



Safeguarding Children and Young People

Policy Statement:

‘At Shine we believe everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them’

Purpose and Scope of the Policy:

The purpose of Shine’s safeguarding policy is to

- ensure every child at our organisation is safe and protected from harm
- give clear direction to Trustees, staff, volunteers, students when applicable, visitors and parents about what is expected and our legal responsibility to safeguard and promote the welfare of all children at our organisation

Designated Safeguarding Lead Practitioners (DSL) within Shine:

- **Rhiannon Jones – Senior Manager – 07511040355 (anytime)**
- **Laura Budworth – Nursery Manager – 01493661000 (8:30-4:30 Mon-Fri)**
- **Joanne Ross – Deputy Nursery Manager/Room Lead –01493661000 (8:30-4:30 Mon-Fri)**
- **Nicola Beavers – Room Lead – 01493661000 (8:30-4:30 Mon-Fri)**

Trustee with responsibility for safeguarding: Gerry Budworth – 07907022735 (anytime)

If the DSL/Deputy DSL are unavailable anyone with a safeguarding concern can contact The Children’s Advice and Duty Service (CADS).

-A staff member or volunteer can call (0344 800 8021)

-A member of the public or parent can call (0344 800 8020).

Policy Intention

Our organisation fully recognises the contribution it can make to protecting children from harm and supporting and promoting the welfare of all children. The elements of our policy are prevention, protection and support.

To safeguard children and young people and promote their welfare Shine as an organisation will ensure that we:

- have clear procedures in place to respond to any concerns in relation to safeguarding and that we meet our legal obligations
- create an environment to encourage children to feel secure and develop confidence, independence and a positive self-image
- provide a safe and secure environment where all children are listened to, which is accepting of different beliefs, cultures and communities
- will provide a rich source of activities which will give children and young people the opportunity to develop essential life skills to stay safe

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- will ensure everyone who has access to children and young people are safe to do so and that all appropriate checks have been carried out including using the Disclosure and Barring Service to obtain enhanced checks and barred lists (DBS checks)
- maintain a culture where staff are actively encouraged to share concerns and follow safeguarding children procedures (Whistleblowing Policy)
- provide positive role models and develop a culture where staff are confident to raise concerns and all staff feel safe and are supported, well trained and knowledgeable around safeguarding procedures
- help children understand how they can influence and participate in decision making and how to promote British Values through play, discussion and role modelling
- are committed to work with families in partnership to ensure positive relationships making parent/carers aware of the duty to promote the protection and welfare of children.
- Shine will ensure we work collaboratively with other agencies involved in safeguarding children and young people.

Scope of the policy

Shine as an organisation is committed to the safeguarding of all children and young people, and as a commitment to safer working practice, we expect all Trustees, staff, students, volunteers and contractors to:

- ensure all children and young people are safe and protected from harm
- ensure that Shine follows all legal requirements
- ensure that all staff, students and volunteers working with children and young people have received training and have a clear understanding of the legal responsibilities relating to safeguarding and promote the welfare of all children
- ensure that parent/carers have a clear understanding of the legal responsibilities of Shine to promote the welfare of all children

We recognise that:

- the welfare of children is paramount in all the work we do and in the decisions we make.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues have an equal right to protection from all types of harm or abuse.

Implementation

All new staff, volunteers or regular visitors who join our organisation will be informed of the safeguarding arrangements in place. They will be given a copy of the organisation's safeguarding policy and told who our Designated Safeguarding Lead Practitioner's (DSL) are. They will be shown the recording format, given information on how to complete and who to pass it to.

Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. The training will include safeguarding training through the Safer Programme or Norfolk County Council relating to the signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children and the remit of the role of the DSL.



