Little Disciples

Childcare

Child Protection & Safeguarding

Policy & Procedure

"Caring for children, supporting parents, and sparking imaginations – where quality, affordability, and excitement meet!"

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1.0	May 2025	Initial Release for FCC Model Policy & Procedure (Superseded previous policy)	S. Gocher	A. Stephens	Annually –May 2026
1.1	May 2026	Policy Review – General changes	S. Gocher	Committee & Trustees	Annually – May 2027

Policy Statement

At Little Disciples Childcare, we are committed to providing a seamless and cohesive approach to childcare across all our services. This policy and procedure apply equally to both our Nursery Plus provision and our Breakfast, Afterschool, and Holiday Club services. This integrated framework ensures consistent standards of care, safety, and quality across all aspects of our provision, fostering a supportive and nurturing environment for every child in our care.

Contact Details

Safeguarding Contact Details	Name	Contact
Designated Safeguarding Person (DSP)	**Mr. Sam Gocher**	01244 478920 mrgocher@littlediscipleschildcare.org
Deputy Designated Safeguarding Person (s)	**Mrs. Eleanor Eccles**	01244 478920 mrseccles@littlediscipleschildcare.org
Responsible Individual & Manager	**Mr. Sam Gocher**	01244 478920 mrgocher@littlediscipleschildcare.org
Designated Trustee for Safeguarding (Chairperson & Responsible Individual)	**Mrs. Anna Stephens**	01244 550838 jbmail@hwbcymru.net

Flintshire Key Contact Details

To make a Child Protection Referral	Office hours: **01352 701000** Out of Hours phone number: **0345 053 3116**
Generic Contact Centre number for Children's Safeguarding General Enquiries	01352 702601
Adult Social Services - Single Point of Access	03000 858858
Looked After Children	01352 701092
Safeguarding Unit Manager	01352 702600
Children's Safeguarding Managers	01352 704966 / 701049

North Wales Police	Emergency: **999** Non-Emergency: **101**

Introduction

1.1 Little Disciples Childcare recognises the moral and statutory responsibility to safeguard and promote the wellbeing of all children. We recognise the importance of providing an ethos and environment within our setting that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to.

We are alert to the signs of abuse and neglect and follow the **Wales Safeguarding Procedures 2019** https://www.safeguarding.wales/ to ensure that learners receive effective support, protection and justice.

The United Nations Convention on the Rights of the Child (UNCRC) recognises the importance of children's rights and freedoms and places the best interests of the child first. There are 54 rights referred to as 'Articles' that apply to all children aged 0-18 years. Articles 19 and 36 are especially relevant and it is important that everyone understands these rights and ensure they are upheld:

Article 19 - I have the right to be kept safe from violence, abuse or neglect.
Article 36 - I have the right to be kept safe from harm.

Little Disciples Childcare's core safeguarding principles are:

- All learners have a right to be protected from all forms of abuse and discrimination and to be treated equally regardless of age, gender, racial origin, culture, religious belief, language, disability or sexual identity.
- All learners have a right to be heard and to have their wishes and feelings taken into account.
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies.
- All staff have a responsibility to recognise vulnerability in learners and act on any concern in accordance with this policy.

There are three main elements to this policy:

- Prevention through the culture, teaching and pastoral support offered to learners
- Procedures for identifying and reporting cases, or suspected cases, of abuse. Because of our day-to-day contact with children, staff are well placed to observe the outward signs of abuse.
- Support to those children who may have been abused.

This policy applies to all staff and volunteers working at Little Disciples Childcare and its trustees and committee members. Playworkers, Midday supervisors, Nursery Plus assistants and the Senior Leadership Team can be the first point of contact. This first point of contact is an important part of the child protection process and it is essential that all staff are aware of and implement the settings procedures.

1.2 Key definitions relevant to Safeguarding Children

Safeguarding is defined by **Keeping Learners Safe Guidance 2022** https://gov.wales/keeping-learners-safe as '*preventing and protecting children from abuse, neglect or other kinds of harm, and educating those around them to recognise the signs and dangers'*.

Safeguarding and promoting the well-being of all children attending an education setting is defined as:

- protecting children from risk of abuse, neglect or other kinds of harm
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of
- safe and effective care
- taking action to enable all children to achieve the best outcomes.

All staff should be aware of the definitions of abuse and neglect in the Social Services and Well-being Act (Wales) 2014 as well as the signs and indicators of abuse and neglect. This is essential in order to communicate concerns about harm in a meaningful way. The definitions below are identified in the Wales Safeguarding Procedures 2019:

'*Abuse*' means physical, sexual, psychological, emotional or financial abuse

'*Neglect*' means a failure to meet a person's basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person's well-being (for example, an impairment of the person's health or, in the case of a child, an impairment of the child's development);

'A child' The Social Services and Well-being (Wales) Act 2014 and accompanying Guidance define a 'child' as a person who is aged under 18.

'A child at risk' S.130 (4) of the Social Services and Well-being (Wales) Act 2014 defines a child at risk as a child who:

- Is experiencing or is at risk of abuse, neglect or other kinds of harm
- Has needs for care and support (whether or not the authority is meeting any of those needs).

An 'adult at risk' is an adult who:

- is experiencing or is at risk of abuse or neglect
- has needs for care and support (whether or not the authority is meeting any of those needs) and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The use of the term 'at risk' means that actual abuse, neglect or other kinds of harm do not necessarily need to occur, rather without interventions by services actual abuse and neglect are likely to occur.

'Harm' is defined as:

- ill treatment: this includes sexual abuse, neglect, emotional abuse and psychological abuse

- the impairment of physical or mental health (including that suffered from seeing or hearing another person suffer ill treatment).
- the impairment of physical intellectual, emotional, social or behavioural development (including that suffered from seeing or hearing another person suffer ill treatment).

'Significant Harm' There is no statutory definition of significant harm. Therefore, practitioners must:

'Where the question of whether harm is significant turns on the child's health or development, the child's health or development is to be compared with that which could reasonably be expected of a similar child (*Section 31(9)*, **Children Act 1989**.

Concerns about likely or actual significant harm to a child is the threshold for initiating s47 enquiries under the Children Act 1989.

The following is a non-exhaustive list of examples for each of the categories of harm, abuse and neglect included in vol 5 Working Together to Safeguard People: Volume 5 – Handling Individual Cases to Protect Children at Risk:

Physical abuse - hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions

Emotional/psychological abuse - threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others

Sexual abuse - forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways

Financial abuse - this category will be less prevalent for a child, but indicators could be: not meeting their needs for care and support which are provided through direct payments; or complaints that personal property is missing.

Neglect - failure to meet basic physical, emotional or psychological needs which is likely to result in impairment of health or development.

For Signs and Indicators of Possible Abuse, Neglect and Harm in a Child please refer to the Wales Safeguarding Procedures: https://safeguarding.wales/chi/cp/c1p.p2.html

The Framework for Safeguarding in Wales

2.1 All childcare settings have statutory duties to operate in a way that takes into account the need to safeguard and promote the well-being of children. The legal responsibilities are set out in:

- the common law duty of care
- the duty to report
- the duty arising from the contract of employment.

The arrangements that local authorities, governing bodies and proprietors have in place to comply with these statutory duties need to ensure:

- reasonable measures are taken to minimise risks of harm to children's well-being
- appropriate actions are taken to address concerns about the well-being of a child or children, working to agreed local policies and procedures in full partnership with other local agencies.

2.2 Legislative Context

In line with the National Minimum Standards for Regulated Childcare (Wales), all registered childcare settings must have arrangements in place to safeguard and promote the well-being of all children in their care.

The Children Act 1989 and 2004 places a statutory duty on a range of organisations to make arrangements to ensure that their functions, and services provided on their behalf, are discharged having regard to the need to safeguard and promote the wellbeing of children.

The Management Committee and Trustees ensure that they are fully aware of the relevant legislation and guidance in relation to safeguarding children in their care and will have due regard for the following:

- Social Services and Well-being (Wales) Act 2014
- Well-being of Future Generations (Wales) Act 2015
- Rights of Children and Young Persons (Wales) Measure 2011 which encompasses the United Nations Convention on the Rights of the Child.
- Human Rights Act 1998
- Equality Act 2010
- Modern Slavery Act 2015
- Violence Against Women and Sexual Violence (Wales) Act 2015
- Counter Terrorism and Security Act 2015
- Additional Learning Needs and Education Tribunal (Wales) Act 2018.

At Little Disciples Childcare we will follow the Wales Safeguarding Procedures 2019 that have been endorsed by the North Wales Safeguarding Children's Board. Alongside these procedures, our setting will follow Keeping Learners Safe Guidance document no: 283/2022 supported by any other guidance and protocols that have been endorsed and agreed by the North Wales Safeguarding Children's Board in conjunction with this policy.

2.3 Statutory Duty to Report

The Social Services and Well-being (Wales) Act 2014 places a duty to report both children and adults that are at risk of abuse or neglect.

In line with the Wales Safeguarding Procedures 2019, a duty to report to the local authority will be taken to mean a referral to social services who, alongside the police, have statutory powers to investigate suspected abuse or neglect. The use of the term 'at risk' means that actual abuse or neglect does not need to have occurred, rather early interventions to protect an adult at risk of abuse should be considered to prevent actual abuse and neglect.

A report must be made whenever there are concerns about a child under the age of 18 years who:

- is experiencing or is at risk of abuse, neglect or other kinds of harm; and
- has needs for care and support (whether or not the authority is meeting any of those needs).

A report should be made whenever there are concerns for an adult at risk who:

- is experiencing or is at risk of abuse or neglect,
- has needs for care and support (whether or not the authority is meeting any of those needs), and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If any member of staff has knowledge, concerns or suspicions that a child or adult at risk is suffering, has suffered or is likely to be at risk of harm, it is their responsibility to ensure that the concerns are referred to the Designated Safeguarding Person. **THIS IS NOT A MATTER OF PERSONAL CHOICE.**

2.4 Related Policies

In addition to this safeguarding policy, there are other policies that have relevance to safeguarding which our setting will monitor to ensure there is consistency and coherence in the way we effectively safeguard our children. At Little Disciples Childcare we also have the following policies to ensure that we safeguard the children that attend our setting, we also complete an annual Safeguarding Audit in line with our self-evaluation process.

Online safety	DBS
Behaviour	Whistle blowing
Physical Intervention/Use of Time Out/Use of Physical Restraint	Planning and approval procedures for Educational Visits
Anti-bullying including Cyber Bullying	Intimate Care
ALN	Health and safety
HealthCare Needs - Meeting needs of children with medical conditions	Strategic Equality Plan 2024 - 2028
Safer Recruitment	Staff Code of Conduct

Prevention

3.1 At Little Disciples Childcare we recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to safeguard children. Early identification and intervention are key to meeting the needs of children by preventing or delaying circumstances that might lead to social services' intervention. This includes the identification of Adverse Childhood Experiences (ACEs) and action to prevent or mitigate them ,or supporting the child to build resilience. Building resilience in children and young people is central to our approach to emotional and mental well-being.

