**Safeguarding AND Child Proctection POLICY FOR Little Avenues Preschool**

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| **Lead Practitioner for safeguarding** | Toni McGenity |
| **Deputy Lead Practitioner for safeguarding** | Claire Bush  Jane Dickson |

1. **Introduction**

*‘Every child deserves the best possible start in life and the support that enables them to fulfil their potential.*

*Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.’*

Statutory Framework for the Early Years Foundation Stage, 2021

This Child Protection policy is for all staff, parents/carers, and volunteers. It forms part of the safeguarding arrangements for our preschool and should be read in conjunction with the following:

* [Statutory framework for the early years foundation stage](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2) (DfE, 2021)
* Little Avenues Behaviour Management Policy
* Little Avenues Staff Code of Conduct
* Little Avenues Online Safety Policy (inc. mobile phones, smart watched, tablets and cameras)
* Little Avenues Pre-school Whistle-Blowing Policy

Safeguarding and promoting the welfare of children *(everyone under the age of 18)* is defined in [Keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) (DfE, 2022), as:

* Protecting children from maltreatment
* Preventing impairment of children’s health or development
* Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
* Taking action to enable all children to have the best outcomes

**2. Statutory framework**

There is government guidance set out in [Working Together to Safeguard Children](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2) (HMG, 2018) on how agencies must work in partnership to keep children safe. This guidance places a shared and equal duty on three Safeguarding Partners (the Local Authority, Police and Health) to work together to safeguard and promote the welfare of all children in their area under multi-agency safeguarding arrangements. The statutory partners in Essex are Essex County Council, Essex Police and five of the seven Clinical Commissioning Groups covering the county and the partnership arrangements sit under the [Essex Safeguarding Children Board](https://www.escb.co.uk/) (ESCB).

Early years providers have a duty under section 40 of the Childcare Act 2006 to comply with the safeguarding and welfare requirements of the Early Years Foundation Stage, under which providers are required to take necessary steps to safeguard and promote the welfare of young children.

In addition, in Essex, all professionals must work in accordance with the [SET Procedures](http://www.escb.co.uk/) .

This policy takes into account and should be read in conjunction with other statutory and local guidance (this is not an exhaustive):

* [Statutory framework for the early years foundation stage](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2) (DfE, 2021)
* [Working together to safeguard children](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf) (DfE, 2018)
* [What to do if you’re worried a child is being abused](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf) (HMG, 2015)
* [The Prevent Duty guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance__England_Wales_V2-Interactive.pdf) (Home Office, 2015)
* [Effective Support for Children and Families in Essex](https://www.essex.gov.uk/resources-for-practitioners/effective-support-resources) (ESCB, 2021)
* [Understanding and supporting behaviour - Safe practice for schools](https://schools.essex.gov.uk/pupils/Safeguarding/Pages/understanding-and-supporting-behaviour.aspx) (Essex County Council, 2021)
* [Children Act](http://www.legislation.gov.uk/ukpga/1989/41/contents)  (HMG, 1989)
* [Children Act](https://www.legislation.gov.uk/ukpga/2004/31/contents) (HMG, 2004)
* [Keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) (DfE, 2022)

**3. Roles and responsibilities**

All Staff

Everyone in our preschool has a responsibility to provide a safe environment in which our children can learn and achieve their full potential. However, there are key people within settings and the Local Authority who have specific responsibilities under child protection procedures. The names of those in our setting with these specific responsibilities are show at the beginning of this policy. However, we are clear that safeguarding is everyone’s responsibility and that everyone who comes into contact with children has a role to play.

**The Directors**

The Directors have strategic oversight of our safeguarding arrangements. It ensures that these arrangements operate effectively, as follows:

* we have appropriate policies in place;
* our staff receive the right training to keep children safe, including regular safeguarding and child protection updates, at least annually, to provide them with the relevant skills and knowledge to keep our children safe;
* we have a named practitioner who takes lead responsibility for safeguarding children, and a deputy to provide cover when the lead practitioner is absent (their names are on the front page of this policy);
* all adults in our setting who work with children undergo safeguarding and child protection training at induction as appropriate, which is regularly updated;
* our setting contributes to inter-agency working, in line with statutory and local guidance;
* information is shared and stored appropriately and in accordance with statutory requirements;
* we have safer recruitment and selection procedures in place that help to deter, reject, or identify people who might abuse children;
* we meet statutory responsibilities to check adults working with children;
* ensuring volunteers are appropriately supervised in the setting, as appropriate.