Line Managers will ensure that staff attend safeguarding training in line with Norfolk Safeguarding Children Partnership (NSCP) and Safer Programme guidelines and that training will be updated within the appropriate timeline. This training should be completed within 3 months of starting date for all term time/regular staff and volunteers. All staff will be given updated information and updates of policies and procedures through the safeguarding lead during staff meetings and supervision. All staff and volunteers will be asked to read this policy after it has been reviewed and updated where necessary, at least annually. They will sign to say they have read and understood the policy.

We will display the CADs reporting and referral flowchart in the staff room when our organisation is operating.

Visitors and volunteers to our organisation will be told where our policy is kept, they will be given a leaflet which sets out the safeguarding procedures and told who the Designated Safeguarding Lead Practitioner is.

Parents and carers will be asked to sign a form confirming they have seen and read our Safeguarding Policy, given with their registration pack and signed for with the signature in their Terms and Conditions. Parents and carers will be made aware that we will need to share information with the relevant authorities if we have concerns about the welfare of their child(ren). In the case of a welfare concern, DSLs will seek consent from parents to share information and seek advice from agencies such as CADS. We do not have to seek consent in cases where there are serious concerns about harm or likely harm to their child(ren), in which case we will liaise with appropriate authorities.

CPOMS

Shine uses CPOMS, an online system which allows for the secure recording of safeguarding concerns, accidents and incidents, pastoral, welfare and SEND observations. Shine recognises the value of CPOMS as a tool to check and track any concerns and/or open or suspected cases, record conversations with external professionals, and keep up to date accounts for each individual. For staff working within the provisions utilising this system, induction will also include the use of CPOMS.

Every member of staff within the nursery, and all 'Short Breaks Leaders' will have their own log in and record any incidents/accidents or safeguarding concerns/incidents using this mechanism. The written account is to be accurate and factual and created under the individual's own log in. This may mean that Short Breaks Playworkers are required to write the account alongside the leader on the day to gain all relevant information. It can be linked to an array of indicators or concerns, and these will be ticked appropriately to the situation. Each entry is assigned and flagged to the appropriate DSL who will then check the record and act accordingly, all while keeping any relevant information gained or next steps updated on CPOMS.

Roles and Responsibilities of the Designated Safeguarding Lead Practitioner (DSL)

At Shine we have a number of Designated Safeguarding Lead Practitioners (DSLs), named on first page, to support the differing nature of our services. The DSLs are designated to take lead responsibility for safeguarding children and young people, including:

- Completing and maintaining up to date Designated Safeguarding Lead Practitioner training
- Ensuring safeguarding policies and procedures are clear
- All staff, Trustees, volunteers, students where applicable, visitors and parents/carers are

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aware of who the named DSLs are

- All staff, Trustees, volunteers, students where applicable, visitors and parents/carers are aware of this policy and the procedures to follow
- The policy and procedure is updated annually and/or as changes occur at a local and/or national level; and, policies and procedures incorporate the latest up to date advice from organisations e.g. NSCP, Safer Programme, Government legislation
- All inductions include appropriate safeguarding information and receive safeguarding training within 3 months of start date
- Liaise with Children's Services and other appropriate agencies, and make referrals to The Children's Advice and Duty Service (CADS) or Local Authority Designated Officer (LADO) when required
- Ensure that Safer Recruitment practices are followed
- Ensure that annual staff suitability and disclosure checks are completed

Training

Every member of staff and volunteer will undertake appropriate safeguarding training through the NSCP Safer Programme **or** accredited training platform, every two years. In the case of a new member of staff with an in-date certificate from a relevant awarding body achieved in a different setting, this can be considered complete and will be renewed before the noted expiry date. New employees with no current safeguarding training will be booked onto a course within three months of their employment start date, in line with their induction. A verbal safeguarding induction is completed with the relevant line manager on the first day of work, covering our safeguarding procedure and policies, including whistleblowing and confidentiality. For further information about Criteria for effective safeguarding training in Early Years please see EYFS Annex C: Criteria for effective safeguarding training [EYFS statutory framework for group and school-based providers](#)

Safeguarding is an agenda item for all supervisions and appraisals. Additional to our open-door policy and day-to-day procedures, this provides every staff member with a regular, confidential space to discuss any ongoing safeguarding cases, or concerns with their line manager and most appropriate DSL.

