



BROOK HOUSE NURSERY Ltd

SAFEGUARDING POLICY AND PROCEDURE

Safeguarding children is everyone's responsibility.
'Everyone who works with children... has a responsibility for keeping them safe'. 'No single professional can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.'

'Safeguarding children is the action we take to promote the welfare of children and protect them from harm – it is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.'

Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children July 2018

Brook House Nursery endeavours to provide an environment which ensures that children are safe from potential abuse. This is achieved by:

- 1) Ensuring that all staff/ references are checked by the Manager.
- 2) Ensuring that all staff have been DBS checked, and are on DBS update scheme to recheck criminal history at regular intervals.
- 3) Requiring all staff to work for a probationary period.
- 4) Each member of staff is familiar with Government statutory guidance 'Working Together to Safeguard Children' and safeguarding policy and procedures.
- 5) Encouraging staff to attend Multi-Training programmes in Safeguarding which will help them to recognise and respond to suspected abuse of children whether physical, emotional, sexual or neglect.
- 6) Not allowing any unregistered adult to be left alone with a child.
- 7) Staff are made aware that they should report any doubts to the designated person Dominika Tomczyk-Wodnicka or/and Sarah Dell..
- 8) Ongoing records of children's development are kept so that any significant changes can be noticed.
- 9) Work with parents to support and offer continuity of care for the child.
- 10) Maintain confidentiality
- 11) Mobile phones are not allowed on the nursery floor (please refer to Mobile phone policy).
- 12) Staff are continuously sent on training to update their knowledge; Level 3 Designated Safeguarding Leads available at all times.
- 13) Please refer to policy on allegations against members of staff for further details regarding: whistleblowing policy in relation to allegations made against members of staff/DBS and staff/volunteers or students not working alone.
- 14) Students and volunteers do not carry out any intimate care routines and are never left to work unsupervised with children.
- 15.) We provide adequate and appropriate staffing resources to meet the needs of all children.
- 16) We have an open door policy for regular opportunities to declare any changes that

may affect staff suitability to care for the children.

17) Safer recruitment policy in place

18) Visitors' record book is kept and visitors are not left unsupervised.

19) Staff are aware of the nursery whistleblowing policy

20.) Ensure that staff are aware of signs to look for inappropriate staff behaviour.

21) We are having peer on peer observations in the setting to ensure that care Brook House provided for children is at the highest level and any areas of staff development are quickly identified.

22) Online policy in place.

Single Point of Access (SPA)

Achieving for Children's Single Point of Access (SPA) allows professionals and/or families to refer a child, young person or parent/carer that needs support in some way by contacting our SPA Team. Referral is made by telephone or secure form via the Kingston or Richmond Council websites.

The Single Point of Access is a multi-agency team, managed by Achieving for Children, who work closely with a wide range of teams and partner agencies and facilitates different levels of support depending on the needs of the child, young person and their family.

You can tell us about a child, young person or parent/carer that needs support in some way by contacting the SPA Team. You may be concerned about the child's developmental needs, issues that the parent or carer is experiencing, or you may suspect a child is being neglected or subjected to physical, sexual, or emotional abuse.

The location of the SPA is Guildhall 2, Kingston. Call 020 8547 5008 from 8am to 5.15pm, Monday to Thursday, 8am to 5pm on Friday, or 020 8770 5000 out of hours.

Legal frameworks and definition of safeguarding:

- Children Act 1989 and 2004
- Childcare Act 2006 (amended 2018)
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
- Working together to safeguard children 2018
- What to do if you're worried a child is being abused 2015
- Counter-Terrorist and Security Act 2015
- Counter-Terrorism and Security Act 2015
- Data Protection Act 2018
- Inspecting Safeguarding in Early years, Education And Skills setting 2019
- Prevent Duty 2015
- Keeping children safe in Education 2022

The nursery's prime responsibility is the welfare and well-being of each child in our setting. We have a responsibility to safeguard children all the time. Due to this we have a duty to report and act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authorities, social workers, family support, health professionals and police.

What to do if you are worried a child is being abused (advice for practitioners).

The signs/indicators listed below may not be necessarily indicating that the child is being abused, but it helps to recognise that something may be wrong, especially if a child shows a number of these symptoms.

Types of abuse:

4 mains: neglect, physical, emotional, sexual

1. **Neglect** - Working Together to Safeguard Children (2018) defines Neglect as the persistent failure to meet a child's basic physical and/or psychological needs, likely resulting in the serious impairment of the child's health or development.