**The Lead Practitioner for Safeguarding**

The Designated Safeguarding Officer is **Toni McGenity.**

Deputy Lead Practitioner for safeguarding is **Claire Bush & Jane Dickson**

The Designated Safeguarding Officer has lead responsibility for dealing with safeguarding / child protection issues. These responsibilities include;

* Liaising with other professionals in all agencies, including local statutory children’s services agencies including Essex Social Care, police and health colleagues
* Keeping appraised of any updates in policy and practice via the Essex Safeguarding Board
* Being a source of support, advice and guidance to any other setting practitioners, both paid and voluntary. This is on an ongoing basis and on any specific safeguarding issue as required
* Co-ordinating child protection action within the setting, including making referrals as necessary and maintaining a confidential recording system
* Ensuring all practitioners, visitors and volunteers are aware of the setting policies and procedures and their responsibilities in relation to safeguarding children
* Ensuring all practitioners, both paid and voluntary, have received appropriate and up to date child protection training at least annually
* Ensuring their training is kept up to date by attending appropriate designated safeguarding training every 2 years
* Managing and monitoring the setting’s part in child in need and child protection plans

**All Staff**

Everyone in our setting has a responsibility to provide a safe environment in which our children can learn. We recognise that any child may benefit from early help and all our staff members are aware of the Essex [Early Help](https://www.essex.gov.uk/resources-for-practitioners/early-help-resources) procedures and our role in it. They are aware of signs of abuse and neglect so they are able to identify children who may need help or protection.

All staff members are aware of and follow our procedures (as set out in this policy) and are aware of how to make a request for support to Essex Social Care if there is a need to do so. Staff understand that, if they have any concerns about a child’s welfare, they must act on them immediately and speak with the Lead Practitioner or Deputy Lead Practitioner – they do not assume that others have taken action.

Our staff understand that children may not always feel able or know how to tell someone that they are being abused, perhaps because they are embarrassed, or they may not always recognise that they are being abused. We recognise there are many factors which may impact on our children’s welfare and safety and understand safeguarding in the wider context (contextual safeguarding). We also understand that abuse, neglect, and safeguarding issues are rarely ‘stand-alone’ events and that, in most cases, multiple issues will overlap.

Our staff will always reassure children who report abuse / victims of abuse that they are taken seriously and that they will be supported and kept safe. We will never make a child feel ashamed for reporting abuse, nor make them feel they are causing a problem.

**4. Types of abuse / specific safeguarding issues**

Information about abuse and harm including examples of specific safeguarding issues is set out below. Further information about types of abuse and harm is given in:

* [What to do if you’re worried a child is being abused: Advice for practitioners](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf) (HMG, 2015); and
* [Keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) (DfE, 2022).

**Abuse** isa form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. A child may be abused by an adult or adults or another child or children – the four categories of abuse are:

* **Physical** - *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 / carer fabricates the symptoms of, or deliberately induces, illness in a child*
* **Emotional** - *the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development*
* **Sexual** - *forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children*
* **Neglect** - *persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development*

**Harmful sexual behaviour**

It is normal for some children to display sexualised behaviour towards other children as they develop. However, harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children, and which may be harmful or abusive (derived from Hackett, 2014). It may also be referred to as sexually harmful behaviour or sexualised behaviour. HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children, or adults. It is harmful to the children and young people who display it, as well as those it is directed towards.

We understand that children can experience HSB in various settings, including at a childcare / education setting, at home (or at another home), online or in public a place - for example, in toilets, changing areas, or outside spaces such as play areas, or when travelling home.

We understand that, if a child's sexual behaviour is not developmentally appropriate or expected for their age, it is important to respond quickly, before the behaviour becomes harmful to that child or other children. We recognise HSB may also be a sign that a child has suffered their own trauma or abuse and we will respond to ensure they receive the right help at the right time to address the concerning behaviour.

**Domestic abuse**

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence, or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can also happen between adults who are related to one another and can include physical, sexual, psychological, emotional, or financial abuse.

Being exposed to domestic abuse in childhood is child abuse and can have a significant and lasting impact. Children may experience domestic abuse directly, but they can also experience it indirectly. Either can have a serious effect on a child's behaviour, brain development and overall wellbeing, and also compromise the child’s basic need for safety and security.

In Essex, the [Southend, Essex and Thurrock Domestic Abuse Board (SETDAB)](https://setdab.org/about-us/)  is responsible for designing and implementing the Domestic Abuse Strategy and provides advice, guidance and resources to support work around domestic abuse.

**Contextual safeguarding**

Contextual safeguarding recognises that as children grow and develop, they are influenced by a whole range of environments and people outside of their family and that children may encounter risk in any of these environments. Sometimes the different contexts are inter-related and can mean that children and young people may encounter multiple risks. Contextual safeguarding looks at how these risks can be understood to keep children safe. It's an approach that's often been used to apply to adolescents, though the lessons can equally be applied to younger children.

