



Safeguarding and Child Protection Policy

Keeping Children Safe in Education (DfE, 2021)

London Child Protection Procedures (2022)

EYFS (2021)

Working Together to Safeguard Children (DfE, 2020)

PREVENT Duty – Counter-Terrorism and Security Act (HMG, 2015)

Key Safeguarding Contacts:

The Designated Safeguarding Lead (DSL) for child protection is: **Elsa Smirthwaite.**

The Deputy Designated Safeguarding Lead is: **Zarah Bishop.**

The Designated Manager for Allegations against Staff and Volunteers is: **Elsa Smirthwaite.**

The Designated Committee Member (Chair) for safeguarding and child protection is: **Janet Gilbert.**

This policy was reviewed and adopted by the Management Committee of Christ Church Playgroup Highbury on March 30, 2022.

It will be reviewed annually by the Management Committee and/or following any updates to national and local guidance and procedures. This policy will be next reviewed on or before March 29, 2023.

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to confirm that they have read and understood its contents.

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What to do if you have a welfare concern in Christ Church Playgroup

A. Why are you concerned?

- Disclosure
- Child's appearance – unexplained marks and bruises, clothes, hygiene
- Change in behaviour, presentation, attendance, progress and attainment
- Behaviour which causes concern, indicates risk/vulnerability



B. Immediately record your concerns

- Follow the Playgroup's procedure: talk to the DSL or deputy DSL and record this by using a concerns form
- If responding to a disclosure, reassure the child and clarify concerns if necessary, e.g. ambiguous words and phrases
- Use child's own words and indicate any marks on body map charts
- Sign and date all records



C. Inform the DSL, Elsa Smirthwaite, or Deputy DSL, Zarah Bishop

DSL / DDSL will:

- Consider whether the child is at immediate risk of harm, e.g. unsafe to go home
- Refer to ISCP Threshold document and procedures to support consideration: www.ISCP.org.uk
- Refer to other agencies as appropriate e.g. Children's Services Contact Team (CSCT) LADO, police.
- If unsure then consult with CSCT, without giving child's details: 0207 527 7400.

NB If you are unhappy with the response:

- **Staff:** Follow Whistleblowing procedures and ISCP escalation policy and procedures
- **Parents:** Follow playgroup complaints procedure, or contact help@nspcc.org.uk



D. Record decision making and action taken in the child's safeguarding/child protection file.

- Set up a new file if this is the first concern.



E. Monitor the situation.

- Be clear about:
 - What you are monitoring, e.g. behaviour, appearance, attendance
 - How long you will monitor for
 - How you will record, and to whom you will feed back and when



F. Review and re-refer (if necessary)

- The DSL/staff will re-refer if required to ensure the child's ongoing safeguarding and welfare needs are addressed

At all stages the child's circumstances will be kept under review.

1. INTRODUCTION AND ETHOS

“Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. Playgroup staff are particularly important as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. All staff have a responsibility to provide a safe environment in which children can learn.”¹

- ~~a. Christ Church Playgroup recognises the importance of creating and maintaining a safeguarding culture that will help all children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are committed to providing an environment where children can play, learn, develop and achieve and where they are safeguarded and are enabled to disclose if they are being harmed in some way. We are alert to the signs of abuse and neglect and follow our procedures to ensure that all children receive effective support, protection and justice.~~
- b. Christ Church Playgroup recognises that some children may be especially vulnerable to abuse. We understand 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. Whilst at playgroup, behaviour may be challenging and they may exhibit concerning behaviours and at times this may impact on other children either directly or indirectly. We will always take a considered and sensitive approach in order that we can support all of our children.
- c. Our playgroup core safeguarding principles are:
- i. All children have a right to attend playgroup and learn in a safe environment. Children should be free from harm by adults in the playgroup and other children.
 - ii. Playgroup is an important part of the wider safeguarding system for children.
 - iii. It is a whole playgroup responsibility to safeguard and promote the welfare of children.
 - iv. All children (defined as those up to the age of 18) have equal rights to protection regardless of age, gender, ability, culture, race, language, religion or sexual identity.
 - v. All children have a right to be heard and to have their wishes and feelings taken into account.
 - vi. All staff understand safe professional practice and adhere to our code of conduct and other associated policies.
 - vii. All staff have a responsibility to recognise vulnerability in children and to act on any concern in accordance with this guidance.

The development of appropriate procedures and the monitoring of good practice in Islington are the responsibilities of the Islington Safeguarding Children Partnership (ISCP). In Islington all professionals must work in accordance with the London Child Protection Procedures (LCPP, 2022).

The procedures contained in this policy, which are consistent with the LCPP, apply to all staff, teaching and non-teaching, temporary staff, volunteer, visitors and management committee members.

¹ Keeping Children Safe in Education (DfE, 2021) (KCSIE)

2. DEFINITIONS

“Safeguarding is not just about protecting children from deliberate harm. It relates to broader aspects of care and education”.²

Within this document:

- **Safeguarding:** Working Together to Safeguard Children (2020) defines safeguarding as:
 - Protecting children from maltreatment;
 - Preventing impairment of children's health or development;
 - Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
 - Taking action to enable all children to have the best life chances.
- **Child Protection** is an aspect of safeguarding, but is focused on how we respond to children who have been significantly harmed or are at risk of significant harm.
- **Staff** applies to all those working for or on behalf of the playgroup, full time or part time, in either a paid or voluntary capacity. This also includes management committee members.
- **Child** refers to all young people who have not yet reached their 18th birthday or Children Looked After and SEND young people who have not yet reached their 25th birthday. On the whole, this will apply to children of our playgroup; the policy will also extend to visiting children and students from other establishments
- **Parent** refers to birth parents and other adults in a parenting role, for example adoptive parents, stepparents, guardians and foster carers.
- **Abuse** could mean neglect, physical, emotional or sexual abuse or any combination of these. Parents, carers and other people can harm children either by direct acts and / or failure to provide proper care. Explanations of these are given within the document and appendices 1 and 2.

