



For the purposes of this document, Laura Green Trust, which is the governing body of Greenshoots Pre-School and Wraparound Care is hereafter referred to as Greenshoots.

Child Protection / Safeguarding Policy

Policy Statement

Greenshoots provides a safe nurturing environment for children to grow and develop. We will work with children, parents and the community to ensure the rights and safety of children and to give them the best start in life. Our safeguarding policy is based on three key commitments.

Greenshoots is committed to safeguarding the children's welfare whilst meeting their individual needs. The Laura Green Trust is committed to a practice which protects children from harm. The trustees and staff of Greenshoots Pre-School and Wrap-around Care accept and recognise their responsibility and role in safeguarding children.

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches, and enable them to express any problems that arise.

Greenshoots policy has been developed in accordance with the principles established by the Children Act 1989 and in line with government publications, local guidance and procedures including :

- Working Together To Safeguard Children - HMG 2018.
- What To Do if You're Worried a Child is Being Abused – Advice for Practitioners - HMG 2015.
- The Plymouth Assessment Framework and Threshold Guidance for Safeguarding Children, Young People and their Families - PSCB 2016.
- Information Sharing – Advice for practitioners providing safeguarding services to children, young people, parents and carers – HMG 2018

Procedures

Greenshoots staff will endeavour to safeguard children by carrying out the following procedures to ensure we meet the three key commitments of our Safeguarding Policy.

Key Commitment 1 : Greenshoots is committed to building a 'culture of safety' in which children are protected from harm in all areas of its service delivery

Staff and Volunteers

- The Designated Safeguarding Lead Officers (staff member) is: **Natalie Landri-combe (Greenshoots Manager)**
- The Designated Safeguarding Deputy (staff member) is: **Eleanor Hallett (Greenshoots Deputy Manager)**
- The Designated Safeguarding Officer (trust member) is: **Lisa Bickford (Chair of the Trustees)**

The Role of the Designated Safeguarding Lead Officer (DSL):-

The main purpose of the DSL is to liaise with child protection agencies in any child protection situation. He/She must ensure that staff are aware of child protection issues, including possible indications of abuse or neglect, and receive training and support to enable them to implement Child Protection Policies and Procedures.

Roles and responsibilities:-

- To liaise with child protection agencies in any child protection situation.
- To ensure that all relevant people are kept informed on issues such as case reports, referrals, and where appropriate disciplinary action.
- To provide information, advice and support to staff.
- Ensure child protection policies and procedures are kept up to date.
- Maintain case records.
- Attend any child protection training and feed back to staff.
- To organise Early Help Assessment meetings with the permission and support of the parents/carers of the child in question.

All Staff and Volunteers:-

- We ensure all staff and parents are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out Enhanced DBS checks before posts can be confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

- We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Safeguarding Vulnerable Groups Act 2006 requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We ensure all staff members are aware of inappropriate behaviour and the procedure to follow if they believe inappropriate behaviour has been displayed by another member of staff or any other person working with children. We discuss inappropriate behaviour at staff induction, staff meetings, during supervision and staff also learn about this issue through attending various training.

Use of mobile telephones, cameras and smart watches within the setting

- Greenshoots operates a 'No Mobile Phone' policy and staff, volunteers or parents are not allowed to use them within the setting. This is explained to staff and volunteers at their induction and to parents at a taster session.
- Staff store their mobile telephones with their belongings which are kept away from the children in our office area during the hours of operation. Staff can access their mobile telephone during breaks, but they can only be used in the office area away from the children or off the premises.
- Staff are permitted to wear a smart watch whilst working with the children providing there is no camera on it. Staff are however, not permitted to access the internet or text messaging via their smart watch under any circumstances whilst work with the children. Staff can access these features of their smart watch during breaks, but they can only be used in the office area away from the children or off the premises.
- Visitors to the setting are asked to hand in any mobile phones or smart watches and they are locked away in our safe for the duration of their visit.
- One of the preschool managers will be responsible for the setting mobile phone on trips out of the setting which can be used in the event of an accident or emergency.

- Greenshoots has a setting camera and iPads which the staff use to take all photos within the setting. The setting camera is used to take photos when on an outing. The camera and iPads remain in the setting at all times and the camera is only taken off the premises for the purposes of an outing. During an outing the camera and any images taken are the responsibility of the Designated Safeguarding Lead Officer or Deputy.
- Staff are not permitted to take photos of the children on personal cameras, with mobile telephones or smart watches at any time.
- For more information on our Mobile Phone and Camera procedures please see our Online Safety Policies on these subjects.

