



BRISTOL REFUGEE RIGHTS

SAFEGUARDING: CHILD PROTECTION POLICY & PROCEDURES

THE POLICY

1. PURPOSE

- 1.1 This Child Protection Policy and Procedure forms part of our safeguarding children and young people arrangements. Its purpose is to ensure the protection of all children and young people related to BRR.
- 1.2 This Policy should be considered alongside the Safeguarding Adults at Risk Policy.
- 1.3 The Early Years Project refers to the Bristol Refugee Rights Community Crèche.

2. GENERAL PRINCIPLES

- 2.1 We consider that the welfare of the child is paramount and it is the duty of members, staff and volunteers under HM Government's 'Working Together to Safeguard Children 2018' to implement this policy, and to ensure that it has in place appropriate procedures to safeguard the wellbeing of children and young people and protect them from abuse. We recognise that in some cases, a child may be at risk of harm as a result of abuse or potential abuse that is happening to their parent/carer(s). Within our responsibility for safeguarding a child we may implement our Safeguarding: Adults and Risk policy to ensure the safety and wellbeing of children and their parent/carer(s).
- 2.2 Every opportunity to ensure the safety and wellbeing of children and parents/carers will be taken by staff and volunteers in the Early Years Project. The statutory framework for the Early Years Foundation Stage sets standards for learning, development and care, thereby assisting a children's personal, social and emotional development and understanding the world. This includes our ability to safeguard children's resilience to radicalisation, by supporting positive values which reflect the



government's 'fundamental British Values' as laid out by the DfE.

3. DEFINITIONS

3.1 The 1989 Children Act recognises four categories of abuse:

3.1.1 **Physical Abuse** - actual or likely physical injury to a child or young person, or failure to prevent physical injury. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child or young person. Any injury to a pre-mobile baby should be reported to the Designated Person and or First Response immediately for further consideration.

- **Non-mobile babies:** Injuries in Non-mobile babies are rare and must be further investigated by a paediatrician even if an explanation seems plausible. The Bristol Safeguarding Children Board "Addendum to the Multi Agency Guidance for Injuries in Non- Mobile babies" should be followed (Appendix B). If the setting needs to use the procedure, it is important that as well as arranging for the baby to be examined by the Community Paediatrician settings contact Social Care / First Response to request checks are made on the family. This information will be made available to the Community Paediatrician to help in any risk assessment of the injury. This is not the same as making a referral and parents should be reassured that this is the case, but it is important that they check to see if the baby is already known to Social Care.

3.1.2 **Sexual Abuse** - actual or likely sexual exploitation of a child or young person, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The child or young person may be dependent or developmentally immature. Sexual abuse also includes non-contact activities, such as involving children and young people in looking at, or in the production of, sexual images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation



for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

3.1.3 **Emotional Abuse** - severe or persistent emotional ill treatment or rejection likely to cause adverse effect on the emotional and behavioural development of a child or young person. It may involve seeing or hearing the ill-treatment of another. It may feature age or developmentally inappropriate expectations being imposed on children. It may include bullying (including cyber-bullying among older children) 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.

3.1.4 **Neglect** - the persistent failure to meet a child or young person's basic physical and/or psychological needs, or the failure to protect them from exposure to any kind of danger, resulting in the significant impairment of their health or development, including failure to thrive. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born neglect may involve a parent/carer failing to: protect from physical and emotional harm (including unresponsiveness to basic emotional needs); provide adequate food, clothing or shelter; ensure good enough supervision (including use of inadequate care-givers); or ensure appropriate medical care or treatment.

3.2 Other types of abuse covered by this policy are:

3.2.1 **Financial or material abuse**- involves the theft or misuse of a child or young person's money (including benefits), fraud or extortion.

3.2.2 **Discrimination or harassment** – is based on someone's protected characteristics (race, ethnicity, gender, sexual orientation, disability etc.) and can, in some situations become a form of abuse.



3.2.3 **Institutional abuse** - is where a service providing institution has policies and practices that deny the children or young people their dignity, or assert power and create a climate where the forms of abuse listed above are allowed to continue.

3.3 **Historical Abuse**

3.3.1 There may be occasions when a child, young person or adult will disclose abuse (either sexual, physical, emotional or neglect) which occurred in the past. This information needs to be treated in exactly the same way as a disclosure of current child abuse. The reason for this is that the abuser may still represent a risk to children now.

