

EALING CHILDREN'S CENTRES
POLICY AND PROCEDURES
FOR
SAFEGUARDING &
PROTECTING CHILDREN

**Greenfields Nursery School and Children's
Centre & Havelock Children's Centre**

Date Approved: November 2017

Approved by the Full Governing Board

Contents

1.	Introduction and Aims	3
2.	Objectives of the Policy.....	4
3.	Roles and Responsibilities.....	5
4.	Identifying, Reporting, Referring, and Monitoring Concerns	8
5.	Children’s Centres Reporting Responsibilities Flow Chart.....	9
6.	Procedures for raising concerns:	10
7.	Procedures for making a referral:	10
8.	Procedures for monitoring children thought/known to be at risk	11
9.	Procedures for reporting to and attending review meetings.....	11
10.	Safer Recruitment	12
11.	Single Central Record	13
12.	Disclosure and Barring Service (DBS)	13
13.	Managing Allegations Against Staff.....	16
14.	Training	18
16.	Children’s Centre Information.....	20
17.	Reporting hierarchy for safeguarding	20
18.	Useful Information	21
19.	Key documents.....	22
20.	Appendix 1 Child and Family Enquiry/Referral.....	23

1. Introduction and Aims

1. **This document sets out the overarching Children's Centre policy and procedure to be followed to safeguard children accessing services at or through a Children's Centre in the London Borough of Ealing. This policy must be made available to all members of the Children's Centre community in hard copy or electronically.**
2. At Greenfields this policy has been adopted by the Governing Board as the overarching policy for all aspects of our work, including the Nursery School, Daycare and Children's Centre provision at both Greenfields and Havelock Children's Centres.
3. If the core services at this centre are provided by a number of different organisations for example a school, a voluntary or private sector childcare provider and an externally commissioned service this policy and procedure must act as the overarching guidance for the Children's Centre.
4. All parties should be familiar with its content. If this content is a variance with existing policies which would render this document ineffective the existing policies must be amended in accordance with this document.
5. However, this document does not replace existing agency or single organisation policies, but acts as a shared document to clarify safeguarding roles and responsibilities within a Children's Centre in which a number of different services and organisations deliver services.
6. Schools and centres that let their premises to external providers or commission services themselves should also refer to the DfE's Keeping Children Safe in Education September 2016 and supplementary document: Keeping Children Safe in Education September 2016 (Information for all school and college staff).
7. The staff and governors of Greenfields and Havelock recognise their legal duty to safeguard children, including their legal duty to refer concerns of child abuse or neglect to the appropriate investigating agency, and also recognise that this duty of care extends to protecting children from harm and neglect outside the Children's Centre.
8. Children's Centre Advisory Boards must also recognise the importance of supporting the Children's Centre community in meeting its obligations regarding safeguarding and protecting children. Safeguarding must be a standing item on the agenda.
9. Greenfields follows the procedures set out in Ealing's Child Protection Policies and Procedures (Yellow Book 2014), the London Child Protection Procedures; and (as applicable), The Early Years Foundation Stage, and the DfE's Keeping Children Safe in Education September 2016 and supplementary document: Keeping Children Safe in Education September 2016 (Information for all school and college staff).
10. Greenfields is committed to:
 - a. Raising the profile of Safeguarding and Child Protection, including the need for constant vigilance amongst staff and adults working at the School and Children's Centres
 - b. Sharing the safeguarding and information sharing policy (page 21-23 of Yellow Book 2014) with parents on admission and by publicising these policies
 - c. Establishing and implementing effective procedures for identifying, reporting, and monitoring all concerns about children/families
 - d. Establishing and implementing effective working arrangements to support children in accordance with agreed child protection/child in need plans
 - e. Providing a curriculum and learning environment, which promotes the development of the attitudes and skills children need to keep safe
 - f. Establishing and implementing the recommended procedures for safer recruitment as they apply to staff, students and volunteers
 - g. Ongoing safeguarding training for all colleagues appropriate to their role and level of responsibility including regular attendance of NSP or Centre representative at the Nominated Safeguarding Persons' Network (termly meetings)

- h. Undertaking an annual safeguarding audit using the children's centre safeguarding audit tool; additional reviews may be required following any safeguarding incidents at the centre, however the annual audit must still be carried out

2. Objectives of the Policy

The objectives of this policy are to:

1. Raise the awareness of everyone working at the School and Children's Centres of their duty to act immediately in identifying and reporting concerns about children/families.
2. Clarify roles and responsibilities in relation to safeguarding children.
3. Clarify safeguarding roles and responsibilities for different organisations that deliver services at the School and Children's Centre.
4. Set out the procedures for reporting initial concerns and making referrals.
5. Set out the procedures for the ongoing monitoring of children identified to be at risk.
6. Set out the procedures for reporting to and attending child protection meetings.
7. Set out the procedures for safer recruitment including volunteers
8. Set out the procedures for managing allegations against professionals

3. Roles and Responsibilities

Every service or organisation that regularly delivers services to children and families at Greenfields or Havelock must have a dedicated person to act as the lead on all safeguarding children issues. This person would be the Nominated Safeguarding Person (NSP).

There must be at least one NSP for each organisation / provider based in the centre, with the lead NSP being; Ellie Larkin, Head of Centre for Greenfields Nursery School and Children's Centre and Havelock Children's Centre.