CARA

- CARA (previously known as Encompass) is an initiative that was set up to provide early reporting on any domestic abuse or safeguarding incident that occurs outside of the setting, but which may have an impact on a child in the setting.
- The initiative identifies an appropriately qualified key adult who is trained to liaise with the early years service and to use the information that has been shared, in confidence, whilst ensuring that the setting is able to make provision for possible difficulties experienced by children, or their families who have been involved in or witnessed a domestic abuse or safeguarding incident. This may be something as simple as letting a child bring a favourite toy into the setting on that day, or making provisions if that child is tired because they have been kept awake due to an incident.
- At Greenshoots the Preschool managers and the business administrator have attended CARA training.
- Kerry Whitehead is the key adult, Natalie Landricombe is the deputy key adult and the second deputy key adult is Katusha Edwards

Prevent Duty

- All Ofsted registered early year providers are subject to the Prevent duty. This means that early years providers must have “due regard to the need to prevent people from being drawn into terrorism”. The term ‘due regard’ simply means that early years providers should put an appropriate amount of weight on the need to prevent children and young people being drawn into terrorism through their current practice.
- Early years providers are already responsible under the EYFS for keeping children safe, including from the risks of extremism and radicalisation, and for promoting the welfare of children in their care. The Prevent duty simply reinforces

these existing duties and highlights the need to consider the risks of extremism and radicalisation when considering the vulnerabilities of a child or family.

- Early years providers already focus on children's personal, social and emotional development. The EYFS supports early years providers to do this in an age appropriate way, through ensuring children learn right from wrong, mix and share with other children and value other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes.
- This means that early years providers will be meeting the requirements of the Prevent duty through their everyday practice. There is no expectation that early years providers will have to make any significant changes to how they currently work – they simply need to adopt an awareness of Prevent and to reflect this in existing child protection and safeguarding policies; and to understand how children's PSED can be supported through Fundamental British Values.
- The Ofsted Early Years Inspection Handbook 2019 states: 'Inspectors will evaluate evidence from the range of different inspection activities set out in Part 1 of the handbook when considering the effectiveness of leadership and management.' In order to be judged good it states: 'The provider fulfils its statutory duties, for example under the Equality Act 2010, and other duties, for example in relation to the 'Prevent' strategy and safeguarding.'
- This means that early years providers will be expected to demonstrate activity in the following areas:
 - assessing the risk of children being drawn into terrorism
 - demonstrating that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies
 - ensuring that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Partnership
 - making sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism
 - ensuring children are safe from terrorist and extremist material when accessing the internet.
- At Greenshoots the previous Chair of trustees has attended WRAP training and cascaded this to all members of the staff team.
- The Greenshoots staff and trustees have completed a e-learning course focusing on 'Channel', which is a support programme available to those who may be vulnerable to extremism.
- If we have concerns about a child we will follow our settings standard safeguarding / child protection procedures. We will consider contacting our local police force or 101 (non-emergency police number) to access support and ad-

vice. We will also consider contacting the Department of Education telephone helpline (020 7340 7264) to raise concerns relating to extremism. Concerns can also be raised by email to: counter.extremism@education.gsi.gov.uk.

Safeguarding during the current coronavirus pandemic

- Safeguarding all children, families and staff members is of paramount importance at Greenshoots, particularly during this challenging and uncertain time. We have clear control measures and hygiene practices in place as well as a thorough risk assessment. We ensure that we keep up to date with all new and updated guidance in relation to the management of Covid-19.
- Plymouth Early Years email a bulletin every Friday with essential information on so we make sure we read and share this information, as necessary.
- Plymouth Early Years have asked that in the event of a child or bubble is sent home to self-isolate due to Covid-19, that we keep in touch with any vulnerable children through regular phone calls. We should also notify the child's social worker if they have one.
- If we have concerns about any children in our care attending our setting or at home with their parents we will follow your own child protection policies and procedures, which complement those of Plymouth Safeguarding Partnership.
- We will remain in regular contact with any social workers working with children in our setting, as they will remain in contact with their allocated children and families. We will also notify the social worker if a child does not take up a place.
- Where a child, group or small number of children need to self-isolate, or there is a local lockdown requiring children to remain at home, we as an early years provide will be able to offer them access to remote education. We will remain in regular contact through telephone calls and emails. We will send out relevant information to keep everyone updated and we will post learning opportunities or activity ideas on our social media platforms.
- As a setting we will have a strong focus on promoting children's Personal, Social and Emotional development and ensure that children's well-being is nurtured. We will also ensure that the well-being and mental health of our staff members is cared for.
- If we need to attend any safeguarding meetings for a child, these may be attended virtually via a video link.

