

FIRST BRIDGE CENTRE



SAFEGUARDING POLICY

J Conduit

Joanne Conduit-Smith

Director/Nominated Person

Review date: September 2021

Safeguarding Policy

EYFS (2017) 3.4-3.8: Providers must be alert to any issues for concern in the child's life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB). The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the Centre. A practitioner must be designated to take lead responsibility for safeguarding children in every Centre. The lead practitioner is responsible for liaison with local statutory children's services agencies, and with the LSCB. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect. Providers must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues. Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include: significant changes in children's behaviour; deterioration in children's general well-being; unexplained bruising, marks or signs of possible abuse or neglect; children's comments which give cause for concern; any reasons to suspect neglect or abuse outside the Centre, for example in the child's home; and/or inappropriate behaviour displayed by other members of staff, or any other person working with the children. Providers must have regard to the Government's statutory guidance 'Working Together to Safeguard Children 2015'. If providers have concerns about children's safety or welfare, they must notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police. Registered providers must inform Ofsted of any allegations of serious harm or abuse by any person working with children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Registered providers must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.



Statement

At the First Bridge Centre we believe the welfare and safety of all children in our care is of paramount importance. All children have the right to enjoy the activities of the Centre in a happy, safe and secure environment and we promote good practice at all times regarding the safety and welfare of the children. We adhere carefully to all legislative requirements and guidance, including those of the *Children Act 1989 and 2004*, *Working Together to Safeguard Children 2018*, *Keeping Children Safe in Education 2018* and *What to do if you are worried a child is being abused 2015*.

Our Designated Safeguarding Lead is Jo Conduit-Smith, and he/she is supported by the Deputy Headteacher, (to be appointed), as Deputy Designated Safeguarding Lead.

Their responsibilities include:

- Liaising with relevant external agencies and Local Safeguarding partners, such as the London Borough of Hammersmith and Fulham Children's Services
- Providing support, guidance and advice for parents, children and staff members
- Attending annual refresher training as well as full Safeguarding training every 2 years
- Keep all staff members up to date on any safeguarding issues and reviews

We clearly promote that Safeguarding children is everyone's responsibility.

Our aims are to:

- create an environment in the Centre which is safe and secure for all children
- to provide them with the knowledge and understanding of how they can keep themselves safe and develop their confidence, independence, positive relationships and sense of appropriate behaviours
- enable the older children to have the self-confidence and begin to develop the vocabulary to identify and resist inappropriate approaches and know where to go for help
- to ensure that staff are supported and guided in best practice
- to work with parents/carers to build their understanding of and commitment to the welfare of all our children.

In order to fulfil these aims:

- We ensure a child-centred approach to safeguarding
- We are aware that it is everyone's responsibility and we challenge the idea that 'it won't happen here'.
- We ensure our staff are suitable to fulfil the requirements of their role
- Our staff have received annual training in Safeguarding Children with regular update training provided and monitored
- We follow the guidelines laid down by London Borough of Hammersmith and Fulham and other local safeguarding partners.
- We have a copy of 'Working Together' available for all staff (on the computer and a hard copy) and it can also be viewed or downloaded from www.education.gov.uk

Written: September 2020

Review date: September 2021

- We also have a copy of the publication 'What to do if you're worried a child is being abused'. A flow chart of these procedures is displayed on our Safeguarding board in the staff room.
- All members of staff know the Centre's procedures for recording and reporting incidents.
- We notify the registration authority (Ofsted) of any incident or accident which affects the wellbeing of children, always within 14 days of the incident taking place, as well as the action taken in regards to the allegations.
- We have procedures for contacting the local authority's Duty Contact and Assessment Team (Duty Social Worker) or Chanel team on safeguarding children issues, as set out below.
- If a report is to be made to the authorities, we take advice from Hammersmith and Fulham Children's Services in deciding whether we must inform the child's parents at the same time.
- We meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006.
- We have a separate E-Safety, Safer recruitment, staff code of conduct and whistleblowing policies.
- We support and actively promote British values
- We build strong partnerships with families, hold details of each family and track attendance and development, allowing us to gain a good understanding of each family and identify needs or concerns.