Ealing's Children's Centres are configured into Locality areas with a lead centre for each locality. The NSP for the lead centre has an overarching role within the locality and must ensure good communication between NSP's in the Locality.

However each NSP is responsible as set out in this policy for following out the requirements of this role for the services and organisation in which they are employed.

The role of the Nominated Safeguarding Person (NSP) is to:

1. Take the lead in safeguarding all children accessing Children's Centre services and day care provision.
2. Ensure a named deputy Nominated Safeguarding Person is in place.
3. Ensure that all staff know how to contact the NSP or their deputy at all times.
4. Ensure the Centre has an induction process for all staff that introduces the Ealing Policy and Procedures for Safeguarding and Protecting Children, and maintains a record of this.
5. Keep up to date with new initiatives and local and national requirements including Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM), E-Safety and Disclosure by Association.
6. Ensure that Centre staff have regular up to date introduction and refresher Safeguarding and Child Protection training (within two years).
7. Keep their local knowledge of Safeguarding and Child Protection policy and procedures current inline with local guidance (Yellow Book 2014) and Government policy (London Safeguarding Children Guidance blue book.)
8. Provide advice to staff about how to take a concern or complaint forward and keep a record of all communications, date, time and who with (including role/agency) and when this will be reviewed and by whom. Record all reviews.
9. Liaise with local statutory agencies to seek any further advice and guidance as needed and record this.
10. Keep securely following data protection protocols all records of any concerns, discussions, decisions and referrals made, these records must be signed and dated.
11. Keep an overview of all children under five supported through an EHAP within your centre (for Locality NSP within the Locality)
12. Keep accurate records for all children on Children In Need (CIN) and Child Protection Plans. Records should include attendance/punctuality monitoring and any other tasks set by the core group.
13. Contribute to and attend case conferences, core groups or strategy meetings as required.
14. Participate in Locality Early Help meetings, which should include an overview of cases involving social care input known to the centre.
15. Ensure all staff are inducted and understand their role in local Safeguarding and Child Protection policies and procedures in line with Ealing's Yellow Book 2014.

16. Understand their role and responsibility in identifying and addressing concerns around extremism and radicalisation in accordance with Prevent Duty Guidance for England and Wales 2015¹.

The Nominated Safeguarding Person (NSP) is responsible for:

All NSP's at Greenfields and Havelock could be required once made aware of a concern to follow the procedures below. Once actions have been taken a NSP should ensure that the overarching NSP for the Centre/ Locality is aware of the concerns and the actions taken.

1. Reporting immediate concerns, where the child is considered to be at imminent risk of harm to the police by dialling 999.
2. Reporting urgent concerns, including concerns relating to Prevent Duty, immediately to Ealing's Children's Integrated Response Service (ECIRS) :
Tel: (020) 8825 8000
3. Following up your telephone contact with ECIRS in writing. Information can be sent securely via Egress Email: ecirs@ealing.gov.uk. If you cannot initiate an Egress email please ask the ECIRS worker to send you a secure email that you can reply to with your attachments.
4. Taking advice from the local authority Child Protection Advisors, if unsure whether to make a referral, Child Protection Admin: Tel: 020 8825 8930
5. Following the completion of reporting your concerns please notify Clare Welsby Children's Centre Strategic Manager or in her absence Charles Barnard Head of Early Years Childcare and SAFE
6. Discussing concerns with parents, before making referral unless there is a risk of further harm to the child.
7. All allegations made against staff, volunteers, students or governors must be reported:
 - a. To The Designated Officer (LADO) Kogie Perumall Tel: 020 8825 8155 Email: PerumallK@ealing.gov.uk immediately, Kogie Perumall or a nominated person in her absence will support The Nominated Safeguarding Person in following through appropriate procedures and actions.
 - b. And if the allegation is against the head/manager/proprietor this must be reported immediately to the LADO as above and to the Chair of the Governing Board, or the next level of the reporting hierarchy (if not a school) and to:
 - i. Ofsted and
 - ii. Schools Human Resources (if applicable)
8. Ensuring information is recorded and appropriate records maintained and stored securely
9. Ensuring records and information are shared with appropriate professionals, in line with local information sharing policy.
10. Managing the monitoring of attendance, development and wellbeing of children subject to Child Protection or Children In Need plans.
11. All NSPs to confirm with the overarching NSP for Centre /Locality which member of management /staff are providing supervision and guidance to staff working with children subject to Child Protection or Children In Need plans or an EHAP
12. Ensuring that the Children's Centre policies and procedures for safeguarding are known and adhered to by colleagues.

¹ Revised Prevent Duty Guidance: for England and Wales 2015

13. Acting as a source of advice within the Children's Centre, seeking further clarification when needed and ensuring their own and staff training is up to date.
14. Identifying and addressing deficiencies in the internal safeguarding procedures as they arise and ensuring that procedures are reviewed if required.
15. Ensuring the appropriate person attends and contributes to case conferences and core group meetings using the strengthening families case conference report format

The Governing Board is responsible for:

1. Ensuring that appropriate safeguarding and child protection procedures are in place.
2. Seeking advice from the Local Authority and Children's Services when necessary.
3. Nominating one of its members to have responsibility for safeguarding and child protection and to liaise with The Nominated Safeguarding Person (NSP) as necessary.
4. Ensuring that the nominated governor (if applicable) undertakes child protection/safer recruitment training
5. Reviewing the safeguarding policy and procedures annually.
6. N.B. The Chair of the Governing Board is the person responsible for liaising with the local authority if an allegation of abuse is made against the Headteacher/Head of Centre.

