11 Safeguarding Children, Young People and Vulnerable adults

 (Including Managing Allegations of Abuse against a Member of Staff)

**Policy Statement**

Parley Community Preschool is committed to safeguarding children, young people and vulnerable adults by putting young people and vulnerable adult’s right to be ‘strong resilient and listened to’ at the heart of all our activities.

The ‘three key commitments’ are broad statements against which all policies and procedures across the organisation will be drawn to provide a consistent and coherent strategy for safeguarding children, young people and vulnerable adults in all services provided by the pre-school.

The three key commitments are:

1. Parley Community Pre-school is committed to building a culture of safety in which children, young people and vulnerable adults are protected from abuse and harm in all areas of its service delivery.

2. Parley Community Pre-school is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in ‘What to do if you are worried a child is being abused’ (HMG 2006)

3. Parley Community Pre-school is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, young people and vulnerable adults through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

*NB A ‘Young Person’ is defined as 16-19 year old. In our pre-school setting, they may be a student, worker or parent.*

*A ’vulnerable adult’ is defined in ‘No Secrets’ (the Government’s Guidance on Adult Abuse as; ‘a person aged 18 years or over, who is receipt of or may be in need of community care services by reason of ‘mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation) In Parley Community Pre-school this may be a service user or staff member.*

**Procedures**

We carry out the following procedures to ensure we meet the three key commitments.

***Key Commitment One***

Parley Community Pre-school is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Parley Community Pre-school has a duty to be aware that abuse does occur in our society. This policy lays out the procedures that will be taken if we have reason to believe that a child, young person or vulnerable adult who is a member of our pre-school, is subject to any form of abuse or neglect.

Our primary responsibility is the welfare and well being of each individual child, young person or vulnerable adult in our care. As such we believe we have a duty to the children, parents/main carers and staff to act quickly and responsibly in any concern that may come to our attention. It is the duty of any staff member to report any suspected abuse to the **Designated Safeguarding Lead** (DSL)

The **DSL** for Parley Community Pre-school is **Leanne Blackley.**

**Rachel McDonald (Deputy Safeguarding )** will deputise should the Designated Safeguarding Lead (DSL) not be available.

Designated committee member is Victoria Tanner Chairperson.

* The DSL will ensure they have links with statutory and voluntary organisations with regard to safeguarding children and take account of Local Safeguarding Board (LSCB) procedures.
* The DSL will ensure that they have received appropriate training on child protection matters and that all staff are adequately informed and trained to recognise possible child abuse in the categories of physical, emotional and sexual abuse and neglect..
* All staff are made aware through training, of the additional vulnerabilities that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation or culture and that these receive full consideration in child, young person or adult protection related matters.
* All staff are made aware through training, of social factors affecting children’s vulnerability including: - Social Exclusion, Domestic Violence, Mental Illness, Drug and Alcohol Abuse (substance misuse), Parental Learning Disability, Radicalisation and Extremism.
* All staff are made aware through training, of other ways that children may suffer significant harm: - Abuse of Disabled Children, Fabricated or Induced Illness, Child Abuse Linked to Spirit Possession, Sexually Exploited Children, Female Genital Mutilation.

**Staff and Volunteers**

* We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them.
* All staff have an up-to-date knowledge of safeguarding issues.
* We provide adequate and appropriate staffing resources to meet the needs of children.
* Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
* Candidates are informed of the need to carry out 'DBS checks (disclosure and barring service) before posts can be confirmed.
* Where applications are rejected because of obtaining information that has been disclosed, applicants have the right to know and to challenge incorrect information.
* We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
* Volunteers do not work unsupervised.
* We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
* The DBS reference number
* The date the disclosure was obtained
* Details of who obtained it.
* We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
* We abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
* We have procedures for recording the details of visitors to the setting.
* We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
* We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.

***Key Commitment Two***

Parley Community Preschool is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you’re worried a child is being abused' (HMG 2006).

* There are procedures in place to prevent known abusers from coming into the Pre-school as employees or volunteers at any level.
* There are procedures for dealing with allegations of abuse made against a member of staff.
* There are procedures in place for reporting possible abuse of children, young person or vulnerable adult in the centre.
* There are procedures in place for working in partnership with agencies involving a child, or young person, for whom there is a child protection plan in place.
* These procedures take account of working with families with a ‘child in need’ or who are affected by issues of vulnerability such as social exclusion, domestic violence, mental illness, substance misuse and parental learning disability.
* These procedures take account of diversity and inclusion issues to promote equal treatment of children and their families and take account of factors that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation or culture.
* There are procedures in place for record keeping, confidentiality and information sharing
* If there is a concern about a child, Parley Community Pre-school has a duty to contact Dorset MASH (Multi-Agency Safeguarding Hub) Telephone 01202 228866 E-mail: MASH@dorsetcc.gcsx.gov.uk
* Other Useful Contact Numbers
* Children’s Social Care (CSC) linked to the area where a child lives: -
* Ferndown 01202 877445
* Christchurch 01202 474106
* Wimborne 01202 889969
* Out of Hours Service 01202 657279
* The Local Authority Designated Officer ( LADO)can be contacted on 01305 221122 LADO-Martha Sharp