Key Commitment 2 : Greenshoots is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in

'What to do if you're worried a child is being abused' (HMG 2015) and 'Working together to safeguard children (HMG 2018)

What is child abuse?

- An abused child is a boy or girl under the age of 18 who has suffered from, or is believed to be at significant risk of neglect, physical injury, emotional or sexual abuse.
- Child abuse may be caused by an adult in a position of trust or authority. Such adults include parents or carers of the child, or any other person known to the child or their family.
- A child may be the victim of abuse where the abuser is another child or stranger.
- Child abuse may take the form of direct acts towards the child or a failure by those who have a responsibility for the child to provide reasonable care, or both.

Children in need

Greenshoots has a duty to work with the local authority to safeguard and promote the welfare of children in need. A child is 'in need' if –

- He/she is unlikely to achieve or maintain or to have the opportunity of achieving or maintaining a reasonable standard of health or development without the provision for him/her of services by a local authority.
 - His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services.
 - He/she is disabled.
- (The Children Act 1989)

Which children are in need?

- Disabled children and children with significant emotional and behavioural difficulties.
- Children at risk of significant harm, for example as a result of neglect or abuse.
- Children separated from their parents and families.
- Children at high risk of family breakdown, for example children whose parents are living on low-income wages or income support, in one-parent families, in over-crowded conditions or in temporary accommodation or large families with limited informal support.

What is significant harm?

Significant harm is any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as ill treatment or impairment of health and development.

Causes for concern

Physical injuries – Staff are in regular contact with children therefore are familiar with the normal range of minor injuries that children sustain in their day-to-day activity. There is a cause for concern if a child appears to sustain significantly more than the average of these types of injuries, or if the injury is in an unusual place, or forms a pattern suggesting the child has been hit, gripped or bitten, or is in physical pain or discomfort. Burns and scalds that have not been treated by a doctor are a cause for concern and need explaining. Bone and joint injuries – any fracture or joint injury that has not been treated by a doctor is a cause for concern. See PSCB Handbook.

Internal injuries – Serious damage can be caused to a baby/young child by shaking injuries. There may be no external evidence of injury except maybe fingertip bruising may be seen on chest, shoulders and upper arms. The injured child may be drowsy and may vomit or have convulsions.

Violent shaking or poking injuries can cause haemorrhage or rupture of internal organs. There may be no external injury however the child may appear shocked with pallor, sweating and a weak pulse. Poisoning of children by their parents and carers is unusual although sometimes parents or carers give their child tablets, medicine or tranquillisers. If poisoning occurs, it may give rise to puzzling, often recurrent, episodes of illness.

Physical and nutritional neglect – Poor physical appearance, there is cause for concern if a child repeatedly comes inappropriately dressed for the weather, or dirty, or in soiled clothes. Nutritional neglect, failure to grow properly may indicate serious neglect. The child may be generally undersized or of an average height, but seriously underweight.

Emotional abuse – There is reason to be concerned if a child repeatedly shows a negative attitude towards a parent/carer when brought or collected. Also if there is a pattern of destructive, cruel, challenging or withdrawn behaviour whilst in our care, or significant feeding/toilet problems. The emotional neglected child may crave adult attention and affection inappropriately, may persistently seek physical contact and compensatory eating may be a feature.

Verbal comment/disclosure – Children may say things that give cause for concern. If so a staff member can ask the child basic questions about what they have said, such as who?, where?, why?, when? and how? Staff members should reassure the child that they are listening and encourage them to say more if they would like to. Staff members should however not ask the child leading questions. The observation of the child at play or interaction with the child may give reason to suspect that the child is being abused. Your observations and conversation with the child should be recorded and reported to one of the designated officers.