The staff and other adults working with the children are responsible for:

7. Actively protecting children they work with, including challenging parents in the inappropriate handling of their child's behaviour e.g. smacking or where parents are suspected to be under the influence of alcohol or drugs (if it is judged safe to do so).
8. Following the established procedures.
9. Immediately reporting and recording causes for concern to The Nominated Safeguarding Person or their deputy. Taking the concern forward immediately in the event of the NSP and Deputy's absence.
10. Understand their duty to have "due regard to the need to prevent people from being drawn into terrorism²" by being able to recognise areas of concern in relation to Prevent and to report these concerns on to the NSP.
11. Providing written records stating the names of staff involved, children and date and time concerns were noted, reporting exactly what was seen and heard, this should be recorded as early as possible.
12. Reporting any concerns about staff.
13. To write reports as required for case conferences and core group meetings. (These must be shared with parents prior to meeting)
14. Attending case conferences and core group meetings when asked to do so (staff will be given support in this).
15. Reporting "near misses" where a child could have potentially been at risk to ensure steps can be taken to avoid an incident occurring.
16. All staff must be aware of their role in identifying and reporting children who under the law would be considered to be privately fostered and staff must:
 - a. ensure that they understand the definition of private fostering³

² Revised Prevent Duty Guidance: for England and Wales July 2015

³ Private Fostering: What is your role (Ealing Children's Services Leaflet)

- b. inform parents/carers of their legal requirement to contact the Council where there are thought to be private fostering arrangements
- c. notify the organisations NSP and report to ECIRS by phone 020 8825 8000 and follow up by secure Email (Egress): ecirs@ealing.gov.uk

4. Identifying, Reporting, Referring, and Monitoring Concerns

Staff must be as objective as possible in observing and reporting concerns, writing down exactly what they see and hear, and keeping this distinct from their opinions and beliefs. Staff must also act sensitively at all times with the child and ensure only to ask non leading questions e.g. 'How did you get the bruise?' **not** 'Did daddy/mummy hit you?' It is good practice to have another member of staff within the vicinity to witness conversation.

The Children's Centre Nominated Safeguarding Person (NSP) **must be informed at all times** if there is a safeguarding concern within the Children's Centre.

Professionals delivering services at or through the centre from an independent organisation must inform the Children's Centre NSP if they have any safeguarding concerns relating to children using their services.

The safeguarding responsibilities of the other services and organisations are set out below in relation to a range of circumstances that may occur in a Children's Centre:

- 1. If a safeguarding concern is raised by a visiting member of staff about a child who is receiving a service that is delivered by the lead organisation for the Children's Centre** the Children's Centre Nominated Safeguarding Person (NSP) must be informed and take forward the complaint or concern.

The Children's Centres NSP must inform the NSP of the other organisation of this concern and the actions being taken as long as these do not relate to the other organisation itself.

- 2. If a safeguarding concern is raised by a member of staff about a child that is receiving a service being delivered solely by the other organisation** the NSP for that service or organisation must take forward the complaint or concern.

The NSP for the other organisation must inform the NSP of Greenfields or Havelock of this concern who may then consider a joint investigation or need to take action as a consequence of this concern; for example to safeguard a sibling attending another service within the Children's Centre.

These reporting responsibilities are set out in the following **flow chart**.

The Children's Centre's NSP must enter the details of their centre in the flow chart and display this prominently within the centre office. They should also ensure that all staff within the lead and other organisations working at the centre are aware of these reporting responsibilities.

5. Children's Centres Reporting Responsibilities Flow Chart

This flow chart does not replace: 'Dealing with concerns about a child/young person (Yellow Book 2014 page 41) which must be followed by all staff and organisations working in Ealing Children's Centres.

Greenfields Nursery School and Children's Centre and Havelock Children's Centre									
Name of lead Organisation:	Greenfields Children's Centre								
Name of lead Organisation's Nominated Safeguarding Person (NSP)	<table border="0"> <tr> <td>Ellie Larkin</td> <td>Magda de Melo</td> </tr> <tr> <td>Malgorzata Kojlo</td> <td>Bali Pallan</td> </tr> <tr> <td>Irene Olubi</td> <td>Paula England</td> </tr> <tr> <td>Raj Basra</td> <td></td> </tr> </table>	Ellie Larkin	Magda de Melo	Malgorzata Kojlo	Bali Pallan	Irene Olubi	Paula England	Raj Basra	
Ellie Larkin	Magda de Melo								
Malgorzata Kojlo	Bali Pallan								
Irene Olubi	Paula England								
Raj Basra									



Immediately inform the lead Nominated Safeguarding Person (Children's Centre) and The Nominated Safeguarding Person (NSP) for your own organisation (if different)

If you work for the lead organisation and the child is in your care

The Children's Centres NSP follows procedures and reports concerns to Children's Services

If you work for another organisation and the child is in your care

The NSP of your organisation follows procedures and reports concerns to Children's Services

Regardless of the route taken, The Nominated Safeguarding Persons involved **MUST** feedback to each other the nature of the concern, actions taken and the outcome of the referral (if made)

Nominated Safeguarding Persons must consider the needs of any siblings accessing a service delivered by the lead or other organisation at or through the centre.

