

BLACKTHORN GOOD NEIGHBOURS

SAFEGUARDING AND CHILD PROTECTION POLICY

'Blackthorn Good Neighbours (BGN) is a Registered Charity, and is the employer for the purposes of this policy. References in this policy to "the employer" should be taken in all instances to refer to BGN'. Similarly all references made to 'Staff' are to be taken in all instances to refer to all paid employees of BGN.

BGN Commitment

'BGN staff members have a crucial role to play in helping identify welfare concerns and indicators of possible abuse or neglect, at an early stage.'
(*Working Together to Safeguard Children 2015*)

BGN is committed to Safeguarding and promoting the welfare of all of its children and this is the responsibility of all staff, volunteers and Board members.

BGN will therefore:-

- Establish and maintain an environment where children feel secure and are encouraged to talk and are listened to
- Ensure that staff are able to identify welfare concerns and take appropriate action to address their concerns
- Ensure children know that there are adults in the centre whom they can approach if they are worried
- Recognise that each child's welfare is of paramount importance and that some children *may* be especially vulnerable to abuse e.g. those with special educational needs, those living in adverse circumstances, eg. those who witness violence.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way.

Early Help Agenda

BGN are committed to collaborating towards Northamptonshire's Early help and Prevention strategy to ensuring all children and families get the earliest support possible.

http://www.northamptonshire.gov.uk/en/councilservices/children/early-learning-childcare/Documents/PDF%20Documents/NCC106480_Early%20Help%20and%20Prevention%20Strategy_Web.pdf

Providing a Safe and Supportive Environment

Safer Recruitment and Selection

BGN pays full regard to DfE guidance Keeping children safe in Education 2016

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf .

We ensure that all appropriate measures are applied in relation to everyone who works in the centre who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks.

The Staff below have undertaken Safer Recruitment training and one of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services)

Joy Hemmingway BGN Trustee

Kathryn White BGN Manager

Hayley Walker BGN Early Years and Childcare Manager

Designated senior Members of Staff

Hayley Walker (Lead), Samantha England, Claire Proctor, Lauren Reece

Four senior members of BGN Leadership Team are trained Dedicated senior Person (DSP). These persons have the status and authority within BGN management structure to carry out the duties of the post, including committing resources to child protection matters and where appropriate directing other staff. On a rare occasion when neither staff member are in work the BGN Manager is responsible for this role. BGN will train more staff to take on senior DSP in due course

All Staff Members Area's of Responsibility:

Referrals: Refer cases of suspected abuse or allegations to the relevant investigating agencies

- Act as a source of support; advice and within the establishment;
- Liaise with the Manager to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

Roles and Responsibilities

The Board of Trustees ensure that:

- BGN has a Safeguarding/Child Protection Policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures and the policy is made available to parents on request
- BGN operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children
- BGN has procedures for dealing with allegations of abuse against staff and volunteers
- The Lead DSP take lead responsibility for children protection/safeguarding
- Staff undertake appropriate training
- Staff will remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements
- Where services or activities are provided on the BGN premises by another body, the body concerned has appropriate policies and procedures in place in regard to

- safeguarding children and child protection and liaises with BGN on these matters where appropriate
- They review their policies and procedures on a scheduled basis.

Neither the Board of Trustees, nor individual Trustees, has a role in dealing with individual cases or a right to know details of cases (except when exercising their disciplinary functions in respect of allegations against members of staff).

The BGN Manager is responsible for:

- ensuring that the policies and procedures adopted by the Board of Trustees, are fully implemented, and followed by all staff;
- ensuring that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities;
- ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Safeguarding Information for Children

All visitors and parents know that we have a senior member of staff with responsibility for child protection/safeguarding and know who this is. The setting has 4 designated people so that there is always someone available to talk to. We also inform parents of the availability of advice and support and whom they might talk to either through our support worker or through signposting to external agencies.

The following Information is made available to centre users:-Posters, help lines, NSPCC and Childline website addresses and up to date contact information.