Prevention work should be integrated, where practical, into all aspects of our settings life and addressed at all appropriate points in the curriculum. This will help create a positive ethos where children have a safe environment in which to learn and have the opportunity and confidence to share concerns with others. Discussing the issues and listening to the views and opinions of peers can help change attitudes and provide support. When discussing sensitive issues, these need to be presented in a balanced way and ethical issues discussed objectively. However, it is equally important to equip children to take responsibility for their behaviour.

Little Disciples Childcare will therefore:

- establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- ensure children know that there are adults at Little Disciples Childcare whom they can approach if they are worried or in difficulty.
- Provide activities inline with the JIGSAW PSHE programme and MyHappyMind programme which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help; and
- build relationships with other agencies and ensure early and appropriate referrals for support and intervention are made before risks escalate.
- take a whole-setting approach to well-being which will incorporate safeguarding and preventative measures to support children and families.

Roles and Responsibilities

4.1 Responsibilities of the Management Committee

The Little Disciples Management Committee are accountable for ensuring effective policies and procedures are in place to safeguard and promote the well-being of children in accordance with Keeping Learners Safe 2022 and monitoring its compliance with the guidance. Trustees **must** ensure that they:

- have effective safeguarding (including child protection) policies and procedures in place that are:

    - in accordance with local authority guidance, locally agreed inter-agency procedures and national minimum standards
    - inclusive of services that extend beyond the school/college day (e.g. boarding accommodation, community activities on school premises, etc.);
    - **reviewed at least annually**
    - made available to parents or carers on request; and
    - provided in a format appropriate to the understanding of children, particularly where we cater for children with additional learning needs.

- operate safe recruitment procedures that take account of the need to safeguard children, including arrangements to ensure that all appropriate checks are carried out on new staff and unsupervised volunteers who will work with children, including relevant checks
- ensure that the Manager and all other permanent staff and volunteers who work with children undertake the training necessary to carry out their responsibilities for safeguarding effectively, which is kept up to date by refresher training;
- give clear guidance to temporary staff and volunteers providing cover during short-term absences and who will be working with children
- ensure that the Management committee remedies without delay any deficiencies or weaknesses regarding any child protection arrangements brought to its attention; and
- ensure that the DSP, the designated trustee and the chair undertake training in inter-agency working that is provided by, or to standards agreed by, the SCB, as well as refresher training to keep their knowledge and skills up to date, in addition to basic safeguarding training.
- All members of the management committee **should** undertake relevant safeguarding and child protection training within the first term of starting the role. This ensures they have the knowledge and information needed to perform their functions and understand their wider safeguarding responsibilities. Members of the management committee fall within Group F of the National Safeguarding Training, Learning and Development Standards and should complete, <u>as a minimum,</u> Group A Safeguarding training available online from Social Care Wales.

  Please refer to Appendix 3 and 4 for further information regarding the National Safeguarding Training, Learning and Development Standards groupings.

4.3 Responsibilities of the Designated Trustee for Safeguarding

The Management Committee is responsible for ensuring that Little Disciples Childcare has effective policies and procedures in place for safeguarding children and monitoring the settings compliance with them. It is recommended that each management committee has a nominated trustee for child protection to promote the importance of safeguarding and child protection. The child protection

trustee will support and assist the governing body to have a better understanding and knowledge of child protection and safeguarding provision within the setting.

The management committee should identify a designated trustee for safeguarding, for example to:

- Confirm that the setting has a Safeguarding Policy, which is consistent with the Wales Safeguarding Procedures 2019, that it is reviewed annually and is readily accessible to all members of staff
- Be familiar with the Safeguarding Policy, the Wales Safeguarding Procedures 2019 and keeping informed of child protection and safeguarding initiatives, nationally and locally from the Welsh Government, Regional Consortium and Local Authority
- Ensure the Management Committee undertakes an **annual** review of safeguarding policies and procedures.
- Ensure an evaluation of the settings safeguarding arrangements is conducted and there are planned actions and timescales to address any identified shortcomings.
- Ensure that the setting has an up-to-date and agreed staff disciplinary procedure for dealing with allegations of misconduct against staff, including child protection allegations, that complies with the relevant legislation including the appointment of an independent investigator, and has regard to Welsh Government guidance and locally agreed inter-agency procedures.
- Be familiar with Care Inspectorate Wales' (CIW) guidance for safeguarding
- Meet-as and when required, by appointment, with the designated member of staff for child protection to monitor the effectiveness of the Safeguarding Policy in the setting.
- Help to ensure that the setting works well with relevant agencies and individuals;
- Help to ensure that accurate records are being kept by the setting and that the child protection file is up to date
- Be aware of the number of pupils at the setting currently on the child protection register
- Check that staff and trustees are appropriately trained and that all members of staff and trustees know what to do if they have any child protection concerns
- Ensure safe recruitment procedures are in place and appropriate checks are being carried out on new members of staff and volunteers
- Ensure aspects of safeguarding are incorporated.
- Keep Safeguarding knowledge up to date by attending relevant training.

4.4 Responsibilities of the Manager

Managers of all childcare settings should foster a nurturing culture within the setting and promote open communication between staff and pupils on safeguarding matters. The Manager must ensure that all staff (including agency staff):

- fully implement and follow the safeguarding policies and procedures adopted by the management committee.
- have both time and access to sufficient resources to enable them to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children
- In line with the National Safeguarding Training, Learning and Development Standards the DSP must complete Group C training as a minimum requirement.
- understand the procedures for safeguarding children and feel able to raise concerns about poor or unsafe practice and confident that such concerns will be addressed sensitively and effectively in a timely manner in accordance with agreed Welsh Government Procedures for Whistleblowing; as part of their induction, are given a written statement about the settings policy and procedures and the name and contact details of the DSP; and
- The Manager **must** appoint the appropriate number of DSPs and deputy DSPs for their setting.
- The Manager **should** ensure that the DSP:
    - is given sufficient time and resources to carry out the role effectively, which should be explicitly defined in the post holder's job description
    - has access to the required training and support to undertake the role, including online safety training
    - has time to attend and provide reports and advice to case conferences and other inter-agency meetings as require
    - has the appropriate IT equipment to carry out the role effectively.
    - is given appropriate support in their role to ensure their wellbeing needs are met.

4.5 Responsibilities of the Designated Safeguarding Person (DSP)

Each setting **must** identify a DSP with lead responsibility for managing all safeguarding concerns. The DSP must be available to discuss safeguarding concerns; should be consulted, when possible, as to whether to raise a safeguarding concern with the local authority; and will manage any immediate actions required to ensure the individual at risk is safe from abuse. All practitioners should know who to contact in their setting for advice and they should not hesitate to discuss their concerns no matter how insignificant they may appear.

The DSP **must** be a senior member of the settings leadership team with the status and authority within the organisation to carry out the duties of the post, including committing resources to safeguarding matters and directing other staff. The DSP could also be a single appointment within the senior team and need not carry other duties.

Each DSP **must** have at least one deputy who has equal status and access to the same training. The number of deputies will depend on the setting and should reflect the proportion of work involved and the size and scale of the setting. Larger education settings should have a team of staff working together and split-site settings should have a DSP available on each site.

The DSP **should** possess the necessary skills and qualities for the role, which will have a strong focus on communication with learners and professionals. This can be a demanding role and will require a level of expertise, knowledge, resources and support. In line with the National Safeguarding Training, Learning and Development Standards the DSP must complete Group C training as a minimum requirement.

Handling individual cases may be a responsibility delegated to other members of staff, but it is important that a senior member of staff take overall responsibility for this area of work. The DSP should always be kept informed of the progress and the outcome of all cases. All staff taking on these responsibilities should be fully trained and skilled in their responsibilities.

In settings with a high number of safeguarding concerns, consideration should be given to appointing a full-time DSP with relevant skills and experience. An alternative arrangement might involve the delegation of day-to-day responsibilities while the DSP retains overall responsibility, as described above.

The DSP **should** have adequate support and supervision to undertake their role effectively. The supervision should support the DSP with the emotional impact of their role and provide an opportunity for reflection on their practice. This could be done on an individual or group basis but the DSP should be provided with an opportunity for individual support where necessary.

The DSP **must** know how to recognise and identify the signs of abuse, neglect and other types of harm, irrespective of whether it is online or offline, and know when it is appropriate to make a report to the local authority (or police where the child/children are in immediate danger).

The DSP role involves providing advice and support to other staff, record-keeping, working with family members or carers, making referrals to children's services and attending statutory meetings, as well as liaising with the SCB and working with other agencies as necessary. The DSP role is not to investigate allegations, but they **must** keep the Manager informed of all safeguarding concerns raised in the settings.

The DSP **should** also consider how safeguarding more widely can be addressed and ensure preventative measures are adopted in the setting. This part of the role will include building relationships with other agencies, as well as ensuring staff and children are informed about risks and how to access support. This will form part of the whole-setting approach.

The DSP will take responsibility for the setting's safeguarding and child protection practice, policy, procedures and professional development, working with other agencies as necessary. The DSP **should** ensure the settings safeguarding policy is updated and reviewed annually, and work with the Management Committee regarding this. The DSP must keep a record of all staff training, including the dates, details of the provider and record of staff attendance.

The DSP is responsible for ensuring that parents / carers see copies of the safeguarding policy. This may help avoid the potential for later conflict by alerting them to the role of the setting and the fact that reports may be made to the local authority where there are safeguarding concerns. Many settings include information about this at induction meetings for new parents / carers, in their prospectus and on their website.

The DSP **should** ensure that the settings completes the annual Safeguarding Audit, to support a whole setting approach to safeguarding and provide a benchmark against which to seek to continually improve safeguarding approaches and structures. The Audit Tool should be regularly reviewed to ensure that there is constant reflection, learning and updating of processes within the school. The Audit Tool can be downloaded from the link below:
https://gov.wales/sites/default/files/publications/2020-11/annex-3-safeguarding-audit-tool.docx

It is **effective practice** for the DSP to provide an annual briefing and regular updates at staff meetings on any safeguarding and/or child protection issues or changes in local procedures. This ensures that all staff are kept up to date and are regularly reminded of their responsibilities as well as the settings policies and procedures. Many settings find it helpful to discuss safeguarding regularly at staff meetings so that awareness remains high.

The DSP **should** liaise with the designated trustee for safeguarding so that the designated trustee can report on safeguarding issues, irrespective of whether the issue is online or offline, to the management committee. Reports to the management committee should not be about specific child protection cases but should review the safeguarding policies and procedures. It is good practice for the nominated trustee and the DSP to present the report together.