3.4 **Domestic violence and abuse**

3.4.1 Staff may be working with children or young people experiencing violence and abuse at home. The Government defines domestic violence and abuse as “any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological, physical, sexual, financial or emotional).” The definition, which is not a legal definition, includes so called ‘honour’ based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group. Children or young people experiencing or witnessing domestic violence or abuse may demonstrate many of the symptoms of abuse listed above. Staff will need to treat them sensitively and record their concerns. The harm to children can be significant. The legal definition of significant harm includes “the harm that children suffer by seeing or hearing the ill-treatment of another, particularly in the home”. Therefore if staff or volunteers are aware that a child is witnessing or hearing domestic violence they will inform the Designated Person who will refer this to First Response.



3.5 Female Genital Mutilation (FGM)

3.5.1 FGM has been a criminal offence in the UK since 1985. In 2003 it also became a criminal offence for UK nationals or permanent residents to take their child abroad to have female genital mutilation (Female Genital Mutilation Act 2003). Anyone found guilty of the offence faces a maximum penalty of 14 years in prison. Section 73 of the Serious Crime Act 2015 amended the Female Genital Mutilation Act to include FGM protection orders (FGMPOs). A FGM protection order is a civil measure which can be applied for through a family court. The FGM protection order offers the means of protecting actual or potential victims from FGM under civil law.

3.5.2 It is helpful to have conversations at the earliest opportunity with parents and carers and provide information in leaflets and posters about FGM from the BAVA website <http://www.bava.org.uk/types-of-abuse/female-genital-mutilation/>

3.5.3 It is important that staff are aware of what FGM is and the signs to look out for girls at risk of the practise. Further information can be found at BSCB FGM Safeguarding Guidance: <https://bristolsafeguarding.org/children-ome/professionals/policies/#FGM>

Being able to identify girls who are at risk needs a sensitive approach.

3.5.4 The Bristol Safeguarding Children Board has created an FGM referral risk assessment for professionals to consider risks of girls from FGM. <https://bristolsafeguarding.org/media/27269/fgm-referral-risk-assessment-2018.pdf>

3.5.5 At any time you may seek advice from BAND, Families in Focus or First Response, a record of the outcome of using the risk assessment must be kept.

3.5.6 For more information on this topic, see the online South West Child Protection Procedures. NSPCC or locally BAVA. Contact details in the Appendix.

3.6 Spirit possession or witchcraft

3.6.1 Spirit possession is when parents, families and the child believe that an evil force has entered a child and is controlling them; the



belief includes the child being able to use the force to harm others.

- 3.6.2 A child may suffer emotional, physical and sexual abuse and neglect if they are labelled and treated as being possessed with an evil spirit. Significant harm may occur when an attempt is made to 'exorcise' or 'deliver' the evil spirit from the child. Dismissing the belief may be harmful to the child. Staff and volunteers should consult with the Designated Person and a referral to First Response should be made.

3.7 Prevent duty

- 3.7.1 A child may also be at risk of harm if they or a member of the family is at risk of radicalisation leading to terrorist behaviour. Under the Government's Prevent Strategy, staff and volunteers must be able to identify children or families who are at risk of radicalisation leading to being drawn into terrorism and to be able to refer and request further help.

There is no single way of identifying an individual who is likely to be susceptible to a radicalisation. Staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

- 3.7.2 Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The Prevent duty is entirely consistent with the existing responsibilities of the Early Years Project. The Prevent duty does not require staff to carry out unnecessary intrusion into family life but as with any other safeguarding risk, they must take action when they observe behaviour of concern. The Police Prevent Team can give advice, contact 01278 647466 or ring 101 and ask for the Prevent team, explaining you are calling about extremism or radicalisation.

- 3.7.3 If a member of staff or a volunteer has a concern this should be discussed with the Designated Person Where deemed necessary concerns about a child will be referred through First Response or



the police. The concern may then be dealt with through usual safeguarding processes.

3.7.4 Individuals who are considered to be at risk of radicalisation may be referred for support to the Channel de-radicalisation programme, which is run as a multi-agency initiative with local police and safeguarding teams: channelsw@avonandsomerset.police.uk

However, it should be discussed with the individual/their parents/carers before a referral is made and clearly explained to them that it is a multi-agency initiative involving the police. Referrals may only be made with the consent of the individual/their parent/carer.