BGN make arrangements for consulting with and listening to parents and visitors through One to one consultations, Complaints Procedure, Feedback forms, parents evenings and coffee mornings.

Practitioners will record Safeguarding concerns in the 'Shared concerns file' located in the locked office and this is checked weekly by the Designated Safeguarding Person. The DSP will also make records on our secure online nursery software and this will be linked with the individual family. Record Keeping is factual and without opinion, and verbatim where appropriate. Records will be completed in 24 hours of occurrence and action taken will be recorded on the same systems for good practice and monitoring of our practices.

Partnership with Parents

BGN shares a purpose with parents to keep children safe from harm and to have their welfare promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard/protect a child.

We will share with parents any concerns we may have about their child **unless to do so mayplace a child at risk of harm**. We acknowledge that lack of parental consent should not be a barrier to services for children.

We encourage parents to discuss any concerns they may have with a BGN staff member or a one of the Senior Designated Persons on the staff team.

We make parents aware of our policy by the website, one to one discussion and through information literature. Parents are provided with a copy on the initial home visit prior to their child starting and Parents are made aware that they can view the Safeguarding/Child Protection Policy on request.

BGN is committed to ensuring the welfare and safety of all children in the setting and follows the Northamptonshire Safeguarding Childrens Board http://www3.northamptonshire.gov.uk/councilservices/children-families-education/help-and-protection-for-children/protecting-children-information-for-professionals/Documents/NCC114615_Thresholds%20and%20Pathways%20June%202014_AW3.pdf

BGN Training, Staff Induction and responsibilities

- BGN manager will ensure all staff, volunteers and students have a DBS undertaken before they can work unsupervised in BGN nursery.
- Visitors who have not got a DBs will not be left unsupervised, will have identification checked, be provided with a visitors badge and asked to leave their belongings and mobile phone in the locked managers office.
- BGN senior Designated Persons for safeguarding/child protection undertake Designated Person training with a refresher every 3 years
- Signs of abuse training refreshed annually for all BGN staff members
- Multi Agency training and CPD may also be undertaken in line with new guidance.
- Child Protection updates are also provided throughout the year in team meetings and staff bulletins.
- All staff (including temporary staff and volunteers) are provided with BGN Safeguarding/Child protection Policy and are informed of BGN safeguarding/child protection arrangements on induction.
- The named DSP lead and all other staff undertake appropriate induction training to equip them to carry out their safeguarding/child protection responsibilities effectively

- Recognise when it is appropriate to make a referral
- Be aware of the risks to vulnerable children; especially non-verbal immobile babies, children with SEND, children with many carers, children who may not have the capacity to understand or communicate abuse.
- Have a working knowledge of how NSCB operate, the conduct of a child protection case conference and be able to attend and contribute to these;
- <http://www.northamptonshirescb.org.uk/worried-about-a-child/>
- Where a child leaves the establishment, ensure any safeguarding/child protection files are copied and the copy sent to the new establishment if applicable and if informed of the new establishment. The originals should be kept by BGN. The sending and receiving of files should be evidenced.
- Parents, children and visitors would be challenged about expected behaviour and language whilst on site, and anything inappropriate would be challenged.

Support, Advice and Guidance for Staff

Early years and childcare staff are supported by regular supervision and the availability of discussions with their line manager. The manager has regular clinical supervision with an outside provider. This is also open to any member of staff should they require it.

The Designated senior Persons are supported by a mentoring arrangement with the lead designated person.

Advice and support is always available from:-

- Children and Young People's Service Mash Team
- Northamptonshire Conference Review and Quality Assurance Service
- Police Child Abuse Investigation Team
- Ofsted

Contact information is accessible in the Shared concerns file and the staff notice board located near the office.