4.6 Responsibilities of All Staff

All staff have a responsibility to provide a safe environment and to identify children who are suffering, or are at risk of suffering, abuse, neglect or harm irrespective of where this happens (online or offline, on or off the setting premises).

All staff then have a responsibility to take appropriate action, working with other services as needed. In addition to working with the DSP, staff members should be aware that they might be asked to support social workers to take decisions about individual children.

In line with the National Safeguarding Training, Learning and Development Standards all staff must complete Group A and B training.

All staff members **should** be aware of the signs of abuse, neglect and other kinds of harm. Signs can be physical but are often more subtle such as a change in behaviour or becoming withdrawn. Small signs can be part of a pattern, so it is important that staff do not dismiss anything as not being relevant or big enough. If all staff mention changes or observations to the DSP they can build a picture that might otherwise go unnoticed.

Where staff members have concerns that a child is at risk of abuse, neglect or other harm they should raise these with the DSP. <u>This is not a matter of individual choice.</u> Anyone working in a setting and employed by a local authority, local health board or trust, police or probation service **must** report to the local authority where there is reasonable cause to believe a child to be at risk of abuse, neglect or other kind of harm. There is a legal duty to record and report your concerns on the day the allegation/concern has been raised. This will usually be done through the DSP, but the safety of the child must be the priority so there may be occasions when staff will need to contact Children's Services directly where there is an immediate concern.

All staff are reminded that they cannot promise confidentiality following disclosure. It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but they will only tell those who need to know in order to be able to help. Staff need to be mindful that it may have taken significant courage on the part of the child to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Concerns should always lead to help and support, either through a report to social services, or direct support through the school. The DSP should share the following information with the staff member making the report and the Manager:

- proposed initial action, including signposting or that no further action will be taken; and
- who will be taking action.

Procedures

5.1 At Little Disciples Childcare we will follow the Wales Safeguarding Procedures 2019 that have been endorsed by the North Wales Safeguarding Children's Board alongside any other guidance and protocol that have been endorsed and agreed by the board. In line with Keeping Learners Safe 2022 the school will:

- ensure every member of staff and every trustee knows:

    - the name of the DSP and their role and the designated trustee for safeguarding;
    - that they have an individual responsibility for reporting children at risk and protection concerns to social services, or to the police, within the timescales agreed with the Regional Safeguarding Board; and
    - how to take forward those concerns where the DSP is unavailable.

- ensure that all members of staff are aware of the need to be alert to signs of abuse and neglect and know how to respond to a child who may disclose abuse or neglect.

- ensure that parents /carers have an understanding of the responsibility placed on the setting and staff for safeguarding and child protection by setting out its obligations in the parent handbook.

- In line with the National Safeguarding Training, Learning and Development Standards all staff should complete Group A and B safeguarding training.

- notify the local authority's social services team if:

    - a child on the child protection register is excluded, either for a fixed term or permanently; or
    - there is an unexplained absence of a child on the child protection register of more than two days duration from the setting (or one day following a weekend).

- work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial review and child protection conferences and core groups and the submission of written reports to the conferences.

- keep records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to the local authority immediately.

- ensure all records are kept secure and in locked locations (limit access if using an electronic system for recording concerns).

- adhere to the procedures set out in the Disciplinary Policy.

- ensure that recruitment and selection procedures are followed in accordance with the Safer Recruitment Policy and guidance.

5.2 Recording Concerns

Suspicion about a child being at risk may take the form of concerns rather than known facts. Concerns about a child at risk can arise in many different contexts, including when a child is already known to social services. It is important that these concerns are logged, recorded and appropriately monitored by the member of staff and/or the DSP. This ensures that a coherent picture exists of the likelihood of abuse, neglect and other kinds of harm and provides support for a report to social services and any subsequent action.

At Little Disciples Childcare we use the following system *CPOMS. Please refer to 6.1 for further information regarding Information Sharing*.

5.3 Reporting

Accurate, concise and clear record-keeping in straightforward language is an essential part of an individual employee and professional's accountability and underpins good child protection practice. All agencies involved in safeguarding and promoting the well-being of children must have policies and procedures specifying arrangements for the retention, storage and destruction of electronic and paper case records. The policies should ensure that case records are stored safely and able to be retrieved as required.

When a child has made a disclosure or a concern is identified, the member of staff or volunteer should:

- Make brief notes as soon as possible after the conversation / observation.
- Not destroy the original notes in case they are needed by a court.
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child.
- If required, draw a diagram to indicate the position of any bruising or other injury.
- Record statements and observations rather than interpretations or assumptions.
- Give all records to the Designated Senior Person.

As outlined above, a report that a child may be at risk online or offline **must** be made to social services as soon as a concern is identified; this must be within 24 hours. Outside of office hours, reports **must** be made to social services' emergency duty service or to the police.

Where a report is made by telephone, it **must** be confirmed in writing by email initially, with the completed report submitted within 24 hours. Please refer to **Appendix 1** - Procedure for Making a Referral into Children's First Contact Team.

Where available the report **should** be made using the North Wales Children's Services Multiagency Referral Form. The report **must** include basic/core information, the cause for concern and any relevant information held by the agency.

The North Wales referral form is accessible on the following link: https://www.northwalessafeguardingboard.wales/north-wales-referral-form-children-and-families/ which must be emailed to:ChildProtectionReferral@flintshire.gov.uk

Anyone working in a childcare or education setting should be aware that they cannot remain anonymous should they make a report.

The DSP role is not to investigate allegations, however there may be times when a member of staff will be asked by Social Services / Police to clarify the accounts given by a child. This is in order to give some clarity to important detail; this will assist the decision maker in respect of threshold being met and likewise, significant harm being established as a real concern.

5.4 Confidentiality

The Manager / DSP will only disclose any information about a child to other members of staff on a need-to-know basis. There is a duty of confidentiality to share information with other agencies in order to safeguard children.

The duty of confidentiality is not absolute and may be breached where this is in the best interests of the child and in the wider public interest. If professionals judge that disclosure is necessary to protect the child or other children from a risk of serious harm, confidentiality may be breached.

All staff must understand that they cannot promise a child to keep secrets which might compromise the child's safety or well-being. Staff have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child wellbeing concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but they will only tell those who need to know in order to be able to help.

Staff should reassure the child and tell them that their situation will not be common knowledge within the school. Staff should be aware that it may well have taken significant courage on the part of the child to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

5.5 Engaging in the child protection process

Any member of staff making a report may be asked to complete some, or all, of the following tasks. The setting **should** ensure that staff have sufficient time and other necessary resources to discharge these tasks effectively and staff should be prepared and willing to:

- assist in the child protection enquiries under section 47 of the Children's Act1989
- attend the child protection conference
- provide a written report for the child protection conference
- contribute to the initial and core assessments
- attend core group meetings.

Where a child is the subject of a care and support protection plan, the DSP should be involved in the preparation of the plan. The education setting's role and responsibilities in contributing to actions to safeguard the child, and promoting their well-being, should be clearly identified.

The North Wales Safeguarding Children's Board are required to conduct a Child Practice Review in the event of a significant incident where abuse or neglect of a child is known or suspected. Settings may need to be involved in the Child Practice Review process working closely with Children's Services in such circumstances.

5.6 Escalation Procedure

The North Wales Safeguarding Children's Board have a North Wales Protocol for the Resolution of Professional Disputes as occasionally situations arise when practitioners/ workers in one agency feel that the decision made by a worker from another agency on a child protection/ adult at risk or child/ adult in need of a care and support plan is not a safe decision. Disagreements could arise in a number of areas, but are most likely to arise around:

Levels of need

Roles and responsibilities

The need for action

Communication

The safety of individual children/ adults is the paramount consideration in any professional disagreement and any unresolved issues should be addressed with due consideration to the risks that might exist for the child/ adult.

All staff should feel able to challenge decision making and to see this as their right and responsibility in order to promote the best multi-agency safeguarding practice. This policy provides workers with the means to raise concerns they might have about decisions made by other professionals or agencies.

Resolutio-of-Professional-Diffences.pdf (northwalessafeguardingboard.wales)

Information Sharing

6.1 Information sharing is central to good safeguarding practice. All staff working at Little Disciples Childcare should be aware of their responsibilities under the UK's data protection legislation. Every maintained school and college in the UK is required to appoint a data protection officer (DPO).

Our setting must share information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, referred to as the UK's data protection legislation. One of the specific circumstances which provides for information sharing is in order to prevent abuse or serious harm to others. The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.

A key theme emerging from Child Practice Reviews is the need for better multi-agency communication and information sharing. When information is not shared in a timely and effective way decisions about how to respond may be ill-informed and this can lead to poor safeguarding practice and leave children at risk of significant harm.

It is the responsibility of the DSP to keep detailed, accurate and secure written records of children where there are safeguarding concerns. These records are confidential and should be kept separately from other learner records. They should include a chronology of concerns, reports, meetings, phone calls and emails.

The Wales Accord on the Sharing of Personal Information (WASPI) outlines organisational responsibilities in relation to the sharing of sensitive information. www.waspi.org/

All staff at Little Disciples Childcare will seek advice from the DSP and/or the Manager with regard to the sharing of any information. DSP's should use their judgement when making decisions about what information to share, and should follow organisation procedures. The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child.

6.2 Principles

There are a number of principles that can assist all staff in conjunction with the DSP in making decisions about sharing information:

Necessary and proportionate - When taking decisions about what information to share, you should consider how much information you need to release. Not sharing more data than is necessary to be of use is a key element of the GDPR and Data Protection Act 2018, and you should consider the impact of disclosing information on the information subject and any third parties. Information must be proportionate to the need and level of risk.

Relevant - Only information that is relevant to the purposes should be shared with those who need it. This allows others to do their job effectively and make informed decisions.

Adequate - Information should be adequate for its purpose. Information should be of the right quality to ensure that it can be understood and relied upon.

Accurate - Information should be accurate and up to date and should clearly distinguish between fact and opinion. If the information is historical then this should be explained.

Timely - Information should be shared in a timely fashion to reduce the risk of missed opportunities to offer support and protection to a child. Timeliness is key in emergency situations and it may not be

appropriate to seek consent for information sharing if it could cause delays and therefore place a child or young person at increased risk of harm. Practitioners should ensure that sufficient information is shared, as well as consider the urgency with which to share it.

Secure - Wherever possible, information should be shared in an appropriate, secure way. Practitioners must always follow their organisation's policy on security for handling personal information.

Record - Information sharing decisions should be recorded, whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom, in line with organisational procedures. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester. In line with each organisation's own retention policy, the information should not be kept any longer than is necessary. In some rare circumstances, this may be indefinitely, but if this is the case, there should be a review process scheduled at regular intervals to ensure data is not retained where it is unnecessary to do so.