3.7.5 In addition if a child is at risk of extremism we must contact the Counter Extremism Group at email: counter.extremism@education.gsi.gov.uk or Tel: 020 7340 7264

4. ROLES AND RESPONSIBILITIES

- 4.1 All BRR staff should be vigilant when there are children or young people on the premises.
- 4.2 The Early Years Project Manager is the Designated Person responsible for child protection and should be the initial point of contact with all Child Protection queries. Her role is to take day to day responsibility for safeguarding children within BRR and liaising with statutory children's services as appropriate.
- 4.3 The Director of Bristol Refugee Rights is the Deputy Designated Person and should be contacted if the Early Years Project Manager is not available. The Designated Person, and Deputy, must attend a multi-agency child protection training course, to be updated at least every two years.
- 4.4 The Trustee **Board** is responsible for child protection. They must appoint a Trustee (the Child Protection Officer) who will be responsible for child protection issues relating to members of staff and should work with the Designated Person and Deputy Designated Person where there



are child protection issues to agree the appropriate course of action. The Board of Trustees has lead responsibility for for safeguarding children within BRR and the Child Protection Officer should receive reports of any occasions where there are concerns or issues of Child Protection.

4.5 The Relevant Agencies are First Response and Ofsted.

4.6 Names and details of how these people can be contacted are in Appendix A attached.

5. RELEVANT LEGISLATION AND POLICIES

5.1 This Policy complements, and should be considered along with other BRR Policies:

- Equality, Diversity and Inclusion Policy
- Disclosure Check Policy
- Safeguarding: Safeguarding Adults at Risk Policy
- Safeguarding: Boundaries Policy
- Recruitment Policy and Procedure
- Confidentiality, Information Sharing and Disclosure Policy
- Data Protection and Confidentiality Policy

5.2 This Policy is informed by the following legislative requirements:

- 1989 Children Act
- HM Government's 'Working Together to Safeguard Children' 2018
- General Data Protection Regulation (GDPR) and Data Protection Act 2018

6. SCOPE

6.1 This Child Protection Policy and Procedure forms part of our safeguarding children arrangements. This Policy and Procedures should be used by any staff member or volunteer who suspects that any child is at risk of abuse (or significant harm) in any setting or in their home life, whether or not they or their parents/carers use the services of Bristol Refugee Rights



(BRR).

- 6.2 BRR has a separate policy relating to protecting adults at risk and reporting any abuse, but many of the issues and procedures are similar, and the policies should be considered as complementary.
- 6.3 Child Protection law applies to all those children and young people under the age of 18 years. It is important not to assume consent if the young person is over 16 years.
- 6.4 The policy applies to all staff, volunteers and Trustees. National guidance stresses that safeguarding is everyone's responsibility and all staff and volunteers should be made aware of their role in keeping children safe.

THE PROCEDURES

7. CONFIDENTIALITY AND APPROPRIATE DISCLOSURE OF INFORMATION

- 7.1 Confidentiality is crucial to all our relationships, but the welfare of the child or young person is paramount. The law does not allow anyone to keep concerns relating to abuse to themselves. Therefore, confidentiality may not be maintained if the withholding of information will prejudice the welfare of a child or young person.
- 7.2 All information that has been collected on any child or young person will be kept locked and secure, and access will be limited to the appropriate staff, management and relevant agencies.
- 7.3 In the event of an investigation, it is essential that no information on child protection concerns relating to a child or young person are disclosed inappropriately. Any such leaks could have serious consequences for both the child or young person concerned and any investigation.
- 7.4 If uncertain about what information may be shared, advice should be taken or referral made to Bristol's Information Sharing Protocol. Further guidance is also contained in Bristol Refugee Rights' Confidentiality, Information Sharing and Disclosure Policy and Data Protection Policy.



- 7.5 Whilst parents/carers have the right to see any records kept on their child, this might not always be appropriate and should not put the child/young person or a staff member at risk.
- 7.6 It is very important that only those who need to know particular safeguarding information, actually know, to avoid rumour and gossip that could affect the child/young person, parent/carer and the group.

8 PROTECTING CHILDREN AND YOUNG PEOPLE

8.1 Recognising Abuse

8.1.1 Recognising abuse is one of the first steps in protecting children and young people. There could be signs or behaviour that make you feel concerned. All staff should be alert to the following types of behaviour in children and young people:

- Becoming excessively aggressive, withdrawn or clingy.
- Seeming to be keeping a secret.
- Significant changes in their behaviour.
- Deterioration in their well-being
- Unexplained bruising, marks or signs of possible abuse or neglect.
- Unreasonable fear of certain people or places.
- Acting out in an inappropriate way perhaps with adults, other children or young people, toys or objects.
- Children and young people's comments which give cause for concern, e.g. inconsistent explanations of bruising, injuries or burns.
- Sexually explicit language or actions.
- Self-harm
- Are upset, withdrawn or angry after using the internet or texting
- Children and young people who go missing, particularly on repeat occasions when they have been expected or have an appointment at BRR.

