

## **Developing a Safeguarding and Child Protection Policy and Procedure**

Providers must have and implement a policy and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Partnership (LSCP) – **Statutory Framework for the Early Years Foundation Stage 2024 (GP 3.5) (CM 3.6)**

**The policy & procedure must include:**

### **Legislation documents**

The Safeguarding Children policy and procedure: should reflect Government guidance from *Working Together to Safeguard Children, Keeping Children Safe in Education* and *Local Safeguarding Children Partnership's policy and procedures*. **(ensure that the most recent publications are referred to)**

Providers should follow the guidelines set out in the booklet *What to do if you're worried a child is being abused. The Prevent Duty guidance and Safeguarding children and protecting professionals in early years settings: online safety considerations*.

### **Designated Safeguarding Lead (DSL)**

The name of the person who has lead responsibility for safeguarding children in the setting plus their role and responsibilities (Designated Person).

The DSL is designated to take lead responsibility for safeguarding children within the setting, and to liaise with local statutory children's services agencies.

### **Training**

A designated lead person must completed the DSCP Level 3 Safeguarding training. Although the Level 3 requirement is not an Ofsted or EYFS requirement, the EYFS states that practitioners must adhere to their LA requirements, the Level 3 requirement is compulsory according to Doncaster Safeguarding Children's Partnership (DSCP). It is advisable for two members of staff to be assigned and trained to undertake the role of designated person enabling one designated person to be on site at all times

How knowledge and information around safeguarding children will be kept up to date ie: signing up to receive updates from the DSCP, other safeguarding organisations, and attending Early Years training/ briefings including the DSL network meeting, Essential Knowledge Briefing, Facebook, NSPCC etc.

How all staff are trained in safeguarding children during their induction process and how they understand the safeguarding policies and procedures .

How staff are kept up to date of any changes as they occur, for example ensuring safeguarding is on the agenda at all staff meetings and supervisions to enable discussion around any safeguarding issues.

It is the settings responsibility to ensure all staff are regularly trained in safeguarding and it is advisable to be renewed every 3 years. All practitioners must be able to recognise the signs and indicators of abuse and neglect. Everyone should be confident in recognising and responding to children in a timely and appropriate way.

### **Category of Abuse**

The policy and procedure should outline the categorise of abuse and include other wider/contextual safeguarding issues. (This information could be included in your appendix as additional information.)

Practitioners should be confident to recognise the signs and indicators of abuse:

1. Significant changes in children's behaviour
2. Deterioration in children's general well-being.
3. Unexplained bruising, marks or signs of possible abuse or neglect
4. Disclosures, or children's comments which give cause for concern



5. Any reasons to suspect neglect or abuse outside the setting ie: in the child's home; at school; at an out of school activity
6. Inappropriate behaviour displayed by other members of staff, or any other person working with the children ie: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

### **Referral & Recording**

Providers need to be aware of the Thresholds of Need outlined by the DSCP to help to decide upon the correct type of support required and the correct referral process to use (please refer to DSCP website)

The policy should identify the referral process to follow should it be identified that a child is at risk of significant harm (telephone referral) and if the child is in immediate danger (contact the Police)

Include the referral process should a child or family need Early Help support; parents must give their consent for this. Early Help can be contacted for support and advice.

If you have a child who lives in another local authority area, the referral procedure for the authority in which they live must also be included

Consider how and under what circumstances parents will be informed about concerns and any actions taken. There could be situations where it would not be appropriate to inform the parents prior to a referral and record the reason why it was not appropriate to notify the parent.

How concerns are recorded within your setting i.e., record of concern, chronology, existing injury forms, body maps.

Information recorded must be precise with personal details, relevant and factual information

Once a referral has been made, it is the referrers responsibility to follow up the referral to ensure it has been received and that appropriate action has been taken

Where professionals disagree about the best course of action to take in order to safeguard children the 'resolving professional difference' protocol can be accessed on the DSCP website - [https://doncasterscb.proceduresonline.com/p\\_resolving\\_prof\\_diff.html](https://doncasterscb.proceduresonline.com/p_resolving_prof_diff.html)

Staff in the setting must follow the settings 'Whistle Blowing Procedure' where they have concerns about a colleague's behaviour.

Safeguarding complaints and concerns are recorded and stored confidentially within guidance from the GDPR. Include how documentation relating to concerns and complaints will be retained for a prescribed length of time and destroyed appropriately ie: shredded

A procedure must be in place to follow should a child be absent from the setting, state how these absences are recorded and who holds the responsibility for monitoring any child absence (refer to the admissions procedure). These should include the process to follow should a child have an unexpected absence.