Action will be taken under this heading if the staff team have reason to believe that there has been a persistence of severe neglect of a child, (for example, by exposure to any kind of danger, including cold and starvation), which results in serious impairment of the child's healthy development, including non-organic failure to thrive.

Neglect Types:

Medical neglect – minimising or denying children's health needs and failing to seek appropriate medical attention or administer medication/treatments

Nutritional neglect – failure to thrive/childhood obesity

Emotional neglect – unresponsive to a child's basic emotional needs

Educational neglect – failure to provide a stimulating environment, support learning or ensure school attendance

Physical neglect – not providing appropriate clothing, food, cleanliness and living conditions

Lack of supervision and guidance – failure to provide an adequate level of guidance and supervision

Physical Signs:	Behavioural Signs:
<ul style="list-style-type: none"> ● Loss of weight ● Unattended medical needs ● Persistent hunger (withholding food) ● Dirty or smelly ● Inappropriate clothing, including shoes ● Not changed nappy ● Unwashed clothes 	<ul style="list-style-type: none"> ● Tired or listless ● Frequently absent or late ● Constantly asks for food ● Self- inflicted wounds ● Running away ● Child seems happy at the Nursery but not with the parent

2. **Physical Abuse-** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Action will be taken under this heading if the staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or a reasonable suspicion that the injury was inflicted or knowingly not prevented. Bruises on nonmobile babies need a referral, it is a must not an option.

Physical Signs:	Behavioural Signs:
<ul style="list-style-type: none"> • Unexplained bruises (in various stages of healing) • Welts, human bite marks • Unexplained burns or emersion marks • Unexplained fractures • Lacerations or abrasions 	<ul style="list-style-type: none"> • Changes in behaviour • Aggressive behaviour • Severe tantrums • A don't care attitude • Complaining of soreness • Fear of returning home • Fear of one particular

3. **Sexual Abuse** – when a child or young person is sexually abused, forced, or tricked into sexual activities including watching pornography. There are 2 types of sexual abuse: contact or non-contact. Sexual abuse can happen in person or online.

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play, drawing or had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.

Physical Signs:	Behavioural Signs:
<ul style="list-style-type: none"> • Have soreness or bleeding in throat, anal or genital areas • Frequent urine infections • Stomach pains for no medical reason 	<ul style="list-style-type: none"> • Continual masturbation • Aggressive and inappropriate sex play • Withdrawal • Isolated • Mistrustful of adults • Becomes hysterical when nappy is changed or clothed removed • Poor sleeping, with nightmares • Sexual language

4. **Emotional Abuse** – it's any type of abuse that involves the continual emotional mistreatment of a child. It can involve deliberately trying to scare, humiliate, isolate or ignore a child, calling names, blaming, exposing a child to upsetting situations, being absent, manipulating, never saying anything kind or positive, never showing emotions. There are unlikely to be physical symptoms of emotional abuse.

Action will be taken under this heading if the staff team have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection.

<p>Behavioural signs:</p> <ul style="list-style-type: none">● Lagging development● Overreaction to mistakes● Sudden speech disorders● Extremes of passivity or aggression● Has few friends● Appears depressed● Seems out of control

Other types of abuse:

5. County Lines and cuckooing:

The National Crime Agency (NCA) describes county lines as gangs and organised crime networks transporting drugs in one area to another and are known to exploit children and vulnerable young adults to move and store drugs and money. **Cuckooing** is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often multi-occupancy or social housing properties.

Signs and indicators to be aware of include:

- Changes in the way young people dress
- Unexplained, sometimes unaffordable new things
- Missing from home or school and/or significant decline in performance
- New friends or relationships
- May carrying a weapon
- Receiving more texts or calls
- Unexplained injuries
- Sudden influx of cash
- Significant changes in emotional wellbeing

6. Female genital mutilation (FGM) – illegal in UK always call the Police!

FGM is a procedure where the female genitals are deliberately cut, injured or changed, but there's no medical reason for this to be done. FGM is usually carried out on young girls between infancy and the age of 15 (before puberty).

Action will be taken under this heading if the staff team have reason to believe that there has been or there is evidence to suggest that female genital mutilation may occur (FGM).