Environment

- To ensure the safety of all children and staff, comprehensive risk assessments are done throughout the Centre
- Appropriate arrangements are made to ensure the correct ratio of adults and children is maintained according to the welfare requirements
- The layout of the Centre allows for constant supervision. Where an adult needs to be away from the group with a child, such as in the bathroom, the door is always left open and another adult is available to help supervise.
- In regards, to toileting and personal care, nappy changes take place in an open and visible area that will not compromise staff and will ensure the safety and dignity of the child. Where a child is able to use the toilet, they will be given as much independence as possible and encouraged to complete their personal care themselves. See our Intimate Care policy.
- We take security steps to ensure that we have control over who comes into the Centre so that no unauthorised person has unsupervised access to the children. We record all visitors' details and if an unexpected visitor turns up they will not be allowed into the building without authorisation from the Headteacher.
- All visitors to the First Bridge Centre must wear their visitors badge received from Reception. Centre staff must also wear ID badges. Any adults without a badge must and will be challenged. Visitors without a current DBS certificate must wear a badge with a **RED** lanyard, all other visitors should wear a **BLUE** lanyard.
- Anyone with a **RED** lanyard must be accompanied onsite at all times by a member of Centre staff.

Children

- We create within the Centre a culture of value, dignity and respect for the individual and encourage this in the children.
- We ensure that planning and activities are carried out in a way that is appropriate for the ages and stages of our children.
- We introduce key elements of safeguarding children into our curriculum, or activity planning so that children can develop an understanding of why and how to keep safe, (e.g. Stranger Danger, Road Safety).
- We develop the children's awareness and understanding of inappropriate expectations and behaviours from themselves and their peers.
- Adults will act as good role models for the children at all times.

Staff

- Staff are aware of their duty to maintain the well-being and welfare of the children in their care
- Each child is assigned a Key person. Parents and carers are informed of who this will be and the key workers role is explained before the child starts with us
- First Bridge operates an open door policy with staff and the headteacher available to discuss any concerns staff have about children on a daily basis either within the Centre or during out of hours via one of the Centre phones.
- Staff receive regular supervision, as well as performance appraisal as per our Performance Appraisal policy.
- Staff are made aware of appropriate information sharing procedures.
- They are aware of the Health and Safety policies and procedures.
- Are aware that they can play an important part in the link in identifying a child's need for protection and help create a positive culture.
- Ensure activities are enjoyable and promote relevant development and fair play.
- Staff consult and gain the children's permission where manual or physical support is required (age and stage appropriate).
- The use of cameras and tablets, as noted in our Online safety policy and Mobile phone policy, is only permitted for the attainment of evidence of the children's development for their profiles and for Centre displays and are ONLY to be taken on the Centre's cameras and tablets with parental consent previously sought at registering with us.
- Applicants for posts within the Centre are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out enhanced DBS checks and take-up references before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and police checks for staff and students, to ensure that no disqualified person or unfit person works at the Centre or has access to the children.
- We record all information regarding qualifications, identity and vetting processes
- Students or any other visitors (including tradesmen or workmen) do not work unsupervised and must be within sight of a member of staff at all times.

- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of safeguarding children concern.
- Staff members are informed of the expectation to disclose any new conviction, caution, court orders, reprimands and warnings received during their employment and are aware that their continued employment is decided on by the Centre owners.
- Staff are aware that they may not be under the influence of alcohol or any other substance which may affect their ability to fulfil their role.
- All of our staff members will receive training on Safeguarding Children Issues. We ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and are aware of the local authority guidelines for making referrals. We ensure that all staff are aware of the procedures for reporting and recording their concerns in the Centre.
- Staff are also aware of peer on peer abuse, Female genital Mutilation (FGM), Child Sexual Exploitation (CSE) and potential abuse for children with additional needs. They are aware to contact the police immediately at any signs of FGM or CSE.
- Are aware that no selective look, gender, age or personality eliminates the possibility of an adult's intention to harm a child
- We use our regular Staff Meetings as a forum for staff to keep up to date on safeguarding children policies and procedures
- The following behaviours displayed by a practitioner will be addressed and reported to our Safeguarding Officer:
 - o Giving any particular child excessive one to one attention beyond the requirements of their usual role and responsibility
 - o Inappropriate sexual comments
 - o Fixation on a child or being distracted when a specific child is out of the room
 - o Trying to gain opportunities to be alone with a child
 - o Excessive tactile actions
 - o Purchasing gifts for a particular child
 - o Making inappropriate, offensive or sexually suggestive comments regarding the children or around the children
 - o Making excessive connections with a family or offering unrequested services such as babysitting.
 - o Engage in rough, physical or sexually provocative games with the children
 - o Allow or engage in any form of inappropriate touching
 - o Allow children to use inappropriate language unchallenged
 - o Reduce a child to tears as a form of control
 - o Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
 - o Do things of a personal nature that the child is able to do for themselves
 - o Administer unauthorised medication
 - o Inappropriate sharing of images