### **LADO referral procedures**

Include the procedures to follow in the event of an allegation made against a member of staff or volunteer, or a member of the family (for childminders). Include contact details for the Local Authority Designated Officer (LADO). LADO is responsible for providing advice and monitoring the progress of cases to ensure they are dealt with quickly and fairly

The timescale for referring to the LADO needs to be included, a referral must be made within **24 hours**.

Include the timescales for reporting incidents or complaints to Ofsted: as soon as is practicably possible or within **14 days**.

### **Safeguarding and safer recruitment**

Produce a statement relating to suitability checks that take place during the recruitment process, how the outcomes of these checks are recorded, and the risk assessments that are in place in order to safeguard children prior to receipt of a clear enhanced DBS check. (staff not to have unsupervised contact with children prior to full checks been completed)

State how this process is strengthened when additional criminal record checks are carried out in respect of a person who has lived or worked abroad (EYFS 2024: 3.12) for additional support please go to: [Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/criminal-records-checks-for-overseas-applicants) (Refer to safer recruitment procedure).

For childminders state, that everyone in your house over the age of 16 has a CRB or DBS check and if the DBS check is linked to the update service this is renewed annually. Ofsted suitability checks are also completed.

If a paid worker or volunteer is removed from work, which involves children or vulnerable adults, or would have been removed if the person had not left first, then a referral must be made to the Disclosure and Barring Service. The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA). [www.homeoffice.gov.uk](https://www.homeoffice.gov.uk)

Disqualification – A provider or a childcare worker may be disqualified from registration in accordance with regulations made under Section 75 of the Childcare Act 2006. When a person is disqualified, the provider must not employ that person in connection with early years provision and take appropriate action to ensure the safety of the children.

You may find this guidance useful - [www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006) .

A childminder, childminder assistant or a childcare practitioner working on domestic premises may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed.- where a staff member is disqualified they may, in some circumstances obtain a 'waiver' from Ofsted.

### **Information Sharing**

Consider how confidentiality and information sharing is managed in line with GDPR requirements. Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them. The National Cyber Security Centre (NCSC) has published helpful guidance on cyber security: [Early Years practitioners: using cyber security to protect... - NCSC.GOV.UK](https://www.ncsc.gov.uk/guidance/early-years-practitioners-using-cyber-security-to-protect)

The setting (including childminders) must be registered with the Information Commissioners Office (ICO) – this is a requirement when photographs are being taken of children, if the setting/childminder has CCTV in operation or the setting/childminder is keeping electronic records on children. Posters must be displayed stating that CCTV is in operation.

The setting must share safeguarding children's procedures with parents prior to their child joining the setting. The policy and procedure needs to be signed by the registered person, including the date the policy was reviewed and the next review date. If any amendments have been made to the policy the staff and parents need to be informed of the changes and given a new copy of the policy.



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**Reviewing the Safeguarding policy:**

The policy should be amended following occasions when part of the procedure has been implemented and found to be unsuitable.

Whenever changes to legislation are produced policies and procedures must be reviewed and updated and a copy of the new one should be shared with parents and staff.

Reviewing policies and procedures should be done annually and signed off by the person who has done this.

## Local and National Contact Information

- ☎ Multi Agency Safeguarding Hub (MASH) - 01302 737777
- ☎ Urgent out of office referrals – 01302 796000
- ☎ Professional number – 01302 737033 (not to be shared with parents)
- ☎ Early Help Enquiry ‘One Front Door’ <https://dscp.org.uk/report-concern>  
or <https://www.doncasterchildrenstrust.co.uk/worried-about-a-child>
- ☎ Early Help Hub – 01302 734110
- ☎ Police - 101 (Non-emergency) 999 (Emergency) 112 (Emergency European)
- ☎ Local Authority Designated Officer – LADO – 01302 737332.
- ☎ Doncaster Safeguarding Children Partnership - [dscp@doncaster.gov.uk](mailto:dscp@doncaster.gov.uk) - 01302 734214
- ☎ Child Sexual Exploitation Team – 01302 737200
- ☎ Domestic Violence Helpline – 0800 4701 505
- ☎ Domestic Abuse Hub - 01302 737080,
- ☎ Private Fostering – 01302 737789
- ☎ Police Prevent Team – 0114 2523217 – 101 or in an emergency 999 -  
[Prevent@southyorks.pnn.police.uk](mailto:Prevent@southyorks.pnn.police.uk)
- ☎ Rachael Long, Crime and Community Safety Theme Manager, 01302 737469 -  
[Rachael.Long@doncaster.gcsx.gov.uk](mailto:Rachael.Long@doncaster.gcsx.gov.uk)
- ☎ Anti-Terrorist Hotline - 0800 789 321
- ☎ Department for Education helpline - 020 7340 7264 [counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk)
- ☎ Report Extremist material online - [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)
- ☎ Disclosure and Barring Service (DBS) Tel: 0300 0200 190 or 0870 909 0811
- ☎ Information Commissioners Office (ICO) Tel: 0303 123 1113
- ☎ Early Years’ Service – Jayne Bloodworth – 07790390369  
Amanda Longstaff – 07977850155
  
