

Honey Bears @ Penns Primary School
Safeguarding and Child Protection Policy
Contents Page

Pages 1-3	Policy description, principles and values, legal framework
Page 4:	DSL information, named setting DSL's
Page 5:	Making Referrals
Page 6:	Referral numbers
Page 7:	Right Help Right Time, Early Help
Page 8:	Confidentiality Policy
Page 9 – 12	Four main types of abuse, indicators and procedures.
Page 13- 18	Other types of abuse and indicators
Page 19-21	Reporting procedures, responding to disclosures, Recording disclosures
Page 22- 23	Allegations and LADO
Page 24:	Monitoring Attendance
Page 25:	How the Out of School Club safeguards children
Page 26-27	Sharing low-level concerns
Pages 28-29	Safer Recruitment
Pages 30-31	Whistleblowing/Whistleblowing Flowchart
Page 32:	Early Help/Support Services

Safeguarding and Child Protection Policy

At Honey Bears, we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation, and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the out of school club's other policies and procedures. Safeguarding children is everybody's responsibility. At Honey Bears Out of School Club all staff, students and visitors are made aware of and adhere to, the policy.

This policy works alongside these other specific policies to cover all aspects of child protection including:

- Online safety
- Human Trafficking and Modern Slavery
- Prevent Duty and Radicalisation
- Domestic Violence, Honour Based Abuse (HBA) and Forced Marriages
- Looked After Children
- Social Networking
- Mobile Phone and Electronic Device Use
- Promoting Positive Behaviour
- Grievance Policy
- Recruitment Selection and suitability of staff Policy
- Inspecting Safeguarding in Early Years, education and skills settings 2019
- Physical Intervention Policy
- Low-Level Concerns
- Operation Encompass
- Graded Care Profile 2 (GCP2)

Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006
- Section 35 Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage 2025
- Early Years Inspection toolkit 2025
- Working together to safeguard children 2024
- Guidance, Policies and Procedures produced by Birmingham Safeguarding Children Partnership (BSCP)
- Keeping children safe in education 2025
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015
- Data Protection Act 2018
- Prevent Duty 2015 (Updated August 2023)
- Domestic Abuse Act 2021
- The Equality Act 2010
- Information sharing DFE 2024

(Definition taken from the HM Government document 'Working together to safeguard children 2024').

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's mental and physical health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and
- Taking action to enable all children to have the best outcomes.

Child protection is an integral part of safeguarding children and promoting their overall welfare. In this policy, child protection shall mean:

- The activity that is undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm.

To safeguard children and promote their welfare we will:

- Develop a safe culture where staff are confident to raise concerns about professional conduct
- Ensure all staff are able to identify the signs and indicators of abuse, including the softer signs of abuse, and know what action to take
- Share information with other agencies as appropriate.

We promote:

- Always listening to children
- Positive images of children
- Children developing independence and autonomy as appropriate for their age and stage of development
- Safe and secure environments for children
- Tolerance and acceptance of different beliefs, cultures and communities
- British values
- Providing intervention and help for children and families in need.

We have a duty to act quickly and responsibly in any instance that may come to our attention. If in any doubt about what constitutes a safeguarding concern, refer to the Designated Safeguarding Lead (DSL). If there is a concern, never do nothing (Laming, 2009), always do something, including sharing information with any relevant agencies. Safeguarding is everybody's responsibility.

Guiding Principles

These are the 7 guiding principles of safeguarding, as stated by Birmingham Safeguarding Children Partnership (found in Right Help Right time);

- Have conversations and listen to children and their families as **early** as possible.
- Understand the child's lived experience.
- Work **collaboratively** to improve children's life experience.
- Be **open**, honest and transparent with families in our approach.
- **Empower** families by working with them.
- Work in a way that builds on the families' **strengths**.
- Build **resilience** in families to overcome difficulties.

In line with the BSCP business improvement plan 2019-2021 we strive to continually improve our child protection procedures and strengthen further our multi-agency working practices.

Policy Intention

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Ensure all staff are able to identify the signs and indicators of abuse, including the softer signs of abuse, and know what action to take

- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need

Share information with other agencies as appropriate, by having strong multi-agency links with Health Visitors, Children Centres Workers, Family Support workers and Social Workers.

The Out of School Club staff are aware that abuse does occur in our society, and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Staff working on the frontline with children and families are often the first people to identify a concern, observe changes in a child's behaviour or receive information relating to indicators of abuse. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for Children's Social Care, Family Support, health professionals including health visitors or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed

Setting DSL's

**The setting's Designated Safeguarding Lead (DSL) for the overall setting is:
Lana Johnson**

**The out of school deputy DSL's for the setting is:
Elaine Lawrie**

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Leads (DSL), there is always at least one designated person on duty during the opening hours of the setting. The designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The setting's DSL's liaise with the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge of the staff team with regular safeguarding updates.

Although, under the EYFS, we are only required to have one Designated Safeguarding Lead for safeguarding, for best practice and to ensure cover at all times, we have seven designated leads in place. This enables safeguarding to stay high on our priorities at all times. There will always be at least one designated lead on duty at all times our provision is open. This will ensure that prompt action can be taken if concerns are raised.