NB. This list is not exhaustive and if at any time staff or parents have concerns regarding the inappropriate practice/ action of a practitioner they should inform the Designated Safeguarding Lead.

Written: September 2020

Review date: September 2021

Please see separate IT & Internet Safety and Mobile Phone policies for staff policies relating to ICT, internet, phone and camera usage at First Bridge.

Parents/ Carers

- The Centre takes every step in its power to build up trusting and supportive relations among families, staff and students.
- Parents are provided with access to our policies and are made aware of safeguarding policies such as the use of phones, cameras or photographs.
- It is in the parents' contract that no photograph of the Centre or of any child other than their own is to be taken or uploaded on a social networking site.
- The Centre continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child if appropriate under the guidance of Hammersmith and Fulham Children's Services.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.
- Information, support and advice will be provided for parents where needed such as for domestic violence, referral services, therapy or substance abuse etc. and we are able to provide guidance and support for online abuse, sexual exploitation, FGM or radicalisation.
- Where a parent/ carer discloses information such as in regards to domestic violence, we will record this information as described below.
- When informing Parents/Carers of any impending referrals, we will discuss this with them before they are made. However, if a suspicion of abuse is recorded, and the child is considered at risk an immediate referral will be made to the Referral and Assessment team and we will take their advice on informing parents/carers.
- As outlined in our collections policy, parents who are thought to be under the influence of alcohol or any other substance will not be allowed to take their child off the premises.
- Parents or carers are not allowed to use their personal phones or cameras on the Centre premises at any time.

Please see separate e-safety and mobile phone policies for parent/ carer policies relating to IT, internet, phone and camera usage at the First Bridge.

Children with special educational needs

We are aware that children who have additional needs may be more susceptible to abuse or may face additional challenges. We are more aware of indicators to identify abuse and actively challenge assumptions, which may interfere with safeguarding those who are more vulnerable.

We also assess the family to identify if any additional help is needed at home in order to signpost them to support when needed.

Peer on Peer abuse

At First Bridge we have young children who are still learning about appropriate behaviours, which we provide guidance on, teaching them how to be a good friend. In the cases where children show persistent unwanted attention, a form of bullying, which is not age appropriate, we will address this behaviour through our behaviour management procedures. We will take action to minimize any peer on peer abuse and actively challenge any form of bullying or abuse.

Action to be taken if we have Safeguarding concerns

Early Help

A child in need is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled.

The aim is to identify a child or family who would benefit from help as problems emerge or when needs are not being met as early as possible to provide support to prevent needs form escalating and improve outcomes for the child and family.

If we identify that a family or child is in need of support, we will get guidance from our Local Safeguarding partners, such as the Hammersmith and Fulham Children Services, and conduct an Early Help Assessment, to identify what action could benefit the family. We would aim to do this with the family and child's involvement where possible.

If a family denies consent for an assessment and we are concerned, we will consider how to best meet the needs of the child and contact our local services to make a referral. We will record our concerns, the children's needs, our view on the parents' capacity to meet their child's needs and any external factors we are aware of which may influence the family or parents' capacity. We can then signpost the parents to who to contact for a referral, advice or support.