If thresholds is not met for a referral the individual with concerns or the NSP should monitor the situation. If the child's situation does not appear to improve, you must reconsider a referral to ECIRS

IN AND EMERGENCY OR IF YOU HAVE A GENUINE CONCERN THAT APPROPRIATE ACTION HAS NOT BEEN TAKEN INDIVIDUALS CAN MAKE REFFERAL DIRECTLY TO ECIRS.

6. Procedures for raising concerns:

When raising a concern, the following procedures will be followed:

1. Staff, students, volunteers, or governors who have concerns about any child's wellbeing or safety or any parent/carer's behaviour, must record their concerns, using the Centre's case notes template noting the:
 - a. Date and time
 - b. What they saw and heard,
 - c. Who else was involved, and
 - d. Share this immediately with The Nominated Safeguarding Person (NSP).
2. When appropriate the position of marks/bruising must be plotted on a body map with information of size/colour.
3. All notes must be signed and dated by the person making the report.
4. In order to make the process objective and maintain confidentiality, concerns should not be discussed with colleagues at this stage - the NSP will decide whether, when and how best to consult colleagues.
5. The NSP will draw together the immediate evidence/concerns about the child/family to inform the decision to make a referral. This should not delay the process of a making a referral.
6. In cases where threshold is not met for referral the individual with concerns or the NSP must keep a written record of concern and monitor the situation.
7. If further concerns are observed or the situation does not improve for the child the individual with concerns must press for reconsideration around referral.
Note: In circumstances such as an emergency or a genuine concern that the appropriate action has not been taken anybody can make a referral to ECIRS

7. Procedures for making a referral:

When making a referral, the following procedures will be followed.

1. The initial contact with parent/s must be well planned to ensure child/children's welfare and parent/s understanding and cooperation. Parents will normally be told of the referral unless this puts the child at risk, or in the case of suspected sexual abuse.
2. Prepare a chronology of significant events to send with or after making the referral via the Ealing Children's Services-Interagency Referral and Assessment Form. **Note: Although this is required there must be no delay in making a referral if this information is not ready to hand.**
3. **Phone ECIRS: Tel: (020) 8825 8000** and discuss concerns for follow up information Email: ecirs@ealing.gov.uk. **Note: If child lives in another Borough, then the Social Services in that local authority should be contacted. Never leave a message on an answer machine** when making a safeguarding referral, always make sure you speak to someone and record the name of the person who you have made the referral to.
4. If you have made the decision not to inform the parents of the referral you must speak to a Social Worker in order to plan who will contact parent/s and when.
5. If you are not contacted by a Social Worker by the time the child is due to go home, **phone ECIRS again**. You should phone the police if the child is about to go home and you are concerned that they are at immediate risk of significant harm.
6. At the end of the referral discussion the referrer and ECIRS should be clear about proposed action, timescales and who will be taking action, or that no further action will be taken.

7. All referrals from professionals should be confirmed in writing, by the referrer, within 48 hours.
8. **If the referrer has not received an acknowledgement of the referral within three working days, they must contact ECIRS again.**
9. Where there is to be no further action by Children's Services, feedback should be provided by Children's Services to the referrer about the outcome of this stage of the referral.

8. Procedures for monitoring children thought/known to be at risk

When monitoring a child thought or known to be at risk, the following procedures will be followed:

1. Written records of concern/incidents must be kept even if there is no immediate plan for a referral.
2. The Nominated Safeguarding Person (NSP) will inform the key person of their responsibility to keep and maintain record of information about the child.
3. The key person is responsible for maintaining records of wellbeing and progress. When levels of concern are high or a child is subject to a Child Protection or Child In Need plan, daily records will be needed for detailed monitoring of the child's emotional wellbeing; relationships; physical wellbeing; play; toileting issues etc.
4. Aspects of a child's wellbeing and progress are discussed at team meetings when relevant to obtain feedback from all colleagues, and to plan future action as a team. These plans must be recorded and reviewed.
5. The NSP must maintain a record of telephone and other relevant contacts with outside agencies, staff, and parents/carers in the child's file.
6. Children's files are stored in a locked filing cabinet in a lockable room.

9. Procedures for reporting to and attending review meetings

When reporting to and attending review meetings, the following procedures will be followed:

1. The Nominated Safeguarding Person (NSP) notifies Children's Services immediately of any concerns or unauthorised absences involving Looked After Children and children subject to Child Protection or Child In Need plans and records it on the child's file.
2. The NSP and/or the child's key person provide reports for and attend case conferences, core group meetings, and professionals' meetings as required.
3. On transfer, records are passed on as appropriate to the NSP at the receiving school. If the child is currently subject to a CP/CIN plan and agreement has been provided by the lead professional. Centre or childcare provision must keep a photocopy of these records with the Children's Centre for 3 years after which they are archived.

10. Safer Recruitment

Greenfields follows the Safer Recruitment Practices outlined by the DFE (Sept 2016) which aims to identify people who might be harmful or unsuitable at the outset, and prevent them from working with children.