- ☎ Ofsted 0300 123 1231 - The National Business Unit, Ofsted, Piccadilly Gate, Store Street,  
MANCHESTER, M1 2WD

## Appendix 1

### Wider safeguarding responsibilities

**Female Genital Mutilation** - Female genital mutilation (FGM), also known as female genital cutting and female circumcision, is the partial or full cutting of a girl's clitoris and labia, for non-medical reasons, nearly always on girls between four and 12 years old.

The procedure can cause **severe bleeding, infection, infertility and even death**. Afterwards, girls are often taken out of school and forced into **early marriage**. FGM can have devastating physical, psychological, and social consequences for the rest of girls' lives.

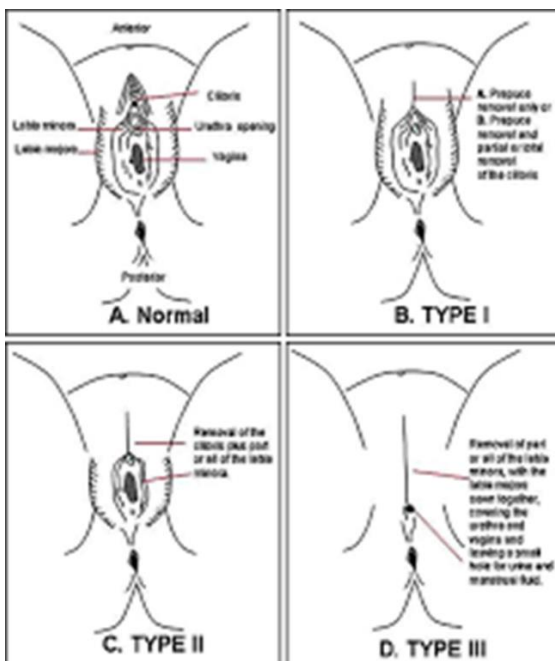
There are four main types of FGM:

Type 1: Removal of the tip of the clitoris

Type 2: Total removal of the clitoris and surrounding labia

Type 3: The removal of the clitoris and labia and sewing up of the vagina leaving only a small opening for urination and menstruation – This is the most barbaric form of FGM

Type 4: Pricking, piercing, or incising of the clitoris and/or labia



### **Referral for FGM**

If you observe evidence to suggest that a female child has been a victim of FGM, you should inform the police on 101 as a criminal act has been committed. The mandatory referral is part of the legal duty identified within the FGM Act 2003 (amended in the Serious Crime Act 2015). If you have reason to believe that the child may have FGM carried out as a crime has not yet been committed follow the usual procedure for referral and follow advise provided, this may result in a referral to the police

The NSPCC has a 24-hour helpline to provide advice and support to victims of FGM, or to anyone who may be concerned a child is at risk – call the helpline on 0800 028 3550 or email [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)

**Further information:**

Raising awareness of FGM video:

<https://youtu.be/xqghjGBfB54>

Home Office FGM ELearning can be accessed on: <https://www.fgmelearning.co.uk/>

<https://www.gov.uk/government/publications/female-genital-mutilation-resource-pack/female-genital-mutilation-resource-pack>

<https://news.sky.com/story/fgm-survivors-tell-their-stories-as-female-circumcision-referrals-drop-during-pandemic-12227830>

***Private Fostering -***

Private fostering is when a child under 16 (or under 18 if they are disabled) is living for 28 days or more with someone who is not a close relative, this might be a family friend, a great aunt, a cousin or someone else known to the child. There are many reasons why a private fostering arrangement may be put in place, it could be that the parents are working long hours, the child is sent to the UK for education by their parents outside the UK or many other reasons.