Physical Signs	Behavioural Signs
<ul style="list-style-type: none">• Damage to the genital area and/or adjacent tissues• Pain or difficulty in sitting• Bleeding or infection• Urine retention• Fracture or dislocation as a result of restraint	<ul style="list-style-type: none">• A child may talk about a special procedure or ceremony that is going to take place• Prolonged absence from the setting• Change in behaviour on return• Psychological damage, including depression, anxiety, and sexual dysfunction

7. Domestic abuse (used to be violence).

The cross-government definition of domestic violence and abuse is 'any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. *Being a witness of any kind of domestic violence classifies as a form of domestic abuse.* The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- Emotional

Action will be taken under this heading if the staff team have reason to believe that there has been a persistence of domestic abuse which results in serious impairment of the child's healthy development.

Signs which may suggest children are exposed to domestic abuse:
<ul style="list-style-type: none">• Aggressive behaviour• Displaying anti-social behaviour• Acting out their experiences• Suffering from depression or anxiety• Not achieving potential - due to difficulties at home or disruption of moving to and from refuges.

Children who may be particularly vulnerable to abuse:

- Looked after
- Disabled or have special educational needs
- Living in a known domestic abuse situation
- Affected by known parental substance misuse
- Asylum seekers
- Living in temporary accommodation or living transient lifestyles
- Living in chaotic, neglectful and unsupportive home situations
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality
- Do not have English as a first language
- Having a parent with enduring or untreated mental health problems.

8. Prevent Duty – see separate policy

Please refer to the Prevent Duty Policy for further details on what to look out for and the referral process.

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

Radicalisation: the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Find out more about safeguarding people who may be susceptible to radicalisation on the [ACT Early website \(opens a new window\)](#).

Extremism: vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

How - Young children can be exposed to watching inappropriate programs, listen to adults expressing their extremist views.

There are many reasons that can make a young person vulnerable to exploitation by extremists. This includes having a low self-esteem or a lack of belonging, or if they have been the victim of bullying or discrimination, which has left them feeling isolated. Radicalisation can take place online, or face to face by someone they know including friends and family, or by contact with extremist groups. Sometimes curiosity can lead children or teenagers to seek out the groups themselves, or research information they feel supports their views

9. Breast ironing

Breast Ironing, also known as “breast flattening”, is the process whereby young pubescent (9 to 15 years old). girls’ breasts are ironed, massaged and/or pounded down through use of hard or heated. objects. This is done for the breasts to disappear or delay the development of the breasts. Entirely to ‘protect’ the girls from harassment, rape, abduction. There are many signs that breast ironing could be happening to a girl. These include:

- *avoiding medical examinations

- *not wanting to get undressed in front of anyone
- *difficulty lifting their arms as the breast area will be tender to move and touch
- *walking or sitting hunched over
- *some girls may ask for help, but may not say exactly what the problem is because they're embarrassed or scared
- *unusual behaviour after time away from school or college including depression, anxiety, aggression and withdrawal
- *a girl is withdrawn from PE and/or sex and relationship education classes
- *She talks about breast flattening in conversation, and may tell other children about it

10. Faith based believed (witchcraft)

Witchcraft is known by many terms; black magic, kindoki, ndoki, the evil eye, djinns, voodoo, obeh or child sorcerers. All link to a genuine belief held by the family or carers (and in some cases, even the children themselves) that a child is able to use an evil force to harm others.

Spotting the signs:

- hear children talking about being evil, having the devil beaten out of them, using specific words, e.g. kindoki, djinn, juju or voodoo.
- see children's behaviour change, for example becoming isolated, confused or withdrawn.
- see a child's appearance change, often deteriorating

11. Criminal Exploitation CCE

Child Criminal Exploitation (CCE) is a type of child abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity. In Early Years children can be involved in CCE by watching parents stealing, selling drugs, using illegal substances, being abusive towards others.

12. Child trafficking:

Trafficking is where children and young people tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children are trafficked for:

- sexual exploitation
- benefit fraud
- forced marriage
- domestic slavery like cleaning, cooking and childcare
- forced labour in factories or agriculture
- committing crimes, like begging, theft, working on cannabis farms or moving drugs.

Trafficked children experience many types of abuse and neglect. Traffickers use physical, sexual and emotional abuse as a form of control. Children and young people are also likely to be physically and emotionally neglected and may be sexually exploited.

Types of child trafficking:

Traffickers often groom children, families and communities to gain their trust. They may also threaten families with violence or threats. Traffickers often promise children and families that they'll have a better future elsewhere.

Trafficking is also an economic crime. Traffickers may ask families for money for providing documents or transport and they'll make a profit from money a child "earns" through exploitation, forced labour or crime. They'll often be told this money is to pay off a debt they or their family "owe" to the traffickers.