Greenfields aims to ensure insofar as is possible, that anyone seeking paid or voluntary work at the School or Children's Centre is safe to work with children.

Greenfields expects all staff and volunteers to share a commitment to safeguarding and promoting the welfare of children.

Safer Recruitment requires the Children's Centre to embed child protection and the safeguarding of children at every stage of the recruitment and selection process.

When recruiting staff, the following procedures will be followed:

1. At least one member of the interviewing panel will have attended appropriate safer recruitment training (provided by LA)
2. Ensuring job descriptions clearly state the responsibility staff have for safeguarding children and promoting their welfare.
3. Including specific reference to applicants' suitability to work with children in future person specifications.
4. Use of application forms, which include necessary statements relating to the Rehabilitation of Offenders Act, and a Safeguarding Statement, which summarises the vetting process that will be undertaken. (Reference Local Authority Application Forms)
5. Scrutinising applicants' education and employment history.
6. Completely resolving apparent gaps/discrepancies in the application (including gaps in employment) at the interview stage, all gaps /discrepancies must be accounted for.
7. Obtaining independent references to assess the applicants' suitability to work with children and addressing concerns that may arise.
8. Children's Centres must ask for previous allegations founded and unfounded and if subject to any disciplinary procedures even if time scale is spent.
9. A formal interview, which will include questions relating to safeguarding of children.
10. Verifying the successful applicants: identity, academic/vocational qualifications, employment history and experience and resolving anomalies, health and physical capacity for the job.
11. Processing the application for and obtaining clearance from the Disclosure and Barring Service (DBS) for an Enhanced DBS check before staff take up employment (see page 14 of this policy and procedures)
12. In exceptional circumstances if a staff member is required to start before a satisfactory DBS check has been received a risk assessment must be carried out, reviewed and signed by the overarching NSP. The member of staff must never be left unsupervised with children.
13. At recruitment a Disclosure by Association check will be conducted, this will be rechecked regularly (as advised by HR) in personal supervision of staff.

11. Single Central Record

Greenfields keeps a Single Central Record of Recruitment and Vetting checks and a Record of ID Checks for all staff, students and volunteers who work or deliver services at the School and Children's Centres.

The Single Central Record of DBS disclosures should include details of:

1. Name
2. Role
3. Organisation
4. DBS number
5. Date of DBS Disclosure
6. Confirmation that the Head of Centre or a person delegated by them has had sight of this disclosure
7. Confirmation that the Head of Centre or a person delegated by them has seen proof of identification such as a passport or Photo ID from a statutory agency or organisation contracted by the Local Authority. Copies of disclosures must not be kept on site.
8. For national and external organisations recognised by the LA such as NHS healthcare professionals or LA maintenance teams you should expect to be provided with the full DBS details. In some instance a formal letter from their organisation that clearly outlines that staff have all received DBS clearance. This letter should be annually updated.

12. Disclosure and Barring Service (DBS)⁴

Children's Centres provide regulated activity (children) as set below:

1. Regulated activity includes unsupervised activities e.g. teaching, training, instructing, **care or supervision of children or providing guidance or advice on well-being**, driving a vehicle for children only.
2. Regulated activity also includes work for a limited range of establishments (specified places) where there is an opportunity for contact e.g. schools, children's homes, children's centres and childcare premises (but not work by supervised volunteers – unless this is frequent see point 5 below)
3. If you are on the payroll working at a school / children's centre / childcare provider, this is classed as Regulated Activity
4. Contractors or any employee of the contractor has to have an appropriate level DBS checks. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list) will be required. When considering whether the contact is regular (regular is defined as carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period, it is irrelevant whether the contractor works on a single site or across a number of sites)

⁴ Keeping children safe in education Statutory guidance for schools and colleges / Ealing Council DBS guidance 2015
Ealing Children's Centres Policy and Procedures for Safeguarding and Child Protection August 2016

Temporary and maintenance workers are not in regulated activity, it is the school's, children's centre and childcare providers responsibility to ensure the safety of the children through supervising these staff at ALL times.

5. Frequency and intensity comes into play with children. Even if a role is unregulated e.g. volunteer, **if they were to be at the school / children's centre / childcare provider once a week or four times in a month, because of the frequency they would need to have a DBS check carried out, but not a Barred List check.**
6. Those roles that used to be in Regulated Activity but are no longer in Regulated Activity (i.e. they are fully supervised) **can still have an enhanced DBS check** but no Barred List check.
7. Parent volunteers on school or centre trips need to be supervised at ALL times and it is the school's, children's centre or childcare provider's responsibility to ensure this happens.

Disclosure and Barring Service checks⁵

These are the types of checks available to those working with children: Type of check	What the check involves	Positions eligible for this level of check
Standard check	Check of the Police National Computer records of convictions, cautions, reprimands and warnings	The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
Enhanced check	Check of the Police National Computer records plus other information held by police such as interviews and allegations. This information must be relevant to the sector and be approved by the police for inclusion on the certificate.	The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and in Part 5 of the Police Act 1997 (Criminal Records) Regulations.*
Enhanced criminal record check with children's and/or adult's barred list information	Check of the Police National Computer records plus other information held by police plus check of the DBS Children's Barred List plus check of the DBS Adults' Barred List.	The position must be eligible for an enhanced level criminal record check as above and be for a purpose listed in Regulation 5 of the Police Act 1997 (Criminal Records) Regulations as able to check the barred list(s).

