

## **Safeguarding Children Policy**

This policy details how we safeguard and promote the welfare of all children in our care through our daily practice. We take a very serious role in keeping children safe and ensure that safeguarding children is embedded in our daily practice and within the ethos of Carousel Nursery School. We believe that children and young people should be valued, respected and protected. Staff are aware of their duty to be a whistleblower on anybody involved with the children in our care if they think there is evidence to suggest they may be at risk of significant harm.

This links closely to our Recruitment and Vetting Policy and follows the Local Safeguarding Children's Board guidelines. Our staff are informed to follow the 'What to do if Your Worried a Child is Being Abused' flow chart which is from the Department of Health. These are displayed around the Nursery.

### **Child Protection**

To ensure that all children's safety and welfare is promoted, Carousel Nursery:

- Has a named child protection officer within the setting who has had appropriate and up to date training, this is the Child Protection Liaison Officer (CPLO). Carousel Nursery's Child Protection Liaison Officer (CPLO) is Mary-Jane Stares, in the event of her absence the person next in charge (either the Deputy Managers or Senior Nursery Practitioner) will take the role of CPLO. The CPLO is provided with full training which is updated every three years. The CPLO is there to provide support and advice to other staff and liaise with Social Care when needed.
- Ensures that all staff are aware of child protection issues and how to safeguard children through early intervention (see Early Help Policy) by being able to identify the signs and symptoms of children who are at risk, this is maintained all year round through training sessions and regular staff meetings.
- Has a clear guideline for staff to follow if they suspect a child is at risk. (*See all Child Protection Policies in this section including the 'What to do if you're worried a Child is Being Abused' flow chart.*)
- Ensures that parents and carers are informed by sharing the policies and laws around child protection, safeguarding and the bruising protocol.

### **Whistleblowing**

#### **What is a whistleblower?**

You're a whistleblower if you're a worker and you report certain types of wrongdoing. This will usually be something you've seen at work - though not always.

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

As a whistleblower you're protected by law - you shouldn't be *treated unfairly or lose your job* because you 'blow the whistle'.

You can raise your concern at any time about an incident that happened in the past, is happening now or you believe will happen in the near future.

#### **Who is protected by law?**

You're protected if you're a worker, e.g. you're:

- an employee, such as a police officer, NHS employee, office worker, factory worker
- a trainee, such as a student nurse
- an agency worker
- a member of a Limited Liability Partnership (LLP)

Get independent advice if you're not sure you're protected, e.g. from Citizens' Advice.

A confidentiality clause or 'gagging clause' in a settlement agreement isn't valid if you're a whistleblower.

### **Complaints that count as whistle blowing and how to report them**

You're protected by law if you report any of the following:

- a criminal offence, e.g. fraud
- someone's health and safety are in danger
- risk or actual damage to the environment
- a miscarriage of justice
- the company is breaking the law, e.g. doesn't have the right insurance
- you believe someone is covering up wrongdoing
- A child being at risk of or being subjected to significant harm by a member of staff direct actions or by their practice. (Member of staff counts as anyone working within the nursery paid or voluntary including students and work experience).

All organisations may face the risk of misconduct in their workplace. When this happens usually the first people to realise or suspect are those that work within the organisation. If any of Carousel Nursery's employees have any concerns about policies and practices, we would ask that they raise their concerns to a member of the management team. If after the concern has been raised or if you feel that the issue is too severe to be dealt with by the management team, you can contact Ofsted.

Email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

Tel: 03001234666

Write to:  
WBHL  
OFSTED  
National Business Unit  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Please note whistle blowing is not the same as making a complaint. If you wish to make a complaint, please follow the nursery's complaints procedure.

### **Complaints that don't count as whistle blowing**

Personal grievances (e.g. bullying, harassment, discrimination) aren't covered by whistle blowing law, unless your case is in the public interest.

### **Lone Working**

Carousel Nursery ensures that children and staff are protected by adopting a lone working policy. This means that any staff working alone with children needs to follow the guidelines.