Negative parenting – Parents may give cause for concern if they regularly display anger or indifference or rejection to a child, or favour one child over another.

Sexual abuse - A child's statement that he/she has been sexually abused should always be taken seriously. One or more of the following factors may give cause for concern –

- Bruises or bleeding in the genital or rectal area.
- Abnormal dilation of the urethra, anus or vagina.
- Stained or bloody underclothing.
- The child may have difficulty walking or sitting.
- Knowledge of sexual matters far in excess of age, evidenced in play or drawings.
- The child may hint of unacceptable family secrets.
- Sudden changes in mood or behaviour or regression in behaviour.
- Recurrence of bed wetting, soiling/smearing may occur.
- Lack of trust in adults, for example girls may be fearful of men.

Female Genital Mutilation – FGM is a procedure where the girl's genitals are deliberately cut; they can also be injured or changed. If this procedure is done without a medical reason, then this is illegal. Signs and symptoms may include –

- Difficulty walking, sitting or standing.
- Spending a longer period of time in the bathroom.
- Displaying unusual behaviour after being off nursery / preschool.
- Reluctant to being undressed after having a wet accident
- Long unexplained absences

Modern Slavery– Definition of Slavery, servitude and forced or compulsory labour: 'All work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered him or herself voluntarily. Slavery servitude and forced or compulsory labour may also be present in trafficking cases. However a person under this definition may not have been trafficked also.'

Modern slavery takes many forms including:

- Domestic servitude
- Forced marriage
- Forced labour
- Bonded labour
- Sex trafficking
- Child labour

Signs and symptoms include:

- Physical appearance
- Isolation
- Poor living conditions
- Few or no personal effects
- Restricted freedom of movement
- Unusual travel times
- Reluctant to seek help

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the staff member makes a dated record of the details of the concern and discusses what to do with one of the Preschool managers who is acting as the Designated Safeguarding Lead Officer or Deputy. The information is stored in the child's personal file and a yellow marker is placed on the file to indicate that it contains safeguarding information. All files are held securely and confidentially in a locked filing cabinet.
- We refer concerns to the Plymouth Children's Gateway Service if a child is at significant risk or harm or there is a child protection concern meeting the threshold for referral and co-operate fully in any subsequent investigation.
- We contact the Plymouth Children's Gateway Service for advice and information to support children and young people in need of early help or where there is a concern about their vulnerability.
- We take care not to influence the outcome either through the way we speak to children or by asking leading questions.
- We use the detailed procedures and guidelines of the Plymouth Safeguarding Children Partnership.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect, that member of staff :

listens to the child, offers reassurance and gives assurance that she or he will take action;

may ask the child open ended questions;

makes a written record that forms an objective record of the observation or disclosure that includes:

- the date and time of the observation or the disclosure;
 - the exact words spoken by the child as far as possible;
 - the name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially in a locked filing cabinet.
 - A yellow marker on the child's personal file indicates that the file contains safeguarding information
 - There is a pro forma for recording concerns attached to this policy.

Making a multi-agency safeguarding referral

- The Designated Safeguarding Lead Officer or Deputy would refer concerns to Plymouth Children's Gateway Service if they have determined a child is at significant risk or harm or there is a child protection concern meeting the threshold for referral.
- The Plymouth Children's Gateway Services decides if there is a need to carry out a child in need assessment or child protection enquiry if they believe that a child or young person is at risk of, or is being hurt, abused or suffering neglect.
- The Designated Safeguarding Lead Officer or Deputy would follow up in writing via the Plymouth Safeguarding Children's Board Referral Form ASAP (Forms can be downloaded from: <http://www.plymouthscb.co.uk/making-a-referral>).
- There is also a copy of this form attached to this policy.
- We would follow professional advice on the next steps to take and follow the guidelines set out in 'Working Together to Safeguard Children 2018'.

Plymouth Children's Gateway Service:

Children's Services Option 1 - 01752 668000

Email: gateway@plymouth.gov.uk

Out of hours:

Telephone – 01752 346984

Email: ssohteam@plymouth.gov.uk

Informing parents or carers

- Parents or carers are normally the first point of contact.

- If a suspicion of abuse is recorded, parents or carers are informed at the same time as the report is made, except where the guidance of Plymouth Safeguarding Children Board does not allow this.
- This will usually be the case where the parent or carer is the likely abuser. In these cases the investigating officers will inform parents or carers.