The Designated Safeguarding Leads (DSL) of the setting are: **Lana Johnson and Elaine Lawrie**
The role of the Designated Safeguarding Lead:

- Ensure that the settings safeguarding policy and procedures are reviewed and developed in line with current guidance; and develop staff understanding of the settings safeguarding policies
- Take the lead on responding to information from the staff team relating to child protection concerns
- Provide advice, support and guidance on an on-going basis to staff, students and volunteers.
- To identify children who may need early help or who are at risk of abuse
- To help staff to ensure the right support is provided to families
- To liaise with the local authority and other agencies with regard to child protection concerns
- Ensure the setting is meeting the requirements of the EYFS statutory requirements
- To ensure policies are in line with the local safeguarding procedures and details
- Disseminate updates to legislation to ensure all staff are kept up to date with safeguarding practices
- To manage and monitor accidents, incidents and existing injuries; ensuring accurate and appropriate records are kept
- Attend meetings with the child's key person
- Attend case conferences and external safeguarding meetings, as requested, by external agencies.

When there are concerns raised about a child, DSL's on shift should discuss the case together and make the decision what action needs to be taken.

Recording Suspicions of Abuse and Disclosures

Staff should make an objective record of any observation or disclosure on a log of concern recording sheet, supported by a DSL. This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure, location
- Exact words spoken by the child (word for word) and non-verbal communication
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the DSL who is dealing with the case, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately. It is not the out of school club role to investigate, it is the role of statutory services to complete this.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and Ofsted. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The nursery and out of school club expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

All copies of the referral are to be kept in the child's safeguarding file, (accessed by DSL's only). You must be prepared to record all concerns in a report format using exact FACTS only. Only send original documents relating to the case with the referral forms.

If necessary, you may be asked to attend a child protection conference or a strategy discussion meeting. This will primarily be done by the DSL and, where possible, the person who made the referral in the first instance.

Remember - an allegation may lead to a criminal investigation so be prepared to give statements to the police and attend a court case Any staff involved in the above will be given support by the managers. Make sure only original documents are emailed with referral forms. Keep copies of all documents relating to the case in a confidential file and locked in the file drawer.

When making a referral over the phone the DSL/manager must ask for the following from the other person:

- Their name
- What more do I need to do
- How will you let me know what is going to happen next

Should a staff member, trainee, student, volunteer or a member of the public make an allegation about a parent/carer the DSL is to write down clearly all the information given as stated above and include name and contact number of the person making the allegation (members of the public can refuse). Person making the allegation to be given contact number for C.A.S.S. D.S.L is to decide if it is safe/ suitable to discuss allegation with the parent/carer concerned or to inform C.A.S.S. straight away following the above procedure. If speaking to the parent/carer all details to be recorded including decision made following appropriate explanation for the allegation.

Support

The management will offer support to the children and all staff involved. Staff will be able to attend counseling or be put in touch with other professionals who may help them

Court Appearances

Should staff be required to give evidence in court then a member of the management team/partner of Honey Bears will accompany them and talk them through the process and offer support.

Media

No staff are to have any contact with the media and they are to remain confidential at all times. All media responses will be dealt with by the director of Honey Bears Childcare Ltd in line with our Media policy.

All copies of the referral are to be kept in the child's safeguarding file. (accessed by DSL's only). You must be prepared to record all concerns in a report format using exact FACTS only. Only send original documents relating to the case with the referral forms. Page 5

Safeguarding Important Numbers:

If immediate response is needed towards a child's safety call the police on: 999

Children's Advice and Support Service (CASS):

0121 303 1888 ; Email: cass@birmingham.gov.uk

The regular CASS office is open Monday to Thursday, 8:45 am to 5:15 pm, and Friday, 8:45 am to 4:15 pm

CASS Emergency Duty Team:

0121 675 4806; Email: EYduty@birmingham.gov.uk

Local authority Designated Officer (LADO)

0121 675 1669; Email: ladoteam@birminghamchildrenstrust.co.uk.

LADO out of hours:

0121 303 1888

Ofsted:

0300 123 4666

Non-emergency police

101

Prevent Concerns should also be reported to :

Government helpline for extremism concerns:

020 7340 7264

Anti-terrorist hotline:

0800 789321

If your concern is around mental health issues in children /young people you may also contact Forward Thinking Birmingham- 0300 300 0099

All staff must be aware of the guidance issued by Birmingham Safeguarding Children's Partnership in Right Help Right Time, and procedures for Early Help.

The Out of School Club aim to:

- Keep the child at the centre of all we do providing sensitive interactions that develops and builds children's well-being, confidence and resilience. We will support children to develop an awareness of how to keep themselves safe, healthy and develop positive relationships.
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children (child on child) through bullying or discriminatory behaviour. Staff are trained to aware of ACEs to support children's mental health.
- To have a strong professional development ethos to ensure training is ongoing through in-house staff meetings, and staff accessing our online training system and through external attendance at mandatory training (child protection, DSL 1 day and 2 day, Paediatric First Aid). Staff will evaluate the training they have received, and the impact of this training will be monitored and discussed at supervisions and disseminated through staff meetings to the whole staff team.
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND), isolated families and vulnerabilities in families, including the impact of toxic trio on children and Adverse Childhood Experiences (ACE's)
- Ensure that all staff feel confident and supported to act in the best interest of the child; maintaining professional curiosity around welfare of children and share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates. Staff have access to up-to-date training using online and in person training such as NDNA, Local offer and Noodle Now. Training dates are monitored regularly by management.
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Birmingham Safeguarding Children's Board (BSCB)
- Ensure that information is shared only with those people who need to know to protect the child and act in their best interest
- We refer to 'Safeguarding children and protecting professionals in early years settings: Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access always and maintaining safeguards around the use of technology by staff, parents and visitors in the setting – **see online safety policy**.
- Ensure that children are never placed at risk while in the charge of nursery staff by always providing a vigilant culture through strong leadership and by adhering to our Safer Recruitment procedures and whistleblowing procedures.
- Identify changes in staff behaviour and act on these as per the Code of Conduct
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities including the local authority
- Ensure parents are fully aware of the Safeguarding and Child Protection policies and procedures when they register with the nursery and out of school club and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Birmingham Safeguarding Children's Partnership (BSCP)

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe **Unless our concerns relate to child abuse, we will in other circumstances seek to support families in accordance with RHRT and seek to undertake an EHA with parental consent and in accordance with BSCP procedures.** Page 7

OUR CONFIDENTIALITY POLICY IS FOLLOWED AT ALL TIMES.