For further guidance please refer to: Working Together to Safeguard People: Non-statutory guide on information sharing to safeguard children 38137 Working together to safeguard people: Non-statutory guide on information sharing to safeguard children (gov.wales)

Supporting those at Risk

7.1. At Little Disciples Childcare we recognise that children who are at risk, suffer abuse or witness violence may be deeply affected by this. Our setting may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at Little Disciples Childcare their behaviour may be challenging and defiant or they may be withdrawn.

Our setting will endeavour to support the child through:

- Ensuring that the play space, adult-led activities and freely chosen play encourages self-esteem and self-motivation
- The setting ethos which: promotes a positive, supportive and secure environment; and gives children a sense of being valued
- The settings behaviour policy, which is aimed at supporting vulnerable children. All staff will agree on a consistent approach that focuses on the behavioural outcome of the child but does not damage the individual's sense of self-worth. The setting will endeavour to ensure that the child knows that some behaviour is unacceptable but that they are valued and not to be blamed for any abuse which has occurred
- Liaison with other agencies who support the learner such as local authority officers including Educational Psychology Service, Nurture Support or the Education Welfare Service – Child and Adolescent Mental Health Services and advocacy services;
- Keeping records and notifying the local authority as soon as there is a recurrence of a concern.

- When a child on the child protection register leaves, we will transfer information to the new provider immediately and inform Social Services.

7.2 Anti-Bullying

Under the Children Act 1989, a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'. Where this is the case, staff should report their concerns to their DSP.

Even where safeguarding is not considered to be an issue, our setting may need to draw on a range of external services to support the child who is experiencing bullying, or to tackle any underlying issue, which has contributed to a child engaging in bullying.

At Little Disciples Childcare we are committed to providing a secure and caring environment for all. Bullying, in any form, will not be tolerated.

Our Anti bullying policy which can be found on our iPal site or on the school website https://www.stjohnsflintshire.org

7.3 Physical Contact with Children Including the Use of Physical Intervention

At Little Disciples Childcare, we understand that physical contact with children may be appropriate and necessary in some situations – for example, when offering comfort, providing physical care, or ensuring safety. However, physical intervention (also referred to as restraint) will only ever be used as a last resort and in line with the Welsh Government's Reducing Restrictive Practices Framework (2021) and the National Minimum Standards for Regulated Childcare for children up to the age of 12.

Physical intervention may only be used to prevent a child from:

- Causing significant harm to themselves or others (including during incidents of self-injury)
- Causing serious damage to property
- Seriously disrupting the safe and orderly running of the setting

The use of any form of restraint must:

- Be reasonable, proportionate and necessary in the circumstances
- Use the minimum force required for the shortest possible time
- Be in the best interests of the child
- Be in line with a child's individual care or behaviour plan, where applicable
- Take full account of any Additional Learning Needs (ALN), medical conditions, developmental stage or disability

Physical intervention will never be used as a punishment, or in response to minor or trivial behaviour. Where restrictive practices are deemed necessary, they will be carried out only by staff who are trained in safe handling techniques, such as those trained in Team Teach (or equivalent de-escalation and behaviour management strategies). In exceptional emergency situations, an untrained member of staff may intervene if there is an immediate risk of harm – but must report and record the incident as outlined below.

We are committed to the principle of prevention and de-escalation. Staff will always seek to resolve situations through verbal communication and calming strategies before any form of physical intervention is considered.

Following any incident involving restrictive physical intervention:

- A full written record will be made in the Physical Intervention Record
- Parents or carers will be informed as soon as possible
- A debrief and review will take place involving relevant staff, the child (where appropriate) and parents/carers
- Any emerging patterns will be reviewed to identify support or training needs

We recognise our duties under the Equality Act 2010, including the duty to make reasonable adjustments to avoid placing disabled children at a substantial disadvantage, and to ensure that no child is treated less favourably due to disability or additional needs.

Please refer to our behaviour management policy, available upon request or via our website, for further guidance and procedures. This policy is consistent with the Welsh Government's Reducing Restrictive Practices Framework (2021).

7.4 Children with Additional Learning Needs (ALN)

Sensory impaired and disabled children are at an increased risk of abuse, neglect and harm compared with their peers. Staff should understand that children with additional needs are at increased risk and are also less likely to receive the protection and support they need when they have been abused.

Staff who work with children with an additional need, such as a profound and multiple disability, sensory impairment or emotional and behavioural problem need to be particularly sensitive to signs of abuse and provide for any additional safeguards needed to protect them. Please refer to our ALN Policy for further information which can be found on iPal or on the school website at www.stjohnsflintshire.org

Safeguarding responsibilities in Specific Circumstances

8.1 Modern Slavery

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. In human trafficking cases, exploitation can take many forms, including: sexual exploitation, forced labour, slavery, servitude, forced criminality and removal of organs.

Local Authorities are First Responder Organisations and, under section 52 of the Modern Slavery Act 2015, have a statutory Duty to Notify the Home Office when they suspect a person may be a victim of modern slavery or human trafficking. This is discharged by referring a victim into the National Referral Mechanism (NRM) or by completing a notification to the Home Office when a potential adult victim does not consent to a referral.

Modern slavery is a form of child abuse and normal safeguarding/child protection procedures should always be followed in regard to any potential victim. Any concerns that a child or an adult at risk, may be experiencing any level of exploitation should be reported to the DSP immediately and action taken

in accordance with the Wales Safeguarding Procedures. If you believe a child or adult is in immediate risk of harm, you should contact the police.

Please refer to ALL WALES PRACTICE GUIDE: 'Safeguarding children who may be trafficked' for indicators of trafficking and exploitation: https://www.safeguarding.wales/chi/c6/c6.p3.html

The following guidance: Modern Slavery - Statutory Guidance for England and Wales Home Office June 2021 can also provide helpful information accessible on the link below: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/993172/Modern_Slavery_Statutory_Guidance__EW__Non-Statutory_Guidance__SNI__v2.3.pdf

8.2 Child Sexual Exploitation (CSE)

CSE is a form of child sexual abuse which involves an element of exchange. Any child can be sexually exploited irrespective of gender, ethnicity or sexuality. CSE can be perpetrated in many different ways ranging from the seemingly consensual relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops.

Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying and may be part of a complex picture of interrelated safeguarding issues. However, it also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Any concerns that a child may be experiencing any level of exploitation should be reported to the DSP immediately and take action in accordance with the Wales Safeguarding Procedures. If you believe a child is in immediate risk of harm, you should contact the police.

Please refer to ALL WALES PRACTICE GUIDE: 'Safeguarding children from child sexual exploitation (cse)' for further information: https://safeguarding.wales/chi/c6/c6.p10.html

8.3 Child Criminal Exploitation (CCE)

'Child Criminal Exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.' CCE includes a number of types of exploitation, including forced labour, forced theft, benefit fraud, acquisitive crime, drug cultivation and production, and county lines cases.

If a member of staff has concerns that a child may be a victim of Child Criminal Exploitation they should be referred to the DSP. If you believe a child is in immediate risk of harm, you should contact the police.

Please refer to ALL WALES PRACTICE GUIDE: 'Safeguarding children from Child Criminal Exploitation' (CCE) for further information: https://www.safeguarding.wales/chi/c6/c6.p1.html

8.4 Peer-on-peer abuse and harmful sexual behaviour

Sexual abuse can happen between children of any age and sex and takes many forms along a continuum ranging from sexual harassment through to contact sexual abuse, including peer sexual exploitation and harmful sexual behaviour. Peer sexual abuse involves children of similar ages/year groups whereas other types of harmful sexual behaviour will involve a large difference in age. Children's sexual behaviour exists on a wide continuum, from normal and developmentally expected to inappropriate, problematic, abusive and violent. Professionals working with children require understanding of this continuum of behaviours to ensure appropriate intervention. Please refer to Brook Traffic Light Tool for further information https://www.brook.org.uk/product/traffic-light-tool/ and information for parents and carers from the Lucy Faithful Foundation is available on the link below: https://www.parentsprotect.co.uk/traffic-light-tools.htm

Harmful sexual behaviours' (HSB) can be defined as: sexual behaviours expressed by children and young people under the age of 18 years that are developmentally inappropriate, may be harmful towards themselves or others, or be abusive towards another child, young person or adult. This definition of HSB includes both contact and non-contact behaviours (grooming, exhibitionism, voyeurism and sexting or recording images of sexual acts via smart phones or social media applications). Children with harmful sexual behaviour should be considered as children first and their care and support needs should be considered in the same way as for any child.

Any concerns that a child or an adult at risk, may be experiencing any level of exploitation should be reported to the DSP immediately and take action in accordance with the Wales Safeguarding Procedures. If you believe a child is in immediate risk of harm, you should contact the police.

Please refer to ALL WALES PRACTICE GUIDE: 'Safeguarding children where there are concerns about harmful sexual behaviour' for further information: https://safeguarding.wales/chi/c6/c6.p7.html

The 'Guidance for education settings on peer sexual abuse, exploitation and harmful sexual behaviour' provides practical tools to prevent and respond to instances of peer sexual abuse, exploitation and harmful sexual behaviour taking place both inside and out of school' can also provide helpful information accessible on the link below:

https://gov.wales/sites/default/files/publications/2020-10/guidance-for-education-settings-on-peer-sexual-abuse-exploitation-and-harmful-sexual-behaviour.pdf

Domestic Abuse, Gender-based violence, Sexual violence and Harmful cultural practices

9.1 VAWDASV

Everyone working with children at Little Disciples Childcare should be alert to the frequent interrelationship between domestic abuse and the abuse and neglect of children. Where there is evidence of domestic abuse, the implications for any children in the household should be considered, including the possibility that the children may themselves be subject to violence or other harm.

The Welsh Government's *National* Training Framework on Violence Against Women, domestic abuse and sexual violence issued in 2019 sets out the level of training appropriate for education-based staff. All staff at Little Disciples Childcare are required to undertake Group 1 VAWDASV training which is available as an e-learning module for all Flintshire County Council employees. This should be renewed every 3 years. All new staff must complete this course within the first term of their employment. Ask and Act Group 2 training is required for DSPs and as a minimum, one DSP should attend the Ask and Act course (renew every 3 years).

Where staff at Little Disciples Childcare have cause to believe that a child is at risk from, is the subject of, or is living in a household with, violence or abuse, or an adult is at risk, the DSP should be informed immediately and take action in accordance with the Wales Safeguarding Procedures.