- Staff working alone must ensure that the playroom doors are left open at all times and that another member of staff is nearby or at the end of a phone (all floors have access to a internal nursery phone) to seek help if needed. All staff working alone must have a completed Disclosure and Barring Service (DBS) check. All recruitment suitability checks will have been carried out on the staff working alone and with prior agreement with the manager or on all staff employed at Carousel.
- Carousel is an open nursery, there will be some occasions where doors will be allowed to be closed with management permission, this will not be when children are in the rooms. For example, the baby messy room for staff lunch times, the office/a room for private phone calls and meetings, all rooms have fire doors that are pinned open, so staff are always in earshot of one another.

- All children are encouraged to go to the toilet independently, if confident to do so. However, if children need support only staff who have a DBS/recruitment check, may assist them. Children will be encouraged to develop a sense of independence through adult support in making choices and in finding names for their own feelings and acceptance to express them. *Also see Behaviour Management Policy.* This will enable children to have the self confidence and the vocabulary to resist inappropriate approaches. The layout of the room will permit constant supervision of all children.
- Staff use good communication to ensure everyone is aware of each other's intentions and whereabouts when moving throughout the building. Staff will inform their colleagues if they intend to leave the room (even for a short period of time) and seek cover if necessary.
- At least two people must always be on the premises, and at least one member of management must always be present.
- Staff should ensure that they are always appropriately deployed around the nursery to maintain the safety of the children; this may mean staff and children merging when necessary.
- Staff should be aware that the safety and wellbeing of the children is paramount and should use their initiative when attending to minor occurrences.
- A record of staff and the groups they work with is filled out daily (Deployment Sheet). This is to ensure protection of both staff and children as adult interaction is documented and there is a record of where staff are at certain times of the day.

### **Recruitment and Vetting Procedures**

All people in contact with the children (staff, volunteers and students) go through procedures to ensure their suitability. Carousel Nursery ensures that:

- Their identity is verified through documentation e.g. passport, birth certificate.
- They have a National Insurance number or working permit.
- Originals of their qualification certificates are seen by member of management and photocopied for our records.
- We obtain at least two written references prior to employment.
- All potential employees complete a health declaration to state that they are fit and healthy and can carry out the duties of their position. This is renewed after a period of illness and annually.
- All potential employees sign to declare that they are fit to work with children and young people and that they have not been at any time disqualified from working with children at any time in relation to safeguarding.
- A Disclosure and Barring Service (DBS) check is completed and any persons who have not yet obtained a DBS are never left unsupervised with children. The employee is required to pay for DBS check then when it has been completed staff are requested to register for the update service.

See the DBS/Recruitment and Employment Policy.

### **Exclude Known Abusers**

It will be made clear to all applicants for the post within the nursery, that the positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants for work within Carousel Nursery, whether voluntary or paid will be interviewed first. Two written references will be sought by the manager on paid staff and such staff will also complete a Health Declaration and suitability check. These will be updated annually, as well as ongoing monitoring to ensure continued suitability. *Please see Health and Safety Policies.*

Management will verbally follow up references and if applicants have unexplained gaps in their employment history, or who have moved rapidly from job to job, explanations will be sought.

All positions for both paid and unpaid staff will be subject to a probationary period set by management and will not be confirmed unless Carousel Nursery is confident that the

applicant can be safely entrusted with children. *Please see the DBS/Recruitment and Employment Policy regarding DBS checks.*

Staff can refer to the 'What would happen if you have committed a criminal offence' and 'What to do if an allegation is made to you about a member of staff' flow charts attached to the policy as guidance.

*It is an offence, under section 76, Childcare Act 2006, to provide early years provision if disqualified or be involved in the direct management of such provision if disqualified or to knowingly employ a disqualified person to work with children.*

### **Reasons for Disqualification**

There are several reasons that a person may be disqualified from working with children, under the Childcare Act 2006. These may be grouped under the following general headings:

- Grounds relating to the care of children
- Offences against children
- Offences against adults
- Inclusion on the list held by the Disclosure and Barring Service (see Appendix, fact sheet 5, relevant offences)
- Living on or working on premises where a disqualified person lives or where a disqualified person is employed. **This includes a provider or a nursery worker living in a household with a person that is disqualified from working with children.**
- Having registration refused or cancelled (this does not apply to a person whose registration as a childminder or childcare provider is cancelled in England for non-payment of fee after 1 September 2008)
- Offences include those committed overseas that, had the offence been committed in the UK, would disqualify that person from registration, regardless of how the offence is described in the law of the other country.