For staff working in a regulated activity schools, children's centres, child care providers managers **must apply for the: Enhanced criminal record check with children's and/or adults' barred list information, check.**

For staff (or volunteers work who work frequently) in a regulated activity and are supervised (and as such this could be classed as an unregulated activity) schools, children's centres, child care providers **can apply for an: Enhanced check**

Guidance for supervision of volunteers is set out clearly in Annex D: statutory Guidance – regulated activity (children)⁶

Frequency of DBS checks

Schools, Children's Centres and childcare providers must follow guidance on frequency of DBS renewal that relates to their service type and organisation as follows:

⁵ See Keeping children safe in education Statutory guidance for schools and colleges July 2015 for references

⁶ See Keeping children safe in education Statutory guidance for schools and colleges July 2015

1. Ealing Council Children's Services staff:
 - a. Enhanced check with barring on starting employment in a regulated activity and on change of job, change in circumstances that would have implications for the check and or renewed every three years
 - b. Enhanced check on starting employment in a regulated activity and on change of job, and or change in circumstances that would have implications for the check
2. School and external child care provider staff:
 - a. Enhanced check with barring on starting employment in a regulated activity and on change of job and or change in circumstances that would have implications for the check
 - b. Enhanced check on starting employment in a regulated activity and on change of job, and or change in circumstances that would have implications for the check
3. All employees who work in a regulated activity and have undertaken a DBS check have an obligation to notify their manager/employer of any incidents that may affect this status. Manager must then carry out an additional check.

13. Managing Allegations Against Staff

The Children's Centre has a professional duty to provide a safe and happy environment and nurturing ethos, which fosters confidence, independence and learning, and:

1. Recognises the importance of close contact with trusted adults for young children's healthy development and its importance in building self-esteem and positive attachments between the staff and the children. This is especially important for the youngest children who require the greatest amount of physical care, handling, and comforting.
2. Fosters the development of natural relationships between staff and children based on care, respect and love for the children, which includes close physical contact and warmth. This sort of contact is not encouraged with **students, volunteers and short-term agency staff**. Everyone is nevertheless, expected to always observe professional and appropriate boundaries in their relationships with the children.

To ensure a safe environment, the following procedures will be followed:

1. Activities where staff are alone with a child or group of children for a short period of time – e.g. during story times, must be planned, agreed and recorded by the Centre Head or delegated manager to ensure that staff qualification and ratios are met at all times, and risk assessment carried out as appropriate.
2. At least one member of staff must hold a full and relevant level 3 qualification (if working with under twos additionally “must be suitably experienced in working with children under two” (Statutory Framework for Early Years Foundation Stage, April 2017)
3. Students, volunteers, visitors or agency staff are not allowed to be alone with children (with the exception of agency staff/students on long term placement who have been observed to work safely and respectfully with the children over a period of time and agreed and recorded by Head of Centre or delegated manager and have DBS clearance.
4. **The changing areas are:**
 - Open** to main areas so staff are not shut off alone and out of sight with children.
5. Permanent members of staff should change children’s clothes, or long-term agency staff, that have a key person role. This should be agreed and recorded by Centre Head or delegated manager.
6. Staff must inform colleagues when they are changing a child.
7. Staff must keep a record of nappy changes, or changes of children’s clothing, toilet training and any other occasion when it is necessary to change a child or help them in the toilets.
8. If parents take their own child to the toilet area, staff must ensure that no other children are left alone in this area at the same time.
9. Contractors working on site must not be allowed in changing areas if children are being changed.

In the event of an allegation being made against staff the procedure is to:

1. Report the allegation to The Nominated Safeguarding Person (NSP) except for allegations against the NSP, which must be reported to the person who is at next level of management).

This person will report it to The Local Authority Designated Officer (LADO) Kogie Perumall Tel: 020 8825 8155 **immediately** and follow up information can be sent securely via Egress Email: PerumallK@ealing.gov.uk and copy to Clare Welsby cwelsby@ealing.gov.uk and Charles Barnard cbarnard@ealing.gov.uk.
2. The person who has reported the incident to The Local Authority Designated Officer **must not talk to any members of staff or other person until advised to do so by the Local Authority Designated Officer (LADO). The member of staff concerned must not be told about the subject of the allegation as this can hinder and affect the investigation procedure.**
3. All communication and related evidence and actions must be recorded, dated and signed.
4. The Local Authority Designated Officer will consult as necessary with the Head of Centre/Police/Child Protection Advisor and HR to consider the evidence/information and will advise on the required course of action.
5. Refer to Ealing’s Yellow Book 2014, for more detailed procedures.