Please refer to ALL WALES PRACTICE GUIDE: 'Safeguarding children affected by domestic abuse' for further information: https://safeguarding.wales/chi/c6/c6.p4.html

The Live Fear Free helpline is a free 24-hour confidential helpline that offers support and advice to **all** victims of abuse and violence, regardless of gender and sexual orientation, and to 'concerned others' such as practitioners, family members, friends, colleagues and members of the public. Practitioners can receive advice and guidance from the Live Fear Free Helpline (0808 8010 800)

9.2 Operation Encompass

Although Little Disciples Childcare is not a direct participant in Operation Encompass, we work closely with St. John the Baptist School to support children who may be affected by domestic abuse. Operation Encompass is a partnership between North Wales Police and education providers which ensures that schools are informed, prior to the start of the next school day, when a child has been involved in or witnessed a domestic abuse incident.

At St. John the Baptist School, the designated Key Adult for Operation Encompass is Mrs Anna Stephens. We maintain close communication with the school and the Key Adult to help ensure that children who attend both the school and our childcare setting are appropriately supported.

Any information shared with us is handled with the utmost confidentiality and in accordance with our safeguarding and child protection procedures. Our aim is to ensure that any child who may be affected feels safe, supported, and understood during their time with us. For more information about Operation Encompass, please visit: https://www.operationencompass.org

9.3 Forced Marriage

Forced marriage is an unacceptable cultural practice which is a form of violence against women and girls and is illegal in the UK. Forced marriage is a hidden crime, where families and communities collude, believing that they are upholding the cultural traditions and preserving family and

community ‘honour’. Families believe they are protecting their children from ‘unsuitable’ relationships or that they are building stronger families and preserving cultural or religious beliefs.

If there is a suspicion that a child is at risk of honour-based violence or forced marriage, or an adult is at risk, the DSP should be informed immediately and take action in accordance with the Wales Safeguarding Procedures. If you believe a child or adult is in immediate risk of harm, you should contact the police.

Please refer to ALL WALES PRACTICE GUIDE: ‘Safeguarding children from harmful practices related to tradition, culture, religion or superstition’ for further information:
https://safeguarding.wales/chi/c6/c6.p2.html

9.4 Female Genital Mutilation (FGM)

Section 5B of the Female Genital Mutilation Act 2003 introduces a mandatory reporting duty that requires teachers in England and Wales to report to the police known cases of FGM in under-18s that they identify in the course of their professional work.

All staff at Little Disciples Childcare will familiarise themselves with the culture and beliefs of families within our community. Potential harmful practices should never be overlooked on the basis of cultural sensitivity and staff should familiarise themselves with practices such as female genital mutilation (FGM) and forced marriage. Staff should be aware that girls might be taken abroad during the summer break to undergo FGM, as procedures take up to four weeks to heal. The procedure may therefore be performed before a girl returns to school at the start of the autumn term.

If there is a suspicion that a child is at risk of FGM, or an adult is at risk, the DSP should be informed immediately and take action in accordance with the Wales Safeguarding Procedures. If you believe a child or adult is in immediate risk of harm, you should contact the police.

Please refer to ALL WALES PRACTICE GUIDE: ‘Safeguarding children from harmful practices related to tradition, culture, religion or superstition’ for further information:
https://safeguarding.wales/chi/c6/c6.p2.html

Online Safety

10.1 Online safety forms an integral part of our settings safeguarding responsibilities as outlined in the Welsh Government’s Keeping Learners Safe Statutory Guidance. Little Disciples Childcare are committed to promoting the safe and positive use of the online world to children and young people. We are committed to make full use of social technologies to engage children and improve experiences and activities, while also developing learners to be confident and competent digital citizens.

At Little Disciples Childcare, we are committed to helping children begin to understand how to stay safe when using digital technologies. We aim to build early awareness, confidence and positive habits through age-appropriate teaching and play-based learning. We achieve this by:
Introducing online safety through planned, developmentally appropriate activities that:

- Are embedded into play and learning experiences across all age groups.
- Are repeated regularly to help reinforce safe habits as children grow and develop.
- Focus on building children’s understanding of safe and kind behaviour when using technology.

- Link to national initiatives such as Safer Internet Day (February) and Anti-Bullying Week (November) in a way that is meaningful for young children.
- Using engaging, up-to-date and child-friendly resources, stories and digital tools that support early understanding of online safety.
- Involving appropriate visitors or external programmes to enrich our provision, where suitable.
- Ensuring that online safety messages are inclusive and accessible to all children, including those with Additional Learning Needs (ALN) or English as an Additional Language (EAL).
- Encouraging children to begin to talk about their experiences with technology and what helps them feel safe and happy when using it.
- Ensuring all staff have access to appropriate training and understand how to promote digital safety through positive modelling, supervision and conversation.

All staff at Little Disciples Childcare are aware of their individual responsibilities relating to the safeguarding of learners within the context of online Safety. Adherence to our Acceptable Use Policy is the collective responsibility of all staff in conjunction with our Online Safety Policy (or equivalent).

For further information, please refer to the Acceptable Use Policy & Online Safety Policy which can be found on the school website or on iPal.

10.2 Sharing nudes and semi-nudes

Sharing nudes and semi-nudes is defined as the 'creating and/or sharing of nude or semi-nude images, videos or live streams by young people under the age of 18'. This could be via social media, gaming platforms, chat apps or forums.

Most cases of creating and sharing nudes or semi-nude images take place outside of school, but this is where incidents often manifest. These behaviours can expose young people to risks including non-consensual sharing of images, embarrassment, bullying and increased vulnerability to blackmail and coercion or sexual exploitation. Creating and sharing sexual images of under-18s is illegal. A swift and confident response is important to ensure that children and young people are safeguarded, supported and educated.

Please refer to the brief overview below for all staff on how to respond to incidents where nudes and semi-nudes have been shared.

All such incidents should be reported to the designated safeguarding person (DSP) or equivalent.

- Never view, copy, print, share, store or save the imagery yourself, or ask a child to share or download – this is illegal.
- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSP (or equivalent).
- Do not delete the imagery or ask the young person to delete it.
- Do not ask the child/children or young person/people who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSP (or equivalent).
- Do not share information about the incident with other members of staff, the young person/people it involves or their, or other, parents/carers.
- Do not say or do anything to blame or shame any young person/people involved.

- Do explain to them that you need to report it and reassure them that they will receive support and help from the DSP (or equivalent).

Please refer to the Welsh Government: '*Sharing nudes and semi-nudes: Responding to incidents and safeguarding children and young people* guidance for education settings' for further information:

https://hwb.gov.wales/zones/keeping-safe-online/sharing-nudes-and-semi-nudes-responding-to-incidents-and-safeguarding-children-and-young-people

10.3 Online Abuse

Online abuse is any type of abuse that is facilitated through technology like computers, tablets, mobile phones, consoles and other electronic devices. Online abuse takes a number of forms and includes cyberbullying, sexting and sexual harassment, online pornography, sexual abuse online and online radicalisation.

'Grooming' describes the communicative process that abusive adults use to trick a child or young person into believing they are trustworthy so that they can abuse them on and offline.
Children can be groomed online for child sexual abuse; for Child Sexual Exploitation (CSE), which is a form of child sexual abuse, for Child Criminal Exploitation (CCE) and for radicalisation. Technology can give perpetrators of abuse easier access to children than they would have in offline environments.

Any concerns that a child may be experiencing any level online abuse should be reported to the DSP immediately and action taken in accordance with the Wales Safeguarding Procedures. If you believe a child is in immediate risk of harm, for example information that they intend to or have gone to meet a possible perpetrator you should contact the police.

It is important that you do not ask anyone to forward any images or videos to you and that you do not forward any images or videos via technology yourself – even to the police.

If you suspect that there might be images/chat logs/website history on any device belonging to the child then do not delete anything on the device. The device needs to be seized and retained in the state that it's found. Establish any PIN/device access details where possible so the device can be examined by the police in any investigation.

Please refer to the ALL WALES PRACTICE GUIDE: 'Safeguarding children from online abuse' for further information https://safeguarding.wales/chi/c6/c6.p6.html

10.5 Web Filtering

The Little Disciples management committee will work with St. John's School to ensure appropriate filters and monitoring systems are in place in line with the *Recommended web filtering standards for schools in Wales* guidance 2018 to ensure the school provides a safe, responsible and supportive environment to learn in, and prevent access to inappropriate or harmful content.

Please refer to the Welsh Government Guidance: 228/2018 **Recommended web filtering standards for schools in Wales** for further information:

https://gov.wales/sites/default/files/publications/2018-03/recommended-web-filtering-standards-for-schools-in-wales.pdf

Community Cohesion - Preventing Radicalisation

11.1 The Prevent Duty

The Counter Terrorism and Security Act 2015 places a duty on a range of specified authorities (including proprietors of maintained schools, funded non-maintained special schools, maintained nursery schools, independent schools, pupil referral units, colleges, work-based learning providers and universities) to have '*due regard, in the exercise of their functions, to prevent people from being drawn into terrorism'*. This is known as the Prevent Duty.

Prevent is one of the four components that make up the Home Office counter terrorism strategy. It aims to stop people from becoming terrorists or supporting violent extremism through:

- Challenging violent extremism ideology
- Disrupting those who promote violent extremism
- Supporting vulnerable individuals
- Increasing the resilience of communities to violent extremism
- Addressing the grievances that ideologies are exploiting.

For Early Years and Childcare Settings, this means:

- Providing a broad and balanced range of experiences that support children's spiritual, moral, social, emotional, physical and cultural development, helping them to build confidence, curiosity, and an early understanding of the world around them.
- Creating a safe, inclusive environment where children feel valued, listened to and respected, and where they can begin to learn about kindness, respect, and how to celebrate differences.
- Ensuring that staff are mindful of their role in promoting British values (such as democracy, the rule of law, individual liberty and mutual respect and tolerance), through age-appropriate stories, discussions and everyday interactions.
- Recognising their duty to protect children from harm, including any exposure to extremist views or influences, by promoting safe relationships, positive role modelling, and through strong safeguarding practices.
- Ensuring that children are not exposed to political views or materials that are inappropriate for their age and stage of development, and maintaining a balanced, neutral and child-centred approach to all learning experiences.

Prevent should be viewed as a safeguarding measure, and the steps the setting will take are the same as the steps taken in safeguarding children and young people from other harms.

11.2 Context

The current threat from violent extremism and terrorism in the UK can involve the exploitation of vulnerable people including children, young people and vulnerable adults to involve them in activity

in support of violent extremism or terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.

As a school we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for children and young people and so should be addressed as a safeguarding concern as set out in this policy. We also recognise that if we fail to challenge extremist views we are failing to protect our learners.

11.3 Approaches

At Little Disciples Childcare, we are committed to creating a nurturing and inclusive environment where children feel safe, respected and valued. While young children are not expected to understand complex topics such as terrorism or extremism, we lay the foundations for resilience, respectful relationships and inclusive values through our everyday practice and interactions.