3. CONTEXT AND STATUTORY FRAMEWORK

- a. This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:
 - Working Together to Safeguard Children (DfE 2020) (WTSC): <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
 - Keeping Children Safe in Education (KCSIE) Part One: information for all staff and trustees, Appendix 1 (DfE, September 2021): https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf
 - London Safeguarding Children Procedures (March 2022): <http://www.londoncp.co.uk/>
 - [Teaching online safety in schools \(DfE, 2019\)](#)
 - Inspecting safeguarding in early years, education and skills (Ofsted, 2021): <https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills/inspecting-safeguarding-in-early-years-education-and-skills>

² Inspecting safeguarding in early years, education and skills (Ofsted, August 2021).

- [Criminal Exploitation of children and vulnerable adults: county lines guidance \(Home Office, 2018\)](#)
 - Children and Social Work Act (2017)
 - Early Years and Foundation Stage Framework, 2021 (EYFS):
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf
 - [Preventing and Tackling Bullying](#) (DfE, 2017)
 - Female Genital Mutilation Act 2003 (S. 74 - Serious Crime Act 2015)
- b. All safeguarding policies will be reviewed on an annual (minimum) basis by the Playgroup Leader and Chairperson, who have responsibility for oversight of playgroup safeguarding and child protection systems. The Designated Safeguarding Lead / Playgroup Leader will ensure regular reporting on safeguarding activity and systems in playgroup to the committee. The committee **will not** receive details of individual child situations or identifying features of families as part of their oversight responsibility.
- c. Safeguarding is fundamental to the welfare of all children in our care. This policy is therefore one of a series in the playgroup's integrated safeguarding portfolio and should be read in conjunction with the policies listed below, some of which are still in preparation or under review at time of writing:
- i. **Behaviour Management, linked to the use of physical intervention**
 - ii. Child on child sexual violence and sexual harassment
 - iii. Online Safety and Social Media
 - iv. Use of cameras and mobile phones (including all adults on site)
 - v. Substance misuse
 - vi. **The Role of the Designated Safeguarding Lead (DSL)**
 - vii. PREVENT duty (radicalisation and extremism)
 - viii. Nappy changing care
 - ix. **Children Missing Education**
 - x. **Data Protection (including GDPR) and Information Sharing**
 - xi. **Managing Allegations Against Staff**
 - xii. **Staff Behaviour Policy/Code of Conduct for Staff (including Acceptable Use of Technology**
 - xiii. **Health and Safety including Risk Assessments (e.g. playgroup trips, use of technology) and First Aid and Accidents**
 - xiv. **Safer Recruitment**
 - xv. **Whistleblowing**
 - xvi. **Volunteers Policy**
- d. All staff and volunteers at Christ Church Playgroup recognise that children experiencing specific safeguarding issues identified above should also be safeguarded against any other vulnerability or concern, and staff will respond in the same way as they do to protect children from any other risks.
- e. Supporting Guidance is available online and may be read and followed alongside this document:
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (gov.uk, 2018):
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1062969/Information_sharing_advice_practitioners_safeguarding_services.pdf
 - [What to do if you're worried a child is being abused](#) (Gov.uk, 2015)
 - Guidance for Safer Working Practice for those working with children and young people in education

settings (Safer Recruitment Consortium, 2022): <https://c-cluster-110.uploads.documents.cimpress.io/v1/uploads/d71d6fd8-b99e-4327-b8fd-1ac968b768a4~110/original?tenant=vbu-digital>

- [Mental health and behaviour in schools](#) (Gov.uk, 2018)
- Teachers' Standards 2021: <https://www.gov.uk/government/publications/teachers-standards>
- Safeguarding Disabled Children (DOH, 2009): <https://www.gov.uk/government/publications/safeguarding-disabled-children-practice-guidance>

f. All safeguarding policies will be kept together in one safeguarding folder in the Playgroup Leader's office.

4. KEY RESPONSIBILITIES

All staff, including teaching and non-teaching staff, temporary or supply staff, volunteers, contractors working on site employed by other services or agencies, and staff working with children and families in the community, have a statutory responsibility to safeguard and promote the welfare of children. All staff must be aware of and fully conversant with this policy and follow the playgroup's procedures and guidance at all times.

a. Responsibilities of the Management committee and Chair.