We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via **www.norfolklscp.org.uk**. The DSL should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our organisation.

Safer Staff and Volunteers

All adults who come into contact with the children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so. We ensure we adhere to the principles of safer recruitment as per our policy and also the guidance from NSCP.

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We ensure that we:

- carefully consider the job description and person specification
- circulate all vacancies widely
- provide information about the organisation
- ask for a written application form
- define our selection criteria
- ask for a written declaration with regards to criminal convictions, spent or otherwise
- ask for identification
- ask for originals of any qualifications
- conduct interviews with at least two people present
- include at least one interview question relating to their knowledge and ability of safeguarding children
- ask for at least two references, including the last employer and verbally confirm at least one of these
- gain enhanced DBS checks for every member of staff
- organise a comprehensive induction period which includes familiarisation with our safeguarding policies, procedures and safeguarding training through the Safer Programme or accredited training platform

In order to maintain the high standards of care that Shine provides to support children, young people and their families, it is imperative that all staff, trustees, volunteers and students where applicable have the same ethos and expectations regarding conduct. This can be found in the 'Code of Conduct' section of the staff handbook provided on commencement of employment and displayed in the staff room.

Procedure for Disclosure and Barring Service (DBS) Checks

We will always gain enhanced DBS disclosure appropriate to the provision; this also includes checks on the Children's Barred List. The organisation will apply for checks as new staff, Trustees and volunteers are recruited. Those whose checks are applied for but have not yet received clearance will not be allowed to commence work until clearance has been received. All information obtained from an Enhanced DBS check will be recorded accurately within the Single Central Register, with dates it was checked and is next to be checked, and in line with GDPR and Data Protection policies.

Unless an individual is on the update service, any information revealed on a DBS certificate will be accurate at the time the certificate was issued. There is no official expiry date for a DBS certificate. However, our organisation will request a new DBS check every 3 years as part of our ongoing safer working practices.

Staff may choose to use the DBS Update Service, in which case the organisation will check every 3 years also.

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Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for our children. Shine implements a Code of Conduct which is included in induction processes and can be found in each individual's Staff Handbook; it is also displayed in the staff room. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made-see our Managing Allegations against people working with children section further in this policy.

Procedures for Handling Disclosures

A child may decide to disclose information that may indicate they are suffering from abuse or neglect. A child chooses to speak to an adult because they feel that they will listen and that they can trust them. The adult needs to listen to what the child has to say and be very careful not to 'lead' the child or influence in any way what they say.

Its important adults remember to:

- stay calm
- listen and be supportive
- not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions
- not stop or interrupt a child who is recalling significant events
- never promise the child confidentiality – it must be explained that information will need be to be passed on to help keep them safe
- avoid criticising the alleged perpetrator
- tell the child what must be done next (the safeguarding process must be followed)
- record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed. Be sure to sign and date the record in ink if using paper recording mechanisms, or initial the CPOMs log
- contact the designated person immediately
- seek support

We are clear that the Local Authority and Police must lead any investigation into any allegation regarding safeguarding.

Operation Encompass

At Shine Nursery we are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support for children who have experienced domestic violence in their household; this scheme is called Early Years Operation Encompass. In order to achieve this, Early Years Learning and Childcare Staff will share Police information of all domestic incidents where any of our children have been present with the Designated Safeguarding Leads (DSLs). On receipt of any information, the DSL will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken



in accordance with the Norfolk Joint Agency Protocol for Domestic Abuse Notifications to Early Years Providers. We will record this information and store this information with the record keeping procedures outlined in this policy.

Records and Confidentiality

If we are concerned about the welfare or safety of any child in our organisation we will record our concerns immediately on the agreed report form and give this to the DSL. The 'Welfare Record of Concern' and 'Safeguarding Record of Concern' forms are kept in the drawer marked 'Safeguarding' in the staff room filing cabinet. Line Managers and Leaders will also have master copies in their appropriate folders.

Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's file. These files will be the responsibility of the DSL and information will only be shared within the organisation on a need to know basis for the protection of the child.

Any safeguarding information will be kept in the file and will be added to. Copies of referrals will be stored in the file.

Where appropriate concerns will be recorded on Shine's CPOMS system and the account assigned to the relevant DSL. In the absence of the appropriate DSL for the child, any DSL can be assigned. The DSL will be notified of the concern as soon as it is logged.

Our organisation cannot guarantee confidentiality if there is a child safeguarding concern, as we will need to share these concerns with the Children's Advice and Duty Service (CADS). It is an expectation that our organisation will seek consent to share information first unless to do so would place somebody at risk of harm or undermine a criminal investigation.

Reports of a concern to the DSL must be made in writing or electronically, and signed and dated by the person with the concern.

Recording Suspicions of Abuse and Disclosures

Staff should report their concerns or disclosure to the DSL following this up in writing on the Shine Safeguarding record of concern form and/or CPOMS.

Included on the form:

- name of child
- date of birth
- address
- date and time of concern
- referrer's name and position in Shine
- nature of concern (completing a body map if needed)
- any additional relevant information (such as discussions with parent/carers)
- date referred to DSL (Designated Safeguarding Lead Practitioner)



The DSL will then follow the process set out in The Continuum of Needs Guidance and the NSCP guidelines also referring to the CADS advice and guidance Flowchart (attached to this policy in Appendix 1). Should the child have a home address that is outside of Norfolk (e.g. Suffolk), the DSL will ensure that the appropriate Local Authorities safeguarding referring procedures are adhered to.

Roles and Responsibilities

Everyone has a duty of care towards all children and young people. Shine will ensure that all staff are aware of their roles and responsibilities and the roles and responsibilities of DSL. In our setting they are:

- **Rhiannon Jones – Senior Manager – 07511040355**
- **Laura Budworth – Nursery Manager – 01493661000**
- **Joanne Ross – Deputy Nursery Manager and Room Lead – 01493661000**
- **Nicola Beavers – Room Lead – 01493661000**

Trustee with responsibility for safeguarding: Gerry Budworth – 07907022735

All Shine staff will be made aware of the process for recording concerns and the process for discussing concerns with the designated safeguarding lead. If the reporting member of staff does not feel that their concerns have been acted upon in the appropriate way they are informed through induction and training of their responsibility to report concerns through NSCP guidance.

Concerns about children's safety and welfare – absences and attendance

Persistent regular absence can indicate vulnerabilities and/or risks within the home environment. Registers and drop-off/collection times will be accurately recorded and closely monitored. Should we not be notified of a child's absence, we will make attempts to contact the parent/carers or emergency contacts listed to enquire about their whereabouts. If we are still unable to make contact and have no explanation within 48 hours, we may be required to notify Children's Services in accordance with the Children's Act 2004. For more information about absences and attendance, please refer to the Attendance Policy.

Contacting The Children's Advice and Duty Service (CADS)

- If we are concerned that a child or children is experiencing or likely to suffer significant harm we will telephone (CADS) immediately on 0344 800 8021 or submit a 'Request for Support' form for consultation found here: [Professional request for support form - Norfolk County Council](#)
- When considering whether to contact CADS we will consult the CADS Flowchart in Appendix 2, and the [Norfolk Continuum of Needs Guidance 2023](#) produced by the Norfolk Safeguarding Children Partnership (NSCP)
- We will gain consent from the parent to contact CADS, unless doing so would place the child at further risk of harm or undermine a criminal investigation.
- CADS will advise us of the action required to resolve the concerns either directly or with the support of partner agencies, not necessarily Children's Services. Or a formal referral, recording the level of need. Depending on the level, the referral will be processed into either a Family Support Team or Social Work Team.
- A consultation feedback letter will be provided as a record of all conversations and provide a clear audit trail of the outcome agreed.