Liaison with other agencies

- We work within the Plymouth Safeguarding Children Partnership guidelines.
- We have a copy of 'Working Together to Safeguard Children 2018' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the Plymouth Children's Gateway Service on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and Children, Young People and Families services to work well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- If a referral is to be made to the Plymouth Children's Gateway Service we act within the Plymouth Safeguarding Children Partnership guidelines in deciding whether we must inform the child's parents or carers at the same time.

Escalation procedures for child protection concerns

- If the Designated Safeguarding Lead Officer or Deputy feels that the decision made on a child protection or child in need case is not a safe decision then they should contact Early Years Safeguarding and Welfare Officer - Maria Hollett – 07795 121445 or 01752 398037 for further advice.
- If a practitioner feels that a decision made by the Designated Safeguarding Lead Officer or Deputy is not a safe decision then they should seek advice from the Designated Safeguarding Officer from the Laira Green Trust – Lisa Bickford
- Following this advice seeking procedure, further advice can then be sought from the Plymouth Children's Gateway Service.

Allegations against staff

Managing Allegations Policy

What is an Allegation?

An allegation refers to any information or concern which suggests an adult who works with children has:

- behaved in a way that has harmed, or may have harmed, a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates s/he would pose a risk of harm to children.

An allegation can arise in connection with your work, your own children or other children living outside the family, and can relate to a current or historical concern. An allegation can be made in a number of ways:

- Directly by the child in person;
- Indirectly, for example by friend/s of the child;
- Complaint from a parent/carer to a Manager or Trustee, Children, Young People and Families Department or the Police;
- Report from a colleague or another agency;
- Anonymously

The Procedures to Follow and Who to Report Concerns To

- We ensure that all parents / carers know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse.
- We follow the guidance of the Plymouth Safeguarding Children Partnership when responding to any complaint that a member of staff, or volunteer within the setting, or anyone working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We follow guidance in the Children, Young People and Families Services flow-chart 'Allegations against adults working with children in a position of trust' and refer to the 'Dealing With Allegations against Adults that Work with Children - LADO Threshold Document' when deciding if an incident has met the threshold for referral to the LADO or not. Copies of both documents are attached to this policy.
- Ofsted must be informed of any allegations of serious harm or abuse by any person living, working or looking after children at the premises and what measures we have taken, as soon as possible and within 14 days of the event. We are aware that it is an offence not to do this.

- Where a concern is raised and it does not meet the threshold for an Allegation Strategy Meeting, and it is not considered to be an allegation of abuse, the setting should decide whether Ofsted needs to be informed under the requirement to notify them of 'any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where child-care is provided'. The setting should clearly record the reason and rationale for any decisions made.
- If it is an extremely serious allegation (i.e. it is evident the child has suffered significant harm or is likely to suffer significant harm) and /or there is a current injury, (e.g. cut, bruise, scratch, graze, broken bone etc.), risk of losing forensic evidence, danger to the child/public/staff or crime ongoing, immediately contact the Police – Emergency 999 or Non Emergency 101 and the Plymouth Children's Gateway Service – 01752 668000 (Option 1), then contact the LADO – 01752 306758

The Role of the Local Authority Designated Officer

- We refer any such complaint as soon as possible and always within 24 hours to the Local Authority Designated Officer - 01752 306758 or lado@plymouth.gov.uk to investigate. There is also a LADO Referral Form template attached to this policy.
- We co-operate entirely with any investigation carried out by Local Authority Safeguarding Officer in conjunction with the police.
- The Local Authority Designated Officer (LADO) role is to manage and have oversight of individual cases involving all such allegations or concerns of abuse, from all agencies working with children, when they occur in the Plymouth Safeguarding Children Partnership area.
- The LADO will provide advice and guidance to employers and voluntary organisations; liaise with the Police and Crown Prosecution Service (where necessary) and monitor the progress of cases to ensure that they are dealt with as quickly and consistently as possible through the use of a fair and thorough process.
- The LADO will arrange an Allegations Management Strategy Discussion within 5 working days (whenever possible). The LADO will also record the decisions and actions agreed with the line manager if the allegation does not meet the criteria above in the 'What is an allegation?' section.