Related BGN Policies/Procedures

- Information and communication Technology
- Whistle blowing policy
- Code of Conduct
- Medication Policy
- Behaviour policy

Information Sharing/Confidentiality

BGN adheres to:-

"Information Sharing: Practitioner's guide" HM Government,
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf

Child Information

In order to keep children safe and provide appropriate care for them, BGN requires accurate and up to date information regarding:

- Names and contact details of persons with whom the child normally lives
- Names and contact details of all persons with parental responsibility
- Emergency contact details (if different from above)
- Details of any persons authorised to collect the child from BGN (if different from above)
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- If the child has or has had a Child Protection Plan.
- Any other factors which may impact on the safety and welfare of the child

BGN will collate, store and agree access to this information and this will be stored in the locked office and on our Nursery software. Archived files will be securely locked in our office storage area (see archiving policy for guidance).

Identifying Children and Young People who may be Suffering Significant Harm

Staff at BGN are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, children, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or staff being alerted to concerns.

Definitions: As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18th birthday.

Harm: means ill-treatment or impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another.

Development: means physical, intellectual, emotional, social or behavioural development.

Health: includes physical and mental health.

Ill-treatment: includes sexual abuse and other forms of ill-treatment which are not physical.

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

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways; or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse as can other children.

Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber-bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food and clothing, shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Online Safety is monitored in the setting. External contracts are in place who monitor activity on all BGN computers, and robust search restrictions adhered to. Parental controls are enabled on the computers in the rooms and tablets are only used with adult supervision. BGN provide information to parents about the importance of e-safety and the risks around mobile phones. Parents are asked not to use their mobile phones whilst in the setting, and at events Parents are reminded about social media and asked not to use cameras or mobile phones to take photos. BGN's Facebook account only features those children who have given permission and the site is monitored for any concerning online activity.

It is not the responsibility of BGN staff to investigate concerns or to determine the truth of any disclosure or allegation.

Staff will Immediately Report to the BGN DSP:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation for injury given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance or if a child went missing. Staff monitor regular patterns of non- attendance. In the event of this managers call, write and undertake a welfare visit to the property. Other professionals such as health visitors are alerted and a referral made if the child has not been seen.
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

Responding to Disclosure

Disclosures or information may be received from children, parents or other members of the public.

BGN recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly, all staff will handle disclosures with sensitivity

Such information cannot remain confidential and staff will immediately communicate what they have been told to the Designated senior Person and simultaneously record this in writing.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm and ensure that all persons/ children know that staff cannot keep secrets
- not investigate
- try to ensure that the any person/child disclosing, does not have to speak to another member of BGN staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Tell me' 'Explain' and 'Describe' (TED) rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the adult/child that the senior designated person will have to be informed
- reassure and support as far as possible and be honest
- explain that only those who 'need to know' will be told
- explain what will happen next.

Action by the Designated Senior Person

There are 4 trained Designated Persons, so that there is always someone available to talk to when the main lead is absent. All Designated people are aware of their roles in these instances and safeguarding updates are on all agendas for staff meetings and supervisions.

Following any information raising concern, the senior designated person will consider:

- any urgent medical needs of the child
- discussing the matter with other agencies involved with the family and gathering all information from other members of staff etc
- consulting with other appropriate agencies e.g. Social Care
- the child's wishes where appropriate
- whether to make a child protection referral to the MASH team. This should be done so in the Local Authority that the child lives if known.
- Ensure recommendations and actions are carried out in a timely manner.

Multi Agency Safeguarding Hub (MASH)

Tel No: 0300 126 1000 Out of Hours: 01604 626938

<http://www.northamptonshirescb.org.uk/health-professionals/taking-action/how-to-make-an-online-referral/>

It may be at this stage it is difficult to gauge the seriousness of the concern and the DSP should contact Initial Contacts Team for advice.

The DSP may decide:

- not to make a referral at this stage
- that further monitoring is necessary using daily monitoring forms and the Shared concerns file.
- to talk to other professionals involved with the child or family
- that an assessment of need is required (e.g. Early Help Assessment) and/or make a referral for other services.
- Use other tools for measurement such as the Neglect Toolkit.