A list of the offences and cautions for which a person may be disqualified can be found in Tables 4 & 5 in Ofsted's Compliance, investigation and enforcement handbook: childminding and childcare – disqualification.

<http://www.ofsted.gov.uk/resources/compliance-investigation-and-enforcement-handbook-childminding-and-childcare>

The Childcare (Disqualification) Regulations 2009

<http://www.legislation.gov.uk/uksi/2009/1547/body/made>

Although there is no duty on the provider to monitor the 'suitability' of persons living in staff households, Management will check with your staff that they are not living with a person that is disqualified from working with children, through the annual suitability checks.

**If a member of staff is living in a household with someone who is disqualified, then they too are disqualified from working with children by association. This applies to household members including partners, children, house share, colleagues and lodgers.**

However, there are two points to bear in mind:

First the person is not guilty of an offence if they do not know a person, they are living with is disqualified. For example, a member of staff may live in shared housing and may not have any knowledge about the people they live with including whether those people are disqualified. Neither the member of staff nor the provider has any legal requirement to seek this type of information.

Second the law is clear that this is about 'knowingly employing' someone who is disqualified. Providers who regularly ask staff to confirm there are no changes in their circumstances and act on any information received that brings into doubt a staff member's suitability are taking appropriate steps to make sure they do not knowingly employ someone who is disqualified.

***Carousel will ask staff about associations with disqualified persons during the employment process, and at every supervision, appraisal and an annual staff declaration.***

If you become aware of information which may lead to the disqualification of a member of staff, you **must** report it to Ofsted as soon as possible but at the latest within 14 days. Failure to do so would be a breach of Early Years Foundation Stage (Safeguarding and Welfare Requirements) Regulations 2012.

See DBS/Recruitment and Employment Policy on how applicant's/staff can appeal against a DBS decision.

### **Staff Induction and Professional Development**

On gaining employment within the setting:

- All new employees are given a staff handbook outlining key policies and procedures and expected code of conduct for staff, all staff are also emailed the full policies and procedures.
- All employees are given an in-depth induction programme to follow and are taken on under a trial period (set at induction)
- All new employees are monitored through initial induction meetings and group meetings. They have a mentor who they work alongside and who will support them in their new role.
- All new employees are asked to read all policies and procedures and then sign a confidentiality declaration. Staff must read the policies and procedures regularly to ensure they are being followed.
- All employees are asked to assess their own professional needs during regular (approximately every six to eight week) supervisions and courses are chosen around employees' own area of development. However, management will book training if they feel that particular training is required.
- First Aid and Safeguarding training is monitored and internal updates on legislation are shared with staff during staff meetings and training days.

### **Types on Abuse**

Staff are well informed of and know the types of abuse to look for.

There are four types of abuse for which the staff are trained to identify and respond to:

**Physical:** This is where a child has or may have been hurt by adult showing marks on his/her body. Any marks displayed by children whether suspicious or not will be recorded by a staff member and signed by the parent on arrival at nursery. Marks may include bruises, fractures, burns and human bite marks. Please note; smacking is physical abuse. If a parent has told us that they have smacked their child, or if a child discloses they have been smacked we will make a social care referral.

**Sexual:** Situations may occur during role-play where a child may act out situations that have happened to them or that they have seen or heard. Bruises and marks may be visible in the genital area, which may be noticed during nappy changing or toileting times.

**Emotional:** Children who witness violence at home may suffer from this. This could also be the constant disciplining and threatening of a child through words. Other things that could constitute emotional abuse can be: insults, rejection, terrorising, isolation, corruption (law breaking).

**Neglect:** This is when a child's main carer does not provide a child with their basic physical and emotional needs. Example include: not providing food, housing clothing, supervision, safe surroundings, medical attention, personal hygiene (unwashed child for a period of days) and education. Children can suffer permanent damage through neglect.