- The committee Chair will ensure that the DSL is properly supported in this role at all times in relation to the availability of appropriate time, support and resources.
- The playgroup's nominated committee member for safeguarding is the Chair, named on the front of this document. They take the lead role in ensuring that the playgroup has an effective safeguarding and child protection policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policy and structures supporting safeguarding children are reviewed at least annually.
- The chair is nominated to be responsible for liaising with Islington Council's Local Authority Designated Officer (LADO) in the event of allegations of abuse being made against the Playgroup Manager.
- The Chair is responsible for liaising with the Playgroup Manager / DSL regarding child protection issues. **This is a strategic role rather than operational – they will not be involved in concerns about individual children.**
- Members of the management committee are required to have an enhanced criminal records certificate from the DBS, which is to be arranged through the Playgroup Manager and Christ Church Highbury. As being a trustee is not a regulated activity, they do not need a barred list check, unless, in addition to their governance duties, they also engage in regulated activity.
- The committee members will follow KCSIE 2021.
- Recruitment: The management committee of Christ Church Playgroup is responsible for ensuring the playgroup follows recruitment procedures that help to deter, reject or identify people who might abuse children. It adheres to statutory responsibilities to check adults working with children and has recruitment and selection procedures in place (see the playgroup's 'Safer Recruitment' policy). It also ensures that volunteers are appropriately supervised in playgroup.
- NB Whilst the management committee holds overall responsibility for the child protection and safeguarding functions of the playgroup, the day to day operational responsibility rests with the Playgroup leader.

b. Responsibilities of the Playgroup Leader

The Playgroup Leader is responsible for ensuring that:

- this child protection policy and other relevant policies and procedures, adopted by the Management Committee, are fully implemented and followed by all staff;
- sufficient resources and time are available to enable the DSL to carry out their duties, and case holding staff are able to take part in strategy discussions/meetings, initial and review child protection conferences, core group and Team around the Child Meetings and other inter-agency meetings which contribute to the assessment of children, including writing reports for conferences;
- any concerns about poor or unsafe practice regarding children will be addressed sensitively and in a timely manner in accordance with the playgroup's whistleblowing policy; and
- there are robust systems in place to cover for the DSL's planned and unplanned absences from the playgroup, including having a Deputy DSL who has the role added to their job description.

c. Designated Safeguarding Lead (DSL)

The playgroup has appointed the most senior member of staff as the Designated Safeguarding Lead (DSL). The DSL has the overall responsibility for the day to day oversight of safeguarding and child protection systems in playgroup. The playgroup has also identified an additional staff member to deputise for when the DSL is not available.

- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. This training will be approved by and meet the standards as required by the ISCP in line with LA guidance. The DSL's training will be updated formally every two years but their knowledge and skills will be updated at regular intervals through LA meetings, newsletters, bulletins, supervisions and so on.
- During term time the DSL or DDSL will always be available during normal playgroup hours for staff to discuss any safeguarding concerns.
- The DSL also has lead responsibility for managing child protection referrals, safeguarding training and raising awareness of all child protection policies and procedures. They will ensure that everyone in playgroup (including temporary staff, volunteers and contractors) is aware of this policy and our procedures and that they are followed at all times.
- The DSL maintains a confidential recording system for all safeguarding and child protection concerns and works closely with the outside agencies.
- The DSL ensures that the playgroup provides reports/updates and is appropriately represented at inter-agency safeguarding meetings (including Child Protection conferences and Team around the Child Meetings).

d. Staff and volunteers

- Due to their day to day contact with children, playgroup staff are well placed to observe possible signs of abuse in children. All staff maintain an attitude of "it could happen here" where safeguarding is concerned and always act in the best interests of the child. ***It is not the role nor responsibility of those working with children in the playgroup to assess, diagnose or investigate whether a child is at risk of or suffering harm or abuse.*** It is the responsibility of all staff to be aware of the need to report any concerns about a child to the DSL as a matter of priority or, in her absence, to the nominated deputy DSL.
- All staff have a responsibility to provide a safe learning environment in which our children can learn. They will ensure all children are able to develop appropriate strategies to recognise and respond to risk and build resilience, including through curriculum development and planning
- Any child may benefit from early help and all staff members are aware of the local early help process and our role in it. They are aware of signs of abuse and neglect so they are able to identify children who may

be in need of help or protection.

- All staff and volunteers take individual responsibility for knowing what to do if a child discloses, or they have concerns about abuse or neglect. Members of staff know how to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the DSL and other agencies as appropriate. Members of staff know they must never promise a child that they will not tell anyone about a concern or allegation as this may ultimately not be in the best interests of the child.

e. Parents and Carers

- Parents/carers have a responsibility to:
 - Discuss safeguarding issues with their children, support the playgroup in their safeguarding approaches, and reinforce appropriate safe behaviours at home
 - Identify changes in behaviour which could indicate that their child is at risk of harm online , or in the wider community.
 - Seek help and support from the playgroup, or other appropriate agencies, if they or their child have any safeguarding concerns.
 - Contribute to the development of the playgroup’s safeguarding policies.
- Parents can obtain a copy of the playgroup Safeguarding and Child Protection Policy and other related policies on request and can view them via the playgroup website .

5. RECOGNITION AND TYPES OF ABUSE AND NEGLECT

a. *Keeping Children Safe in Education* (DfE, 2021) defines abuse as the maltreatment of a child.

“Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.”

- There are four categories of abuse. For closer definitions and possible indicators, see Appendix 1:
 - ⑩ Physical abuse
 - ⑩ Sexual abuse
 - ⑩ Emotional abuse
 - ⑩ Neglect
- All staff in playgroup are aware of the definitions, signs and symptoms of abuse and neglect, so that we are able to identify children who may be in need of help or protection and respond to problems as early as possible and provide the right support and services for the child and their family.
- Part 1 and Annex A within KCSIE (2021) and “What to do if you are worried a child is being abused” (2015) give the most up to date definitions and indicators of abuse.
- NB The warning signs and symptoms of child abuse and neglect can vary from child to child. Children also develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child.
- NB Parental behaviours may also indicate child abuse or neglect, so staff must be alert to parent- child interactions or concerning parental behaviours. All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.
- NB It is also important to recognise that observing a warning sign doesn’t automatically mean a child is being abused.

