details Of Allegation / Concern

Date of Allegation

Time of Allegation:

Place of Allegation:

Allegation in Personal Life?

Yes/No

Allegation in Professional Life?

Yes/No

Record the details of the allegation using the child/adult's own words where possible

Record nature of allegation – physical abuse, sexual abuse, emotional abuse, neglect:

Did the incident involve an authorised physical restraint?

Yes/No

Has the child been spoken to about this incident or concern? If yes, give details

Has a parent/carer been informed? If yes, give reason and details.

Has the member of staff / volunteer been informed? If yes, please give reason and details

Referrers Name	Referrers Agency	
Referrer signature	Date	Time

Outcome summary

--

Outcome	Definition	Tick all applicable
Allegation substantiated	Allegations supported or established by evidence or proof	
Allegation unsubstantiated	An unsubstantiated allegation is not the same as a false allegation. It simply means that there is insufficient identifiable evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.	
Allegation unfounded	This indicates that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances. For an allegation to be classified as unfounded, it will be necessary to have evidence to disprove the allegation	
Malicious allegation	This means there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.	
S47 enquiries	This applies where LB Havering has made s.47 enquiries (where it has reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm).	
Criminal investigation and outcome	This applies where the police have been involved in investigating an allegation to determine whether or not a criminal offence has been committed.	
Disciplinary proceedings	This applies where the employer has considered the allegation under the terms of their own internal disciplinary investigation	
Dismissal	This applies where the employer has decided, following due consideration of the allegation, to dismiss the member of staff from their employment.	
Referral to regulatory body	For example the General Teaching Council, General Social Care Council etc.	
Referral to ISA	This applies to a decision to refer a person to the ISA for barring or restriction on their work with children or young people.	

No further action after initial consideration	Initial consideration means the discussion about whether the alleged incident constitutes an allegation within the scope of these procedures. It does not mean following an initial assessment undertaken in accordance with the Framework for the Assessment of Children in Need and their Families.	
Cessation of use	This applies only in proven cases involving volunteers or non-contracted staff.	
Resignation	This applies where a person resigns before disciplinary proceedings can be completed, or resigns as an alternative to being dismissed.	
Caution	This would apply if the police issued any cautions, reprimands, warnings or bind overs relating to the allegation.	
Suspension	This applies where LB Havering has taken the decision to ask the staff member to refrain from work or has suspended them for the duration of the investigative process.	
Acquittal	This is where the legal result of a criminal trial ends in a verdict of not guilty, or some similar end of court proceedings that terminate without a verdict of guilty being entered against the accused . An acquittal formally certifies the innocence of the accused in criminal law.	

Further actions	
Date closed:	
LADO authorisation:	

Appendix 4



MULTI AGENCY REFERRAL FORM

4th Floor North Wing, Mercury House, Mercury Gardens, Romford, RM1 3DW

Telephone: 01708 433 222 **Facsimile:** 01708 433 375 **Email:** tmash@havering.gov.uk

Website: www.havering.gov.uk/Pages/Category/Children-and-families.aspx

Consent Refer to guidance on last page. Where possible, written consent should be obtained unless seeking consent will put the child at imminent risk of significant harm.

Do you have consent, from a person who has parental responsibility for this child, to make this referral and share appropriate information with other agencies? **Written** **Verbal** **Not Obtained**

Consenters Name	Relationship to Child:	Date of Consent:
Signature:		

Family Details

Family Address:	
Young Person's contact details if applicable:	
First Language:	Is an interpreter required? Yes <input type="checkbox"/> No <input type="checkbox"/>
Does any child or family member have a disability? If yes, please provide details:	

Family Composition

Child 1	Name:	DOB/EDD:	Gender:
Tick if same Address <input type="checkbox"/>		Ethnicity:	
Other address:			
Child 2	Name:	DOB/EDD:	Gender:
Tick if same Address <input type="checkbox"/>		Ethnicity:	
Other address:			
Child 3	Name:	DOB/EDD:	Gender:

Tick if same Address <input type="checkbox"/>		Ethnicity:	
Other address:			
Child 4	Name:	DOB/EDD:	Gender:
Tick if same Address <input type="checkbox"/>		Ethnicity:	
Other address:			
Child 5	Name:	DOB/EDD:	Gender:
Tick if same Address <input type="checkbox"/>		Ethnicity:	
Other address:			
Parent/Carer	Name:	DOB:	Gender:
Tick if same Address <input type="checkbox"/>		Ethnicity:	Contact Details:
Other address:			
Relationship:			
Parent/Carer	Name:	DOB:	Gender:
Tick if same Address <input type="checkbox"/>		Ethnicity:	Contact Details:
Other address:			
Relationship:			

Referral
What is the reason for your referral?
<i>Do you believe the child is at immediate risk of significant harm? Please state the nature of harm.</i>
<i>Has the subject sustained an injury? Please provide a description of the injury.</i>
<i>Is the child/young person afraid to be home? If yes, where is the child currently?</i>
<i>Please state date, time and location of the incident.</i>

<i>Has the child been spoken to? What is their account?</i>
Are there any support services that the child/family is currently or has previously been receiving?
What are the desired outcomes you would like to see? What services do you believe are required?
Are there any contributing factors that you would like us to be aware of such as health, housing, financial, education, and emotional/social wellbeing?
<i>e.g. In your opinion, are there any heightened risks to persons making contact with the child/family such as a dangerous dog, persons of a violent nature, drug use in the home etcetera?</i>

Referrer's Details		
Name:		
Role:	Agency (if applicable):	
Full Work Address, including post code:		
Telephone, including mobile:	Fax:	Email:
Name of Agency Safeguarding Lead:		Date:

Consent

Parents/Carers should be asked to provide consent to both the referral being made to Havering Children's Services and to obtaining and sharing information with partner agencies. In most circumstances the agreement of the parent/legal guardian must be sought before a referral is made, providing this will not place the child at an increased risk of significant harm.

If a professional has any concern that informing a parent may place a child at risk, please seek advice from the Triage, MASH and Assessment Team on 01708 433 222. For all referrals to the Early Help Service, a signature is required from the Parent/Carer

Appendix 5

Whistle blowing

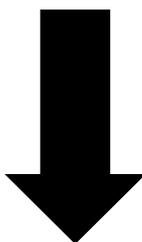
If a member of staff believes a colleague has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they are unsuitable to work with children

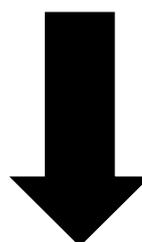
You **must** follow the reporting procedures.

What to do if you have a concern

Report to the Designated safeguarding lead (**DSL**) **Stephanie Charalambous** or the deputy safeguarding lead (**DDSL**) **Nicole Ruse**. If neither are available contact the directors Arvinder Brar or Sumeet Brar.



The DSL will report to LADO (Lisa Kennedy or Donna Wright) on **01708431653** and then to **OFSTED on 03001231231**



If you feel your concerns are not being dealt with properly or you are worried about the conduct of the DSL contact;

Havering Local Authority Designated officer (LADO) **01708 431653** or

NSPCC whistle blowing helpline **0800 0280285**

Behaved towards a child or children in a way that indicates they are unsuitable to work with children

You **must** follow the reporting procedures.