### **Risk Assessment**

The children are kept safe inside and outside of the setting through risk assessments completed by qualified and experienced staff members:

- Daily risk assessments are carried out at the start and end of the day, to ensure that the rooms and outside areas are safe and ready for the children to use. A member of the management team is responsible for making sure these checks have been completed by the designated staff members.
- A risk assessment form is completed when the children attend outings and trips off the Nursery premises. It details the children on the trip, the staff supervising the trip, adult to child ratios and a means of travel.
- We have a lost child policy and procedure which gives instructions as to what to do in this situation.
- Employees are given in-house training on training days and during their induction on fire safety, health and safety and risk assessments. If employees see risks in the nursery environment, they are encouraged to deal with the risk or inform management.
- In the event a child is uncollected staff will follow the Uncollected Child Procedure which gives instructions as to what to do in this situation.
- An annual fire risk assessment is completed by management and displayed in the hallway.
- When necessary activity risk assessments are carried out to further safeguard children and staff from potential new risks.
- If a child has a specific medical condition or specific need a Child Risk Assessment will be completed to ensure the safety and wellbeing of all children is maintained by the staff involved with them.

### **Accidents and Injuries**

- At Carousel Nursery we have procedures in place to ensure that information about accidents in the setting are passed on to parents and carers. For accidents at home parents will communicate with staff or staff with parents if they notice bruises/marks not done at nursery.
- All accidents that occur in the setting are recorded and an accident form is completed. At the end of the session/day parents are asked to sign the form to confirm that they have been informed of the injuries their child has.
- If an accident happens or a mark is noticed that does not have an explanation that may have happened in the setting or at home, staff will complete an Incident form. This will also be completed for incidents such as a child's behaviour, head lice, sickness and conversations that may indicate the child is at risk.
- If children are brought to nursery with visible injuries, sustained at home, then parents or staff will complete an 'Inwards Injuries Form', stating details of the accident. This is to ensure that information is passed between parents/carers and nursery staff.
- All accident, incident and inwards injuries forms will be logged in the Record of accident/incident and inwards injury book in order to review any potential patterns that may present themselves in the accidents that children are having either at home (which may indicate a child at risk) or in the setting which may indicate staff negligence or unsuitable equipment. This is kept in the office in the locked cupboard and forms are stored away in the child's registration folder.

*For more detail please see Accident/Incident Policy.*

### **Medication**

- We can give prescribed medicines to children if needed. Parents are asked to fill in a medicine form, giving details of dosage, reason and times for the medicine to be administered. Other non-prescribed medicines can be given at the manager's discretion. We cannot accept prescribed medication such as antibiotics within the first 24 hours of it being prescribed and we ask that the child stays at home for this period then if well enough can come in after 24 hours.

- Parents will be asked to sign the medicine form on collection, to say that they are aware that their child has been given medicine and at what time.
- We do not administer cough medicine.

### **Intimate Care Procedure**

Intimate care refers to a Vulnerable child's (For example a child with disabilities) specific intimate care needs.

As a nursery we will work with the Child's family and professionals that are involved with them to create a plan to ensure the child is safeguarded during the intimate care interactions.

Intimate care can include, but is not limited to, feeding, oral health, washing, dressing, or undressing, toileting and medical treatments.

All intimate care plans will be tailored to the child's individual needs and reviewed regularly based on the level of need.

### **Liaising with Other Organisations and Services**

Carousel Nursery liaises closely with Portsmouth Early Years Service, Health Visiting Team, Children's Social Care, Multi Agency Safeguarding Hub, Speech and Language Therapy Service, Portage services and EMAS. We always involve parents in any referrals we make to outside agencies and see parents/carers as a child's main educator.

- Carousel Nursery work together with the parents/carers making sure their opinions and values are taken into account and are involved/up to date through-out the whole process.
- Carousel Nursery operates in accordance with guidelines laid down by the registering authority. Confidential records kept on children about whom the nursery are concerned will be shared with Social Care Department and Ofsted if the nursery feels those adequate explanations for changes in the child's condition have not been provided.
- Carousel Nursery will maintain ongoing contact with the registering authority together with names, addresses and telephone numbers of social workers, to ensure that it would be easy, in an emergency, for Carousel, Ofsted and Social Care to work together. Any other contacts will be kept relevant.