6. CHILDREN IN SPECIFIC CIRCUMSTANCES

a. Peer on peer abuse

- Our playgroup may be the only stable, secure and safe element in the lives of children at risk of, or who have suffered harm. Nevertheless, whilst at playgroup, their behaviour may be challenging and defiant, or they may instead be withdrawn, or display abusive behaviours towards other children. Our playgroup recognises that some children may abuse their peers, and any incidents of peer on peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures. We will seek advice and support from other agencies as appropriate.
- Peer on peer abuse among young children can manifest itself in many ways, including, for instance, bullying or physical abuse. We do not tolerate any harmful behaviour in playgroup and will take swift action to intervene where this occurs. We use story times and carpet times to help children understand, in an age-appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable. Staff are aware of the different gender issues that can be prevalent when dealing with peer on peer abuse.

b. Safeguarding Children with Special Educational Needs and Disabilities

- Christ Church Playgroup acknowledges that children with special educational needs and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse.
- Additional barriers may also exist in recognising abuse and neglect in this group of children. These include:
 - Being more prone to peer group isolation than other groups and being disproportionately impacted by things like bullying, without outwardly showing signs of being bullied;
 - Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability rather than abuse or neglect;
 - Speech, language and communication needs, which may make it difficult to tell others what is happening.
- All staff will ensure that children with special educational needs and disabilities, specifically those with communication difficulties, will be supported to ensure that their voice is heard and acted upon.

c. Children Missing from Education

- The playgroup recognises that all children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. We are aware that a child going missing from education is a potential indicator of abuse or neglect.
- Our playgroup has a procedure in place for responding to unauthorised absence and responding to children who go missing from education, although our children are not of statutory school age, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future. This may include liaising with Children's Social Care and/or the police .

d. Domestic abuse

- Domestic abuse can include coercive control and other psychological or emotional abuse, as well as physical, sexual and financial abuse. Exposure to domestic abuse can have a serious, long-term emotional and psychological impact on children.
- We work with other key partners and will share relevant information where there are concerns that domestic

abuse may be an issue for a child or family or be placing a child at risk of harm.

e. Child Sexual Exploitation (CSE)

- All staff are aware of the definition of CSE from the Department for Education in February 2017: *"Child Sexual Exploitation is a form of child sexual abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology"*.
- CSE can happen to girls and boys from any background or community.
- We understand that a significant number of children who are victims of CSE go missing from home, care and education at some point. Our playgroup is alert to the signs and indicators of a child becoming at risk of, or subject to, CSE and will take appropriate action to respond to any concerns.

f. "Honour-based" abuse (including Female Genital Mutilation and forced marriage)

- Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to female genital organs. It is illegal in the UK and a form of child abuse.
- The Serious Crime Act 2015 introduced a duty on teachers and other professionals to notify the police on 101 of known cases of FGM where it appears to have been carried out on a girl under the age of 18. Our playgroup will operate in accordance with the statutory requirements relating to this issue, and in line with local safeguarding procedures.
- A forced marriage is one entered into without the full consent of one or both parties. It is where violence, threats or other forms of coercion are used and is a crime. Our staff understand how to report concerns where this may be an issue.

g. Online Safety

- Christ Church Playgroup recognises that the use of technology presents particular challenges and risks to children and adults both inside and outside of playgroup. The DSL and members of the management committee have read Annex C regarding Online Safety within KCSIE (2021).
- Christ Church Playgroup identifies that the issues classified within online safety are considerable, but can be broadly categorised into three areas of risk:
 - content: being exposed to illegal, inappropriate or harmful material
 - contact: being subjected to harmful online interaction with other users
 - conduct: personal online behaviour that increases the likelihood of, or causes, harm.
- Christ Church Playgroup recognises the specific risks that can be posed by mobile phones and cameras and in accordance with KCSIE (2021) has appropriate policies in place that are shared and understood by all members of the playgroup.

h. Radicalisation

- Exposure of children (and adults) to extremist ideology can hinder their social development and educational attainment, as well as posing a very real risk that they could support or partake in an act of violence.
- Under section 26 of the Counter-Terrorism and Security Act (HMG, 2015) schools and other education providers are required to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent Duty. Protecting children from the risk of radicalisation should be seen as

part of childcare providers' wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within the family or are the product of outside influences.

- All staff recognise that children exposed to radicalisation and extremism should be protected and safeguarded and will report concerns regarding radicalisation and extremism to the DSL, who will follow local and national guidance.
- All staff will complete an approved training package which includes guidance on how to identify people who may be vulnerable to being drawn into terrorism, and how to refer them into the Channel process (e.g. Home Office training on Prevent, <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>). Channel is a national programme which focuses on providing support at an early stage to people identified as vulnerable to being drawn into terrorism.

i. Curriculum and Staying Safe

- Our playgroup recognises our essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour; what is "safe"; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.
- The playgroup will use the curriculum to provide opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that children have a range of strategies to ensure their own protection and understand the importance of protecting others. This will include online safety.
- Children will be helped to understand (appropriate to their age and ability) about a range of safeguarding concerns through carpet times, story times and individual chats, about stranger danger, road safety, sexual abuse, neglect, online safety etc.
- Systems have been established to support the empowerment of children to talk to staff so that children at Christ Church Playgroup will be listened to, heard and their concerns taken seriously and acted upon as appropriate.