At Little Disciples Childcare we will:

- Promote core values such as kindness, sharing, fairness, respect and celebrating difference, helping children to develop a positive sense of themselves and others.
- Introduce the principles of democracy and mutual respect in an age-appropriate way, such as giving children a voice in decision-making, encouraging turn-taking and valuing different opinions.
- Foster a culture of inclusion and belonging, helping children to feel proud of their own identity while learning to appreciate different backgrounds, languages and beliefs.
- Support children in developing early thinking skills, confidence and emotional literacy to help them communicate, express feelings and manage differences positively.
- Ensure staff are trained to recognise early signs of vulnerability, understand the Prevent Duty, and know how to respond to safeguarding concerns appropriately.
- Work in partnership with families, local partners and the community to reflect and respect the diverse context of our setting and help children grow up in an environment that promotes peace, understanding and tolerance.
- Fulfil our core duty to safeguard every child, promoting their wellbeing and helping prepare them for life in a diverse and modern Wales.

11.4 Use of Outside Agencies and Speakers

At Little Disciples Childcare we may choose to utilise outside agencies and speakers to enrich the experiences of our children and will assess their suitability to ensure that:

- messages communicated to learners are consistent with the ethos of our setting and do not marginalise any communities, groups or individuals
- messages do not seek to glorify criminal activity or violent extremism or seek to radicalise learners through extreme or narrow views of faith, religion or culture or other ideologies
- all activities are well-managed, fully supervised and subject to robust safeguarding procedures
- all activities are evaluated to ensure that they are effective.

11.5 Training

It is essential that staff are able to identify pupils who may be vulnerable to radicalisation and know what to do when they are identified. All staff members and trustees are required to complete the Home Office Prevent Duty Training: Learn how to support people susceptible to radicalisation Course 1 – Awareness course once every 3 years.

For those in roles where you are required to make referrals/ senior roles, they must complete Course 1: Awareness course and Course 2: Referrals course. The refresher course can also be completed within the three-year period.

All courses can be accessed as an e-learning module on the link below: https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal

The DSP will attend appropriate and relevant training courses in regard to safeguarding children and adults. This will include accessing training on extremism and radicalisation and its safeguarding implications.

In safeguarding pupils from extremism and radicalisation, trustees, staff and volunteers will be alert to:

- Disclosure by children of their exposure to extremist actions, views or materials
- Graffiti, symbols, writing or artwork promoting extremist messages or images
- Reports of changes in behaviour, friendship or actions and requests for assistance
- Partner settings, local authority services and police reports of issues affecting children in other schools or settings
- children, staff, parents or visitors voicing opinions drawn from extremist ideologies and narratives
- Use of extremist or hate terms to exclude others or incite violence
- Intolerance of difference
- Attempts to impose extremist views or practices on others
- Anti-Western or anti British views.
- Use of the internet and social media (understanding that they are used by extremists and terrorists to promote their ideology and recruit or radicalise young people).

Our setting will closely follow any locally agreed procedure as set out by the Local Authority and/or North Wales Safeguarding Children Board's agreed processes for safeguarding individuals vulnerable to extremism and radicalisation.

11.6 Reporting a concern

If you have concerns about a child or adult is being radicalised please report immediately to the DSP. If you believe a child or adult is in immediate risk of harm, you should contact the police.

The DSP can also notify the Police Hotline on 0800 789 321 or contact North Wales

Police if there are concerns or for any further advice: Telephone: 01745 588814 ext 88814 Email: Prevent@nthwales.pnn.police.uk

If there are additional concerns about an individual, for example, child protection, these will need to be referred to Children's Services First Contact Team.

Please refer to the ALL WALES PRACTICE GUIDE: 'Safeguarding children from Radicalisation for further information https://safeguarding.wales/chi/c6/c6.p12.html

Site Security

12.1 Access Control

Little Disciples Childcare is a safe and secure place for children and the physical safety of children when onsite is of paramount importance. Access to the site is strictly monitored and reviewed in line with the Local Authority guidance on the Health and Safety of the premises.

A suitable and sufficient assessment of security risks is required to enable control measures to be devised taking account of site security, public rights of way, traffic management arrangements, the condition of all buildings and use of adjoining leisure centre facilities. Control measures may include appropriate lighting and perimeter protection, alongside clear signage, alarm systems and CCTV.

Managing the perimeter and access to buildings is a significant aspect of security, as is the management of staff and visitors to the setting. It is good practice for settings to aim for one entrance where reception staff can manage visitors. At this single point of entry, staff should be able to prevent access to the setting to visitors without satisfactory identification and a reason for their visit. Staff will:

- Ensure visitors, volunteers and children only enter through the main entrance and sign in at the Little Disciples Porchway.
- Ensure all visitors are provided with a visitor badge
- Ensure that when a visitor leaves the premises they sign out and hand back the visitors badge
- Ensure children are only allowed home with adults with parental responsibility or confirmed permission.
- Ensure children are never allowed to leave the setting alone during our opening hours hours, and only collected by a familiar adult
- Ask security questions to anyone leaving a message for children at the setting
- Challenge the reasons of unfamiliar adults on the premises
- Ensure doors are closed to prevent intrusion
- Ensure windows in empty room are closed
- Wear ID badges (good practice).

Little Disciples Childcare has a robust Site Security Risk Assessment in place reviewing the main entrance, front of school, rear of school, outdoor area and fire considerations.

Please refer to the our Health & Safety Policy for further information which can be found on request from the school website or on iPal.

Little Disciples Childcare has clear procedures in place for collection of children, please see our arrival and collection policy and procedure.

12.2 Lockdown Procedures

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and children at our setting. Procedures should aim to minimise disruption to the environment whilst ensuring the safety of all children and staff.

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of). Advance planning of what needs to be done to lockdown a site and recognising the need for flexibility in those plans will save lives.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

Little Disciples Childcare and St. John's school have worked collaboratively to develop and refine our lockdown procedures for both partial and full lockdown which can be found can be found on the school website. We continue to complete a lockdown drill at least once per academic year or as required.

Further guidance and information on creating School Lockdown Procedures can also be found in Section 11 of the FCC School Guide to Managing On-Site and Off-Site Emergencies document (available on Hwb Sharepoint).

12.3 Absconding

Under Section 3 of the Health and Safety at Work Act, 1974 and in Common Law, schools and other childcare settings owe a duty of care towards their children/learners. This duty of care requires that all reasonable steps are taken to ensure that children are safe and remain within the care of the setting at all times throughout our opening hours during breakfast club, nursery plus, afterschool club and holiday club.

Accordingly, reasonable steps must be taken, through the pupil management and staff training programme, to minimise the likelihood of one or more learners absconding. Absconding is defined as 'leave without permission'.

In order to prevent a child from absconding, the setting may consider adopting the most suitable control measures for the site:

- a secure perimeter and gates which can be locked
- gates / doors should be secured outside of the school's stated drop off and pick up times
- unsecured gates should be locked during outdoor play opportunities.
- doors into the setting should be locked from the outside with key coded access or similar
- there may be a need to have high bolts /closures on doors / gates to restrict unauthorised egress by younger children.
- Early Years should have double handled egress points
- Where your risk assessment identifies that a particular 'fire exit' door presents a high risk of a child doing a runner and absconding out of the grounds, a suitable 'door access control solution' should be installed that will prevent a child from opening the fire door unsupervised and gaining free access outside. For example, a Maglock kit linked to the fire alarm system.
- The fitting of high-level manual bolts/closures to fire exit doors is not a suitable option as these rely on human interaction to open them. Further information on electronic door access systems, including installation prices, competent contractors, etc. can either be obtained from your Building Surveyor or FCC Property Maintenance.

Where a child attempts or is seen to be leaving the premises without authorisation, staff must be aware that active pursuit may encourage the child to leave the immediate vicinity of the setting and may also cause the child to panic, possibly putting them at risk e.g. by running onto a busy road.

If the child has left the immediate vicinity of the grounds and is no longer visible then the SLT will make a decision as how to proceed which will take into account the following:

- age of the age of the learner,
- prevailing weather conditions,
- nature of the incident which led to the learner absconding,
- child's previous history of being involved in episodes of absconding and their outcomes.

The SLT must contact the parents / carers immediately. If there are additional risk / vulnerability factors North Wales Police should be contacted.

North Wales Police definition for a missing person is *'Anyone whose whereabouts is unknown whatever the circumstances of disappearance. They will be considered missing until located and their wellbeing or otherwise established'.*

Please also refer to our Missing Child policy and procedure

12.4 Action after the child is found:

- Talk to the child calmly and offer reassurance so they feel supported
- Notify the relevant person - DSP and Manager
- Advise other staff who may be part of the search that the child has been found
- Notify the Police and parents and/or Children's Services if they are known to them

- An internal investigation must be undertaken by the setting and other agencies if appropriate - to include time, place, numbers of staff and children, when the learner was last seen, what appears to have happened, the length of time that the child/young person was missing and how they appear to have gone missing, lessons for the future. Written statements should be sought from all concerned.
- Setting to undertake a return to setting meeting to risk assess, determine additional support for child / young person and family and explore ways of reducing any incident(s) in the future
- Care Inspectorate Wales (CIW) will also need to be notified

Safer Recruitment Practice

13.1 *'Safe recruitment' means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the recruitment process.*

Safe recruitment starts with the process of planning the recruitment exercise and ensuring that the job advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children. It requires a consistent and thorough process of scrutinising applicants by:

- verifying identity and any academic or vocational qualifications
- obtaining professional and character references
- checking previous employment history
- ensuring that a candidate has the health and physical capacity for the job
- undertaking a face-to-face interview
- undertaking any mandatory vetting and barring checks including where appropriate a DBS and enhanced regulated activity check

It is vital that our setting adopts recruitment and selection procedures, and other HR management processes that help to prevent, identify and reject people who might abuse children, or are otherwise unsuited to work with them. The management committee must ensure that sufficient, suitable staff are employed or engaged to work at the setting, to provide care appropriate for the ages, aptitudes, abilities and needs of the children. For all appointments made by the management committee at Little Disciples Childcare we will adhere to our Safer Recruitment Policy and procedure.

At Little Disciples Childcare, our playworkers and staff are not currently required to register with the Education Workforce Council (EWC). However, we are fully committed to robust safer recruitment practices.

Before starting employment, all staff must:

- Complete an enhanced DBS check
- Provide two references, including one from their current or most recent employer
- Complete an application form including details of education, qualifications and a full employment history, with any gaps accounted for
- Undertake a full induction in line with Social Care Wales guidance, which is recorded and stored in individual staff files

Although our setting operates alongside St. John the Baptist School, the manager works closely with the headteacher to ensure that any school staff who may come into contact with children while Little Disciples Childcare is open have a valid enhanced DBS check and are registered with the EWC. This information is securely held in a digital staff record system by the manager.