6. Organisations must follow their own procedures regarding allegations against professionals (AAP) and if the requirements are met for a member of staff to be temporarily relocated, redeployed or suspended this must be actioned accordingly.
7. The manager responsible must only communicate information with the affected member of staff as agreed by the LADO, e.g. to state the reasons for management action and that an allegation has been made (not what the allegations relates to)

14. Training

To ensure safe practice the following training must be undertaken:

1. The Nominated Safeguarding Person must undertake Ealing Safeguarding Children Board approved training through attendance at Ealing Safeguarding Children Board or other relevant Governors Safeguarding Training. This training must be renewed every two years. There is also an expectation that the NSP attend other relevant ESCB multi-agency training and a requirement to attend NSP training and the NSP network
2. Whole staff group and or individual training will be undertaken every year or more often if required. This training should meet the requirements of Ealing Safeguarding Children Board.
3. Ensure that staff are trained properly and understand their duties under Prevent⁷
4. All staff must be able to demonstrate a general awareness of known indicators/predisposing factors of abuse/neglect as well as detailed knowledge of the agreed policies and procedures.
5. All front line staff, including reception staff must be trained to pass on calls about the safety of children to The Nominated Safeguarding Person or other member of Senior Management Team (Head of Centre); and be able to record their concerns on the children's centre phone and discussion record sheet
6. The Nominated Safeguarding Person will ensure their own and other staff training is kept up to date and will keep a log of all relevant training. This will include options for on-line training modules that can be accessed from Ealing Safeguarding Children Board.
7. If the Children's Centre is led by a school:
 - a. The governing board training must take place every two years.
 - b. The Head of Centre and the Chair of the Governing Board or a nominated governor will attend appropriate Safer Recruitment training.

⁷ Revised Prevent Duty Guidance for England and Wales 2015
Ealing Children's Centres Policy and Procedures for Safeguarding and Child Protection August 2016

15. Supporting children's safety through learning

The time that children at risk spend at nursery may be the only stable and predictable part of their lives.

It is especially important to provide children in these circumstances, with a secure, caring environment and a curriculum that is based directly on their observed developmental and care needs, capabilities and interests. For example, in knowledge and understanding of the world the children will learn how to keep themselves safe when walking on the pavement near traffic. The Key Person system enables the Children's Centre to do this on an individual basis.

Greenfields recognises the fundamental role that children's personal, social and emotional development plays in their wellbeing and their ability to develop and learn 'normally' – as well as the potential impact it might have on their ability to stand up for themselves and keep themselves safe. Within Children's Centres we promote the fundamental British Values of Democracy, Rule of Law, Individual Liberty and Mutual Respect and tolerance of others

At Greenfields we therefore plan to:

- Build children's self-esteem, self-awareness, and self-confidence.
- Build their ability and willingness to say what they want/need and speak up for themselves, knowing they will be listened to.
- Help them understand boundaries and acceptable behaviour.
- Help them understand that they have the right to feel safe and not be frightened.
- Help them deal with conflicts by talking, explaining their motives and negotiating.
- Teach them to say no if they do not like something/do not want to do something.
- Help them think about keeping safe/keeping away from danger.
- Teach them where to go for help and how to ask for it.
- Teach them to treat others as they would want to be treated themselves.

This safeguarding policy and procedures should also be read in conjunction with the following documents and policies:

- The health and safety policy and related risk assessments
- Anti bullying policy and procedures
- Behaviour management policy
- Procedures for meeting the needs of pupils with medical conditions
- Procedures for first aid
- Policy for managing intimate care (toileting)
- Mobile phone and camera policy
- Whistleblowing policy
- Expectations and rules around the use of the internet on site by staff, parents and children
- Recruitment of staff.

16. Children's Centre Information

At **Greenfields and Havelock** Children's Centre, **Ellie Larkin, Head of Centre** is The Nominated Safeguarding Person (NSP); this person is the nominated safeguarding advisor for the lead agency or organisation managing the centre.

In his or her absence this role is covered by **Malgorzata Kojlo, Extended Services Manager** and while she is on maternity leave it will be covered by **Magda de Melo, Assistant Head**.

The above named Nominated Safeguarding Person or deputy will report through the following line management hierarchy: (add additional rows if required)

17. Reporting hierarchy for safeguarding

Name	Role in organisation	Reports to	Role in organisation	Phone number/s
Ellie Larkin	Head of Centre	Gillian Borg	Chair of Governors	07958245357
Malgorzata Kojlo	Extended Services Manager	Ellie Larkin	Head of Centre	020 8813 8079
Magda de Melo	Assistant Head	Ellie Larkin	Head of Centre	020 8813 8079
Raj Basra	Family Liaison Officer	Ellie Larkin	Head of Centre	020 8813 8079
Irene Olubi	Senior Nursery Officer	Ellie Larkin	Head of Centre	020 8813 8079
Bali Pallan	Class Teacher	Ellie Larkin	Head of Centre	020 8813 8079

The organisations that regularly deliver services to children and families in the Children's Centre must inform the lead Nominated Safeguarding Person who The Nominated Safeguarding Person for their organisation is. This information must be entered in the table below.