Action Following a Child Protection Referral

The Designated Senior Person or other appropriate member of staff will:

- make regular contact with Initial Contacts Team for outcome of referral
- wherever possible, contribute to any Strategy Discussion
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children become subject to a Child Protection Plan, contribute to the Plan and attend Core Group Meetings and Review Child Protection Conferences
- where possible, share all reports with parents prior to meetings
- where there is disagreement with a decision made, e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, attempts should be made to address issues via line management(<http://www.northamptonshirescb.org.uk/>)

(Advice can also be sought from Northamptonshire Review and Conference Service 01604 363380 & SQAS@northamptonshire.gcsx.gov.uk)

We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated senior Person will determine which members of staff “need to know” personal information and what they “need to know” for the purpose of supporting and protecting the child and themselves

Safeguarding Vulnerable Adults

Any concerns relating to vulnerable adults, contact Adult Care Team
 Email - adultcare@northamptonshire.gov.uk Tel: 0300 126 1000
<http://www3.northamptonshire.gov.uk/councilservices/adult-social-care/Pages/default.aspx>

Safeguarding Vulnerable Children

“Research has found that disabled children are three or four times more likely to be abused and neglected than non-disabled children” (*A report of the National Working Group on Safeguarding Disabled Children, July 2016*).

BGN recognises that there are vulnerable groups of children attending the setting. These include those with additional needs and disabilities or medical conditions. There are also children attending from diverse cultural backgrounds. BGN is committed to respecting diverse beliefs and cultures, however will take necessary action to protect children who may be at risk of harm. Staff at BGN are trained to identify vulnerable groups of children and will monitor a child’s well-being; including physical and mental health.

The environment is assessed for these groups, and reasonable adjustments will be made to ensure all children and adults are safe in the building. Risk assessments are completed on equipment and individual children if it is deemed necessary. In many cases BGN staff will consult external agencies to ensure vulnerable children are safe in the environment.

BGN recognises that peer on peer interactions are to be monitored and necessary action will be taken if it is felt children or adults are at risk of being singled out or bullied. Staff are also to be aware that children who may have experienced abuse could also act this out on another child.

Staff model and implement high expectations of behaviour and how one is to be treated. BGN nursery embeds the British values within its practice, making all aware that they have the right to a voice and enabling children to identify an adult they can speak to if they wish to complain. Good practices are in place for areas of the building that are isolated are still visible and regularly monitored, for example the toilets or sand pit area. In events where children's behaviour is deemed unacceptable or unsafe, staff may need to use physical intervention. This is logged and signed off by management and is considered to be a last resort. Staff will encourage children to come away into a quieter space to enable them to calm down in a safely managed way. In the event that a child needed restraining consistently, training for this would be sourced.

Practitioners implement the key worker system and form appropriate attachments with their key children. The key worker system includes practices around intimate care. For those children where they have a 1:1 worker they are primarily responsible for changing and nappy routines. Where there are concerns around intimate care the DSP is sought and this is again handled in a respectful manner. Boundaries are clear and practitioners use this role to get to know a child's temperament and personalities. If a child began to act in a manner that was out of character then this would raise a concern about the child's well-being. These children are discussed in supervisions and team meetings, to ensure responses are prompt and adequate. Practitioners will endeavour to identify triggers to certain behaviours and will use strategies to monitor and de-escalate (please see Behaviour and SEND policy). For those children where children have several carers and/or transport into the setting, there is to be written communication from setting to home and monitoring of those children.

Children whose behaviour may be challenging are protected in the setting and parental feedback is sensitive. The child who may have caused an injury to another remains anonymous and staff encourage positive responses from home to setting so that children are encouraged to handle conflict management and learn about resolution strategies. Children are made aware that some children have additional circumstances and empathy and understanding is taught to peers. Management and all staff monitor negative comments about children in the setting and the community to ensure children to not become targeted or scapegoated.

For those children who cannot communicate verbally, we encourage other mediums of communication; including visual aids, close observation, welfare checks (both visual and emotional), communication books, and close working partnerships with external agencies.

BGN adheres to the new Code of Practice statutory requirements in ensuring all vulnerable children are kept safe whilst attending the setting.

British Values

Staff are made aware and trained on British Values in order to keep children safe.