The Designated Safeguarding Lead (DSL) or deputy should speak to the Children’s Social Care (CSC) duty officer to share their concerns over an incident or emerging pattern of concerns. The duty officer will discuss with their own manager and decide upon further action if applicable. If the initial contact is taken by Children’s Social Care (CSC) as a referral, the setting should send a written report within 48 hours.

**Responding to Suspicions of Abuse**

* We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
* When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
* Significant changes in their behaviour
* Deterioration in their general well-being
* Their comments which may give cause for concern, or the things they say (direct or indirect
	+ disclosure)
* Changes in their appearance, their behaviour, or their play
* Unexplained bruising, marks or signs of possible abuse or neglect
* Any reason to suspect neglect or abuse outside the setting.
* We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent’s drug or alcohol abuse, mental or physical illness or parent’s learning disability.
* We are aware of other factors that affect children’s vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation; that may affect, or may have affected, children and young people using our provision.
* We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
* Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns.
* Where such evidence is apparent, the staff member makes a dated record of the details of the concern and discusses what to do with the 'designated person'. The information is stored on the child's personal file.
* We refer concerns to the local authority children’s social care department and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board.
* We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
* We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person’s refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

**Recording Suspicions of Abuse and Disclosures**

* Where a child makes comments to a member of staff that gives cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
* Listens to the child, offers reassurance and gives assurance that she or he will take action
* Does not question the child
* Makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
* These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
* The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity.
* Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

**Protocol for Assessment, Management and Referral of Bruising in Non-Mobile Children**

* Parley Community Pre-school recognises the following key points: -
* Bruising is the commonest presenting feature in physical abuse in children.
* The younger or less mobile the child, the higher the risk that the bruising is non-accidental.
* Bruising in any child ‘not independently mobile’ (children who are not independently mobile by reason of a disability) should prompt suspicion of maltreatment.
* Bruising in any child ‘not independently mobile’ will prompt an urgent contact with the Local Safeguarding Board for advice on referral
* The aim of this protocol is to provide Pre-school staff with a knowledge base and action strategy for the assessment, management and referral of non-mobile children who present with bruising or otherwise suspicious marks.
* Bruising is the commonest presenting feature of physical abuse in children.
* The NICE guideline (National Institute for Health and Clinical Excellence) ‘When to Suspect Child Maltreatment (Clinical Guideline 89, July 2009) states that bruising in any child ‘not independently mobile’ should prompt suspicion of maltreatment.
* <http://guidance.nice.org.uk/CG89/QuickRefGuide/pdf/English>.
* In the light of these findings this protocol has been developed for the assessment and management of bruising in non-mobile children and the process by which such children should be referred to Children’s Social Care and a senior paediatrician for further assessment and investigation of potential child abuse. This protocol is necessarily directive. While it recognises that professional judgment and responsibility have to be exercised at all times, it errs on the side of safety by requiring that all non-mobile children with bruising be referred to Children’s Social Care and for a senior paediatric opinion where there is no obvious medical cause.
* Any bruising, or what is believed to be bruising, in a child of any age that is observed by, or brought to the attention of any preschool staff should be taken as a matter for inquiry and concern.
* It is not always easy to identify with certainty a skin mark as a bruise. Pre-school staff should take action in line with this protocol if they believe that there is a possibility that the observed skin mark could be a bruise or could be the result of injury or trauma. (It is accepted that marks could be the result of birth trauma, birth marks or areas of skin pigmentation such as ‘Mongolian Blue Spots’, however if there is any doubt whatsoever as to the nature of the mark caution should be exercised and this protocol will be followed.)
* While accidental and innocent bruising is significantly more common in older mobile children, Parley Community Pre-school staff are aware that mobile children who are abused may also present with bruising (Baby Peter, 2008). They should seek a satisfactory explanation for all such bruising, and assess its characteristics and distribution, in the context of personal, family and environmental history, to ensure that it is consistent with an innocent explanation.
* Immobility, for example due to disability, in older children should particularly be taken into account as a risk factor. Disabled children have a higher incidence of abuse whether mobile or not.
* N.B. The definition of bruising is as follows: Extravasation of blood in the soft tissues, producing a temporary, non-blanching discolouration of skin however faint or small with or without other skin abrasions or marks. Colouring may vary from yellow through green to brown or purple.
* **Making a Referral to the Local Authority Children's Social Care Team**
* H.M. Government’s publication ‘What to do if you're worried a child is being abused’ (HMG 2015) contains procedures for making a referral to the local children's social care team.
* We keep a copy of this publication alongside the procedures for recording and reporting set down by our Local Safeguarding Children Board, which we follow when the circumstances dictate the need to do so.