8.1.2 Staff should be particularly vigilant regarding signs relating to disabled children and young people and not automatically assume that any of the above relates to their impairment. There may be particular barriers preventing them from disclosing abuse e.g. if professionals do not



understand their chosen form of communication e.g. British Sign Language Users, or dependence on the abuser for their support etc. Disabled children may have lack of access to strategies to keep themselves safe and there is an increased risk that they may be socially isolated. The risk to disabled children or young people may be increased by their need for practical assistance and physical dependency, including intimate care, which may be delivered by a number of different carers.

8.1.3 BRR recognises that children and young people are capable of abusing their peers and other children.

8.1.4 Not all concerns about children or young people relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what you know about the child or young person and their circumstances.

8.1.5 If you are worried, it is not your responsibility to investigate and decide if it is abuse. It is your responsibility to act on your concerns and do something about it.

8.1.6 Refer to BSCB Bristol Multi Agency Threshold Guidance, to help identify the response needed.

8.2 What to do if Abuse is Disclosed

8.2.1 The setting is committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively.

8.2.2 Responding to the child/young person:

- Stay calm.
- Listen to what the child / young person is actually saying.
- Reassure them that they have done the right thing by telling you.
- **Do not ask leading questions.** Ensure that any questions asked are open or for clarification, not leading/ closed questions. For example an open question is: Why are you upset? A closed question is: Are



you afraid to go home because your Mum will hit you?

Do not ask the child / young person to repeat what they have they told you, for another worker or Trustee member; if the matter is to be investigated further it will be done so by trained professionals.

- Do not promise the child that this can be kept secret, as subsequent disclosure could then lead to the child feeling betrayed. Explain that you are obliged to inform other people.
- Reassure the child that the people who will be informed will be sensitive to their needs and will be looking to help protect them. Inform them that it is not in their interests to keep the disclosure confidential and it will have to be passed on to the appropriate agencies.

8.2.3 Actions to take after:

- Make a note of any conversations with the child or young person, trying to make these as detailed as possible, including when and where the conversations took place. Draw a diagram, if appropriate, to show the position of any bruises or marks the child or young person shows you, trying to indicate the size, shape and colour.
- Record as soon as possible and use the **actual words** used by the child or young person.
- Keep all records factual. Be aware of not making assumptions or interpretations of what the child/young person is telling you. Store all records securely. All records to be retained for 3 years
- Discuss your concerns with the Designated Person responsible for child protection (see Appendix A). If the allegations implicate the senior worker, the concerns should be discussed with the next tier of line management - the named Trustee responsible for child protection (the Child Protection Officer).
- If appropriate, inform parents/carers that you are going to report your suspicions/concerns. This might not always be possible and should not put the child or yourself at risk. When you report an incident, the duty officer will ask you if the parent/carer has been informed. If they haven't, they will want to know the reasons why.
- **Please Note: in the case of disclosure by a child, the parent/carer should not be informed that Social Services are involved, as this**



may potentially put the child at further risk.

If possible you or the Designated Person, or Deputy designated person, or the CP officer, will report this information to an appropriate agency, mostly this will be First Response who will triage your call (see Appendix A). You can contact First Response by phone or if it is at the Families in Focus (previously called Early Help) level, by using the online Request for Help form (see link in appendix A).

- First Response will assess your call and pass you onto an appropriate agency. This will be Social Care (Level 3 Statutory Response) if it is a Child Protection issue or Families in Focus (Level 2 Escalating, Targeted Support/Escalating Needs) if the concern is at a lower level but multiagency response is needed. First Response may also signpost to other services or even ask you to plan to support the child. (Level 1 Plus Additional support Universal Services).
- The person to whom the disclosure was made should ensure that the child or young person who has disclosed, or if appropriate the parent or carer is informed about what will happen next, so they can be reassured about what to expect.

8.3 What to do if Abuse is Suspected

8.3.1 If any signs or symptoms lead you to feel concerned that a child may be being abused or neglected, it is important that this is recorded (what, when and where) and shared with the Designated Person.