### **Training**

Carousel Nursery ensures all staff have Basic Safeguarding and awareness training from the Portsmouth Safeguarding Children partnership(PSCP) as well as regular refreshers in the setting to be mindful of and recognise symptoms of possible physical, sexual or emotional abuse and neglect. In-house training will be provided for all staff during staff meetings and which is recorded and given to staff for future reference.

### **Concerns Over a Child's Welfare and Responding Appropriately to Suspicions of Abuse**

Staff are given regular in house and external training to keep them up to date with Safeguarding procedures.

They are supported with Internal Case management when recording evidence and reporting child protection concerns which is compliant with the PSCP. Staff are aware that they can refer to guidance on the PSCP website. <http://www.portsmouthscp.org.uk/our-procedures/>

### **Internal Case Management – what it entails and steps to take**

The first concern is of the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.

Whether the child has made a disclosure or if you suspect abuse you must make an accurate recording of any evidence. This may be via a skin map or a written account of what has been seen or heard. This must then be given to the Child Protection Officer. Records will be kept in a confidential place and only shared on a need to know basis.

If the setting has any concerns or worries about a child, they can contact the Multi Agency Safeguarding Hub (MASH). The professionals here will direct the setting on the best service to use.

Changes in children's behaviour/appearance will be investigated and recorded. Any injuries a child has either at home or nursery are always recorded on the corresponding forms, for example injuries that are not explained by the parent or carer would be recorded on an incident form, however if the parents/carers notify us upfront about injuries that were sustained at home they will be recorded on an inwards form: in all cases if there is a pattern or if the injuries look suspicious actions will be taken to follow up what has happened to ensure that children are not at risk of coming to further harm. These forms are used to record any marks or accidents which occur outside the nursery. *Please see Accidents/Incident Policy.* Parents will normally be the first point of reference, but if they are not able to allay any legitimate concerns, the matter will also be taken up with Social Care.

- All evidence will be dated and signed by the member of staff who dealt with the incident.
- The Multi Agency Safeguarding Hub will be the first point of reference in the event of abuse or suspicion by parent or carer. Unless the child is known to Social Care in which case the child's Social Worker will be the first point of call.
- If the Child Protection Liaison Officer has a substantial reason to believe that a child is being abused, then Social Care will be called immediately for referral. This is then followed up in writing within 48 hours or the initial referral. Social Care will then contact the Child Protection Liaison Officer within 24 hours of this.
- All such suspicions and investigations will be kept confidential, shared only with those who need to know. People most involved will be the member of staff/key person and manager/owner. If any staff have concerns for a child's welfare, they must inform the Child Protection Liaison Officer. Management staff will always try to discuss any safeguarding issues with parents, unless it is thought to put the child at anymore risk. When discussing concerns with parents, staff will ensure this is done in a private space and where needed a witness will be present.
- Management will continue to work closely with all agencies involved until a satisfactory outcome has been achieved. For good practice, policies and procedures will be reviewed following any incidents.
- During staff meetings staff have the opportunity to discuss any concerns they may have with a child's welfare.
- This is all conducted (unless appropriate) to maintain client confidentiality and in line with the Portsmouth Information Sharing Protocol which the setting is signed up to <http://www.portsmouthscb.org.uk/toolkits/local-and-national-protocols/>

### **Prevent duty and British Values**

Staff at Carousel Nursery School understands it is essential that they can identify children who may be vulnerable to radicalisation and know what to do when they are identified. Protecting children from the risk of radicalisation is seen as part of Carousel Nursery Schools wider safeguarding duties.

If a member of staff is concerned a child is at risk of radicalisation the normal procedure of record and report to management applies.