7. SAFEGUARDING AND CHILD PROTECTION PROCEDURES

- The aim of our procedures is to provide a robust framework which enables staff to take appropriate action when they are worried a child is being abused. Christ Church Playgroup adheres to the London Safeguarding Children Procedures (2022). The full procedures and additional guidance relating to specific safeguarding issues can be found on the Islington Safeguarding Children's Partnership website <https://www.islingtonscp.org.uk/> .
- When new staff, volunteers or regular visitors join our playgroup they are informed of the safeguarding arrangements in place, the name of the DSL and how to share concerns with them.
- Any member of staff, volunteer or visitor to the playgroup who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred **must** report it immediately to the DSL (or, in their absence, the deputy DSL). See flowchart What to do if you are worried about a child on page 3.
- The DSL or DDSL will immediately refer cases of suspected abuse or allegations to the Children's Services Contact Team (CSCT) in Islington on 0207 527 7400 or in the local authority where the child lives. For Islington referrals the telephone referral to CSCT will be confirmed in writing using the CSCT Request for Service/Referral Form within 48 hours. Referrals to other local authority statutory services will be followed up, within the same timescale. All referrals will be made using the local authority's referral process (KCSIE, 2021). See <https://www.gov.uk/report-child-abuse-to-local-council> for local authority child protection referral contact details.
- Wherever possible, the playgroup will share any safeguarding concerns, or an intention to refer a child to

Children's Social Care, with parents or carers. However, we will not do so where it is felt that to do so could place the child at greater risk of harm or impede a criminal investigation. On occasions, it may be necessary to seek advice from CSCT and/or police in making decisions about when it is appropriate to share information with parents / carers.

- Whilst all staff should speak to the DSL/DDSL with regard to any concerns about FGM, there is a specific legal duty on teachers. If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police. See Appendix 2d below for further details.
- If a member of staff continues to have concerns about a child and feels the situation is not being addressed or does not appear to be improving, they should press the DSL for re-consideration of the case in order to reassure themselves the child is safe and their welfare is being considered. If after following this process, the staff member remains concerned that appropriate action is not being taken, it is the responsibility of that person to seek further direct consultation from the Playgroup Manager or safeguarding committee member.
- If, after a referral to CSC, a child's situation does not appear to be improving, the DSL will request reconsideration to ensure that the referral concerns have been addressed and, most importantly, that the child's situation has improved. Professional disagreements (escalation) will be responded to in line with the ISCP procedures, and DSLs may request support via the Principal Officer: Safeguarding in Education (POSIE).
- These procedures apply to all staff working/volunteering in the playgroup and will be covered in training to enable everyone understands their role and responsibility. The prime concern at all stages must be the interests and safety of the child. **Where there is a conflict of interest between the child and an adult, the interests of the child must be paramount.**
- All staff are aware that children with disabilities, special needs, language delay and/or where English is not their first language may communicate concerns with behaviours rather than words. Additionally, staff will question the cause of knocks and bumps in children who have limited mobility.

8. EARLY HELP

- Early Help means providing support as soon as a problem emerges at any point in a child's life. Any child may benefit from this, but staff should be particularly alert to the potential need for early help for a child who:
 - is disabled and has specific additional needs;
 - has special educational needs (whether or not they have a statutory education, health and care plan);
 - Is at risk of modern slavery, trafficking or exploitation;
 - is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
 - has returned home to their family from care;
 - is showing early signs of abuse and/or neglect;
 - is at risk of being radicalised or exploited;
 - is a privately fostered child.
- All staff are aware of the Early Help process, and understand their role within it. This includes identifying emerging problems, liaising with the DSL, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.
- If Early Help is assessed to be appropriate, then the DSL will support staff members involved with the family to initiate an Early Help Assessment or request targeted family support, e.g. Families First or IFIT. The DSL will keep all Early Help cases under constant review and will give consideration to making a child in need or child protection referral if the situation doesn't appear to be improving for the child.

9. RECORD KEEPING

- Staff will record any welfare concern that they have about a child on the setting's concerns form with a completed body map if injuries have been observed and pass them without delay to the DSL. Records will be completed as soon as possible after the disclosure/incident/event, using the child's words where appropriate, and will be signed and dated by the member of staff concerned.
- Blank concerns forms are kept in the playgroup leader's office.
- All safeguarding concerns, discussions and decisions (and justifications for those decisions) will be recorded in writing. If members of staff are in any doubt about recording requirements, they should discuss their concerns with the DSL or the deputy DSL in the DSL's absence.
- Safeguarding and child protection records are kept for individual children and are maintained separately from all other records relating to the child in the playgroup.
- Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding and child protection records are shared with staff on a "need to know" basis only.
- All safeguarding records will be transferred in accordance with data protection legislation to the child's subsequent school/setting, under confidential and separate cover in line with KCSIE (2021). These will be given to the new DSL and a receipt of delivery will be obtained.

10. CONFIDENTIALITY AND INFORMATION SHARING

- All matters relating to safeguarding and child protection are confidential. The Playgroup Leader/ DSL will only disclose information about a pupil to other members of staff on a "need to know" basis.
- While all staff have a duty to keep confidential any information about children, families and colleagues to which they have access as a result of their role, they also have a professional responsibility to share information with other agencies in order to safeguard children.
- Staff are aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. Further advice on responding to disclosures can be found in Appendix 3.
- If the playgroup is made aware of any safeguarding concerns which they feel need to be shared with the wider community (including other local /schools/nurseries/playgroups), then advice will be sought from the local authority to ensure that the integrity of any subsequent investigations are maintained and that all members of the community are safeguarded.
- See also DfE Guidance on Information Sharing (July, 2018).