If We Suspect Abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect.
- All staff are able to respond appropriately to any:
 - significant changes in a child's behaviour;
 - deterioration to a child's well-being;
 - unexplained bruising, marks or signs of possible abuse or neglect;
 - any comment a child makes which may give cause for concern;
 - Any suspected neglect or abuse outside of the Centre (e.g. at home);
 - Inappropriate behaviour displayed by other members of staff or other adult
- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the Centre will investigate.
- We allow investigation to be carried out with sensitivity. Staff members in the Centre take care not to influence the outcome either through the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make referrals. We seek parent's/carer's permission before making a referral unless by seeking this appropriate permission we put a child at risk.
- We work co-operatively with the parent/carer unless this is inconsistent with the need to ensure the child's safety.

Disclosures Made to Us

- Where a child makes a disclosure to a member of staff, that member of staff:
 - offers reassurance to the child;
 - listens to the child; and
 - gives reassurance that she or he will take action.
 - The member of staff does not question the child – ***The gold rule is observe and listen but do not probe.***

Recording and Reporting Suspicions of Abuse and Disclosures (including domestic violence)

The staff member immediately makes a record of:

- The child or parents' name; address, date of birth, gender, ethnicity, first language, religion, address of Centre attended, any special needs;
- Identity of who has parental responsibility;
- Names (if known) of all other household members;
- Any important recent or historical events in a child's life;
- The date, time and location of the observation or the disclosure;
- As best as possible makes an objective record of the observation or disclosure;

Written: September 2020

Review date: September 2021

- The exact words spoken by the child or parent;
- The name of the person to whom the concern was reported, with date and time and their relationship to the child;
- The names of any other person present at the time;
- Where the child is now, their current emotional/physical condition
- Details of alleged perpetrator if relevant
- Details of any other agencies known to be involved with the child/ family already
- Information regarding potential knowledge of and agreement to the referral (gaining parental permission if relevant)

These records are signed and dated and kept in a separate confidential file.

The member of staff will discuss the incident with the Designated Safeguarding Lead and a decision will be made about who should be notified. If a child's safety is at risk the Referral and Assessment team will be contacted immediately. We will take advice from them regarding information then given to parents/carers, and whether to inform any other external bodies, including the police, social services and/or Ofsted etc).

In a case where a child is not in immediate danger we try to discuss the matter with parents/carers before making any referrals. However, it is the welfare of the child which is paramount and this is at the forefront of all our actions. We are aware that many children have suffered because of lack of communication between agencies, and that government guidance now encourages the full sharing of information. We shall therefore use our professional judgement in sharing information with the agencies that 'need to know., being open and honest with parents/carers and children as to why we feel we need to share the information.

Confidentiality and Information sharing

If there are concerns within the Centre, it is important that the Headteacher is made aware of them. Information must not be shared with any other member of staff. All suspicions and investigations are kept confidential and shared only with those who need to know.

The GDPR Data Protection Act 2018 allows us to prioritise a child's safeguarding and we will share information as required to ensure that the child is protected. Any information shared with external agencies is done under the guidance of the LB of Hammersmith and Fulham Local Safeguarding Children Board. Information will be shared with the consent of the child and parents where possible unless this is to the detriment of the child. Accurate records will be maintained of all telephone calls, minutes and outcomes of meetings etc. relevant to the matter, treating these records as highly confidential and keeping them in a locked filing cabinet in the Centre office.

Any concerns will be passed on to relevant services when a child leaves the Centre.

Procedure Regarding Abuse or Suspected Abuse by a Member of Staff

Despite all efforts to recruit safely there may be occasions when allegations of abuse are made against a staff member. The procedures set out in the FBC Allegations Against Staff Policy will be followed if at any time it is reported to **the Headteacher** that a member of staff has behaved in a way that has harmed a child or may have harmed a child; has possibly committed a criminal offence against or related to a child; behaved towards a child in a way that indicates they are unsuitable to work with children.

Prevent Strategy

- The Prevent Duty Guidance (March 2015) highlights the responsibility of early years providers to focus on delivering the Early Years Foundation Stage with regard to keeping children safe and promoting their welfare. Through focusing on a child's personal, social and emotional development, we as a Centre ensure that (in an age and stage appropriate way) we teach our children to learn right from wrong, learn to value other people's views and understand similarities and differences between themselves and others.
- Staff are encouraged and understand that it is their duty to challenge negative stereotypes and attitudes and teach the children this too. This is not limited to the children attending the Centre but also to any visitors, parents, staff, students and extended family that enter our Centre or look after our children.
- Staff are made aware of how to identify any children who are vulnerable or at risk and aware of how and when to intervene as appropriate. Staff know to report any concerns to the safeguarding officer.