(Information sharing with other agencies is only done on a need-to-know basis and in line with the Data Protection Act 1998)

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the Birmingham Safeguarding Children's Partnership. All staff, students and volunteers are bound by confidentiality and any information will not be discussed out of work, or this will become a disciplinary matter.

The Out of school club has due regard to the data protection principles as in the Data Protection Act 2018 and General Data Protection Regulations (GDPR)¹. These do not prohibit the collection and sharing of personal information, even without consent if this would put the child at further risk. We will follow the principles around data collection and information sharing, and ensure any information is recorded and shared in an appropriate way.

Information sharing, DfE 2015' with Information sharing, DfE 2024

Please see Confidentiality Policy.

Record Keeping

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the Birmingham Safeguarding Children's Partnership with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family. The setting keeps appropriate records to support the early identification of children and families that would benefit from support. Factual records are maintained in a chronological order with parental discussions. Records are reviewed regularly by the DSL to look holistically at identifying children's needs.

Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or more rarely, a stranger. This could be an adult or adults, another child or children.

What to do if you're worried a child is being abused.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

Emotional states:

- Fearful
- Withdrawn
- Low self-esteem.

Behaviour:

- Aggressive
- Oppositional habitual body rocking.

Interpersonal behaviours:

- Indiscriminate contact or affection seeking
- Over-friendliness to strangers including healthcare professionals
- Excessive clinginess, persistently resorting to gaining attention
- Demonstrating excessively 'good' behaviour to prevent parental or carer disapproval

- Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed
- Coercive controlling behaviour towards parents or carers
- Lack of ability to understand and recognise emotions
- Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

The four main types of abuse are:

Physical Abuse

A form of abuse that may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. This is fabricated or induced illness or FII.

These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles, trunk and face.

All children can suffer injuries during their early years as they explore and develop. If an explanation of how a child received their injury doesn't match the injury itself or if a child's injuries are a regular occurrence or there is a pattern to their injuries then we will report these concerns. **These are not usual childhood injuries and should always be logged on Cr8's and Cr10's and Body Maps monitored and discussed with the Designated Safeguarding Lead (DSL). The DSL will then take further action by contacting CASS**

Sexual Abuse

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

Action must be taken if a staff member witnesses an occasion(s) where a child indicates sexual activity through words, play, drawing, has an excessive preoccupation with sexual matters; or has an inappropriate knowledge of adult sexual behaviour, or language, for their developmental age. This may include acting out sexual activity on dolls/toys or in the role-play area with their peers; drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words.

If a child is being sexually abused staff may observe both emotional and physical symptoms.

Emotional signs:

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Personality changes such as becoming insecure or clingy
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a carer
- Becoming worried about clothing being removed
- Suddenly drawing sexually explicit pictures or acting out actions inappropriate for their age
- Using sexually explicit language

Physical Signs:

- Bruises
- Bleeding, discharge, pains or soreness in their genital or anal area
- Sexually transmitted infections
- Pregnancy

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report (CR8)
- The observed instances will be reported to the DSL
- **The matter will be referred to the C.A.S.S (see reporting procedures).**

Emotional abuse

Working Together to Safeguard Children (2023) defines emotional abuse as the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

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

Signs and indicators may include:

- Physical, mental and emotional development lags
- Sudden speech disorders
- Overreaction to mistakes
- Extreme fear of any new situation
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression
- Appear unconfident or lack self-assurance.

Action will be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection. Children may also experience emotional abuse through witnessing domestic abuse and alcohol and drug misuse by adults caring for them. In England, The Domestic Abuse Act 2021 recognises in law, for the first time, that children are victims if they see, hear or otherwise experience the effects of domestic abuse.

This type of abuse is harder to identify as the child is not likely to show any physical signs. **We will monitor this using Cr8's and 10's and follow RHRT procedures, looking at an early help assessment to support the child and family**

Neglect

Working Together to Safeguard Children (2024) defines Neglect as the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a. Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b. Protect a child from physical and emotional harm or danger

c. Ensure adequate supervision (including the use of inadequate caregivers)

d. Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs may include a child persistently arriving at the out of school club unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), A child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at the out of school club. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Action will be taken if the staff member has reason to believe that there has been any type of neglect of a child. **We will monitor this using Cr8's and CR10's and follow RHRT procedures, looking at an early help assessment to support the child and family**

Other types of abuse include:

Female Genital Mutilation (FGM)

FGM can also be known as Female Genital Cutting. FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this.

It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death

Some ethnic groups practise this form of physical abuse as a cultural ritual. When the procedure happens is dependent on the community and it may occur shortly after birth, during childhood; during adolescence, just before marriage or during a woman's first pregnancy.

FGM is child abuse and is illegal in the UK. It can be extremely dangerous and can cause:

- Severe pain
- Shock
- Bleeding
- Infection such as tetanus, HIV and hepatitis B and C
- Organ damage
- Blood loss and infections
- Death in some cases

If you have concerns about a child or family relating to this area, the DSL should contact C.A.S.S in the same way as other types of physical abuse. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed at our setting.