**Emotional wellbeing**

Children’s personal, social, and emotional development (PSED) is crucial for them to lead healthy and happy lives and is fundamental to their cognitive development. We understand that a child’s positive wellbeing is vital and that poor wellbeing can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. We recognise that where children have suffered abuse or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood.

**Prevention of radicalisation**

Children can be vulnerable to radicalisation and extremism in the same way they are vulnerable to other safeguarding issues. Keeping Children Safe in Education (DfE, 2022) defines the following:

Extremism: the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces

Radicalisation: refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups

Terrorism**:** an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, or ideological cause.

The [Counter-Terrorism and Security Act](http://www.legislation.gov.uk/ukpga/2015/6/contents) (HMG, 2015) placed a duty on childcare providers and schools. Under section 26 of the Act, childcare providers and schools are required, in the exercise of their functions, to have ‘due regard to the need to prevent people from being drawn into terrorism’. This duty is known as the **Prevent Duty**.

Channel is a national programme which focuses on providing support at an early stage to people identified as vulnerable to being drawn into terrorism. Prevent referrals may be passed to a multi-agency Channel panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. A representative from an educational setting may be asked to attend the Channel panel to help with this assessment. An individual’s engagement with the programme is entirely voluntary at all stages.

**So-called ‘Honour Based Abuse’**

So-called ‘honour’-based abuse (HBA) encompasses incidents or 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 flattening.

Abuse committed in the context of preserving ‘honour’ often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

**Female Genital Mutilation**

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Information about FGM is available on the [National FGM Centre](http://nationalfgmcentre.org.uk/breast-flattening/) website.

**Forced marriage**

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived cultural practices as a way to coerce a person into marriage.

The Forced Marriage Unit has published statutory guidance and multi agency guidelines, which are available on the [GOV.UK](https://www.gov.uk/guidance/forced-marriage) website. The Forced Marriage Unit can also provide advice and information: call 020 7008 0151 or email [fmu@fcdo.gov.uk](mailto:fmu@fcdo.gov.uk).

**Breast Flattening**

Breast flattening is 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.

Information about breast flattening is also available on the [National FGM Centre](http://nationalfgmcentre.org.uk/breast-flattening/) website.

**5. Children potentially at greater risk of harm**

We recognise that some children may potentially be at greater risk of harm and require additional help and support. These may be children with a Child in Need or Child Protection Plan, those in Care or previously in Care or those requiring wellbeing support. We work with Social Care and other appropriate agencies to ensure there is a joined-up approach to planning for these children and that they receive the right help at the right time.

Our setting also understands that children with special educational needs (SEN) and / or disabilities can face additional safeguarding challenges. Barriers can exist when recognising abuse and neglect in this group of children. These can include:

* assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability, without further exploration
* that they may be more prone to peer group isolation than others
* the potential to be disproportionally impacted by things like bullying, without outwardly showing signs
* communication difficulties in overcoming these barriers

We recognise that children with SEND may require additional help and support to ensure they are appropriately safeguarded.

**6. Procedures**

Our setting works with key local partners to promote the welfare of children and protect them from harm. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans which provide additional support (through a Child In Need or a Child Protection plan).

All staff members have a duty to identify and respond to suspected / actual abuse or disclosures of abuse. Any member of staff, volunteer or visitor to the setting who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred, **must** report it immediately to the Lead Practitioner (or, in their absence, the Deputy Lead Practitioner).

All action is taken in accordance with the following guidance:

* Essex Safeguarding Children Board guidelines - the SET (Southend, Essex and Thurrock) Child Protection Procedures (ESCB, 2022)
* Statutory framework for the early years foundation stage (DfE, 2021)
* Keeping Children Safe in Education (DfE, 2022)
* Working Together to Safeguard Children (DfE, 2018)
* ‘Effective Support for Children and Families in Essex’ (ESCB, 2021)
* PREVENT Duty - Counter-Terrorism and Security Act (HMG, 2015)

Where there is risk of immediate harm, concerns will be referred by telephone to the Children and Families Hub and / or the Police. Less urgent concerns or requests for support will be sent to the Children and Families Hub via [Essex Effective Support](https://www.escb.co.uk/media/2701/escb-effectivesupportbooklet2021v7.pdf). The setting may also seek advice from Essex Social Care or another appropriate agency about a concern if we are unsure how to respond to it.