Democracy: making decisions together

As part of the focus on self-confidence and self-awareness as cited in Personal, Social and Emotional Development:

- Managers and staff can encourage children to see their role in the bigger picture, encouraging children to know their views count, value each other's views and values and talk about their feelings, for example when they do or do not need help. When appropriate demonstrate democracy in action, for example, children sharing views on what the theme of their role play area could be with a show of hands.
- Staff can support the decisions that children make and provide activities that involve turn-taking, sharing and collaboration. Children should be given opportunities to develop enquiring minds in an atmosphere where questions are valued.

Rule of law: understanding rules matter as cited in Personal Social and Emotional Development As part of the focus on managing feelings and behaviour:

- Staff can ensure that children understand their own and others' behaviour and its consequences, and learn to distinguish right from wrong.
- Staff can collaborate with children to create the rules and the codes of behaviour, for example, to agree the rules about tidying up and ensure that all children understand rules apply to everyone.

Individual liberty: freedom for all

As part of the focus on self-confidence & self-awareness and people & communities as cited in Personal Social and Emotional development and Understanding the World:

- Children should develop a positive sense of themselves. Staff can provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities, for example through allowing children to take risks on an obstacle course, mixing colours, talking about their experiences and learning.
- Staff should encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions, for example in a small group discuss what they feel about transferring into Reception Class.

Mutual respect and tolerance: treat others as you want to be treated

As part of the focus on people & communities, managing feelings & behaviour and making relationships as cited in Personal Social and Emotional development and Understanding the World:

- Managers and leaders should create an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued and children are engaged with the wider community.
- Children should acquire a tolerance and appreciation of and respect for their own and other cultures; know about similarities and differences between themselves and others and among families, faiths, communities, cultures and traditions and share and discuss practices, celebrations and experiences.
- Staff should encourage and explain the importance of tolerant behaviours such as sharing and respecting other's opinions.
- Staffs should promote diverse attitudes and challenge stereotypes, for example, sharing stories that reflect and value the diversity of children's experiences and providing resources and activities that challenge gender, cultural and racial stereotyping.

- A minimum approach, for example having notices on the walls or multi-faith books on the shelves will fall short of 'actively promoting'.
- What is not acceptable is:
- actively promoting intolerance of other faiths, cultures and races
- failure to challenge gender stereotypes and routinely segregate girls and boys
- isolating children from their wider community
- failure to challenge behaviours (whether of staff, children or parents) that are not in line with the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs

Allegations against People who Work with Children

All BGN staff should take care not to place themselves in a vulnerable position with a child or adult and should ask for a witness if needed.

Managing Allegations

Where there is either a concern about, or an allegation is made against, any person working in or on behalf of BGN, that he or she has:

- behaved in a way that has harmed a child or may have harmed a child
- possibly committed a criminal offence against or related to a child or
- behaved towards a child or children in a way that indicates she/he is unsuitable to work with children;

BGN will follow the NSCB Inter-Agency Procedure 'Managing Allegations of Abuse Made Against People who Work with Children'(chapter5.2))<http://www.northamptonshirescb.org.uk/health-professionals/taking-action/designated-officer/>

All allegations are taken seriously and investigated properly and in line with agreed procedures.

Initial Action

- The person who has received an allegation or witnessed an incident will immediately inform the Manager and make a record. (If the person receiving information or witnessing an incident is from an external service or agency then they should also notify their own line manager).
- In the event that an allegation is made against the Manager, the matter will be reported to the Chair of the Board of Trustees who will proceed as the Manager
- The Manager will take steps, where necessary, to secure the immediate safety of children and attend to any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary in order to address the immediate safety of children
- The Manager may need to clarify any information regarding the allegation, however no person will be interviewed at this stage

Initial Consideration

- The Manager will have an initial consultation with operational Education Local Authority Designated Officer (DO)

Contact details as follows:

- Contact number :01604 654040 MASH@northamptonshire.gcsx.gov.uk

- Consideration will be given throughout to the support and information needs of children, parents and members of staff
- The Manager will liaise with the Chair of the Board of Trustees
- Ofsted will be informed of any allegations.