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- We will not investigate and will be led by the Local Authority and/or the Police.
- We will keep written dated records of all conversations with CADS.
- We understand if we are unhappy about a decision made by CADS we can use the Resolving Professional Disagreements policy on <https://norfolkscp.org.uk/>
- Members of the public or parents can contact CADS on 0344 800 8020

Shine will ensure:

- everyone develops their understanding of the signs and indicators of abuse (Working Together to Safeguard Children 2023)
- everyone knows how to respond to a child or young person who discloses abuse
- everyone is aware of the increased vulnerability of children with special educational needs and disabilities (SEND) and other vulnerable or isolated families and children
- information is shared only with those people who need to know in order to protect the child and act in their best interest
- all parents/carers are made aware of the responsibilities of staff members with regard to safeguarding children procedures

Protecting children and young people from harm is not just about safeguarding it also relates to aspects of:

- providing first aid
- children and young people's health, safety and wellbeing
- the use of reasonable force
- online safety
- intimate care and emotional wellbeing
- Security whilst at the provision

Working Together to Safeguard Children 2023 provides the following definitions and indicators of abuse and neglect:

Safeguarding is:

- to protect children from maltreatment
- 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 have the best outcomes

Children may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their day-to-day lives. These threats can take a variety of different forms, including: sexual, physical and emotional abuse; neglect; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Whatever the form of abuse or neglect, practitioners should put the needs of children first when determining what action to take. (Working together to safeguard children 2023)

Physical abuse- is deliberately physically hurting a child. It might take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.



Physical abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health or if they live in a home where domestic abuse happens. Babies and disabled children also have a higher risk of suffering physical abuse. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse can also occur outside of the family environment.

Some of the following signs may be indicators of physical abuse:

- children with frequent injuries;
- children with unexplained or unusual fractures or broken bones;
- children with unexplained bruises or cuts; burns or scalds; or bite marks.

Emotional abuse- is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Although the effects of emotional abuse might take a long time to be recognisable. Practitioners will be in a position to observe the interaction between parent and child.

Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate, it may include not giving a child opportunities to express their views. Deliberately silencing them or making fun of what they say or how they communicate.

Emotional abuse may involve serious bullying-including online bullying through social networks, online games or mobile phones- by a child's peers.

Some of the following signs may be indicators of emotional abuse:

- children who are excessively withdrawn, fearful, or anxious about doing something wrong;
- parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder';
- parents or carers blaming their problems on their child;
- parents or carers who humiliate their child, for example, by name-calling or making negative comparisons

Domestic abuse- Domestic abuse has a profound damaging effect on children who are involved, who experience it whether directly or indirectly, or who live with the effects it has on an abused parent or carer. Seeing, hearing or being aware of the ill-treatment of a parent or carer by someone in the family is likely to cause emotional harm to a child and should be regarded as emotionally distressing situation, especially as it is often linked to drug and alcohol misuse.

Neglect- Neglect is a pattern of failing to provide for a child's basic need, whether it be adequate food, clothing, hygiene, supervision or shelter. It is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse. Neglect may occur if a parent becomes physically or mentally unable to care for a child. A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a child safe or result in them prioritising buying drugs, or alcohol, over food, clothing or warmth for the child. Neglect may occur during pregnancy as a result of maternal drug or alcohol abuse.

Some of the following signs may be indicators of neglect:

- children who are living in a home that is indisputably dirty or unsafe;
- children who are left hungry or dirty;
- children who are left without adequate clothing, e.g. not having a winter coat;
- children who are living in dangerous conditions, i.e. around drugs, alcohol or violence;
- children who are often angry, aggressive or self-harm;

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- children who fail to receive basic health care
- parents who fail to seek medical treatment when their children are ill or are injured.