11. INTER-AGENCY WORKING

- The Playgroup recognises and is committed to its responsibility to work with other professionals and agencies in line with statutory guidance (WTSC), both to ensure children's needs are met and to protect them from harm. All staff will endeavour to identify those children and families who may benefit from the intervention and support of external professionals and will seek to enable referrals, in discussion with parents/carers as appropriate.
- The playgroup will ensure that staff are enabled to attend relevant safeguarding meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings, TAC meetings and Early Help meetings.
- The Playgroup leader / DSL will work to establish strong and co-operative relationships with relevant professionals in other agencies.

- Playgroup is not the investigating agency when there are child protection concerns and the playgroup will therefore pass all relevant cases to the statutory agencies. We will however contribute to the investigation and assessment processes as required, and recognise that a crucial part of this may be in supporting the child while these take place.

12. COMPLAINTS

- The playgroup's Complaints Procedure is available to parents and members of staff who wish to report concerns.
- All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific Procedures for Managing Allegations against Staff policy.

13. STAFF INDUCTION, AWARENESS AND TRAINING

- All members of staff have access to part one of KCSIE (2021) which provides an overview of safeguarding duties and responsibilities. Playgroup leaders will read the entire document. All members of staff should also read Annex A as part of KCSIE (2021) and must sign to confirm that they have read and understood Part One and Annex A. This information is kept in Staff declarations in each person's personnel folder.
- The DSL will ensure that all new staff and volunteers (including temporary staff working with children) are appropriately inducted in the playgroup's internal safeguarding procedures and communication lines. As a minimum, this will include
 - the child protection policy
 - the behaviour policy
 - the staff behaviour policy (sometimes called a code of conduct)
 - the safeguarding response to children who go missing from education; and
 - the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).
- All staff members (including temporary staff working with children) will receive appropriate safeguarding and child protection training (organised by the Playgroup leader) which will enable them to:
 - Recognise potential safeguarding and child protection concerns involving children and adults (colleagues, other professionals and parents/carers)
 - Respond appropriately to safeguarding issues and take action in line with this policy
 - Record concerns in line with the playgroup policies
 - Refer concerns to the DSL and be able to seek support external to the playgroup if required
- All staff members (including temporary staff) will receive regular safeguarding and child protection updates. Christ Church Playgroup will achieve this by staff meetings or briefings, plus other training as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
- All staff members (including temporary staff working directly with children) will also be made aware of the playgroup's expectations regarding safe and professional practice via the staff behaviour policy (**or code of conduct**) discussed as part of the induction process.
- The playgroup recognises the expertise which members of staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis. All staff are therefore able to contribute to and shape safeguarding arrangements and the safeguarding policy. Staff and the committee will continuously contribute to the policy through staff meetings, committee meetings and staff performance reviews.

- The DSL will maintain an up to date register of who has received safeguarding and child protection training, including Prevent, and will provide an annual update to the council as part of the annual safeguarding report.

14. SAFE WORKING PRACTICE

- All members of staff are required to work within clear guidelines on safe working practice / the playgroup's Code of Conduct.
- Children may make allegations against staff in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, staff will avoid placing themselves in a vulnerable position regarding potential allegations.
- There are circumstances when it is appropriate for staff to use "reasonable force" to safeguard children and young people, such as guiding a child to safety or breaking up a fight. The term "reasonable force" covers a broad range of actions used by staff that involve a degree of physical contact to control or restrain children. "Reasonable" means using no more force than is needed. Our playgroup works in accordance with statutory and local guidance on the use of reasonable force and recognises that where intervention is required, it should always be considered in a safeguarding context.
- Physical intervention should only be used when the child is endangering him/herself or others and such events should be recorded and signed by a witness. Staff should be aware of the playgroup's Behaviour Management and Physical Intervention practices, and any physical interventions must be in line with agreed policy and procedure in which appropriate training should be provided.
- Our playgroup understands the additional vulnerability of children with special educational needs and disabilities and will ensure positive and proactive behaviour support to reduce the occurrence of risky behaviour and the need to use restraint.
- Full advice and guidance can be found in Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings (2022), <https://c-cluster-110.uploads.documents.cimpress.io/v1/uploads/d71d6fd8-b99e-4327-b8fd-1ac968b768a4~110/original?tenant=vbu-digital>.
- Staff should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should familiarise themselves with advice and professional expectations outlined in the above guidance.

15. STAFF SUPERVISION AND SUPPORT

- Christ Church Playgroup strives to create a culture and environment where members of staff feel competent and confident to raise concerns and feel supported in their safeguarding role. Any member of staff affected by issues arising from concerns for children's welfare or safety is encouraged to seek support from the DSL.
- The induction process will include familiarisation with child protection responsibilities and procedures as outlined above. All new staff will receive induction training. However, their induction should be clear that safeguarding and child protection concerns should be brought to the DSL's attention, as soon as possible.
- The playgroup will provide appropriate supervision and support for all members of staff to ensure that:
 - staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
 - all staff have regular reviews of their own practice to ensure they improve over time.
 - caseholding staff have a space to discuss and reflect upon their work and progress with particular children and young people.

- The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their union or other similar organisations directly. Further information about a range of supporting organisations can be found in appendix 4.
- The playgroup will ensure that members of staff are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage (EYFS, 2021).