***Working With Parents and Carers***

Parents/Carers are made aware of this document when their child joins the pre-school and can be viewed on our website. A printed copy can be provided This will be explained in a clear way so as not to frighten, upset or accuse, but to impress upon them the commitment to their child’s well-being.

Parents/Carers will be reassured that allegations against staff, students or volunteers, of abuse or neglect will be taken seriously and will be reported to Children’s Social Care (CSC) to investigate. The concern should be made to the settings Designated Safeguarding Lead (DSL) or, if this person is the subject of the allegation, to the Early Years Advisor or directly to Children’s Social Care (CSC).

At all times the child or young person’s well-being comes first. Parley Community Pre-school has the right to seek advice (regarding a concern they may have about a child) before discussing it with the child’s parent. If the child is thought to be at risk of significant harm, a referral may be made to Children’s Social Care (CSC) without first having discussed it with the parent.

***Follow On***

If a concern or allegation is reported to the Designated Safeguarding Lead (DSL), a decision will be made regarding the next step - which could be to

1. Discuss the concern with the parent/carer (unless there is an allegation of sexual or physical abuse, when the first point of contact will be Children’s Social Care (CSC))
2. Take further advice
3. Raise the concern with Children’s Social Care (CSC). The Duty Officer will advise the setting on necessary procedures, depending on the severity of the concern. Children’s Social Care (CSC) may investigate if the concern has reached the threshold for this to be taken forward

The Children’s Social Care (CSC) office may arrange a visit to the family or setting to see the child and parents for themselves. If this leads them to suspect a child has been abused or neglected, advice and support will be offered to improve the care for the child.

Parley Community Pre-school will continue to provide the best care for the child and work to support parents/carers in a confidential and non-judgemental manner

**Liaison with Other Agencies**

* We work within the Local Safeguarding Children Board guidelines.
* We have the current version of 'What to do if you’re worried a child is being abused' available for parents and staff and ensure that all staff are familiar with what they need to do if they have concerns.
* We have procedures for contacting the local authority regarding child protection issues, (including maintaining a list of names, addresses and telephone numbers of social workers) to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
* We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

**Allegations Against A Member Of Staff Or Volunteer**

* We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse.
* We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes:
* Inappropriate sexual comments
* Excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
* We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, has abused a child.
* We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
* We refer any such complaint immediately to the Local Authority Designated Officer (LADO) Patrick Crawford 01305 221122 to investigate:

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| ***This LADO role is undertaken by a number of Dorset County Council Children’s Services Staff. Any contacts with the LADO should therefore be made via the Children’s Services Safeguarding Unit who will identify the appropriate LADO and ensure urgent contact with the referrer/employer.*** | ***The Safeguarding Unit can be contacted on 01305 228327*** |

* We also report any such alleged incident to Ofsted within 14 days, as well as what measures we have taken. We are aware that it is an offence not to do this.
* We co-operate entirely with any investigation carried out by children’s social care in conjunction with the police.
* Where the management team and children’s social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.
* If there is no proof of any misconduct and a suspended person is to return to work, appropriate support should be set up eg mentor/management of contact with child/children/parents who made the allegation.

**Disciplinary Action**

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service (DBS) of relevant information, so that individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

***Key Commitment Three***

Parley Community Pre-school is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

* All staff receive appropriate training in child protection matters and have access to the pre-school policy and procedure for reporting concerns of possible abuse.
* All staff in the setting have adequate information on issues affecting vulnerability in families such as social exclusion, domestic violence, mental illness, substance misuse and parental learning disability together with training that takes account of factors that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation or culture.

In addition:

Parley Community Pre-school promotes the wider aspects of safeguarding children through adherence to the following procedures:

* Non-collection of children (See ‘Collection of children’ Policy)
* Whistle blowing (Within this Policy)
* Missing child (See ‘Missing Child’ Policy)
* Managing Allegations against a member of staff procedure (Within this Policy)
* Promoting British Values policy
* Out of hours babysitting/nannying policy

**Training**

* We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
* We ensure that designated persons receive training in accordance with that recommended by the Local Safeguarding Children Board.
* We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

**Categories of Abuse**

* **Physical Abuse**

Action will be taken under this heading if the staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is a definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Procedure: -