Sexual abuse- Sexual abuse is any sexual activity with a child. The practitioners should be aware that many children and young people who are victims of sexual abuse do not recognise themselves as such. A child may not understand what is happening and may not even understand that it is wrong. Sexual abuse can have a long-term impact on mental health.

Sexual abuse may involve physical contact, including assault by penetration, non-penetrative acts, non-contact activities such as children in the production of sexual images, forcing children to look at sexual images, children behaving in sexually inappropriate ways or grooming a child in preparation for abuse.

Some of the following signs may be indicators of sexual abuse:

- children who display knowledge or interest in sexual acts inappropriate to their age;
- children who use sexual language or have sexual knowledge that you wouldn't expect them to have;
- children who ask others to behave sexually or play sexual games
- children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

Please see Appendix 1 for Additional Safeguarding concerns to be aware of.

PREVENT:

The PREVENT strategy is part of the UK's Counter-terrorism strategy CONTEST that seeks to deal with those individuals and groups promoting division and hatred, and with the factors that predispose individuals or groups to respond to terrorist ideologies. (NCC, Norfolk Constabulary Prevent)

Some of the following signs may be indicators of vulnerability to violent extremism:

- expressed opinions such as support for violence and terrorism or the values of extremist organisations, airing of political or religious based grievances, unaccepting of other nationalities, religions or cultures.
- material possession of extremist literature, attempt to access extremist websites and associated password protected chat rooms, possession of material regarding weapons, explosives or military training.
- behaviour and behavioural changes such as withdrawal from family and peers, hostility towards former associates and family, association with proscribed organisations and those that hold extremist views.

Key Terms:

Extremism: the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect of and tolerance of different faiths and beliefs

Radicalisation: refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. See above for more information on radicalisation

Terrorism: action(s) that endangers/causes serious violence to a person/people; causes serious damage to property; or seriously interferes with/disrupts an electronic system

Responding to a concern – Notice-check-share

**Notice:**

A staff member, volunteer or visitor working with the child or young person could be the person to notice that there has been a change in the individual's behaviour that may suggest they are vulnerable to radicalisation. Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. There are some common signs that may mean someone is being radicalised:

- expressing an obsessive or angry sense of injustice about a situation and blaming this on others
- expressing anger or extreme views towards a particular group such as a different race or religion
- suggesting that violent action is the only way to solve an issue, sharing extreme views or hatred on social media

Check:

The next step is for the staff member, volunteer or visitor to speak to the manager or DSL to better understand the concerns raised by the behaviours observed to decide whether intervention and support is needed. In many cases there will be an explanation for the behaviours that either requires no further action or a referral not related to radicalisation or extremism.

Share:

Where the staff member, volunteer or visitor still has concerns that the individual may be vulnerable to radicalisation, then the organisation's safeguarding procedures will be followed, and the concern will be reported to CADS.

Following this the PREVENT referral form will be completed. The form can be found under the Norfolk County Council Preventing Radicalisation webpage, and in the drawer marked 'Safeguarding' in the staff room filing cabinet. It must then be sent to: preventreferrals-NC@Norfolk.police.uk where an initial assessment will be carried out. Urgent radicalisation concerns can be reported to Norfolk police on 101, or, in emergencies, 999.

Managing Allegations against people working with children

Shine aims to provide a safe and supportive environment. Shine will ensure that all adults involved with the organisation are committed to safeguarding children. Shine through our code of conduct, whistleblowing policy, induction, supervision and staff meetings make it clear that trustees, staff, volunteers, students have a duty to share concerns about a staff member who may have:

- behaved in a way which has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child.
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

The 4th bullet point above recognises circumstances where a member of staff (including locum or supply staff) or volunteer is involved in an incident outside of setting/agency/workplace which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.



At Shine we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust known to us, but who are not employed by our organisation to the LADO service directly at lado@norfolk.gov.uk

We will take all possible steps to safeguard our children and to ensure that the adults at Shine are safe to work with children. When concerns arise, we will always ensure that the safeguarding actions outlined in the local protocol and procedures [Allegations Against Persons who Work/Volunteer with Children Policy | NSCP](#) and [The Management of Allegations Against People Working with Children](#) are adhered to and will seek appropriate advice.