8.3.2 If the Designated Person is uncertain about concerns about a child, consultation with Families in Focus should take place. The BSCB Threshold Guidance for Bristol (details can be found in appendix A) can also be used to support judgements and potential action.

8.3.3 Decide on a plan of action:

- Ongoing observation of the child noting any further concerns
- Discussion with other staff to gain further information they may have.
- Discussion with Parents/carers to establish if there might be reasons for the child's behaviour/actions.



- Keep an open mind and avoid assumptions about the source of the harm.
- Work with the child and parents/carers to reduce risk, this may be by offering a service through your setting or by referring to additional support externally.

8.3.4 Any member of staff or volunteer can contact the relevant agency (as listed in Appendix A); to discuss any concerns they have and seek guidance before actually reporting any child protection issues. It is appropriate to seek support from the Child Protection Officer in the organisation, as to how to deal with situations and confirm appropriate action to take.

8.3.5 If you are still concerned about the welfare of the child/young person, this information must be passed on to the appropriate agency. It is important to remember that if you report concerns, you are not reporting the parents/carers – you are reporting to protect the welfare of the child.

8.3.6 If appropriate, inform parents/carers that you are going to report your suspicions/concerns. This might not always be possible and should not put the child or yourself at risk. When you report an incident, the Duty Officer will ask you if the parent/carer has been informed. If they haven't, they will want to know the reasons why.

8.3.7 If First Response have been contacted, they will assess your call and pass you onto an appropriate agency. This will be Social Care (Level 3 Statutory Response) if it is a Child Protection issue or Families in Focus (Level 2 Escalating, Targeted Support/Escalating Needs) if the concern is at a lower level but a multiagency response is needed. First Response may also signpost to other services or even ask you to plan to support the child. (Level 1 Plus Additional support Universal Services).

8.3.8 If First Response has been contacted and they pass you to Children's Social Care, they should let you know that they are responding to what you have told them. If you have not heard from the Social Care team, it may be appropriate to contact them to ensure that the details you gave them have been taken into consideration and acted upon.

8.4 What to do if it is an emergency



8.4.5 If you think a child is in immediate danger you should telephone the police on 999. In all other circumstances you need to refer the matter to First Response described in the section above.

8.4.6 In a medical emergency your first action may need to be one of the following:

- Telephone for an ambulance, or,
- Ask the parent/carer to take the child to the hospital at once, or,
- Take the child yourself

8.4.7 The child or young person is the legal responsibility of the parent/carer and they must be involved as soon as practical, unless to do so would put the child at immediate risk of harm. Having taken the necessary emergency action it is important that you make immediate contact with First Response. If it is out of hours, the Emergency Duty Team should be contacted.

9 WORKING WITH CHILDREN AND YOUNG PEOPLE

9.1 Recognising inappropriate behaviour in staff, volunteers and other adults.

9.1.1 There is no guaranteed way to identify a person who will harm children. However, there are possible warning signs. These may include:

- Paying an excessive amount of attention to a child or young person or to groups of children, providing presents, money or having favourites
- Seeking out vulnerable children, e.g. disabled children
- Trying to spend time alone with a particular child or young person or group of children on a regular basis
- Making inappropriate sexual comments
- Sharing inappropriate images
- Being vague about where they have worked or when they have been employed
- Encouraging secretiveness
- People other than the parent/carer carrying children out of the



building they are in, either the hall, old building or outside.

9.1.2 There may be other sources of concern; this is not a conclusive list. If you are concerned about another staff member, volunteer, member or visitor's behaviour you need to pass this on to the Designated Person.

9.2 If a Staff Allegation is made, or you Suspect a Member of Staff or Volunteer of Abuse or Inappropriate Behaviour:

The LADO MUST be involved and consulted on ALL staff allegation incidents before an investigation of any type occurs.

9.2.1 If it appears that a staff member, volunteer (including Trustees), member or visitor has:

- behaved in a way that has harmed a child, or may have harmed a child, or,
- possibly committed a criminal offence against or related to a child, or,
- behaved in an inappropriate way towards a child which may indicate that he or she is unsuitable to work with children,
- or if you have any other related suspicion about their behaviour

then these procedures must be followed:

- Record your concerns and report them to the Designated Person.
- The Designated Person (with assistance from the Child Protection Officer if necessary) should take steps to ensure that during the remainder of the working day that particular member of staff is not left in sole charge of the children or any child.
- At the earliest opportunity, contact the setting's Child Protection Officer - see list in Appendix A.
- It may be clear in some cases that an immediate referral must be made to First Response or to the police for investigation. In addition:
- Either the Designated Person or the Child Protection Officer must then contact the Local Authority Designated Officer (LADO). The form: 'BSCB Allegations Notification Form' must be completed and



faxed to the LADO within 1 WORKING DAY of receiving the report of an allegation.