Breast Ironing/ Flattening

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage.

Breast Ironing/Flattening is a form of physical abuse and can cause serious health issues such as:

- Abscesses
- Cysts
- Itching
- Tissue damage
- Infection
- Discharge of milk
- Dissymmetry of the breasts
- Severe fever.

we will remain vigilant for the signs and symptoms in any children and families using our services and follow-up concerns following our regular safeguarding referral process. **we will ensure any identification or disclosure of this abuse in young adults or older children are reported by contacting C.A.S.S.**

Virginity testing

Virginity testing, also referred to as hymen, '2-finger' or vaginal examination, is an inspection of the female genitalia, intended to determine whether a woman or girl has had vaginal sexual intercourse.

For the purposes of the Health and Care Act 2022, virginity testing is any examination (with or without contact) of the female genitalia intended to establish if vaginal intercourse has taken place. This is irrespective of whether consent has been given.

The position of the World Health Organization and the Royal College of Obstetricians and Gynaecologists (RCOG) is that virginity tests have no scientific merit or clinical indication as there is no known examination that can prove whether a woman has had vaginal intercourse **we will ensure any identification or disclosure of this abuse in young adults or older children are reported by contacting C.A.S.S.**

Fabricated illness or Induced illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support. **This needs to be monitored closed using CR8's and 10's and following our RHRT procedures**

Child on child abuse

Child-on-child abuse is also known as peer-on-peer abuse; children are included as potential abusers in our policies. Child-on-child abuse may take the form of bullying, physically hurting another child, emotional abuse or sexual abuse. Reporting procedures in these instances remain the same although additional support from relevant agencies may be required to support both the victim and the perpetrator. Children who develop harmful behaviours are also likely to be victims of abuse or neglect.

If we have any concerns regarding child on child abuse **We will seek advice by contacting CASS**

Child Sexual Exploitation (CSE)

Keeping Children Safe in Education (2025) describes CSE as: CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media).

Signs and indicators may include:

- Physical injuries such as bruising or bleeding
- Having money or gifts they are unable to explain
- Sudden changes in their appearance
- Becoming involved in drugs or alcohol, particularly if you suspect they are being supplied by older men or women
- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong)

- Using sexual language that you wouldn't expect them to know
- Engaging less with their usual friends
- Appearing controlled by their phone
- Switching to a new screen when you come near the computer
- Nightmares or sleeping problems
- Running away, staying out overnight, missing school
- Changes in eating habits
- Talk of a new, older friend, boyfriend or girlfriend
- Losing contact with family and friends or becoming secretive
- Contracting sexually transmitted diseases.

We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns we will follow the same procedures as for other concerns and we will record using Cr8's and 10's and refer as appropriate to C.A.S.S

Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people. Some of the following can be indicators of CCE:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education.

Adult sexual exploitation

- As part of our safeguarding procedures we will also ensure that staff and students are safeguarded from sexual exploitation.

County Lines

The National Crime Agency (NCA) describe County lines as a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

They are likely to exploit children and vulnerable adults to move the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Signs and indicators to be aware of include:

- Changes in the way young people you might know dress
- Unexplained, sometimes unaffordable new things (e.g. clothes, jewellery, cars etc.)
- Missing from home or schools and/or significant decline in performance

- New friends or relationships with those who don't share any mutual friendships with the victim or anyone else
- May be carrying a weapon
- Receiving more texts or calls than usual
- Sudden influx of cash, clothes or mobile phones
- Unexplained injuries
- Significant changes in emotional well-being
- Young people seen in different cars/taxis driven by unknown adults
- Young people seeming unfamiliar with your community or where they are
- Truancy, exclusion, disengagement from school
- An increase in anti-social behaviour in the community
- Unexplained injuries
- Gang association or isolation from peers or social networks.

Cuckooing

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home.

If we recognise any of the signs of cuckooing or county lines, we will report our concerns as per our safeguarding reporting procedures.

Contextual safeguarding-

As young people grow and develop they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

As part of our safeguarding procedures we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

Domestic Abuse

Please see separate policy domestic abuse, regarding this abuse and signs to look for

If we are concerned that domestic violence is happening within a home and a child is at risk, we will follow our safeguarding policies' reporting procedures.

The Domestic Abuse Act 2021 defines Domestic Abuse as:

Behaviour of a person (A) towards another person (B) is "domestic abuse" if:

- *They A and B are each aged 16 or over and are personally connected to each other*
- *The behaviour is abusive.*

Behaviour is "abusive" if it consists of any of the following:

- *Physical or sexual abuse*
- *Violent or threatening behaviour*
- *Controlling or coercive behaviour*
- *Economic abuse*
- *Psychological, emotional or other abuse*

and it does not matter whether the behaviour consists of a single incident or a course of conduct.

"Economic abuse" means any behaviour that has a substantial adverse effect on B's ability to:

(a) Acquire, use or maintain money or other property, or

(b) Obtain goods or services.

under Operation Encompass: the school DSL will inform the DSL of the setting of any reports received from the police regarding Domestic Abuse incidents.

Domestic Abuse / Honour Based Abuse / Forced Marriages

We look at these areas as a child protection concern. **Please refer to the separate policy for further details on this.**

Extremism and Radicalisation – the Prevent Duty

Under the Counter-Terrorism and Security Act 2015 we have a duty to safeguard at risk or vulnerable children under the Counter-Terrorism and Security Act 2015 to have “due regard to the need to prevent people from being drawn into terrorism and refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism. It's a gradual process so young people who are affected may not realise what's happening.