The DSL will ensure all staff, Trustees, volunteers, students where applicable, visitors, children/young people and parents/carers are aware of who to take their concern to, should they have one regarding a member of staff.

Safeguarding or child protection allegations about members or staff must be reported immediately to the Manager or DSL.

Allegations against a DSL must be reported to the Manager.

Allegations against the Manager must be reported to the Trustees.

Members of staff, Trustees, volunteers, students where applicable, visitors, children/young people and parents/carers must not investigate the allegation themselves until the Manager or DSL as agreed next steps with LADO. All allegations must be reported to and discussed immediately with the Local Authority Designated Officer (LADO), who is responsible for overseeing allegations, liaising with appropriate agencies, and seeking to resolve the matter as soon as possible. It is the responsibility of the Senior Manager or Designated Safeguarding Lead Practitioner to make referrals to LADO, Ofsted and the Disclosure and Barring Service.

An allegation should be reported to the LADO within 1 working day.

The referral form can be downloaded here, along with more information:

[How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC](#)

For further information on the role/remit of Norfolk LADO Service, please see [Allegations Against Persons who Work/Volunteer with Children Policy | NSCP](#) and [The Management of Allegations Against People Working with Children](#)

Further information on LADO and Shine's protocol for managing allegations, reporting allegations to Ofsted and making a Barring Referral to the Disclosure and Barring Service, can be found in Shine's LADO Policy.

Making a Barring Referral to the Disclosure and Barring Service

If an allegation has been made about a staff member or volunteer, then our organisation has a legal duty to make a barring referral if the following conditions are met:

Condition 1

- you withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Examples: dismissed, re-deployed, retired, been made redundant or retired.

Condition 2

You think the person has carried out 1 of the following:

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- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
- satisfied the harm test
- received a caution for, or a conviction for, or been convicted for a relevant offence

More information on Barring Referrals can be found here [Making barring referrals to DBS - GOV.UK](#)

If we need guidance on making a Barring Referral, we will contact the East of England DBS Outreach Advisor via [The DBS Regional Outreach service - GOV.UK](#) for support.

A Barring Referral can be completed online via the DBS [website](#)

It is the overall responsibility of the Senior Manager or DSL for making a barring referral. In the case that the allegation is made against the Senior Manager, an alternative DSL will make the referral.

There could be times when we might consider that we should still make a referral in the interests of safeguarding children even if the legal duty to refer has not been met. This could include acting on advice of the police or a safeguarding professional, or in situations where there may not be enough evidence to dismiss or remove a person from working with vulnerable groups. DBS are required by law to consider any and all information sent to them from any source. This includes information sent to them where the legal referral conditions are not met. If we do make a referral to DBS where the referral conditions are not met, we will do so in consideration of relevant employment and data protection laws.

Online Safety:

All staff, trustees, volunteers, students where applicable, visitors and parents when at Shine have a responsibility to ensure the safety of children and young people when accessing any electronic materials. This includes the use of photography and video, social media sites, mobile phones, tablets, smart watches and any other electronic device. Shine displays information regarding devices within the premises.

Consent

Shine's registration form includes consent for photographs and videos (general use, marketing and advertising use, multiagency working), this will be checked prior to their start, and consent will be sought annually. If Shine would like to use a photograph on any media, specific request will be sought over the phone.

iPads

Shine will use the designated iPads to take photographs and videos of children throughout their day for observation and achievement purposes. iPads are stored in the locked iPad cabinet within the locked main office, and do not leave Shine's premises unless for repair. All iPads have passcodes and appropriate child-safe firewalls, including the inability to download any new apps. In the case that an iPad needs to be removed (it is broken, defective, has been upgraded) all data stored on the iPad will be uploaded to an office desktop and distributed to the appropriate folders, and factory reset prior to leaving the premises. Photographs and videos stored on the iPads are uploaded to an office desktop, saved in the appropriate electronic folders, and deleted termly.