Name of service /organisation	Name of Nominated Safeguarding Person(NSP)	Role in organisation	Contact Details
Early Start/ Health Visitors	Andrea Edwards	Named Nurse Safeguarding	020 3313 9448 07908 111746
Speech & Language Services	Francesca Omisakin	Consultant Paediatrician	020 8825 8700 Carmelita House
Educational Psychology	John Miller	Principal Educational Psychologist	020 8825 5050
Occupational Therapy	Francesca Omisakin	Consultant Paediatrician	020 8825 8700
Physiotherapy	Francesca Omisakin	Consultant Paediatrician	020 8825 8700
Adult/Family Learning	Cristi Gonzalez	Adult Learning Manager	020 8825 5279

Waterside Nursery	Fiona Cherry	Nursery Manager	020 8843 0548 Fiona.cherry@preschool.org.uk
SAFE 0-18	Carmen Phillips	Southall and Hanwell Team Manager	020 8825 9800
Paiwand	Farid Mall	Director	020 8905 8770

18. Useful Information

The Local Authority Designated Officer (LADO)	Kogie Perumall Tel: 020 825 8155 Email: PerumallK@ealing.gov.uk
Child Protection Advisory Line	Tel : 020 8802 8930
Ealing Children's Integrated Response Service	Tel: 020 8825 8000 Email: ecirs@ealing.gov.uk
Ealing Council Human Resources	Mark Nelson: Tel: 0208 825 9478 Email: Amerry@ealing.gov.uk
Police Child Protection Team	Tel: 020 8246 1901
Head of Early Years Childcare & SAFE 0-12	Charles Barnard Tel: 020 8825 6139 Email: CBarnard@ealing.gov.uk

The Children's Centres policy and procedure should be used in conjunction with Ealing's **Yellow Book 2014** (Ealing Safeguarding Children Guidance).

The Yellow Book 2014 is the key reference document for all staff, students and volunteers working with children and young people in Ealing, and has informed this Children's Centre Policy and Procedures.

19. Key documents

Child and Family Enquiry Form ECIRS (attached)

The following key that support the procedures within this policy are to be found in Ealing's Yellow Book 2014:

Information:	
Policy statement	Appendix 2 and Appendix 3
Role Specification for the Nominated Safeguarding Person	Chapter 8
Promoting Safe Practice: Code of Conduct for Staff	Chapter 25
Forms:	
Incident Report Log	Appendix 4
Flowcharts:	
1. Dealing with concerns about a child / young person flowchart	Page 41
2. On-line safety incident flowchart	Page 51
3. Flow chart for key questions for information sharing	Page 23
4. Allegations against staff and volunteers flowchart	Page 69



Child and Family Enquiry/Referral

This form is to be used to make an enquiry about a child, or young person. However, if an Early Help Assessment and Plan (EHAP) has been completed it can be used instead. This form is also to be used by agencies to refer child protection concerns.

All urgent referrals should be initiated by phone and followed up in writing within 24 hours, by completion of as much of this form as possible. Non-urgent referrals should be sent within 48 hours of telephone referral.

Telephone referrals need to be made to Ealing Children's Integrated Response Service (ECIRS) on 020 8825 8000.

Child/Young Person Details

Framework ID	
Surname	
First Name	
Previous/other name(s)	
Date of birth, or expected date of delivery	
Gender	
Address	
Postcode	
Telephone number	
Mobile telephone number	
School name	
School address	
First language	
Mother's first language	
Father's first language	

Nationality

Immigration status

Is an interpreter required for meetings?

Ethnicity

Sub ethnicity

Religion

Previous involvement with child/young person

Dates of previous involvement (where applicable).

Most recent enquiry date

CP start date CP end date

LAC start date LAC end date

Agencies currently involved with the child and their family

Agency/Name	Relationship	Address	Tel no	Email
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Is this child/young person a young carer? (Please indicate) Yes No Not known

Does the child/young person have an additional need or disability? (Please indicate) Yes No Not known

If yes, then is it a long-term need/disability? (Please indicate) Yes No

If yes, then is it a chronic need/disability? (Please indicate) Yes No

Details of need/disability (if applicable)

Does the child/young person have a statement of Special Educational Needs or Education and Health Care (EHC) Plan? Yes No Not known

Parent/Carer Details

Significant People

Name	Age	Relationship	Parental responsibility	Same address	Other details

Enquiry Details

Date of enquiry/referral	
--------------------------	--

Source of enquiry/referral	
----------------------------	--

Method of enquiry/referral	
----------------------------	--

Type of enquiry/referral

Child Protection Concerns (Please indicate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

Information received

PPD RAG rating (to be completed for MERLINS only)	
--	--

Referrer Details

Full name	
-----------	--

Position	
----------	--

Organisation/service	
----------------------	--

Address	
---------	--

Telephone numbers	
-------------------	--

Email address	
---------------	--

Does the referrer wish to remain anonymous? (Please indicate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

Was this enquiry initiated as a result of a child being reported as missing from home? (Please indicate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

Consent Details

Has consent been obtained for sharing/storing of the child's and family's information? (Please indicate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

If no, then please state reason for consent NOT being obtained:	

Have you completed an EHAP? (Please indicate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

EHAP Registration Number	
--------------------------	--

Agency completing EHAP	Yes <input type="checkbox"/> No <input type="checkbox"/>
------------------------	--

Date EHAP was registered with Family Information Service	
--	--

Date DV matrix completed (if applicable)	
--	--

Please use one of the following options to send this completed form:

Fax: 020 8825 9127

Email: ecirs@ealing.gov.uk*

Post: Ealing Children's Integrated Response Service (ECIRS),

Perceval House, 2nd Floor blue area

14-16 Uxbridge Road, Ealing W5 2HL

*Emails to ecirs@ealing.gov.uk are only secure if sent via EGRESS. If you require a link to register EGRESS free of charge, please email ECIRS.