Radicalisation is a form of harm. The process may involve:

- Being groomed online or in person
- Exploitation, including sexual exploitation
- Psychological manipulation
- Exposure to violent material and other inappropriate information
- The risk of physical harm or death through extremist acts

For further information visit The Prevent Duty website. We have a Prevent Duty and Radicalisation and No Platform policy in place. Please refer to this for specific details.

Online Safety

We take the safety of our children very seriously and this includes their online safety. Please refer to the Online Safety policy for further details.

We also operate a Phones and Other Electronic Devices and Social Media policy which states how we will keep children safe from these devices whilst at nursery. This also links to our **Online Safety policy**.

While the growth of internet and mobile device use brings many advantages, the use of technology has become a significant component of many safeguarding issues such as child sexual exploitation and radicalisation.

There are four main areas of risk associated with online safety:

- Content - being exposed to illegal, inappropriate or harmful material such as pornography, fake news, racist or radical and extremist views
- Contact - being subjected to harmful online interaction with other users such as commercial advertising or adults posing as children or young adults
- Conduct - personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images and online bullying
- Commerce - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Please refer to the Online Safety policy for further details.

Modern Slavery and Child Trafficking

Please refer to our Modern Slavery and Child Trafficking policy for detail on how we keep children safe in this area.

Up skirting/down blousing

Up skirting involves taking a picture of someone's genitals or buttocks under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual. This is a criminal offence and any such action would be reported following our reporting procedures.

Child abuse linked to faith or belief (CALFB)

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

Reporting Procedures

All staff have a responsibility to report safeguarding and child protection concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding lead (DSL) as soon as possible.

- Staff will report their concerns to the DSL (in the absence of the DSL they will be reported to the Deputy DSL)
- **Any signs of marks/injuries to a child this will be recorded on a Home Accident form or information a child has given will be recorded on a CR8 or Log of Concern sheet and stored securely**
- If appropriate, any concerns/or incidents will be discussed with the parent/carer, such discussions will be recorded and the parent will have access to these records on request in line with GDPR and data protection guidelines
- If there are queries/concerns regarding the injury/information given then the following procedures will take place:

The Designated Safeguarding Lead will:

- Contact Children's Advice Support Service (C.A.S.S) to report concerns and seek advice immediately, or as soon as it is practical to do so (if it is believed a child is in immediate danger we will contact the police)
- Record the information and action taken relating to the concern raised
- Speak to the parents (unless advised not to do so by LA children's social care team)
- The Designated Safeguarding Lead will follow up Children's Advice Support Service (C.A.S.S) if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2024). We will never assume that action has been taken.
- If a response is not received after 30 minutes the DSL will proceed to follow up the call to obtain the correct guidance.
- If you should submit a referral through the online referral form to CASS, if a response email is not received half an hour of the submission, YOU MUST PHONE CASS. This is to ensure that your referral has been submitted successfully. If there are technical errors, CASS will not be aware of these unless we contact CASS to notify that there may be a problem.
- Other professionals that may be involved with the child such as family support workers and social workers will also be contacted to ensure up to date information is shared correctly.

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSL or deputy DSL they should call Children's Advice Support Service (C.A.S.S) or the NSPCC and report their concerns anonymously. The NSPCC statistics briefing for 2024 has found neglect continues to be the most common form of abuse

These contact numbers are displayed at the top of this policy.

Responding to a spontaneous disclosure from a child

If a child starts to talk openly to a member of staff about abuse they may be experiencing, then staff will:

- Give full attention to the child or young person
- Keep body language open and encouraging
- Be compassionate, be understanding and reassure them their feelings are important. Using phrases such as 'you've shown such courage today'
- Take time and slow down: we will show respect, pause and do not interrupt the child – let them go at their own pace
- Recognise and respond to their body language
- Show understanding and reflect back
- Make it clear you are interested in what the child is telling you
- Reflect back what they have said to check your understanding – and use their language to show it's their experience
- Reassure the child that they have done the right thing in telling you. Make sure they know that abuse is never their fault
- Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.

(Information taken from NSPCC)

Any disclosure will be reported to the Out of school club manager or DSL and will be referred to the local authority children's social care team immediately, following our reporting procedures.

Recording Suspicions of Abuse and Disclosures

Staff should make an objective record of any observation or disclosure on a log of concern recording sheet, supported by a DSL. This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure, location
- Exact words spoken by the child (word for word) and non-verbal communication
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the DSL who is dealing with the case, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately. It is not the out of school club role to investigate; it is the role of statutory services to complete this.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and Ofsted. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The out of school club expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local authority children's social care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

Support to families

The out of school club takes every step in its power to build up trusting and supportive relationships among families, staff, students and volunteers within the out of school club.

The out of school club continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect, in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Understand and be sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families' lives.

Allegations against adults working or volunteering with children

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the Out of school club premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below. The allegation should be reported to the DSL on duty. If this person is the subject of the allegation, then this should be reported to another DSL or the owner.

The Local Authority Designated Officer (LADO) and Ofsted will then be informed immediately for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance
- If as an individual you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to contact OFSTED
- The nursery will follow all instructions from the LADO and inform Ofsted and ask all staff members to do the same and co-operate where required.
- If necessary, the Police or C.A.S.S will investigate the matter, or the matter may be handed back to the nursery to investigate and provide an outcome
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The out of school club reserves the right to suspend any member of staff during an investigation or put a risk assessment in place for the staff member to work in another area of the business (e.g. office duties) whilst the investigation is being carried out.
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The out of school club will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- The out of school club retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the Out of school club who is affected by an allegation, their colleagues in the out of school club and the parents.