To promote Safe Recruitment and HR practices, Little Disciples Childcare will:

- Ensure that all staff, volunteers and trustees undertake an enhanced disclosure as part of the recruitment vetting process. The DBS clearance provides a disclosure of any convictions and also checks against the DBS Adults and Children Barred List.
- Ensure that the manager has sight of and records on a single central record and the details of all DBS certificate checks
- Ensure that staff, volunteers and trustees renew their DBS disclosure certificates on a three yearly basis, which is considered best practice.
- Ensure that an updated DBS disclosure certificate is obtained by any individual staff member, volunteer or trustee when there are reasonable grounds to do so e.g. following involvement in criminal activity or if a professional allegation is made
- In the event of any disclosure information being obtained, either at the point of recruitment or subsequently, ensure that a risk assessment is completed.
- A written log of all daily supply staff, volunteers and contractors will be kept clearly listing where the DBS disclosure is available, or a risk assessment will be formulated in lieu of an available DBS disclosure. Staff such as educational psychologists, supply staff, trainee students, nurses, sports coaches and inspectors should be DBS checked by their employer, for example the supply agency, the university, or local authority. It is sufficient for the setting to seek written confirmation that all appropriate checks, have been carried out for these people (most commonly on appointment) and by whom (most commonly the relevant human resources department). SLT should then confirm the identity of these visitors.

13.2 Supply

In a childcare setting, the legal responsibility for ensuring that individuals employed in specific roles meet the necessary suitability requirements lies with both the individual and the employer. Where additional or supply staff are required, Little Disciples Childcare ensures that only individuals who have passed the appropriate employment checks are engaged.

If we need to access supply staff, we will use agencies listed on the National Procurement Service (NPS) framework for Wales. This provides reassurance that agencies meet agreed minimum standards for safeguarding and quality, and that all statutory checks—including enhanced DBS, reference checks, right to work, and qualification verification—have been carried out.

While assumptions must never be made that an external agency has completed these checks, we will always request confirmation of compliance and retain evidence as part of our safeguarding and safer recruitment responsibilities.

By using the NPS framework, we also benefit from greater transparency regarding costs and ensure fair treatment of supply staff through agencies approved to the framework.

13.3 Volunteers

Little Disciples Childcare regards volunteering as 'an unpaid activity where someone freely gives their time to help an organisation or an individual who they are not related to'.

Little Disciples Childcare follows the procedures outlined by the Disclosure and Barring Service to ensure the safety of children and vulnerable adults. A volunteer wishing to participate in an activity that is outlined in the DBS Criteria cannot participate in the Volunteering Activity until we have received a cleared DBS.

The Manager must ensure that volunteers have due regard for this policy and have received Safeguarding Basic Awareness training.

Allegation Against a member of Staff or Adult

14.1 Any allegation of abuse made by or on behalf of a child should be taken seriously and the child should be listened to and dealt with sensitively. All staff must ensure that any allegation regarding an adult who is working with learners is reported immediately to the Manager or the Designated Senior Person (DSP); this will include all staff, volunteers, trustees, occasional workers or contractors and those staff who are not on site but come into contact with children.

If the allegation is against the Manager, then the responsible individual must be informed. All staff should have contact information for the responsible individual/chair of the management committee. It is essential that all allegations of abuse are dealt with fairly, quickly, fairly and consistently.

If there is an immediate threat or likelihood of harm to the child or adult at risk, the DSP / Manager / Chair of the committee must immediately refer to police and social services.

The management committee should be informed of all allegations that come to the settings attention and appear to meet the criteria set out below.

A member of staff is alleged to have:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

The above procedures relate to members of staff who are currently working in any childcare setting, regardless of whether the setting is where the alleged abuse took place.

If the concern / allegation involves a member of staff, the school must not make their own internal decisions about whether it is a disciplinary issue or a child protection matter. The setting should be mindful that the police have statutory powers and responsibility for determining whether a criminal investigation is to be undertaken. The setting **must not** undertake their own internal child protection enquiries but report their concerns to the local authority or to the police.

Please refer to Section 5 of the Wales Safeguarding procedures for 'Safeguarding Allegations / Concerns about Practitioners and Those in Positions of Trust' for further information:

https://safeguarding.wales/chi/index.c5.html

14.2 Whistleblowing

Our settings Whistleblowing Policy can be used for confidential reporting of any abusive, inappropriate or unprofessional behaviour towards children or young people, or any conduct that breaches criminal law or statute; compromises health and safety; breaches accepted professional codes of conduct, or otherwise falls below established standards of practice in relation to children and young people. Any employee who believes that allegations or suspicions about a member or staff or adult have not followed procedure, has a responsibility to escalate their concern directly to the Designated Lead for Safeguarding.

Equality and Diversity

15.1 As an employer and provider of services Little Disciples Childcare will not unlawfully discriminate on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or on the grounds of Welsh Language.

All children, their parents and carers, volunteers, staff and trustees are valued and will be treated with dignity and respect. Little Disciples Childcare will not tolerate any form of discrimination, harassment or victimisation.

In order to make sensitive and well-informed professional judgments about a child's needs and a parent's capacity to respond to their child's needs, it is important that staff are sensitive to differing family patterns, and lifestyles and to child rearing patterns that vary across different racial, ethnic and cultural groups.

We will work across our community to ensure our commitment to equality and fairness is shared and take steps to ensure that our school is accessible, welcoming and inclusive.

North Wales Safeguarding Children Board (NWSCB)

16.1 The North Wales Safeguarding Children Board (NWSCB) is a statutory body which co-ordinates, monitors and challenges its partner agencies in safeguarding children in North Wales. Flintshire County Council is a statutory partner of the NWSCB.

Protecting and preventing children and adults at risk from experiencing harm and promoting the wellbeing of the people of North Wales enabling them to achieve better outcomes remains central to the Board's work.

Our setting should be aware of the work of the NWSCB and are encouraged to keep updated about local safeguarding information and training opportunities by following the link below:

http://www.northwalessafeguardingboard.wales/

16.2 Child Practice Review (CPR)

The NWSCB have a statutory responsibility to undertake Multi-Agency Child Practice Reviews in circumstances of a significant incident where abuse or neglect of a child is known or suspected. A Concise Child Practice Review must be held in any of the following cases where, within the area of the Board, abuse or neglect of a child is known or suspected, and the child has:

- died; or sustained potentially life-threatening injury
- or sustained serious and permanent impairment of health or development
- and the child was neither on the Child Protection Register, nor a Looked After Child on any date during the 6 months preceding
- The date of the event referred to above
- or the date on which the Local Authority or relevant partner agency identifies that a child has sustained serious and permanent impairment of health and development.

The purpose of a Review is to identify learning for future practice and involves practitioners, managers and senior officers in exploring the detail and context of agencies' work with a child or family. The output of a Review is intended to generate professional and organisational learning and promote improvement in future interagency child protection practice.

SLT at Little Disciples Childcare may need to be involved in the Child Practice Review process. The Manager / DSP will work closely with Children's Services in such circumstances to ensure that requests for information and documentation are responded to in the required timeframe. Attendance at Learning Events along with practitioners from multi-agencies may also be required during the review process. All staff should be made aware that there is an expectation as a professional that they contribute to a review and attend any interviews as required; regardless of whether they remain employed at the setting or have changed roles.

References

Wales Safeguarding Procedures 2019 https://safeguarding.wales/

All Wales Practice Guides 2019:

- **Safeguarding children from Child Criminal Exploitation (CCE)** www.safeguarding.wales/chi/index.c6.html
- **Safeguarding children from Child Sexual Exploitation (CSE)** www.safeguarding.wales/chi/index.c6.html
- **Safeguarding children affected by Domestic Abuse** www.safeguarding.wales/chi/index.c6.html
- **Safeguarding children from Harmful Practices related to Tradition, Culture, Religion or Superstition** www.safeguarding.wales/chi/index.c6.html

- **Safeguarding children were there are concerns about Harmful Sexual Behaviour (HSB)**
  www.safeguarding.wales/chi/index.c6.html

- **Safeguarding children from Online Abuse**
  www.safeguarding.wales/chi/index.c6.html

- **Safeguarding children who may be Trafficked**
  www.safeguarding.wales/chi/index.c6.html

- **Safeguarding Children from Radicalisation**
  https://safeguarding.wales/chi/c6/c6.p12.html

Welsh Government Guidance: 283/2022 **Keeping Learners Safe**
https://gov.wales/keeping-learners-safe

Welsh Government Guidance: **Sharing nudes and semi-nudes: Responding to incidents and safeguarding children and young people guidance for education settings**
https://hwb.gov.wales/zones/keeping-safe-online/sharing-nudes-and-semi-nudes-responding-to-incidents-and-safeguarding-children-and-young-people

Social Services and Wellbeing Act (Wales) 2014 Working Together to Safeguard People: Non-statutory guide on information sharing to safeguard children 2019
https://gov.wales/sites/default/files/publications/2019-07/working-together-to-safeguard-people-information-sharing-to-safeguard-children.pdf

Hwb Keeping Safe Online Zone https://hwb.gov.wales/zones/keeping-safe-online/

WECTU: PROTECTING SCHOOLS an integrated security approach
https://schoolbeat.cymru/fileadmin/teachers/other/wectu-guide/eng/WECTU_Schools_Security_Guide.pdf

The Wales Accord on the Sharing of Personal Information (WASPI) www.waspi.org/

Operation Encompass
https://www.operationencompass.org/

Home Office: Prevent Duty Toolkit for Local Authorities and Partner Agencies 2018 (England and Wales)
https://www.gov.uk/government/publications/prevent-duty-toolkit-for-local-authorities-and-partner-agencies

Home Office: Criminal exploitation of children and vulnerable adults: county lines (England and Wales) Guidance
https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines#history

Neath Port Talbot: Venue Hire Policy

https://democracy.npt.gov.uk/documents/s33143/App%202%20-%20PREVENT%20Plan%20Venue%20Hire%20Policy.pdf

Blackburn with Darwen Borough Council: Responsible Event Booking & Venue Hire Policy and Procedure
https://democracy.blackburn.gov.uk/documents/s8462/Responsible%20Venue%20Hire%20Appendix.pdf
North Wales Safeguarding Board
http://www.northwalessafeguardingboard.wales/

Social Care Wales National Safeguarding Training Learning and Development Standards:

https://socialcare.wales/resources-guidance/safeguarding-list/national-safeguarding-training-learning-and-development-standards

Appendices

Appendix 1: Procedure for Making a Referral into Children's First Contact Team.

Appendix 2: National Safeguarding Training, Learning and Development Standards: Practitioner Groups Hierarchy.