Wherever possible, we will share any safeguarding concerns, or an intention to refer a child to Children’s Social Care, with parents / carers. However, we will not do so where it is felt that to do so could place a child at greater risk of harm or impede a criminal investigation. If it is necessary for another agency to meet with a child in the setting, we will always seek to inform parents or carers, unless we are advised not to by that agency. On occasions, it may be necessary to consult with the Children and Families Hub and / or Essex Police for advice on when to share information with parents / carers.

All staff understand that, if they continue to have concerns about a child, or feel a concern is not being addressed or does not appear to be improving, they should press for re-consideration of the case with the Lead Practitioner.

If, for any reason, the Lead Practitioner (or Deputy) is not immediately available, this will not delay any appropriate action being taken. Safeguarding contact details are displayed in the setting to ensure that all staff members have access to urgent safeguarding support, should it be required. Any individual may refer to Social Care where there is suspected or actual risk of harm to a child.

When new staff, volunteers or regular visitors join our setting they are informed of the safeguarding arrangements in place, the name of the Lead Practitioner (and Deputy) and how to share concerns with them.

**7. Working with other partners to keep children safe**

It is the responsibility of the Lead Practitioner to ensure our setting is represented at, and that a report is submitted to, any statutory meeting called for children at our setting or previously known to us. Where possible and appropriate, any report will be shared in advance with parent(s) / carer(s). The member of staff attending the meeting will be fully briefed on any issues or concerns the setting has and be prepared to contribute to the discussions.

If a child is subject to a Care, Child Protection or a Child in Need plan, the Lead Practitioner will ensure the child is monitored regarding their setting attendance, emotional wellbeing, EYFS progress, welfare, and presentation. If the setting is part of the core group, the Lead Practitioner will ensure the setting is represented, provides appropriate information, and contributes to the plan at these meetings. Any concerns about the Child Protection plan and / or the child’s welfare will be discussed and recorded at the core group meeting, unless to do so would place the child at further risk of significant harm. In this case the Lead Practitioner will inform the child’s key worker immediately and then record that they have done so and the actions agreed.

**8. Training**

The Lead Practitioner and Deputy Lead Practitioner undertake Level 3 Child Protection training every two years. The Manager and all staff receive appropriate child protection training at least annually, in line with ESCB expectations.

In addition, all staff and other adults working with children in our setting receive safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Records of any child protection training undertaken are kept for all staff.

**9. Information sharing and confidentiality**

Sharing information is a key part of safeguarding work and decisions about how much information to share, with whom and when, can have a profound impact on a child’s life.

Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information, where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life, would not prevent sharing information where there are real safeguarding concerns. Fears about sharing information cannot (and will not) stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect.

Our staff will never guarantee confidentiality to anyone (including parents / carers, or children) about a safeguarding concern, nor promise to keep a secret. In accordance with statutory requirements, where there is a child protection concern, this must be reported to the Lead Practitioner (or Deputy) and may require further referral to and subsequent investigation by appropriate authorities.

Information on individual child protection cases may be shared by the Lead Practitioner (or Deputy) with other relevant staff members. This will be on a ‘need to know’ basis only and where it is in the child’s best interests to do so.

Information sharing can help to ensure that a child receives the right help at the right time and can prevent a concern from becoming more serious and difficult to address.

**10. Child protection records**

Well-kept records are essential to good child protection practice. Our setting is clear about the need to record any concern held about a child or children within our setting and when these records should be shared with other agencies.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse will record it as soon as possible, noting what was said or seen (if appropriate, using a body map to record), giving the date, time, and location. All records will be dated and signed and will include the action taken. This is then presented to the Lead Practitioner (or Deputy), who will decide on appropriate action and record this accordingly.

Any records relating to child protection are kept on an individual child protection file for that child (which is separate to any other child file). All child protection records are stored securely and confidentially until the child transfers to another educational setting.

Where a child transfers from our setting to another setting or school, their child protection records will be forwarded to the new educational setting. These will be marked ‘Confidential’ and for the attention of the Lead Practitioner at the new setting (or in the case of a school, the Designated Safeguarding Lead), with a return address on the envelope so it can be returned to us if it goes astray. We will obtain evidence that the paperwork has been received by the new setting, and then destroy any copies held in our setting. Where appropriate, the Lead Practitioner may also contact the new setting in advance of the child’s move there, to enable planning so appropriate support is in place when the child arrives.

Where a child joins our setting, we will request child protection records from the previous educational setting (if applicable, and if none are received).

**11.**​**Allegations about members of the workforce**

All staff members are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are outlined in our Staff Code of Conduct. Our setting works in accordance with statutory guidance and the [SET Procedures](https://www.escb.co.uk/2423) (ESCB, 2022) in respect of allegations against an adult working with children (in a paid or voluntary capacity).