The Local Authority Designated Officer (LADO) and Ofsted will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance. LADO stands for Local Authority Designated Officer, a person who is responsible for overseeing allegations of harm made against anyone who works with children. The LADO's role is to coordinate and manage the response to these concerns to ensure they are handled properly and swiftly, working with employers, police, and children's social care.
- If as an individual, you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted) to determine how this will be handled
- The out of school club will follow all instructions from the LADO and Ofsted and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The out of school club reserves the right to suspend any member of staff during an investigation, legal advice will be sought to ensure compliance with the law.
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The out of school club will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 22 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The out of school club retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the out of school club who is affected by an allegation, their colleagues in the out of school club and the parents.
- A return to work plan will be put in place for any member of staff returning to work after an allegation has been deemed unfounded. Individual support will be offered to meet the needs of the individual staff member and the nature of the incident; this may include more frequent supervisions, coaching and mentoring and external support.

See page 6 for LADO contact details.

Monitoring children's attendance (Birmingham City Council – C.M.E. – children missing in education)

As part of our requirements under the statutory framework (EYFS 2025) and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the out of school club prior to their children taking holidays or days off, and all sickness should be called into the out of school club on the day so the out of school management are able to account for a child's absence.

If no call is received, then the Officer in charge or Deputy Officer in Charge will then call parents to ensure the child is safe and healthy. If the parents are not contactable then the further emergency contacts will be used to ensure all parties are safe.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the child/ren's named social worker to ensure the child remains safeguarded.

This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the child's social worker or C.A.S.S to ensure the child remains safeguarded.

This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

Looked after children

As part of our safeguarding practice, we will ensure our staff are aware of how to keep looked after children safe. To do this, we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question.

Please refer to the Looked After Children policy for further details.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to carry out intimate care routines or have unsupervised contact with children.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the out of school club. During induction, staff will be given contact details for the LADO (local authority designated officer), the Birmingham Safeguarding Children's Board, and Ofsted (whistleblowing@ofsted.gov.uk) to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

The Out of school Club safeguards children and staff by;

- Providing adequate and appropriate staffing resources to meet the needs of all children.
- Informing applicants for posts within the nursery that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out 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
- Giving staff members, volunteers and students regular opportunities during supervisions and having regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life which may affect their suitability to work with children.
- We use the DBS update service (with staff consent) to re-check staff's criminal history and suitability to work with children at regular intervals.
- Abiding by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- Ensuring we receive at least two written references BEFORE a new member of staff commences employment with us
- Ensuring all students will have enhanced DBS checks completed before their placement starts
- Volunteers, including students, do not carry out any intimate care routines and are never left to work unsupervised with children
- Abiding by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 (amended 2018) 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 will be reported to the Disclosure and Barring Services (DBS)
- Having procedures for recording the details of visitors to the out of school and take security steps to ensure that no unauthorised person has unsupervised access to the children
- Ensuring all visitors/contractors are supervised whilst on the premises, especially when in the areas the children use
- Staying vigilant to safeguard the whole Out of school club environment and be aware of potential dangers on the out of school boundaries such as drones or strangers lingering. We will ensure the children remain safe at all times
- Having a Staff Behaviour Policy and Code of Conduct that sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management so we are able to support the individual staff member and ensure the safety and care of the children is not compromised
- Ensuring that staff are aware not to contact parents/carers and children through social media on their own personal social media accounts and they will report any such incidents to the management team to deal with
- Ensuring that all staff have access to, and comply with, the whistleblowing policy which provides information on how they can share any concerns that may arise about their colleagues in an appropriate manner. We encourage a culture of openness and transparency, and all concerns are taken seriously
- Ensuring all staff are aware of the signs to look for of inappropriate staff behaviour, this may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
- Ensuring all staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training, safeguarding concerns and any needs for further support or training
- Having peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly identified. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff are able to share any concerns they may have. Concerns are raised with the designated lead and dealt with in an appropriate and timely manner

- Ensuring the deployment of staff within the out of school club allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

Sharing low-level concerns

On occasion, inappropriate, problematic or concerning behaviour by staff or other adults is observed but does not meet the threshold for significant harm. This may be classed as a 'low-level' concern, although this does not mean that it is insignificant.

We define a low-level concern as:

- Any concern, no matter how small, that an adult working with children may have acted in a way that is inconsistent with our Staff behaviour policy, including inappropriate behaviour outside of work
- A concern that may be a sense of unease or a 'nagging doubt' and does not meet the harm threshold or is serious enough to refer to the LADO.

We encourage a culture of openness, trust and transparency, with clear values and expected behaviour, monitored and reinforced by all staff. All concerns or allegations, however small, will be shared and responded to. All concerns will be shared with the DSL, or other nominated person, as in our reporting procedures. We encourage concerns to be shared as soon as reasonably practicable and preferably within 24 hours of becoming aware of it. However, it is never too late to share a low-level concern.

It is not expected that staff will be able to determine whether the behaviour in question is a concern, complaint or allegation before sharing the information. If the DSL is in any doubt as to whether the information meets the harm threshold, they will consult the LADO.

Occasionally a member of staff may find themselves in a situation which could be misinterpreted or appear compromising to others. If this occurs, staff are encouraged to self-report to the DSL. Equally, a member of staff may have behaved in a manner which, on reflection, falls below the standards set in our Staff behaviour policy. If this occurs, staff are encouraged to self-report to the DSL. We encourage staff to be confident to self-refer and believe it reflects awareness of our standards of conduct and behaviour.