16. SAFER RECRUITMENT (SRG 2020)

- Christ Church Playgroup is committed to recruiting staff and volunteers who are safe to work with our children and have their welfare and protection as the highest priority
- The playgroup has a Safer Recruitment Policy and procedures in place to prevent people who pose a risk of harm from working with children, in line with statutory guidance, by ensuring:
 - at least one person on any interview panel has completed safer recruitment training and interviews include a question related to safeguarding practice
 - all applicants complete an application form, gaps in education and employment are explored and appropriate pre-appointment checks are carried out, e.g. references and DBS checks
 - proportionate decisions on whether to ask for any checks beyond what is required are made by the chair of the interview panel
 - all volunteers are appropriately recruited and supervised
- Christ Church Playgroup is responsible for ensuring that the playgroup maintains an accurate Single Central Record (SCR) which meets statutory requirements.
- All staff and volunteers are advised to disclose any reason that may affect their suitability to work with children, including convictions, cautions, court orders, cautions, reprimands and warnings.

17. ALLEGATIONS AGAINST MEMBERS OF STAFF AND VOLUNTEERS

- Christ Church Playgroup recognises that it is possible for staff and volunteers to behave in a way that might cause harm to children and takes seriously any allegation received. **Such allegations should be referred immediately to the Playgroup Manager** in line with KCSIE (2021) who will contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member. In the event of allegations of abuse being made against the Playgroup Manager, staff are advised that allegations should be reported to the Chair of the Management Committee or directly to the LADO.
 - The Playgroup has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our playgroup, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO.

18. WHISTLEBLOWING

- Whistleblowing is making a disclosure in the public interest, and occurs when a worker or a member of the wider community raises a concern about danger or illegality that affects others, for example, children or families who attend the setting or members of the public.

- All staff are made aware of the duty to raise concerns about the attitude or actions of staff in line with the Code of Conduct / Whistleblowing policy. It is a disciplinary offence not to report concerns about the conduct of a colleague or any person that could place a child at risk.
- We want everyone to feel able to report any child protection / safeguarding concerns. However, members of staff who feel unable to raise these concerns internally can call the NSPCC whistleblowing helpline on: 0800 028 0285 (8:00 AM to 8:00 PM, Monday to Friday) or email help@nspcc.org.uk. Parents or others in the wider community with concerns can also email help@nspcc.org.uk or contact the 24-hour NSPCC general helpline on 0808 800 5000.

19. THE USE OF PLAYGROUP PREMISES BY OTHER ORGANISATIONS

The Angel Room at Christ Church is occasionally used after playgroup hours by Christ Church children's groups or by other community groups, which must abide by the Church's and their own safeguarding policies. Whenever the playgroup is not in session, all confidential records and electronic equipment, including laptops, iPads and phones, are securely locked away in the playgroup office: no group has access to the keys to the solid door.

20. SECURITY

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. We operate within a whole-playgroup community ethos and welcome comments from children, parents and others about areas that may need improvement as well as what we are doing well.
- Appropriate checks will be undertaken in respect of visitors and volunteers coming into playgroup as outlined within our Volunteers Policy.
- Visitors will be expected to sign in and out of our visitors' log. Any individual who is not known or identifiable should be challenged for clarification and reassurance.
- The playgroup will not accept the behaviour of any individual (parent or professional) who threatens playgroup security or causes others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the playgroup site.

21. MONITORING AND REVIEW

- All playgroup staff have access to a copy of this policy and must sign to the effect that they have read and understood its contents.
- The policy will also be available to parents/carers.
- This policy was revised in March/April 2022 to reflect the new guidance and legislation issued in relation to safeguarding children and promoting their welfare.
- The policy will be reviewed annually.
- The DSL will review the policy following any child protection concerns (including lessons identified from serious case reviews) or allegations against staff to ensure that it reflects appropriate, accurate and up-to-date safeguarding practice.

22. LOCAL SUPPORT

Islington Children's Services Contact Team

Telephone: 020 7527 7400

csctreferrals@islington.gov.uk

Islington LADO

Telephone: 0207 527 8101

Email: lado@islington.gov.uk

Islington Police

101 (or 999) if there is an immediate risk of harm)

Islington Safeguarding Children Partnership

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

Telephone: 0207 527 4209

Islington Family Information Service

Telephone: 0207 527 5959

<http://www.islington.gov.uk/fis>

Islington Family Directory

<http://directory.islington.gov.uk/kb5/islington/directory/service.page>

This policy was adopted by Christ Church Playgroup in March 2022 and will be reviewed in March 2023.

Appendix 1: Categories of Abuse

NB All staff are aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

There are four main types of abuse:

- a. **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. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Signs that MAY INDICATE physical abuse include:

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot

- b. **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, and may also include non-contact activities, such as involving children in looking at sexual images or activities.

Signs that MAY INDICATE sexual abuse include:

- Sudden changes in behaviour and playgroup performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour; for example, thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a childminder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting
- Aggressive behaviour or severe temper outbursts.
- Injuries need to be accounted for - inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

- c. **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of

what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Signs that MAY INDICATE emotional abuse

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention and affection

- d. **Neglect:** neglect differs from other forms of abuse in that there is very rarely a single incident or crisis that draws attention to the family. It is repeated, persistent neglectful behaviour that causes incremental damage over a period of time. Neglectful behaviour – such as failing to provide adequate food, clothing, shelter, emotional support, supervision, medical care, or protection from harm or danger – does not meet a child's basic physical and/or psychological needs and is likely to result in the serious impairment of the child's health or development.