The Procedure to Follow After Referral to the LADO

- Where the Laira Green Trust and the Local Authority Designated Officer agree it is appropriate in the circumstances, the chair will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

The Role of Other Agencies and Allegation Management Strategy Meetings

- The Allegations Management Strategy Discussion will bring together information and evidence in a multi-agency setting and plan any necessary investigation. There are four possible strands in consideration of an allegation:
 1. Enquiries and assessment by the Children, Young People and Families Department about whether a child is in need of protection or services.
 2. Police investigation of a possible criminal offence,
 3. Consideration by an employer of disciplinary action in respect of the individual.
 4. No further action after the multi-agency consideration.
- The LADO will continue to coordinate and review further action as necessary. They will record information and outcomes of the process and ensure that, where necessary, individuals are referred to regulatory bodies.

Support for the Practitioner Subject to the Allegation; the Parents and the Child

- The practitioner should be advised to contact their union or professional association representative.
- The practitioner should be given a workplace contact, if they are suspended, who will update them about normal activities. Social contact with colleagues should not be precluded unless detrimental to the investigation. The type of information and frequency of contact should be agreed, but colleagues should not comment on or discuss the investigation (including the concern / allegation itself).
- The practitioner should be offered staff support or counselling and / or occupational health support if available.
- The parents / carers would be offered support by the setting. They would be given a named contact who will keep them updated on the investigations etc. and will listen to their concerns and opinions.
- The child would be offered support by their key person or a trusted member of the staff team to ensure they feel safe and secure in the setting.

Potential Outcomes of Allegations;

- Unless the allegation is clearly unfounded and false the allegation should never be referred to as 'No Further Action'. If it is a false and malicious allegation, it should still be reported to the LADO to decide if the Police need to take action against the person making the allegation or if the alleged victim has underlying needs.
- In recording of outcomes, if an allegation is
 - Substantiated: there is sufficient evidence to prove the allegation.
 - Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.
 - False: there is sufficient evidence to disprove the allegation.
 - Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.
 - Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made.
- Unless the allegation is found to be malicious records will be kept for ten years or until the individual, subject to the investigation retires, whichever is longer.

The Process for Managing Substantiated Allegations, Including Reference to Disciplinary Procedures Where Applicable

- Where the allegation is substantiated (or an individual leaves before it can be substantiated) and it is deemed that a person has harmed or poses a risk of harm to a child or vulnerable adult, a referral must be made to the Disclosure and Barring Service (DBS) subject to relevant criteria being met.

How and When a Referral is Made to the Disclosure and Barring Service (DBS) Where Applicable

- Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Disclosure and Barring Service so that their name may be included on the Protection of Children and Vulnerable Adults Barred List.

Further information on managing allegations / concerns about individuals who work with children can be found in the Plymouth Safeguarding Children's Board flowchart attached to this policy.

Making a referral for multi-agency support (Early Help Assessment)

- The Designated Safeguarding Lead Officer or Deputy would contact the Plymouth Children's Gateway Service for advice and information to support children and young people in need of early help or where there is a concern about their vulnerability.

- The Plymouth Children's Gateway Service is a multi-agency team offering advice, information and support about services. They support practitioners to deliver the right help at the right time and work in an integrated way with children, young people and their families.
- Early Help means taking action to support a child, young person or their family early in the life of a problem, as soon as it emerges. It can be required at any stage in a child's life from pre-birth to adulthood, and applies to any problem or need that the family cannot deal with or meet on their own.
- The Early Help Assessment Tool (EHAT) is an assessment for multi-agency support. It is a way of gathering information from about the family and using it to decide on what type of support is needed, if any, to help. The assessment builds on the family's strengths and is used to help support each child to achieve the best outcomes in life.

Plymouth Children's Gateway Service:

Children's Services Option 1 - 01752 668000

Email: gateway@plymouth.gov.uk

Information Sharing Procedures

We follow the guidelines given in Information Sharing - Advice for Practitioners Providing Safeguarding Service to Children, Young People, Parents and Carers (HMG 2018)

Seven golden rules for information sharing:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.