Traffickers may:

- work alone or in small groups, recruiting a small number of children, often from areas they know and live in
- be medium-sized groups who recruit, move and exploit children and young people on a small scale
- be large criminal networks that operate internationally with high-level corruption, money laundering and a large number of victims.

Signs of child trafficking:

Knowing the signs of trafficking 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.

It may not be obvious that a child has been trafficked but you might notice unusual or unexpected things. They might:

- spend a lot of time doing household chores
- rarely leave their house or have no time for playing
- be orphaned or living apart from their family
- live in low-standard accommodation
- be unsure which country, city or town they're in
- can't or are reluctant to share personal information or where they live
- not be registered with a school or a GP practice
- have no access to their parents or guardians
- be seen in inappropriate places like brothels or factories
- have money or things you wouldn't expect them to
- have injuries from workplace accidents
- give a prepared story which is very similar to stories given by other children.

Report child trafficking:

Children who are trafficked are intentionally hidden and isolated from the services and communities who can identify and protect them. If you're worried about a child, you can take steps to keep them safe.

- If you think a child or young person is in danger, contact the police on 999.
- Contact your local child protection services. You can find their contact details on the website for the local authority the child lives in.
- Contact the Modern Slavery Helpline to get help, report a suspicion or seek advice. Call 0800 012 1700 or fill in their [online form](#).

Due to an increase in demand across our service, **our voice Helpline is temporarily unavailable**. However, you can email help@NSPCC.org.uk at any time. It's free and you don't have to say who you are. If you think a child is in immediate danger, please call the police on 999 straight away.

13. Modern slavery is a form of organised crime in which individuals, including children and young people, are treated as commodities and exploited for criminal gain. Traffickers and slave drivers trick, force and/or persuade children and their parents to let them leave their homes. Child trafficking is a form of modern slavery.

14. Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Children and young people who are groomed can be sexually abused, exploited or trafficked.

15. Bullying is any unwanted aggressive behaviour(s). There is no legal definition of bullying. However, it's usually defined as behaviour that is: repeated. intended to hurt someone either physically or emotionally.

Signs of bullying:

- Changes in sleep patterns
- Changes in eating patterns
- Frequent tears or anger
- Mood swings
- Feels ill in the morning
- Becomes withdrawn or starts stammering
- Becomes aggressive and unreasonable
- Refuses to talk about what is wrong
- Begins to target siblings
- Has unexplained bruises, cuts, scratches
- Comes home with missing or damaged belongings or clothes

Child on child abuse will be explored and investigated to always ensure the safety of all children.

16. Knife crime – It's a crime to threaten someone with a knife or carry a knife as a weapon in a public place. We have zero tolerance for any bladed item brought to the nursery. Scissors at the nursery are being supervised.

17. E-safety (Online safety) – children do not have unsupervised access to tablets/ iPads/ computers. Brook House nursery has a regard for the document '*Safeguarding children and protecting professionals in early years settings: online safety considerations*'.

All staff should:

- Ensure that setting's devices are kept securely and in line with data protection requirements.
- Consider the physical safety of users has been considered e.g. posture of children/staff when using devices.

- Ensure personal data is managed securely online, in accordance with the statutory requirements of the General Data Protection Regulations (GDPR) and Data Protection legislation.
- Understand their safeguarding responsibility and are clear about how it fits into their role on a day to day basis
- Online safety concerns are reported to the Safeguarding Lead.
- Ensure that communication with learners, parents/carers and colleagues should be professional and take place via official setting communication channels e.g. work provided emails/numbers to protect both staff and learners
- Ensure communication is transparent and not open to scrutiny.
- Be aware that if they or another member of staff are targeted online, for example online bullying or harassment they should inform management staff immediately. Managers may find it helpful to access the DfE [‘Cyberbullying: Advice for head teachers and school staff’](#) guidance.
- Know how to access the settings whistleblowing policy and the [NSPCC whistleblowing helpline](#).
- Ensure children are appropriately supervise whenever they are using devices
- Children are enabled (at a level appropriate to their age and ability) to share online concerns and discussions surrounding online safety are facilitated by staff
- Check apps, websites and tools prior to using them with children, this should include checking the results of searches
- Use age appropriate apps, websites and online tools with children - there are details of useful websites that will provide links to appropriate content at the end of the document
- Model safe practice when using technology with children

Procedure to be followed in case of suspected abuse:

- The concern will be discussed with the designated persons Dominika Tomczyk-Wodnicka and/or Sarah Dell.
- ‘Child Abuse Record’ sheet will be filled in
- The designated person will discuss the concern with the child’s parent/ main careers.
- Such discussions will be recorded and the parent/main carer will have access to such records.
- If there appears to be any query regarding the circumstances, Single Point of Access (SPA) will be notified..
- The information should be followed up in writing within 48 hours.
- The SPA team will work closely with the Initial Response Team and the Family Support Service.