Local Authority Designated Officer (LADO)

Telephone: 0117 903 7795 or Work Mobile: 07795 091020

- The setting should then follow the LADO's advice on how to deal with allegations against staff or volunteers. **Note: Do not start any investigation into the allegation until the LADO has been contacted.**
- The setting should take advice from the LADO on how and when to inform the parents/carers of the child.
- The setting is required to inform OFSTED of any allegations of abuse against a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing within 14 days. (See Appendix A.)
- If the concern is regarding the Designated Person, the above procedure will be followed but the report will be made to the Director or the Child Protection Officer.

9.3 Support to Staff and Volunteers

9.3.1 The Board of Trustees will fully support all members of staff in following this procedure. Following an allegation or investigation:

- Staff and volunteers who work with issues of child protection may themselves need support in dealing with the emotional distress this can cause. They can talk to the setting's Child Protection Officer and any of the appropriate agencies listed in Appendix A.
- Staff, volunteers or Trustees may also be subject to allegations of abusing children in relation to their work for the setting. While support will be offered to these individuals by the setting, we will ensure that the agency dealing with the matter is given all assistance in pursuing any investigation and the Bristol LADO will be informed. The disciplinary procedure may be implemented.

9.4 Recruitment of Staff and Volunteers



9.5 BRR will regularly review its Recruitment and Section, DBS Checking and other relevant policies and practices to try to prevent any unsuitable adults gaining volunteering or paid work with the organisation.

9.5.1 We acknowledge that paedophiles and those that pose a threat to children may be attracted to employment that allows them access to children and young people. As part of this policy we will ensure that people working with the children are safe to do so.

9.5.2 All staff and Trustees will be checked through the Disclosure and Barring Service on joining BRR, to be renewed every 3 years. Early Years Project volunteers will be considered to be in regulated activity. Due to working with young children, though they should not be left unsupervised, volunteers will be required to receive a DBS check or where not possible (e.g. in the case of a member volunteer), an individual risk assessments will be carried out when recruiting Early Years Project volunteers. Other volunteers are not considered to be in regulated activity so will not be checked or risk assessed, other than usual interview procedures.

9.5.3 All people connected with the setting must declare all convictions/cautions incurred since DBS disclosure which may affect their suitability to work with children or young people.

9.5.4 Two references will be taken up prior to appointment for all new staff and for all volunteers working in the Early Years Project and a medical reference may also be required.

9.5.5 All staff and volunteers working in any way with BRR must undertake a Child Protection briefing as part of their induction to understand the setting's safeguarding/Child Protection Policy and Procedures. All staff and Early Years Project volunteers will receive update training on Child Protection at least every 3 years.

9.5.6 Staff and volunteers working with children should all be required to attend Child Protection training at least every three



years to keep up to date with key issues.

- 9.5.7 The selection and interview procedure of the setting will be adhered to. This must include a full employment history, qualifications, interview and identity checks. Questions relating to safeguarding will form part of the interview process.
- 9.5.8 All Early years Project staff, Early Years Project volunteers and staff responsible for the line management of Early Years Project staff must declare their disqualification status and that of other persons living or working in their household prior to commencing employment/volunteering. The declaration form can be found at Appendix C. Staff and volunteers who are required to complete such a Declaration will be asked to annually update the Declaration and regularly reminded through supervision to inform their supervisor of any changes to their Disqualification status.
- 9.5.9 Providers must also meet their responsibilities under the Safeguarding Vulnerable Groups Act 2006 which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

9.6 Whistleblowing

- 9.6.1 Whistle blowing is reporting a serious concern about another member of staff or volunteer to a more senior member of staff or to an appropriate external organisation if necessary. The Public Interest Disclosure Act 1998 protects employees against detrimental treatment or dismissal as a result of any disclosure of normally confidential information in the interests of the public.
- 9.6.2 What is a serious concern?
- a criminal offence
 - abuse or neglect of children



- bullying or victimisation of staff, volunteers or children
 - financial malpractice
 - a health and safety risk
 - a failure to deliver appropriate standards of care
- There may be other serious concerns, which do not fit into these categories.