- Children's poor and irregular attendance is tracked.
- The Headteacher, Deputy and Nominated Person from the board of Directors have attended Prevent awareness training and has reported back to staff during a staff meeting. The Headteacher is aware of who to contact where there is a concern (listed below).

- We ensure that all parents/carers know how to complain about staff or student action within the Centre, which may include an allegation of abuse.
- A copy of our complaints policy and procedure is available on our website.
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or student has abused a child as if it were an allegation of abuse by any other person and we notify Ofsted and the LB of Hammersmith and Fulham Duty Contact and Assessment Team when we receive an allegation made about a member of staff, in line with this procedure.

IMPORTANT CONTACTS

OFSTED	0300 123 1231
Initial Contact and Advice Team (ICAT) To refer a concern about a child or for safeguarding advice	Tel: 0208 753 6610 Email: familyservices@lbhf.gov.uk Walk-in: Ground Floor, 145 King St, Hammersmith, W6 9XY Out of Hours Service: 0208 748 8588
Local Authority Designated Officer (LADO)	Tel: 0208 753 5125 Email: LADO@lbhf.gov.uk ask to speak to the duty child protection advisor
Hammersmith and Fulham Headteacher of Safeguarding (Anna Carpenter)	Tel: 0208 753 5124 / 07775 554 389 Email: anna.carpenter@lbhf.gov.uk
Family Support and Child Protection Advisor (CSE Lead) (Emily Harcombe)	Tel: 0208 753 6918 / 07467 734 648 Email: Emily.harcombe@lbhf.gov.uk
Prevent Strategy and Channel Programme Guidance Local team	Tel: 020 8753 5727 Email: prevent@lbhf.gov.uk
Tri-borough Multi-Agency Safeguarding Hub (MASH) (Karen Duncan)	Tel: 0207 641 3991 Email: kduncan1@westminster.gov.uk

Appendix 1

Cause for Concern Form

This form should be completed when there is cause for concern and given to the Designated Safeguarding Lead, or their deputy, as soon as possible.

Child's Details	
Full Name:	DOB:

Details of Person Reporting Concern(s)	
Full Name:	Position/Title:

Section A:
Date and time of incident/disclosure:
Location of incident/disclosure:
Date this form was completed:
Other persons present:

Section B:
Details of concern/disclosure/incident: (what was said, observed, reported)
Action(s) taken: (what did you do following the concern/disclosure/incident)
Any other relevant information:

By signing below, I attest that all information above has been reported as truthfully and as factually as possible and in accordance with the law:
Signature:
Date:

Written: September 2020

Review date: September 2021

DSL Response:
Action(s) Taken by DSL:
Rationale for decision making/actions taken:
Outcome of Action by DSL:
Follow up Action of DSL:
Feedback given to person reporting concern:

For more information, please see the Local Authority Children's Services Online.
<https://www.rbkc.gov.uk/lscb/children-and-young-people>

For consultation and advice about a child/young person resident in Hammersmith and Fulham, contact the Duty Line – Tel: 020 8753 6610

Appendix 2

Front Sheet: Child Protection Record

Date file started:

Information Field	Initial Result	Changed to	Changed to
Social care status: (CP, CIN, FSP, Cause for Concern)			
Name of child:			
Any other names by which the child is known/has been known:			
Date of birth:		Please leave blank	Please leave blank
Address: (including postcode)			
Other family members: (include full name, relationship, if under 18 include age and school where known)			
Name and contact number of key workers: (Include Children's Services Social Care and any other relevant professionals)			
Name and contact number of GP if known:			
Are any other child protection files held in school relating to another child closely connected to this child? [Yes/No and details]		Please leave blank	Please leave blank

The First Bridge Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Written: September 2020

Review date: September 2021

Appendix 3

Chronology/Significant Events Sheet

This information is gathered to provide an overview of the nature of concerns and details of significant professional interventions.

Date & Time	Nature of contact including name(s)	Key issues discussed & actions agreed or taken in response	Further details in file? [Y/N]	Signature and role of record keeper