If we are seriously concerned about a child’s immediate safety we will dial 999

SPA (You can contact us to request support, or to report a concern about a child or young person)

The SPA is open from 8am to 6pm, Monday to Friday, or 020 8770 5000 out of hours.

Call 020 85475008 LADO - A protocol for the management of allegations against adults who work with children 020 85474609

<https://kr.afcinfo.org.uk/pages/community-information/information-and-advice/safe-guarding-and-child-protection/single-point-of-access-spa#:~:text=Contact%20us%20by%20phone,team%20on%2020%208770%205000>

Every Local Authority has a statutory responsibility to have a Designated Officer LADO

Out of hours

- Outside of office hours, weekends and public holidays, if you are seriously concerned about a child's immediate safety, always dial 999.

All staff must carry out the following procedures to ensure we meet the key commitments of the EYFS Statutory Framework and keep children safe.

If any adult has any safeguarding concerns they must:

- Complete the 'Low Level concern Form' in a timely manner
- Record the type and position of injury on a body map if appropriate
- Inform the Designated Safeguarding Lead
- The matter will be referred to the Single Point of Access (SPA) if appropriate

If a child makes a disclosure:

- Staff will reassure the child and listen without interrupting
- Staff will not force the child to continue talking and will not attempt to put words in their mouth
- Staff will not question the child
- Staff will not promise confidentiality - this promise cannot be kept in order that the child can be protected
- Staff will offer reassurance and assurance that they will take action
- Staff will write an objective record of the observation or disclosure that includes:
 - the date and time of the observation or disclosure
 - the exact words spoken by the child as far as possible
 - an objective description of the child's emotional state and body language
- Staff will inform the nursery's Safeguarding Lead
- The matter will be referred to the appropriate body by the Safeguarding Lead. This could be the Single Point of Access or the police

Procedures to be followed in case a child makes a disclosure

- Child makes a disclosure (full, partial, direct or indirect)
- Stay calm and try to control your feelings.
- Maintain eye contact with the child.
- Listen carefully to what the child is saying.
- Do not ask the child any questions.
- Do not prompt the child or put any pressure.
- Use language and communication methods that are appropriate to the child's understanding and developmental level.
- Let the child know that he/she is doing the right thing by telling you what happened.
- Reassure that what happened is not the child's fault and praise the child for being brave.
- Let the child know that you will have to speak about it with someone else.
- Do not promise the child that you will keep a secret.
- Explain to the child what is going to happen next.
- Inform your manager or in her absence your deputy manager about the disclosure.
- Make records of the child's disclosure.
- Manager or deputy manager decides if SPA should be informed.

Al reports must include:

- Child's name
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of injuries or marks seen
- Exact observation of an incident including any other witnesses
- Name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time
- Any discussion held with the parents/carers (where deemed appropriate).

These records must be signed by the member of staff reporting the concern and the Safeguarding Lead. They must be dated and kept in a confidential file.

A member of staff who deals with a disclosure is always encouraged to talk it through with someone involved in the case as well or with the nursery DSL. Being involved in any kind of abuse might be very upsetting, that is why everyone should be given support to deal with their emotions. Appropriate mental care will be provided.

We believe that children, apart from being protected by the members of staff and the parents, should know how to be responsible for their own safety. We teach the children how to become more independent and how to deal with a dangerous situation in a variety of ways such as; stories, games, puppets, police visits, theatre etc.

We draw children's attention to the following:

- * Their bodies belong to them and if someone makes them feel uncomfortable they should shout 'no'.
- * What to do if they meet a stranger.
- * What to do if they get lost.
- * The emergency phone numbers.
- * To feel free to talk to us or someone they trust about their worries.
- * The difference between 'good' and 'bad' secrets.
- * How to deal with bullying.
- * Never to answer the door unless an adult is with them.
- * Never accept any presents from a stranger.
- * Always stay with the people you know.
- * They have a right to privacy.

TYPES OF DISCLOSURE OF ABUSE

- * A full disclosure

The child reveals the whole history of abuse including names.