1. Any sign of a mark and/or injury to a child when they come into Parley Community Pre-school will be recorded and discussed with the parent. The parent will be asked to countersign the record. Parents/Carers will have been informed of this procedure when they join the setting. ***(Parley Community Preschool has a duty to report any mark/bruise/injury on a non-mobile child to the Local Early Years Safeguarding Office immediately upon discovery of such a mark.)***
2. The observed instances will be recorded and any marks recorded on a body map.
3. If there appears to be any discrepancy or query regarding the injury or the injury is discovered after the parent/carer has left and the child discloses the name of the person causing the injury, this will be shared with the Local Early Years Safeguarding Office and/or Children’s Social Care (CSC) immediately.
4. Any suspicion of Physical Abuse will be reported directly to the Local Safeguarding Children Board and/or Children’s Social Care (CSC) without first speaking to the parents. The police will be notified if there is any concern that the child is in danger of significant harm
* **Sexual Abuse**

Action will be taken under this heading if the staff team has witnessed occasions where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour

Procedure: -

1. The observed instances will be recorded
2. Any suspicion of Sexual Abuse will be reported directly to the Local Safeguarding Children Board and/or Children’s Social Care (CSC) without first speaking to the parents. The police will be notified if there is any concern that the child is in danger of significant harm
* **Emotional Abuse**

Action will be taken under this heading if the staff team has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe maltreatment, or by rejection.

Procedure: -

1. The observed instances will be recorded
2. The matter will be referred to the Local Safeguarding Children Board and/or Children’s Social Care (CSC) who will notify the police if there is any concern that the child is in danger of significant harm.
* **Neglect**

Action will be taken under this heading if the staff team has reason to believe that there has been persistent or severe neglect of a child (for example by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child’s health or development, including non-organic failure to thrive.

*Procedure: -*

The observed instances will be recorded

1. The matter will be referred to Local Safeguarding Children Board and/or Children’s Social Care (CSC)) who will notify the police if there is any concern that the child is in danger of significant harm.
* **Prevent Duty**

Parley Community Pre-School will take action to protect children from harm and are alert to harmful behaviour by other adults in the child’s life. The Prevent Duty is the duty within the **Counter-Terrorism and Security Act 2015**, to have due regard to the need to prevent people from being drawn into terrorism.

1. Parley Community Pre-School through training understand what this might look like in play.
2. Identify children vulnerable to radicalisation.
3. Staff know what to do when a child is identified.
4. Through promoting British Values, Parley Community Pre-School build a resilience to radicalisation.
5. Parley Community Pre-School will challenge extremism.

**Radicalisation** is a process by which an individual or group comes to adopt increasingly extreme political, social or religious ideals.

**Extremism** is the holding of extreme political or religious views. These views will reject the Fundamental British Values - Prevent

The Children Act of 1989 places a duty on Children’s Social Care (CSC) to investigate such matters. Parley Community Pre-school will follow the procedures set out by Dorset Safeguarding Children Board (DCSB) and will take guidance from Children’s Social Care (CSC) on further action or procedures to be followed.

All records will be kept confidential on a “need to know” basis.

**Planning**

* The layout of the rooms allows for constant supervision. Children are not left alone with staff or volunteers in a one-to-one situation without being visible to others. (Please see ‘Toileting and Nappy Changing Policy’).

**Curriculum**

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

**Confidentiality**

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

**Support to Families**

* We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
* We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children’s social care team.
* We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
* We follow the Child Protection Plan as set by the child’s social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
* Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

**Whistle Blowing**

All staff and volunteers should be aware of their duty to raise concerns, where they exist, about the management of safeguarding, which may include the actions of colleagues. Any such concerns should be raised with the Designated Safeguarding Lead (DSL). If the concern is about the Designated Safeguarding Lead (DSL) themselves, contact the settings Early Years Advisor, Dorset MASH or directly to Children’s Social Care (CSC). A list of phone numbers is kept at all times on the staff noticeboard.

**Good Practice**

It is hoped to prevent the possibility of abuse in the group by the layout of the room allowing for constant supervision of the children by more than one adult.

Staff members will store their mobile phones away from their person during the session.

A mobile phone without a camera will be carried on the person of the manager to ensure safety with regard to emergency procedures

Children’s "feelings" will be explored through a variety of activities e.g. storytelling, these can be expressed in a secure environment, in an acceptable way, without fear of ridicule.

See also “Mobile Phones and Cameras Policy” and “Social Networking Policy”

**Further Guidance**

* Working Together to Safeguard Children (HMG 2006 - under revision 2015)
* What to do if you’re Worried a Child is Being Abused (HMG 2015)
* Framework for the Assessment of Children in Need and their Families (DoH 2000)
* The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
* Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
* Information Sharing: Guidance for Practitioners and Managers (HMG 2008) (HMG 2006)
* Independent Safeguarding Authority: [www.isa.homeoffice.gov.uk](http://www.isa.homeoffice.gov.uk)
* Counter-Terrorism and Security Act 2015