When the DSL receives the information, they will need to determine whether the behaviour:

- Meets, or may meet, the harm threshold (and so contact the LADO)
- Meets the harm threshold when combined with previous low-level concerns (and so contact the LADO)
- Constitutes a 'low-level' concern
- Is appropriate and consistent with the law and our Staff behaviour policy.

The DSL will make appropriate records of all information shared, including:

- With the reporting person
- The subject matter of the concern
- Any relevant witnesses (where possible)
- Any external discussions such as with the LSP or LADO
- Their decision about the nature of the concern
- Their rationale for that decision
- Any action taken.

This constitutes a record of low-level concern. We retain all records of low-level concerns in a separate low-level concerns file, with separate concerns regarding a single individual kept as a chronology. These records are kept confidential and held securely, accessed only by those who have appropriate authority. Records will be retained at least until the individual leaves their employment.

Staffing and volunteering

Our policy are to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children. All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO, and Ofsted(whistleblowing@ofsted.gov.uk) to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so. C.A.S.S.

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Leads (DSL) as stated above. There is always at least one designated person on duty during all opening hours of the setting. These designated persons receive comprehensive training at least every two years and update their knowledge on an ongoing basis.

The nursery DSL's liaise with the C.A.S.S and will undertake relevant training supported by Birmingham Safeguarding Children's Partnership, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

Lone Working

Lone working procedure

On the occasions where staffs must escort our children from playground to toilet block or when collecting from a school activity club (4.30-4. 40p.m), or when administering first aid, or supporting a child when a toilet accident has occurred, then staff must follow the guidelines below.

- Where possible only senior/ trained staff to carry these duties out
- Staff to inform remaining staff of their intention to perform these duties.
- Staff to be mindful of rules in place for toileting children and dealing with personal care.

When children wish to help tidy up or in a situation where some children may not wish to play outside then staff must make sure they have a group of children not a one-on-one situation. Staff ratios to children must be adhered to 1:8 under 8's and 1: 15 over 8's max.

Employees responsibilities when left in a room alone include ensuring:

- To complete a risk assessment for staff working alone
- Ratios are maintained.
- There is someone to call on in an emergency if required.
- The member of staff and children are safeguarded at all times, extra visual checks are made by manager at agreed intervals.
- Report any concerns for working alone to the management as soon as is practicably possible.

Management's responsibilities re Lone Working:

- To ensure staff working alone are competent and confident to conduct any safety procedures e.g., fire evacuation.
- To ensure that the employee can contact them, especially in emergencies.
 - To check in on staff at agreed intervals

Safer Recruitment

Safer recruitment refers to a set of robust, mandatory practices and policies designed to prevent unsuitable people from being appointed to roles where they may come into contact with vulnerable individuals particularly children and young people. At Honey Bears, we conduct thorough background checks, verify employment history, check qualifications, to identify unsuitable candidates, cross check references, two should be provided, DBS is checked, two people interviewing the potential candidate which would be the owner of the nursery and the manager of the setting.

- We provide adequate and appropriate staffing resources to meet the needs of all children – See Safer Recruitment Procedures

- Applicants for posts within the out of school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out 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

- This information is also stated within every member of staff's contract

- We request DBS checks on a 3 yearly basis/or we use the DBS update service (with staff consent) to re-check staff's criminal history and suitability to work with children

- We abide by the requirements safer recruitment practice of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so

- We ensure we receive at least two written references before a new member of staff commences employment with us

- All students will have enhanced DBS checks conducted on them before their placement starts • Volunteers, including students, do not work unsupervised

- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, 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 Out of School Club and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children

- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use

- As a staff team we will be fully aware of how to safeguard the whole Out of School Club environment and be aware of potential dangers on the Out of School Club boundaries such as drones or strangers lingering. We will ensure the children always remain safe

- The Staff Code of Conduct sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management, so we are able to support the individual staff member and ensure the safety and care of the children is not compromised
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately by reporting to the DSL on duty
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- We use peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly highlighted. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff are able to share any concerns they may have. Any concerns are raised with the designated lead and dealt with in an appropriate and timely manner
- The deployment of staff within the Out Of School allows for constant supervision and support. The key workers are responsible for their key group of children but always work with another practitioner in any one area. Where children need to spend time away from the rest of the group, safeguards will be put into action to ensure the safety of the child and the adult.

Employees, students or volunteers of the out of school club or any other person living or working on the out of school club premises

We have a Staff Code of Conduct in place that supports us to monitor staff and changes in their character. Staff are aware of the need to disclose changes to circumstance and use the whistleblowing policy where required.

Public interest disclosure (whistleblowing)