- * A partial disclosure

The child tells only part of the story. He/she may miss the name of the abuser or some other important details.

- * A direct disclosure

The child tells the early years worker what has happened

- * An indirect disclosure

The child might disclose what happened through play.

If a child does not come to the setting for their usual session we will try to contact the parents via phone or email. If unsuccessful, after 2 of not attending the setting we will contact SPA for advice.

If a member of staff broke the law, we will carry a fit to work meeting, followed by DBS check and LADO advice.

The designated Safeguarding Lead must:

Ensure the member of staff with a concern has followed procedure and recorded their concerns

Consider whether the child is at immediate risk of harm e.g. unsafe to go home

Consult with the Single Point of Access if appropriate

Refer to other agencies as appropriate e.g. LADO, Police.

The Prevent duty defines terminology relating to terrorism as:

Radicalisation: *‘the process by which a person comes to support terrorism and forms of extremism leading to terrorism’*

Extremism: *‘Vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.’*

Policy review date	Name and signature

Safeguarding Policy and Procedure

Contact detail

The Royal Borough of Kingston upon Thames

Single Point of Access (SPA)

Telephone: **020 8547 5008**

Secure email spa@rbk.kingston.gov.ukcjsm.net

Email: spa@kingston.gov.uk (this email must not be used for referrals)

KRSCP Kingston and Richmond Safeguarding Children Partnership.

<https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk/news-resources/krsc-p-policies-and-procedures-148.php>

Early Years Advisory Team

Administration telephone: 020 8547 5215

Call 020 8547 5008 from 8am to 6pm, Monday to Friday, or 020 8770 5000 out of hours.

London Borough of Richmond upon Thames

Single Point of Access (SPA)

Telephone: **020 8547 5008**

Email: spa@richmond.gov.uk

Emergency out of hours contact: 020 8770 5000

For child protection concerns in an emergency outside of office hours, all day Saturday, Sundays and bank holidays

Local Safeguarding Children's Board (LSCB)

Richmond Local Safeguarding Children Board

Telephone: 020 8831 6323

Email: maha.gadher@achievingforchildren.org.uk

Early Years Advisory Team

Administration telephone: 020 8831 6267

Body maps - on FamilyApp

Childs name: _____

Date of birth:

Name: _____

Signature: _____ Date _____

Safeguarding processes flowchart – Richmond

Practitioner has concerns about child's welfare or an allegation against an adult. Practitioner ensures they have discussed these concerns with parent or carer unless they are concerned the child is in immediate danger.

Call 999 if you think a child is in immediate danger

Early years providers: Practitioner shares concerns with manager and/or the designated safeguarding and child protection person as appropriate

Children's centres: Practitioner shares concerns with designated safeguarding and child protection person for the children's centre. Report to SPA or allocated social worker where known.

Childminders: may refer to SPA directly

Any individual with concerns may also contact SPA directly

Still has concerns

No longer has concerns

Ensure accurate records are collated, maintained and that they are securely stored. You may use the 'Comments, Concerns and Incident record' available on www.richmond.gov.uk/comments_concerns_or_complaints_record.pdf

It is your duty to protect any information you send electronically.

Ensure children's details are e-mailed securely and do not breach the Information Commissioners Office guidance. Confidentiality must be maintained adopting a need to know approach.

Designated person or practitioner contacts
Single Point of Access

An online SPA referral can be made at www.richmond.gov.uk/child_protection

Follow any advice given by SPA or LADO

An incident recording form is available to help practitioners record information and support discussions: www.richmond.gov.uk/safeguarding_incident_recording_form.pdf

No further child protection action.

EY providers: may need to act to ensure services are provided and discuss this with EYC for further support.

Children's centres: Continue to engage with the family through children's centre services. Bring to children's centre multi-agency meeting and locality meeting.

EY providers:

Contact Ofsted to report a significant event within 14 days.

Inform your early years consultant (EYC) at the Early Years Service.

Children's centres: record activity at centre level and monitor.

SPA acknowledges receipt of referral and decides on next course of action within one working day. No further local authority children's social care involvement at this stage, although other action may be necessary e.g., onward referral to Family Support Team, Primary Mental Health and children's centre manager, or a EHIP may be required.

Local authority children's social care starts initial assessment or LADO requests initial meeting.

The cross-government definition of domestic violence and abuse is 'any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- Emotional

Being a witness of any kind of domestic violence and abuse classifies as a form of domestic abuse.