All concerns must be reported to Portsmouth prevent coordinator -  
Charlie Pericleous.  
Charlie.Pericleous@portsmouthcc.gov.uk  
023 9268 8357

### **Allegation about a member of staff**



*Please refer to our flow chart for a quick view guidance on what to do if an allegation is made about a member of staff.*

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.
- Report the allegation immediately to the management team/senior member of staff or failing that the Nursery owner.
- Do not inform the subject if this might place the child at risk or further harm or jeopardise any future investigation.
- The allegation must be written up in as much detail as possible, using the child's/adult's words. Note the time/date/place of incident (s), persons present/ what was said and sign and date the report.
- The member of staff will be suspended on full pay immediately while an investigation takes place.
- The Manager will contact the LADO (Local Authority Designated Officer) and refer all allegations to Hayley Cowmeadow 02392834827 and Multi Agency Safeguarding Hub (MASH) for support and guidance before the investigation starts.
- Investigations will be led by the LADO and made in line with Portsmouth Safeguarding Children Partnership procedures. Confidential records will be kept of the allegations and of all subsequent proceedings. Social Care will be contacted, immediately followed by Ofsted who will be made aware of the allegation. A report will be written including all information relating to the incident and sent to Ofsted and Social Care.
- Management will continue to work closely with all agencies involved until a satisfactory outcome has been achieved. For good practice, policies and procedures will be reviewed considering any incidents. Dismissal/disciplinary procedures will be followed when necessary.

### **Monitoring and Keep Records**

Whenever worrying changes are observed in a child's behaviour, condition or appearance, a specific and confidential record will be set up separate from the usual ongoing records of the children's progress and development.

The record will include: in addition to their name, address and age of the child; timed and dated observations, describing the child's behaviour/appearance, without comment or interpretation; where possible the exact words spoken by the child; with date, name and signature of the person recording. Such records will be kept by the manager in a safe place and will only be accessed by manager/owner.

### **Digital Devices**

At Carousel we commit to safeguarding all children and this means controlling media such as recording devices and the taking and printing of photographs.

All photographs are printed on the premises by staff members of Carousel, then staff have the responsibility to ensure they are kept safe on display boards this ensures that these photographs always stay on the premises.

Staff's personal digital devices (ie phones, tablets etc) are stored in a locked metal box in the office and must be signed in and out by staff when removed from the office during lunch breaks or when going home.

The setting's digital devices may be used on outings to take photographs of the children, when this happens, they will be signed out on the Equipment signing in and out sheet so that there is a record of what device has left the building.

Staff and students employed by Carousel are to keep to following rules:

- Only the iPad's, hudl's and computers should be used to take, store, print photographs of the children at Carousel Nursery School. Other cameras, phones and devices will only be used at managers discretion. In the event that staff members use

their own cameras for special activities or events then they will be provided the nursery memory card and all photos will be transferred to the nursery computer.

- The use of personal mobile phones is forbidden whilst working in the rooms with the children. Parents/carers are only permitted to use their mobile phones for the purpose of signing their child in/out. This must be done in the hallway, not in the rooms where the children are. Visitors must leave all their recording devices in the office the same as all staff.
- Phones may only be accessed by staff during their designated breaks, when they are in a room away from children or outside of the property.
- Mobile phones **must not** be accessed during any other times.
- It is the employee's responsibility to ensure that they do not have their phone on them during their working hours (except breaks) anyone who does so, will be dealt with in accordance to the disciplinary procedure.
- When employees start their working day, they will log in their mobile phone(s) and any camera device into the office and it must be placed into cash box locked when management are not in the office.
- Employees mobile phones and any camera device are kept in the office during working hours to ensure children are kept safe and that staff are kept from suspicion.

Failure to follow this policy will result in disciplinary action.

### **Sensitive Data Access Log**

When information is shared or taken off the premises staff must fill in this log to record what, where and why it is being sent and how. This helps keep track of sensitive information and is a record of who has been shared what information. This also ties in with our data protection policy.

### **Social Care Intervention**

When a child is subject to social care intervention, the manager will liaise with the child's social worker. The manager will share information about the child's development, absences, accidents/incidents/inwards forms, change of behaviour, disclosures, concerns and any other information that is thought to be important. Staff will also record who is dropping off and collecting the child and the times. Information will be shared with other staff on a need to know basis.