Foster for Doncaster can provide support, information and advice to parents, carers and children and young people.

If you become aware of any Private Fostering arrangements, make a referral directly to 01302 737789 email: [fosteringandadoption@doncaster.gov.uk](mailto:fosteringandadoption@doncaster.gov.uk)

***Peer on Peer***

Children may be harmful to one another in a number of ways which would be classified as peer-on-peer abuse.

Types of abuse may include:

Physical abuse – hitting, kicking, nipping, shaking, biting, hair pulling

Sexually harmful behaviour/abuse

Bullying - physical, name calling, homophobic etc

Cyber bullying – is the use of phones, instant messaging, emails, chat rooms or social media sites such as Facebook, Twitter, Snap chat or Instagram to harass, threaten or intimidate someone

Sexting – is when someone sends or receives sexually explicit texts, images, or videos.

***Online abuse***

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation, or emotional abuse. Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example

bullying or grooming). Or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online).

Children can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with other people

### ***Domestic Abuse***

'Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or above who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

*Home Office (2014)*

### ***Honour -based abuse***

Honour-based abuse is defined as a crime or incident which has or may have been committed to protect or defend the honour of the family and/or the community. It is a collection of practices used to control behaviour and includes **Forced Marriage (FM)** (not to be confused with arranged marriages) and **Female Genital Mutilation (FGM)**. Honour-based abuse can affect both men and women, and cuts across a number of cultures and communities. It is closely associated with domestic abuse and child protection matters. Issues such as dress, choice of friends, relationships with members of the opposite sex and career choice among others could all impact on a family's honour. Violence and abuse can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code – this is honour-based abuse. There are many examples of how honour-based abuse can affect someone's life including being isolated from local communities, not being allowed independence, forced into marriage or under duress from their family. It is a violation of human rights and may be a form of domestic and/or sexual violence. There is no, and cannot be, honour or justification for abusing the human rights of others.

### ***Dangerous Dogs***

It is illegal for a dog to be 'out of control' or to bite or attack someone. Since 1991 it has been illegal for dogs to be 'out of control in a public place'. In 2014 the law was amended to include incidents on private property. Risk assessments need to include – when on outings the risk of potentially dangerous dogs. Educate the children not to touch, approach pets, or otherwise touch any dogs. Monitoring people who collect/drop off children who may have dogs. Family dogs – how the safety of the children is prioritised. If you consider a dog is a serious risk to a child, you should contact the police immediately.

### ***Prevent Duty***

The Prevent duty requires early years providers to have due regard to help "prevent the risk of people becoming terrorists or supporting terrorism" this is known as The Prevent duty. The Prevent duty is just one strand of the counter terrorism strategy known as CONTEST.

The current UK definition is set out in the Terrorism Act 2000 (TACT 2000). In summary this defines terrorism as 'The use or threat of serious violence against a person or serious damage to property where that action is:



- designed to influence the government or an international governmental organisation or to intimidate the public or a section of the public; and
- for the purpose of advancing a political, religious, racial or ideological cause.'

### **What does this mean in practice?**

- Childcare and early years providers have a critical part to play, serving arguably the most vulnerable and impressionable members of society.
- In England the Early years foundation stage statutory frameworks accordingly places clear duties on providers to keep children safe and promote their welfare. It makes clear that to protect children in their care, "All practitioners must be alert to any issues of concern in the child's life at home or elsewhere." (EYFS statutory framework for childminders p15 and EYFS statutory framework for group and school-based providers p23).
- It forms part of the settings safeguarding duty.

### **What are British Values?**

'Extremism' was defined in the 2011 Prevent strategy as vocal or active opposition to fundamental British values. These values are:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of different faiths and beliefs

### **Incels**

A person (usually a man) who regards himself or herself as being involuntarily celibate and typically expresses extreme resentment and hostility toward those who are sexually active.

### **SEND**

There are times when the vulnerability of children is increased and therefore, they become an 'easy target' for abuse.

Practitioners must be aware of any changes to a child's typical behaviour which may give you cause for concern and follow guidance as provided in the '*safeguarding children with disabilities 2009*' document. Appropriate referrals process should be followed if it is believed that these changes may be as a result of significant harm.

### ***Child criminal exploitation***

Child Criminal Exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

Criminal exploitation of children is broader than just county lines and includes for instance children forced to work on cannabis farms or to commit theft.