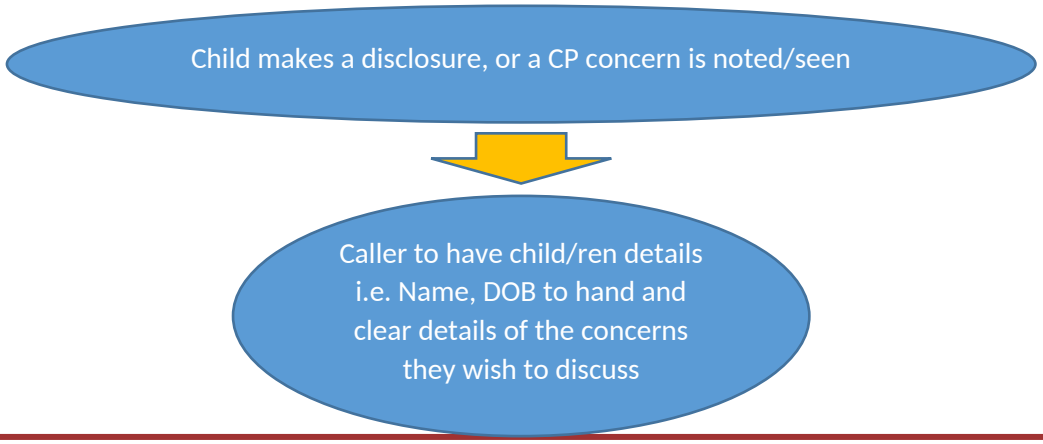
Appendix 3: National Safeguarding Training, Learning and Development Standards

Appendix 4: Information for all staff. What to do if a child tells you they have been abused by someone other than a member of staff.

Appendix 5: Designated Safeguarding Lead Poster
Appendix 6: Disclosure Form
Appendix 7: Incident Record

St John. The Baptist VA Primary School
Little Disciples Childcare

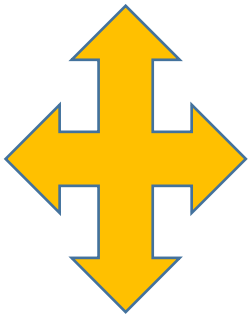
Appendix 1: Procedure for Making a Referral into Children's First Contact Team



Caller rings 01352 701000 selecting option 2 to speak to the Duty Officer

Caller (member of the public, family or any other agency) reports their CP concern and gives a full outline of the concerns noted.

Details of the child and the concerns discussed are passed onto the Duty Officer. Given the severity of the concerns being discussed, an e mail may be requested and should also be sent in order for immediate actions to be taken by CFC Team and the police if need be.



The Duty Officer may also take the referral over the phone there and then or ask for a paper copy of the referral to be sent following the original e mail.

All paper copies of referrals need to be submitted within 24 hours of the initial referral.

It is essential that all information is taken regarding the allegation or suspicions of abuse. However, the referrer must never be asked to fully interview the child but on occasions maybe asked for some clarity around a particular issue or fact around the in[illegible]n maybe too

St John. The Baptist VA Primary School

Little Disciples Childcare

APPENDIX 2: National Safeguarding Training, Learning and Development Standards: Practitioner Groups Hierarchy



Group (A/B/C/D/E/F)	Role	Initial training	Refresher training	Duration of training required	Memorable Principles
Group A Basic Awareness	**All staff working in:** social care, health care, local authority departments, police, **education,** early years, the third and voluntary sector (including volunteers) and independent contractors (commissioned services).	Complete the e-learning module before starting work, or as part of induction.	All staff should attend refresher training within 2 years but should not exceed 3 years between training (from KLS guidance) OR Following a change to safeguarding legislation. OR When an employer or manager says it's needed.	1-3 hours	• *I know what the term safeguarding means* • *I know what to look out for* • *I know who to report to.*

APPENDIX 3: National Safeguarding Training, Learning and Development Standards:

Group C Advanced ***Everyone in this group will need to know everything in groups A and B.***	**Managers, Deputy Manager, Persons in Charge, Responsible Individual.** Registered or regulated practitioners with an assessing, planning, intervening and evaluating role. They will have a clear protection planning role (core group, case conference, strategy meeting attendees) and have a statutory function.	Any training the hiring manager thinks is needed before they begin their role. 8 hours during probation period (first six months), and any extra learning specific to the role.	The generic training. Learning specific to the role. All staff should attend refresher training within 2 years but should not exceed 3 years between training (from KLS guidance)	At least 8 hours of the generic training, plus training specific to the role.	• *I understand that voice and control of people is key to decision making – child/person-centred practice* • *I understand everyone's roles and responsibilities in the safeguarding process* • *I show the ability to make clear and proportionate decisions*
Group F	**Management committee and trustees** Public service leaders: Directors of Education	E-learning module before starting work, or as part of induction or probation (first six months) and relevant bespoke training, learning and development.	Group A e-learning Bespoke refresher development All staff should attend refresher training within 2 years but should not exceed 3 years between training (from KLS guidance)	Minimum of 6 hours	• *I provide leadership that embraces safeguarding in the public sector and promotes multi-agency working at all times* • *I understand the core elements of safeguarding and why this is an important area* • *I will be guided and provided with assurance by Group E practitioners on areas of concern.*

Group B Intermediary ***Everyone in this group will also need to know everything in group A.***	**All staff working at Little Disciples Childcare** All practitioners who have regular contact with adults, children and members of the public in their roles. This includes practitioners who are or aren't registered or regulated and volunteers	As part of induction or probation period (first six months). May need to do training on specific topics relevant to role, if the employer or manager thinks it's needed.	All staff should attend refresher training within 2 years but should not exceed 3 years between training (from KLS guidance) OR Following a change to safeguarding legislation. OR When an employer or manager says it's needed. NOTE - This can include wider role specific learning and development specific to the role.	Minimum of 6 hours, which can be done in one or more sessions.	• *I am a key part of the safeguarding process* • *I know when, how and who to report to* • *I will make sure the individual's voice is heard.*

Further information available from:

https://socialcare.wales/resources-guidance/safeguarding-list/national-safeguarding-training-learning-and-development-standards

Appendix 4: Information for all staff

What to do if a child tells you they have been abused by someone other than a member of staff

A child may confide in any member of staff. Staff to whom the allegation is made should remember:

- Yours is a listening role, do not interrupt the child when they are freely recalling events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so as not to lead the child;

- You must report orally to the school's designated person for child protection (or their deputy in their absence) immediately to inform them of what has been disclosed. In the unlikely event that both are absent, seek out the most senior person in the school

- Make a note of the discussion, as soon as is reasonably practical (but within 24 hours) to pass on to the school's designated person for child protection. The note should be clear in its use of terminology, should record the time, date, place and people who were present, and should record the child's answers / responses in exactly the way they were said as far as possible. This note will in most cases be the only written record of what has been disclosed and as it records

the initial disclosure from the child it is an important one in the child protection process. Remember, your note of the discussion may be used in any subsequent formal investigation and/or court proceedings. It is advised that you retain a copy in a safe place;

- Do not give any undertakings of absolute confidentiality (see note following this section for more details). You will need to express this in age related ways to the child as soon as appropriately possible during the disclosure. This may result in the child 'clamming up' and not completing the disclosure, but you will still be required to share the fact that they have shared a concern with you to the designated person. Often what is initially shared is the tip of the iceberg;

- Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing child protection plans. You can ask the designated person for an update but they are restricted by procedures and confidentiality, and may be limited in their response. The level of feedback will be on a need to know basis, but whatever is shared is strictly confidential and not for general discussion with others.

Designated Safeguarding Lead Poster for Little Disciples Childcare

At **Little Disciples Childcare**, we are committed to keeping all children safe from harm. If you have any concerns about a child's safety or wellbeing, **please speak to a member of our Safeguarding Team immediately.**

1. Designated Safeguarding Lead (DSL):	
Mr. Sam Gocher **(Manager & Person in Charge)**	
Tel: 01244 478920 Email: littledisciples2015@outlook.com	

2. Deputy Designated Safeguarding Lead (DDSL):	
Mrs. Eleanor Eccles **(Deputy Manager & Person in Charge)**	
Tel: 01244 478920 Email: ecclese11@hwbcymru.net	

3. Designated Safeguarding Trustee (DST) (If you have a safeguarding concern about the Manager/Person in Charge)	
Mrs. Anna Stephens **(Responsible Individual & Chair)**	
Tel: 01244 550838 Email: jbmail@hwbcymru.net	

Remember:

- No concern is too small – always share it.
- All staff have a duty to report concerns **without delay**.
- Confidentiality must be respected – do not discuss concerns with others unless authorised.

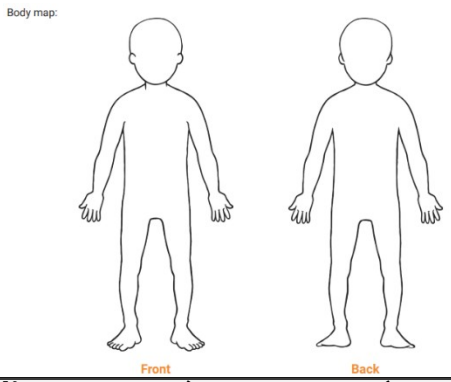
In an emergency, or if a child is at immediate risk, call **999**.

For further advice, refer to our full **Safeguarding and Child Protection Policy** available in the office or in the policy and procedure folder.

Appendix 6: Safeguarding Disclosure Form

Child's Name:	
Child's Date of Birth:	
Child's Class/Year:	
Name of Adult filling in this form:	
Date of disclosure	
Time of disclosure	
Signature:	

Concerns about the child/describe the disclosure:
Voice of the child:

Actions Taken:	**Body Map:**
	

To be completed by Designated Safeguarding Person (DSP or DDSL)	
Reported to Manager	
Reported to Designated Safeguard Leads	
Parent informed	
Uploaded to CPOMS/iPal	
Referral sent to Children's Services	

Little Disciples Childcare

Appendix 7: Incident Record

Record completed by:	**Person involved in incident:**
Name: Address: Postcode: Job title: Tel:	Name: Address: Postcode: Tel:
Date:	Time:
Where did the incident occur?	

Describe the events:		
Witnesses:		
Other comments:		
What actions were taken?		
	<u>To be completed by Manager/Deputy Manager</u>	
Record completed by: *(Signature)* **Date:**	**<u>Reported to Manager</u>**	
	<u>Reported to Designated Safeguard Leads</u> *Anna Stephens* *Sam Gocher* *Emily Tiryaki*	
	<u>Parent informed</u>	
	<u>Uploaded to CPOMS/iPal</u> *(Date & by whom)*	

This form should be filed in the Accident & Incident Folder & logged onto CPOMS/iPal.