### **Supporting Families**

Carousel Nursery will take every step in its power to build up trusting and supportive relationships between families, staff and volunteers in our nursery. Where abuse at home is suspected, Carousel will continue to welcome the child and family while investigation proceeds, with the condition that the care and safety of the child is paramount. Carousel will do all in its power to support and work with the child's family, only if it is safe to do so. Management staff will always try to discuss any safeguarding issues with parents, however if staff fear this could put the child at more risk the management will forward their concerns to social care, under the guidance and advice from MASH.

For more see the Early Help Policy

The above Policy and Procedure is in accordance with the relevant legislation, including:

- Children Act 1989 and 2004
- Protection of Children Act 1999
- United Nations Convention on Rights of a Child

If a child has any of the following in place, we are required to obtain a copy for our records:

- SAF
- Child Protection Plan
- Child in Need Plan
- LAC details. (Looked after child)

**Useful Contacts:**

**OFSTED:** 0300 123 1231

**SOCIAL CARE:** 023 92 839111

**PORTSMOUTH EARLY YEARS:** 023 9267 4571

**NON-EMERGENCY POICE NUMBER:** 0845 0454545

**MULTI AGENCY SAFEGUARDING HUB:** 08456710271/02392688793 (outside office hours: 03005551373)

**LOCAL AUTHORITY DESIGNATED OFFICER**

**Hayley Cowmeadow:** 02392882500 LADO@secure.portsmouthcc.gov.uk

If you are worried about a child or need to speak to someone about Social Care & Safeguarding in an emergency call, the **OUT OF HOURS** number: 03005551373

**PCC Prevent Coordinator,** Charlie Pericleous, Charlie.Pericleous@portsmouthcc.gov.uk, 023 9268 8357

Useful links

Children Act 1989

<http://www.legislation.gov.uk/ukpga/1989/41/contents>

Children and Families Act 2014

<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

Working together to safeguard children 2013

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/417669/Archived-Working\\_together\\_to\\_safeguard\\_children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417669/Archived-Working_together_to_safeguard_children.pdf)

Childcare Act 2006

<http://www.legislation.gov.uk/ukpga/2006/21/contents>

Portsmouth Safeguarding children board

<http://www.portsmouthscp.org.uk/>

Bruising Protocol

[http://4lscb.proceduresonline.com/pdfs/pr\\_bruising\\_inf\\_not\\_mob.pdf#search="bruising protocol"](http://4lscb.proceduresonline.com/pdfs/pr_bruising_inf_not_mob.pdf#search=)

Prevent guidance

<https://www.gov.uk/government/publications/prevent-duty-guidance>

<http://www.foundationyears.org.uk/files/2015/06/prevent-duty-departmental-advice.pdf>

To access the online Safeguarding Procedures Manual, follow the link below or search HIPS Safeguarding

<https://hipsprocedures.org.uk/#>

HIPS is an online resource for Hampshire, Isle of white, Portsmouth and Southampton It has a wealth of material and advice that will point you in the right direction if you are concerned about a child.

The link below is a platform where you can report any safeguarding concerns you have about a child or children.

[https://my.portsmouth.gov.uk/en/AchieveForms/?form\\_uri=sandbox-publish://AF-Process-0584c40b-48ac-47b3-9c4c-97e2824012ec/AF-Stage-af28e8bc-100e-4cdf-a3ca-e8b04bd6ab66/definition.json&redirectlink=%2F&cancelRedirectLink=%2F](https://my.portsmouth.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-0584c40b-48ac-47b3-9c4c-97e2824012ec/AF-Stage-af28e8bc-100e-4cdf-a3ca-e8b04bd6ab66/definition.json&redirectlink=%2F&cancelRedirectLink=%2F)

Crime Stoppers is an organisation that allow you to anonymously report any concerns over a child's welfare by contacting them online or over the phone. They are open 24/7, 365 days a year.

Their number is 0800 555 111

<https://crimestoppers-uk.org/keeping-safe/child-neglect>

For are recent safeguarding audit and historical audits please see the file saved in the drop box in the safeguarding folder

Extra Information -

<https://learning.nspcc.org.uk/safeguarding-child-protection>