9.6.3 Procedure

- Any staff member or volunteer can report a concern.
- Concerns can be reported verbally or in writing.
- In most circumstances this would be to the line manager.
- If the concern involves the line manager or it is felt they are unlikely to take any action, the member of staff should contact a more senior manager or Chair of the Board of Trustees.
- If the concern involves the management of the organisation and there is no one internally to report to safely, then a report should be made to an appropriate external organisation.
- Staff who feel unsure about whether or how to raise a concern or want confidential advice can contact the independent charity Public Concern at Work (PCAW). Their lawyers can give free confidential advice on how to raise a concern about serious malpractice at work.
- Staff can also contact the Ofsted whistleblowing hotline,(if the concern relates to any areas covered in the safeguarding and welfare requirements, especially child protection), NSPCC whistle blowing advice line (if the concern relates to child protection), the Police and/or The Health and Safety Executive.
- All reported concerns will be investigated.
- Verbal concerns will be recorded in writing.
- The person to whom the concern has been reported to will assess what action needs to be taken. This could be an internal enquiry or more formal enquiry, for example involving Ofsted and the Police. More senior management will be informed.
- In some cases, the concern may be better addressed under another policy or procedure, such as Child Protection, Grievance and Disciplinary policy or Health and Safety.
- The person reporting the concern will be advised of the outcome as soon as possible, normally within 2 weeks of the date of their disclosure. Where a



longer period is needed for investigation, the person will be informed in writing.

- Where a person is not satisfied with the outcome, they should put their concerns in writing to the person in charge of the organisation.
- If the staff member has needed to report their concerns externally in the first instance, then they should be guided by the external organisation in term of what will happen next.

9.6.3 Confidentiality

- Staff are encouraged not to report concerns anonymously as this makes them more difficult to investigate. Any concerns raised will be dealt with confidentially wherever this is possible. If other organisations need to be involved, it may not be possible to conceal the source of the information.

10 USE OF MOBILE PHONES AND CAMERAS

10.1 This setting is aware of the risks associated with the use of mobile phones and cameras in the setting. To manage this appropriately we have a separate policy regarding the use of these devices.

11 CODE OF CONDUCT AND STAFF BEHAVIOUR

11.1 All staff, volunteers and Trustees within the setting recognise that they need to conduct themselves in an appropriate, open and transparent way to ensure a safer environment for all. One of the ways of ensuring this is by following the setting's policies and procedures, including:

- Child Protection Policy and Procedure
- Mobile Phone, Photography, Digital Media and E-safety Policy and Procedure
- Recruitment and Selection Policy and Procedure
- Health and Safety Policy and Procedures
- Fire Safety Arrangements and Procedures
- Risk Assessments
- Behaviour Management Policy and Procedure
- Child Registration Form Information



- Arrival & Departure Policy and Procedures
- Offsite and Trips Policy and Procedures
- Working with Disabled Children Policy
- Equality, Diversity and Inclusion Policy
- Complaints Policy and Procedures
- Keeping Ofsted up to date with any changes to the registration

11.2 In addition, staff will use the Early Years Project 'Staff Code of Conduct and Staff Behaviour' document for guidance.

11.3 BRR also has a Safeguarding: Boundaries policy which deals with appropriate behaviour.

12. IMPLEMENTATION AND MONITORING

12.1 The Board of Trustees will appoint a Child Protection Officer.

12.2 The role of the Child Protection Officer will be to identify a member of staff (Designated Person) to take the lead responsibility for safeguarding children within the setting and liaising with local statutory children's services agencies as appropriate. They must also attend a multi-agency child protection training course, to be updated at least every 3 years.

12.3 This Child Protection Officer will receive reports from the Designated Person or Director of any occasions when there are concerns or issues of Child Protection.

12.4 An annual report on progress in implementing safeguarding and this policy and procedures will be presented to the Board of Trustees.

12.5 All staff and volunteers are to undertake child protection training and this to be updated every 3 years. This policy must be part of the induction for all staff and volunteers. Early Years Project staff and volunteers to have an annual update on child protection and safeguarding.

12.6 BRR will review this policy annually, to ensure it is being implemented. Appropriate action will be taken if deemed necessary, through consultation with the agencies listed in Appendix A.



Date Reviewed and Agreed: September 2018

Reviewed By: Board of Trustees.