5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

The procedure for the transfer of child protection records if a child moves to another setting/school

- When a child leaves Greenshoots (either to move to another setting or to go to school) a copy of their child protection file / information is transferred to the new establishment as soon as possible.
- The child protection file / information is transferred separately to the child's main file and/or transfer document.
- Where child protection and safeguarding concerns are current (i.e. there are on-going concerns) and/or the case is open to the Children, Young People and Families department, information is shared within five working days
- Where applicable, the allocated Social Worker is informed of any move as soon as possible, prior to the move taking place. Details of the allocated Social Worker are shared with the new establishment.
- The Designated Safeguarding Lead Officer or Deputy will make initial contact with the new establishment by phone. Where cases are current and/or complex, they will suggest a meeting between themselves and the Designated Safeguarding Lead Officer of the new establishment.
- The child protection information will be delivered by hand and marked 'confidential –for the attention of the addressee only'. Where this is not possible, documents will be sent recorded delivery and a receipt obtained.
- If a case/concern is historic, professional judgement will be used as to whether information is shared or not, in line with data protection guidelines and child protection procedures, on a case by case basis.
- A chronology is shared as a minimum in most cases, unless initial concerns were unsubstantiated and there have been no subsequent issues. The receiving establishment are invited to request further information if needed at a later stage. The decision to share or not share and the reason for such is recorded.

- Where the receiving establishment is not known, the Early Years Safeguarding and Welfare Officer (EYSWO) will be contacted in the first instance they will endeavour to establish the child's new school or setting to allow for sharing of child protection information.
- The original copies of all our child protection records are retained for a minimum of 25 years and are held securely.

Key Commitment 3 : Greenshoots is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff and volunteers know the procedures for reporting and recording their concerns in the setting. All staff and volunteers are made familiar with child protection procedures as part of their induction.
- The Preschool managers / DSL or DDSL have attended or will be attending Plymouth Safeguarding Children Partnership CPA Working Together to Safeguard Children
- The Early Years practitioners have attended or will be attending Plymouth Safeguarding Children Partnership CPF Understanding Child Protection.
- Training is kept up to date with staff attending refresher courses as needed and within recommended timescales.
- **In light of the current coronavirus pandemic training may be virtual rather than face to face, but is still offered through the Plymouth Safeguarding Children Partnership.**

Planning

- The layout of the rooms and deployment of staff allows for constant supervision. In general children are not left alone with staff in a one-to-one situation without being visible to others. Children are never left alone with volunteers. If a staff member is providing one-to-one support for a child with additional needs, they may be on their own together for a short period of time, however the other staff members are always aware of where the staff member and the child are

and the staff member concerned can always make contact with another staff member should the need arise.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Plymouth Safeguarding Children Board.

Support for families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with Children's, Young People's and Families Department.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child but only if appropriate under the guidance of the Plymouth Safeguarding Children Partnership.

Useful Contact Names, Telephone Numbers and Websites

- Plymouth Children's Gateway Services – Children's Services Option 1– 01752 668000

- Children, Young People and Families Department Out of hours services – 01752 346984
- NSPCC helpline – 0800 800 5000
- Devon Advice and Assessment Service – 0345 155 1071
- Cornwall Advice and Assessment Service – 0300 123 1116
- Local Authority Designated Officer – 01752 306758
- Safeguarding and Quality Assurance Unit – 01752 306340
- Police Child Abuse Investigation Unit – 01752 284522
- Early Years Safeguarding and Welfare Officer (Maria Hollett) – 07795 121445 or 01752 398037
- Ofsted General Helpline – 0300 123 1231
- Childline – 0800 1111

Useful websites:-

www.keepingchildrensafe.org.uk

www.oursafesite.com

www.peopleinaid.org

www.nspcc.org.uk/consultancy

www.everychildmatters.gov.uk

www.swcpp.org.uk

<https://www.plymouth.gov.uk/childrensocialcare>

<https://www.gov.uk/government/publications/working-together-to-safeguard-children-2>

Useful Publications:-

- Working Together to Safeguard Children – HMG 2018
- What To Do if You're Worried a Child is Being Abused – HMG 2015
- Information Sharing - Advice for Practitioners Providing Safeguarding Service to Children, Young People, Parents and Carers - HMG 2018
- The Plymouth Assessment Framework & Threshold Guidance for Safeguarding Children, Young People and their Families PSCB 2016
- Safetycheck (2006) – NSPCC
- Prevent duty, Departmental advice for schools and childcare providers – DfE 2015

This policy was adopted on: _____

Signed on behalf of Laira GreenTrust - Greenshoots Pre-school and Wraparound Care

Chairperson, Laura Green Trust:

Greenshoots Manager :

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