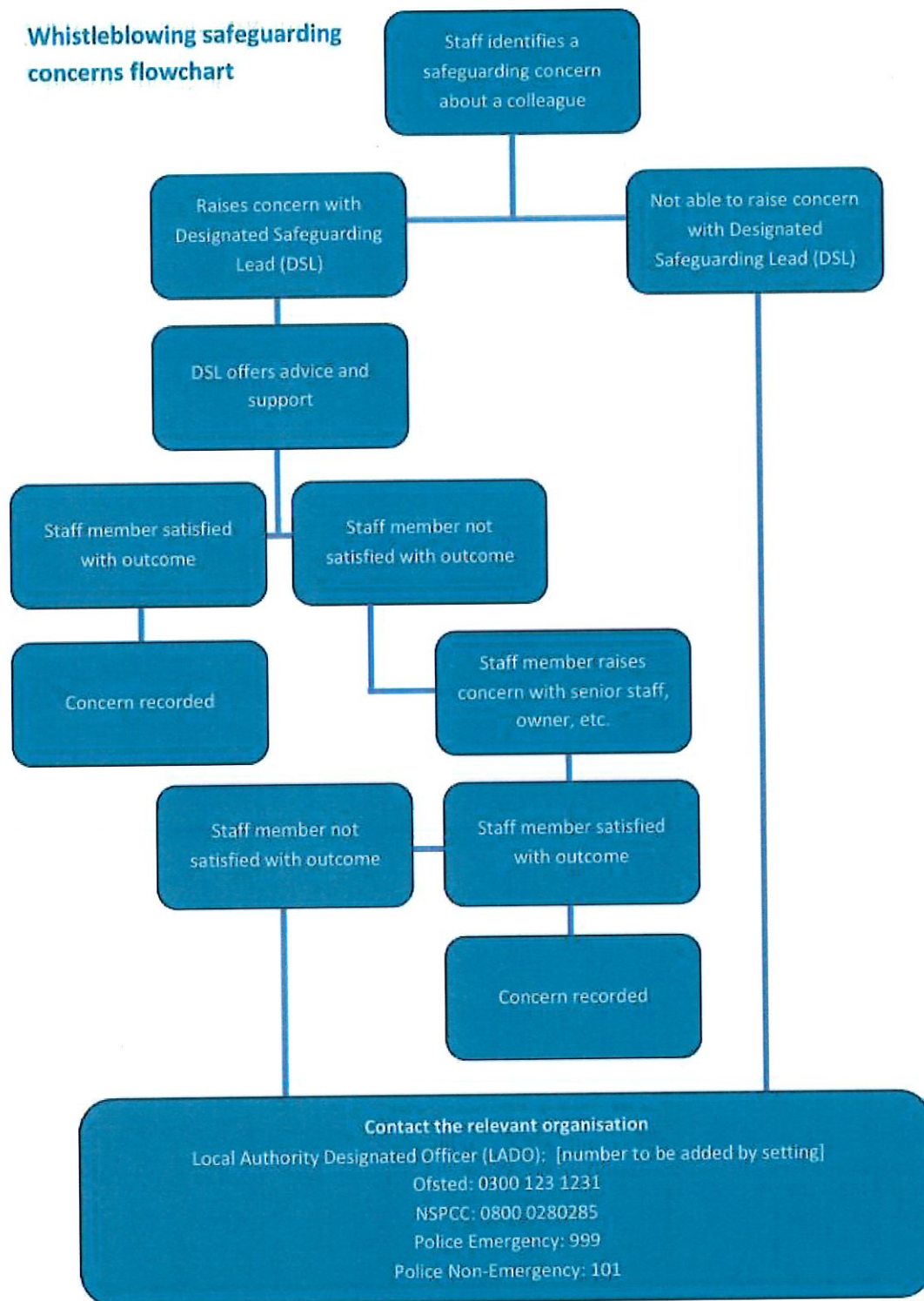
Whistleblowing is the term used when a worker passes on information concerning wrongdoing. All safeguarding allegations, internal or external, current or historical, must be passed on the DSL. We will cooperate fully with the authorities involved and follow any guidance given. See the Whistleblowing policy which outlines our procedures, including where staff may wish to raise concerns about poor or unsafe practice or unethical practices regarding our safeguarding provision. All concerns will be taken seriously by the senior leadership team. We believe keeping children safe is the highest priority and if, for whatever reason, concerns cannot be reported to the DSL or deputy DSL, or where a staff member feels that their genuine concerns are not being addressed, concerns can be reported anonymously to the LA social services safeguarding children team, the NSPCC, the police, or Ofsted. Staff.

To encourage a culture of disclosing concerns for children's wellbeing and safety.

Our Out of School Club has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Manager, another DSL or owner at the earliest opportunity.

Our out of school club have a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the DSL and/or Officer in Charge at the earliest opportunity.

Whistleblowing safeguarding concerns flowchart



Early Help/Support Services

When a child and/or family would benefit from support but do not meet the threshold for Local Authority Social Care Team, a discussion will take place with the family around early help services.

Early help provides support as soon as a concern/area of need emerges, helping to improve outcomes and prevent escalation onto local authority services. Sometimes concerns about a child may not be of a safeguarding nature and relate more to their individual family circumstances. The nursery will work in partnership with parents/carers to identify any early help services that would benefit your child or your individual circumstances, with your consent, this may include family support, foodbank support, counselling or parenting services.

Please inform a member of staff if you are in need help or support as we are always happy to help.

[Getting help for my family \(Early Help\) | I need help with... | Birmingham Children's Trust](#)

[Family Hubs | Birmingham City Council](#)

[Right Help Right Time 2025 v6 \(17 March 2025 5pm\)](#)

Please click the links for more information on Early Help Services and support services

This policy was adopted on	Signed on behalf of Honey Bears	Date for next review
<i>November 2018</i>	Lana Johnson	<i>Nov 2019</i>
<i>Revised Feb 2020</i>	Justine Myles-Hutton	
<i>Updated June 2020</i>	JMH	<i>June 2021</i>
<i>Updated June 2021</i>	JMH	<i>June 2022*</i>
<i>Updated & reviewed Sept 22</i>	JMH/LJ	<i>Sept 2023</i>
<i>Further updates added Nov 22/Feb 23</i>	JMH	<i>September 2023</i>
<i>Reviewed & updated Nov 23 & Feb 24</i>	JMH JMH/LJ	<i>Sept 24</i>
<i>Reviewed & updated Sept 24</i>		<i>Sept 2025</i>
<i>Reviewed and updated Sept 25</i>	JMH	<i>Sept 2026</i>
<i>Updated November 25</i>	JMH	<i>November 26</i>