Appendix A – Useful Contacts

1. Board of Trustee member responsible for Child Protection (Child Protection Officer)

Name: Ruth Pickersgill

Contact: the Child Protection Officer should be contacted via her personal mobile to be provided to staff or via the BRR office on 0117 914 5480

2. Staff Designated Person/Lead Practitioner responsible for Child Protection (Designated Person)

Name: Anna Burness (Early Years Project Manager)

Contact: The Designated Person should be contacted through the BRR office on 0117 914 5480 or via her mobile 07874 604 894, this can also be provided to staff via the BRR office.

Deputy Designated Person responsible for child Protection

Name: Beth Wilson (Director)

Contact: the Deputy Designated Person should be contacted via the BRR office on 0117 914 5480 or via her mobile 07704 291 171

3. Referral Agencies

- **First Response – 0117 903 6444** (all Bristol)

The place to call if you are concerned about a child or young person or think they may need some help. Calls to First Response may result in direct referral to a Social Work Team or to Early Help and/or advice and guidance being given about services to help families.

- **Families in Focus : North 0117 352 1499; East / Central 0117 357 6460 South 0117 903 7770**

- **Disabled Children Team – 0117 903 8250** (all Bristol)
- **Out of Office Hours – 01454 615 165 (Emergency Duty Team)**
- Email – childprotection@bristol.gov.uk (all Bristol)
- Police – non-emergency 101; emergency 999
- **On-Call Consultant Paediatrician (via BRI Switchboard) 0117 923 0000 – non-mobile babies**

4. For Staff Allegations contact:

- Local Area Designated Officer, Nicola Laird – Tel: 0117 903 7795; Mobile: 07795 091 020; Fax: 0117 903 7153



- Registered providers must inform Ofsted of any allegations of serious harm or abuse as soon as reasonably practicable, but at the latest within 14 days of the allegation being made.
- Ofsted Compliance and Investigation Team (For reporting any Child Protection Concerns) – 0300 123 1231
- **Ofsted Whistleblowing hotline – 0300 123 3155**

5. Support and Advice

- BSCB Multi-Agency Threshold Guidance
<https://bristolsafeguarding.org/media/27271/bscb-multi-agency-threshold-guidance.pdf>
- Working Together to Safeguard Children: A Guide to inter-agency working to safeguard and promote the welfare of children, July 2018
- South West Child Protection Procedures (online guidance)
www.swcpp.org.uk
- Childline – 0800 1111 (open 24 hours)
- National Association for the Prevention of Cruelty to Children (NSPCC) – 0800 800 5000; Text: 88858; Email: help@nspcc.org.uk; Online: nspcc.org.uk/reportconcern
- **NSPCC Whistleblowing hotline – 0800 0280 285**
- NSPCC FGM helpline: 0800 028 3550; email: fgmhelp@nspcc.org.uk
- **Bristol Against Violence and Abuse (BAVA) email bava@bristol.gov.uk or www.bava.org.uk**
- Bristol Safeguarding Children Board (training) – 0117 353 2505
- **Channel info: channelsw@avonandsomerset.pnn.police.uk**
- Police Prevent Team: 01278 647466
- BAND Development and Support Worker – Julie Bassett – 0117 954 2128



APPENDIX B – FURTHER INFORMATION

South West Child Protection Procedures – provide detailed online information on all aspects of child protection, and these should be followed at all times – www.swcpp.org.uk

Working Together to Safeguard Children March 2018
[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working Together to Safeguard Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)

Guidance (non-statutory) for safer working practice for adults who work with children and young people (2009 - British Association of Social Workers, published 2015)

<https://www.basw.co.uk/resource/?id=4602>

Sharing information on children. A guide for people working with children, young people and their families (2007)

<https://www.bristol.gov.uk/documents/20182/33900/Sharing+information+on+children+guide.pdf>

Multi-agency guidance for injuries in non-mobile babies (BSCB, 2015)

<https://www.bristol.gov.uk/documents/20182/35012/Multi-agency+guidance+for+injuries+in+non-mobile+children>

“Addendum to the Multi Agency Guidance for Injuries in Non- Mobile babies”
<http://bandltd.org.uk/development-support/safeguarding-non-mobile-babies-addendum-early-years-settings-childminders>



Appendix C: Ofsted Declaration of Suitability/Disqualification



Bristol Refugee Rights

Declaration of Suitability/Disqualification

I have read the DfE document **Keeping children safe in education: childcare disqualification requirements - supplementary advice** and confirm that I am not disqualified.

I understand and accept that I must inform my line manager/BRR Director immediately if I become disqualified.

Signature _____

Print name _____

Job Title _____

Date _____