Like other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person (male or female) under the age of 18 years.
- can still be exploitation even if the activity appears consensual.

- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence.
- can be perpetrated by individuals or groups, males or females, and young people or adults; and
- is typified by some form of power imbalance in favour of those perpetrating the exploitation.

County Lines- <https://www.gov.uk/government/publications/county-lines-exploitation-applying-all-our-health/county-lines-exploitation-applying-all-our-health>

### ***Breast ironing/Breast flattening***

The process during which young pubescent girls' breasts are ironed, massaged, flattened and/or pounded down over a period of time (sometimes years) in order for the breasts to disappear or delay the development of the breasts entirely. In some families, large stones, a hammer, or spatula that have been heated over scorching coals can be used to compress the breast tissue. Other families may opt to use an elastic belt or binder to press the breasts so as to prevent them from growing.

Breast flattening usually starts with the first signs of puberty, which can be as young as nine years old and is usually carried out by female relatives.

It should also be acknowledged that some adolescent girls and boys may choose to bind their breast using constrictive material due to gender transformation or identity, and this may also cause health problems.

**Breast ironing is a form of child abuse and suspected cases must be reported to the police.**

Signs that breast ironing may be happening include: -

- Reluctant to show body e.g., swimming or changing clothing
- Lengthy or unexplained absence from setting
- Unusually anxious or aggressive behaviour

### **Gender based Violence**

Gender based violence and abuse has become an umbrella term for any harm that is perpetrated against a person's will, and that results from power inequalities that are based on gender roles. The 'gender based' aspect highlights the fact that violence against women is an expression of power inequalities between women and men.

### **Child Abuse Linked to Faith and Beliefs**

Abuse linked to faith or belief is where concerns for a child's welfare have been identified, and could be caused by, a belief in witchcraft, spirit or demonic possession, ritual or satanic abuse features; or when practices linked to faith or belief are harmful to a child.

Any abuse that takes place against those who are branded (or labelled) either as a witch or as having been possessed by an evil spirit is unacceptable. Significant harm (including murder) can occur because of concerted efforts to 'excise' or 'deliver' evil from a child (or vulnerable adult).

From our own experience and in consultation with communities, we know this kind of abuse is under-reported.

Spotting the signs that this abuse exists can prevent escalation from 'subtle' harms that may often go unnoticed by many, to 'extreme' situations where there is loss of life. Witchcraft beliefs are used to blame a person (rather than circumstances) for misfortune that happens in life.

### **Upskirting**

Upskirting is a highly intrusive practice, which typically involves someone taking a picture under another person's clothing without their knowledge, with the intention of viewing their genitals or buttocks (with or without underwear).

### **Substance Misuse**

'Parental substance misuse' is the long-term misuse of drugs and/or alcohol by a parent or carer.

This includes parents and carers who:

- consume harmful amounts of alcohol (for example if their drinking is leading to alcohol-related health problems or accidents)
  - are dependent on alcohol
  - use drugs regularly and excessively
  - are dependent on drugs.
- It also includes parents who aren't able to supervise their children appropriately because of their substance use (NSPCC, 2018).

Most parents and carers who drink alcohol or use drugs do so in moderation, which doesn't present an increased risk of harm to their children (Cleaver, Unell and Aldgate, 2011).

However, parents and carers who misuse substances can have chaotic, unpredictable lifestyles and may struggle to recognise and meet their children's needs. This may result in their children being at risk of harm.

### **Local Issues/ Gang/ County Lines**

County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018). It can happen in any part of the UK and is against the law and a form of child abuse.

Children and young people may be criminally exploited in multiple ways. Other forms of criminal exploitation include child sexual exploitation, trafficking, gang and knife crime.

County lines gangs are highly organised criminal networks that use sophisticated, frequently evolving techniques to groom young people and evade capture by the police.

Perpetrators use children and young people to maximise profits and distance themselves from the criminal act of physically dealing drugs (National Crime agency, 2019). Young people do the majority of the work and take the most risk.

Dedicated mobile phone lines or "deal lines" are used to help facilitate county lines drug deals. Phones are usually cheap, disposable and old fashioned, because they are changed frequently to avoid detection by the police.

Gangs use the phones to receive orders and contact young people to instruct them where to deliver drugs. This may be to a local dealer or drug user, or a dealer or drug user in another county.

### **Cuckooing**

The practice of taking over the home of a vulnerable person in order to establish a base for illegal drug dealing, typically as part of a county lines operation.