The setting has processes in place for reporting any concerns about a member of staff (or any adult working with children). Any concerns about the conduct of a member of staff must be referred to the Manager (or Deputy Manager in their absence), as they have responsibility for managing employment issues.

The SET procedures (ESCB, 2022) require that, where an allegation against a member of staff is received, the Manager must inform the duty Local Authority Designated Officer (LADO) on **03330 139 797** within one working day. However, wherever possible, contact with the LADO will be made immediately as they will then advise on how to proceed and whether the matter requires Police involvement. This will include advice on speaking to children, and parents / carers. The setting does not carry out any investigation before speaking to the LADO.

In accordance with the [Statutory framework for the early years foundation stage](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2) (DfE, 2021), we will also inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations. We will make these notifications as soon as reasonably practicable, but within 14 days of the allegations being made. We are aware that not complying with these requirements without reasonable excuse is committing an offence.

Staffing matters are confidential and the setting operates within a statutory framework around Data Protection.

**12.**​ **Physical intervention and use of reasonable force**

Our Behaviour Policy sets out our approach to behaviour for all children and also for those with more challenging or harmful behaviour. We recognise there are some children who have needs that require additional support and a more personalised approach and we always consider all behaviour, and our response to it, in the context of safeguarding.

There are occasions when staff will have cause to have physical contact with children for a variety of reasons, this may include:

* to comfort a child in distress
* to direct a child;
* for curricular reasons *(for example during physical activity, or when we are using music);*
* in an emergency, to avert danger to the child or others.

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. There are circumstances when it is appropriate for staff to use reasonable force to safeguard children, such as guiding a child to safety. ‘Reasonable’ means using no more force than is needed. Our setting 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.

**17. Attendance**

Repeated and unexplained absence from the setting can be a concern for a number of reasons:

* it is a potential indicator of abuse or neglect
* it can significantly impact on a child’s progress and / or wellbeing

As part of safeguarding and Health and Safety procedures, we keep a daily record of the names of the children being cared for on the premises and their hours of attendance. This data is used to identify patterns of absence as they emerge, to ensure any concerns are identified and addressed at an early stage.

**This Policy was up dated on 1st March 2023**

**Lead Practitioner for safeguarding:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix A: Children and Families Service Map and Key Contacts**



**Appendix B: Essex Windscreen of Need and levels of intervention**



All partners working with children, young people and their families will offer support as soon as we are aware of any additional needs. We will always seek to work together to provide support to children, young people and their families at the lowest level possible in accordance with their needs

Children with **Additional** needs are best supported by those who already work with them, such as Family Hubs or schools and other educational settings, organising additional support with local partners as needed. When an agency is supporting these children, an Early Help Plan and a Lead Professional are helpful to share information and co-ordinate work alongside the child and family.

For children whose needs are **Intensive**, a coordinated multi-disciplinary approach is usually best, involving either an Early Help Plan or a Shared Family Assessment (SFA), with a Lead Professional to work closely with the child and family to ensure they receive all the support they require. Examples of intensive services are children’s mental health services and Family Solutions.

**Specialist** services are where the needs of the child are so great that statutory and/or specialist intervention is required to keep them safe or to ensure their continued development. Examples of specialist services are Essex Social Care or Youth Offending Service. By working together effectively with children that have additional needs and by providing coordinated multi-disciplinary/agency support and services for those with intensive needs, we seek to prevent more children and young people requiring statutory interventions and reactive specialist services.

**Appendix C: Signs and symptoms of abuse**

Signs of possible abuse

* **Physical** - children with frequent injuries, unexplained or unusual fractures / broken bones, unexplained bruises, or cuts; burns or scalds; or bite marks
* **Emotional** - children who are excessively withdrawn, fearful, or anxious about doing something wrong; parents / carers who withdraw attention from their child, giving the child the ‘cold shoulder’; parents / carers blaming their problems on their child; parents / carers who humiliate their child (eg: name-calling / making negative comparisons)
* **Sexual** - children who display knowledge / interest in sexual acts inappropriate to their age; children who use sexual language / have sexual knowledge that you wouldn’t expect them to have; children who ask others to behave sexually / play sexual games; children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections / underage pregnancy
* **Neglect** - children living in a home that is indisputably dirty or unsafe; children who are hungry or dirty; children without adequate clothing (eg: not having a winter coat, shoes); children living in dangerous conditions (eg: around drugs, alcohol or violence); children who are often angry, aggressive or self-harm; children who fail to receive basic health care; parents / carers who fail to seek medical treatment when their children are ill or are injured