Signs that MAY INDICATE neglect:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Missing from playgroup including frequent lateness
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem

Appendix 2: Specific Safeguarding Issues

NB See also Annex A of Keeping Children Safe in Education (2019)

a. Peer on Peer Abuse (Allegations of abuse made against other children)

- All members of staff at Christ Church Playgroup recognise that children are capable of abusing their peers. Peer on peer abuse can take many forms, including (but not limited to) bullying, gender-based abuse, sexually harmful behaviour, and violence.
- Christ Church Playgroup will never tolerate, dismiss or minimise abuse. Any incidents of peer on peer abuse will be managed in the same way as any other child protection concern, and staff will follow the same procedures as outlined in Section 6 above, and in accordance with ISCP procedures.
- Christ Church Playgroup will take steps to minimise the risk of all forms of peer on peer abuse. We will ensure that appropriate curriculum time is dedicated to enable children to develop an awareness and understanding of abusive behaviour and to ensure that children recognise warning signs and how they can access support both within the playgroup and externally.
- In cases of peer-on-peer abuse, staff will always consider what support might be needed for the perpetrators as well as the victims.

b. Child Sexual Exploitation (CSE)

- All Christ Church Playgroup staff at have been made aware of the revised definition of Child Sexual Exploitation, as issued by the DfE in February 2017: <https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>
- Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
- All staff recognise that children at risk of CSE need to be identified and issues relating to CSE should be approached in the same way as protecting children from other risks. They are aware that sexual exploitation can take many forms ranging from the seemingly “consensual” relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups, but in each case there is an imbalance of power in the relationship, because the perpetrator always holds some kind of power over the victim. However, it also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse or recognise this as abusive.

c. “Honour-based” abuse

- Staff are aware that “honour-based” abuse (HBA) encompasses a range of crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing.
- The indicators of HBA and associated factors will be covered with staff within the playgroup safeguarding training. All members of staff are alert to the possibility of a child being at risk of HBA, or already having suffered HBA. All members of staff are aware that all forms of HBA are abuse (regardless of the motivation) and will be handled and escalated as such. Staff will speak with the DSL if they are concerned about HBA.

- The DSL will complete the FGM e-Learning package (<https://www.fgmelearning.co.uk/>). The DSL will also ensure that information and training is made available as appropriate to all members of staff. This includes “FGM The Facts”:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/783684/FGM_The_Facts_A6_v4_web.pdf
- All members of staff will follow the playgroup and ISCP procedures, using existing national and local protocols for multi-agency liaison with police and children’s social care.

d. Female Genital Mutilation (FGM) mandatory reporting duty

- Staff must personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the staff member has a good reason not to, they should also still consider and discuss any such case with the DSL and involve children’s social care as appropriate.
- The duty does not apply in relation to at risk or suspected cases (i.e. where the staff member does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence). In these cases, teachers should follow local safeguarding procedures. See the [Summary of the FGM mandatory reporting duty](#).

Appendix 3: Keeping yourself safe when responding to disclosures: the 6 R's – what to do if...

1. Receive

- Keep calm
- Listen to what is being said without displaying shock or disbelief
- Take what is being said to you seriously

2. Respond

- Reassure the child that they have done the right thing in talking to you
- Be honest and do not make promises you cannot keep e.g. "It will be all right now"
- Do not promise confidentiality; you have a duty to refer
- Reassure and alleviate guilt if the child refers to it, e.g. "you're not to blame"
- Reassure the child that information will only be shared with those who need to know

3. React

- React to the child only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate for full details
- Do not ask leading questions, e.g. "Did he/she....?" Such questions can invalidate evidence.
- Do ask open "TED" questions: Tell, explain, describe
- Do not criticise the perpetrator: the child may have affection for him/her
- Do not ask the child to repeat it all for another member of staff
- Explain what you have to do next and who you have to talk to

4. Record

- Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible
- Do not destroy your original notes
- Record the date, time, place, any non-verbal behaviour and the words used by the child. Always ensure that as far as possible you have recorded the actual words used by the child.
- Record statements and observable things rather than your interpretations or assumptions

5. Remember

- Contact the DSL, who may be required to make appropriate records available to other agencies

6. Relax

- Get some support for yourself: dealing with disclosures can be traumatic for professionals

Appendix 4: National Support Organisations

Support for staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline

Support for Children

- NSPCC: www.nspcc.org.uk
- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- Young Minds: www.youngminds.org.uk
- The Mix: www.themix.org.uk

Support for adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- Kidscape: www.kidscape.org.uk
- The Samaritans: www.samaritans.org
- Mind: www.mind.org.uk
- NAPAC (National Association for People Abused in Childhood): www.napac.org.uk
- MOSAC: www.mosac.org.uk
- Action Fraud: www.actionfraud.police.uk

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk

Domestic Abuse

- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadvice.org.uk
- Mankind: www.mankindcounselling.org.uk

Honour-based Abuse

- Forced Marriage Unit: <https://www.gov.uk/guidance/forced-marriage>

Sexual Abuse and CSE

- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Stop it Now!: www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- CEOP: www.ceop.police.uk
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk

Online Safety

- Childnet International: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Parents Info: www.parentinfo.org
- Internet Matters: www.internetmatters.org

- Net Aware: www.net-aware.org.uk
- ParentPort: www.parentport.org.uk
- Get safe Online: www.getsafeonline.org

Radicalisation

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
- True Vision: www.report-it.org.uk