Whistleblowing

- We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so
- BGN recognises that their ethos should be one where concerns can be raised easily
- BGN has a 'Whistleblowing' policy
- All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues

This policy has been developed in accordance with the principles established by Children Act 1989 and Children Act 2004 and applies to all adults, including volunteers, working in or on behalf of the Centre, in line with:

- Sections 175 and 157 of the Education Act 2002, implemented June 2004
- 'Safeguarding Children and Safer Recruitment in Education' (DfE 2007/ 2013)
- Northamptonshire Thresholds and Pathways Information on early help, prevention and statutory services for everyone working with children and families. October 2015
- What to do if you're worried a child is being abused Advice for practitioners March 2015
- Keeping children safe in education September 2016
- Working Together to safeguard children March 2015

APPENDICES

Appendix 1 -Useful numbers/links

Initial Contact Team
Children and Young People's Service

Telephone: 0300 126 1000

Email: earlyhelpsupport@northamptonshire.gov.uk
www.northamptonshire.gov.uk/cyps

Out of Hours: 01604 626938

Northampton Review & Conference Service: 01604 654040

Police Child Abuse Investigation Unit: 03000 111 222

Safeguarding Vulnerable Adults

<http://www3.northamptonshire.gov.uk/councilservices/adult-social-care/Pages/default.aspx>

Useful Websites

Keeping Children Safe Online www.ceop.gov.uk
www.dotcomcf.org

www.ceop.org.uk/thinkuknow

Bullying & child abuse

www.kidscape.org.uk

www.childline.org.uk

www.anti-bullyingalliance.org

www.nspcc.org.uk

Appendix 3 Prevent Duty

Guidance for members of a panel and partners of local panels in England and Wales on the duty in the Counter-Terrorism and Security Act 2015 to provide support for people vulnerable to being drawn into terrorism.

This guidance has been issued under sections 36(7) and 38(6) of the Counter-Terrorism and Security Act 2015 (the CT&S Act) to support panel members and partners of local panels. Sections 36 to 41 of the CT&S Act 2015 sets out the duty on local authorities and partners of local panels to provide support for people vulnerable to being drawn into terrorism. In England and Wales this duty is the Channel programme. For the purpose of this guidance, the term 'Channel' or 'Channel programme' refers to the duty to as set out in the CT&S Act 2015.

If it was suspected that there was any risk to vulnerable children and families accessing BGN provision, then action would be taken following our normal safeguarding route. Staff would raise and record the concern, and the designated person would refer to social care or the police if immediate danger. Below is the guidance from the Channel online training, which has been completed.

1 Channel

Channel process

Channel is a key element of the Prevent strategy. It is a process for safeguarding individuals by assessing their vulnerability to being drawn into terrorism.

Channel is about early intervention to protect and divert people away from the risk they may face of being drawn into any terrorist-related activity.



2 Identifying vulnerable people

Identification

Radicalisation doesn't happen overnight. It is a gradual process that happens over time. This makes it possible to intervene to steer vulnerable people away from being drawn into terrorist-related activities.

This is where you can help. As frontline staff you can identify patterns of behaviour that show whether a person is engaged in an ideology, is intent on causing harm or capable of committing violent acts.

In this chapter you will see case studies that help you identify all the factors relating to vulnerability to radicalisation.



2 Identifying vulnerable people

Engagement factors

Zayn is in a transitional period of his life and is becoming increasingly isolated. His mother and teacher have observed that he is being influenced by people online. He is showing signs of being susceptible to indoctrination and could be even more vulnerable because of his learning difficulties.

In other cases Engagement factors could also include:

- Feelings of grievance and injustice
- Feeling under threat
- A need for identity, meaning and belonging
- A desire for status
- A desire for excitement and adventure
- A need to dominate and control others
- A desire for political or moral change
- Opportunistic involvement
- Family or friends involvement in extremism
- Mental health issues



2 Identifying vulnerable people

Intent factors

Goedi has developed 'Them and Us' thinking and he is dehumanising his 'enemy' by using derogatory terms such as 'Kuffar'.

He is also demonstrating the following Intent factors:

- Attitudes that justify offending
- A potential use of harmful means to an end by using violence to achieve his aims



2 Identifying vulnerable people Capability factors

Calum's extreme anti-establishment views mixed with mental health issues show that he has reasons for engagement and intent to involve himself in terrorism.

It is however, his military background and knowledge of explosives that make him capable of carrying out his violent intentions.

Further factors could be a history of violence, convictions for possessing weapons or for violent crime which show a person having a criminal capability.



3 Referrals and support Making a referral

If you identify a person who you think is vulnerable to being drawn into terrorism, there is something you can do.

- 1 Raise your concerns
- 2 Who to refer to
- 3 Screening referrals
- 4 Exiting the process



1 Raise your concerns

Your observations and information shouldn't be used as an evidence gathering process but it is helpful to have clear, concise information when making a referral. This is so the Channel specialists can accurately assess a person's level of vulnerability.

When you refer an individual to the Channel Police Practitioner, it is useful to keep a record of your decision-making.

Appendix 4 Mandatory Reporting of FGM

[Mandatory Reporting of Female Genital Mutilation – procedural information](#) came into force on 31st October 2015.

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 ("the 2003 Act"). It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

From 31st October 2015 the act introduces a mandatory reporting duty which requires health, social care professionals and teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police.

'Known' cases are those where either a girl informs the person that an act of FGM – however described – has been carried out on her, or where the person observes physical signs on a girl appearing to show that an act of FGM has been carried out and the person has no reason to believe that the act was, or was part of, a surgical operation.

Complying with the duty does not breach any confidentiality requirement or other restriction on disclosure which might otherwise apply.

The duty is a personal duty which requires the individual professional who becomes aware of the case to make a report; the responsibility cannot be transferred. The only exception to this is if you know that another individual from your profession has already made a report; there is no requirement to make a second.

The duty does not apply in relation to at risk or suspected cases or in cases where the woman is over 18. In these cases, you should follow the NSCB's local safeguarding procedures which can be found in the [procedures manual](#).

To further increase your awareness and knowledge on FGM you can take the free NSCB elearning course by registering and taking the ['Recognising and Preventing Female Genital Mutilation \(FGM\)'](#)

Appendix 5 Private Fostering

The nationally accepted definition of Private Fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'.

This is a private arrangement made between a parent and a carer for 28 days or more.

Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity).

Many Private Fostering arrangements remain unknown to the local authority. This is a cause for concern as privately fostered children and young people, without the safeguards provided by law, are a particularly vulnerable group.

There are many reasons why children and young people are privately fostered, for example:

- parental ill health;
- children sent to this country for health care or education by parents living overseas;
- children living with a friend's family as a result of separation, divorce or arguments at home;
- children at boarding schools who do not return to their parents during holidays
- teenagers living with the family of a boyfriend or girlfriend;
- children on holiday exchanges or living with host families for a variety of reasons;
- children brought from abroad with a view to adopt;
- children whose parents work unsocial hours;
- children whose parents are in prison;
- children whose parents are serving in the forces.

Notifying Northamptonshire Children's Services of a child that is privately fostered

Northamptonshire Children's Services must be informed of all private fostering arrangements. Professionals that become aware of a child that is being privately fostered should encourage the parent/carer to inform Children's Services of the arrangement or contact Children's Services themselves if they think parents/carers may not have done so already.

To let Northamptonshire County Council know about a private fostering arrangement, call **0300 126 1000** or email MASH@northamptonshire.gcsx.gov.uk

Further information about private fostering for practitioners:

[View the NSCB's Private Fostering Policy in the Policies and Procedures Manual.](#)

[Download the NCC leaflet for children being cared for by a friend or relative other than mum or dad](#)

Other websites

- [Statutory Guidance: Children Act 1989: Private Fostering Statutory guidance for local authorities on safeguarding and promoting the welfare of privately fostered children.](#)
- [Somebody Else's Child website More information about private fostering on the 'Somebody Else's Child' website.](#)

Reviewed August 2017