Shine's iPad's are not regularly available for children and young people to use, however in the case that a young person has specifically requested this and the decision is made to allow use, Shine has strong firewalls, parental controls, and their iOS system is controlled by an external agency (Osiris) who are the sole organisation with ability to change, download and remove apps. Therefore children and young people have access only to content that has been pre-authorised. This includes games which include 'in-game chat' features, which will not be authorised due to concern of talking to external individuals.

Mobile phones, smart watches and other devices

Staff, trustees, volunteers, students where applicable, visitors and parents are not permitted to use personal mobile phones or smart watches within the main play areas of Shine (East Norfolk). Staff are to leave mobile phones and/or smart watches in their bags in the staff room and office where children and young people are not able to access. Visitors and parents must leave their mobile phones, smart watches and/or other devices in the designated device box as part of their signing in procedure. Should a child or young person bring in their own mobile phone, iPad or smart watch these will be stored in the designated device box on arrival.

Augmentative and Alternative Communication

It may be the case that children or young people attend our provision with Augmentative and Alternative Communication devices. Shine will ensure that Bluetooth, camera and recording features are not accessible or disabled, but these will not be removed from the individual.

More detail can be found in Shine's Online Safety Policy.

Guidance and Legislation:

- Children Act 1989, 2004,
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003,
- Working Together to Safeguard Children 2023
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2022.
- What to do if you're worried a child is being abused 2015
- Early Years Inspection Handbook for Ofsted registered provision (September 2019)
- Revised Prevent Duty guidance for England and Wales (April 2019)
- [Information sharing advice for safeguarding practitioners - GOV.UK](#)
- NSCP NCC Threshold Guidance (March 2019)
- Norfolk Continuum of Needs Guidance [Norfolk Guidance to Understanding Continuum of Need](#)
- Norfolk Safeguarding Children Partnership Policies and Procedures [Policies & Procedures | Norfolk Safeguarding Children Partnership](#)
- Awareness of the Graded Care Profile (Neglect)
- NCC Safeguarding in Early Years and Childcare Guidance
- SEND code of practice 2014
- Online Safety Act 2023
- [Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK](#)



Shine Policies relating to this policy

To underpin the values and ethos of our organisation and our intent to ensure our children and young people are appropriately safeguarded the following policies are also included under the safeguarding umbrella.

- Safer Recruitment Policy
- Whistleblowing Policy
- Confidentiality Policy
- Code of Conduct
- Health and Safety Policy
- Online Safety Policy

Useful contacts:

In the event of a safeguarding emergency, always contact 999. For non-emergency calls contact Norfolk Police on 101.

- Norfolk Children's Advice and Duty Service (CADS) – 0344 800 8021
- Norfolk Children's Services 24 hours – 0344 800 8020
- Local Authority Designated Officers (LADO) Team – lado@norfolk.gov.uk
- Norfolk Safeguarding Children Partnership (NCSP) – norfolklscp.org.uk
- Safer Programme – safer@norfolk.gov.uk – 01603 228966
- Just One Norfolk – 0300 300 0123
- Children's Community Nursery Team (JPUH) – 01493 453965
- The Disclosure and Barring Service Regional Outreach Service - The DBS Regional Outreach service - GOV.UK (www.gov.uk)
- Ofsted – 0300 123 1231
- Norfolk Early Years Team – 01603 222300
 - earlyyearsandchildcare@norfolk.gov.uk (training)
 - earlyyearsfinance@norfolk.gov.uk (funding)
 - csearlyyearsadvice@norfolk.gov.uk (advice line)

Policy Review

Shine will make changes to our policy and procedures annually or in line with Norfolk Safeguarding Children Partnership's guidance on norfolklscp.org.uk

Name: Rhiannon Jones/Senior Manager

Signed: Rhiannon Jones

Review Date: 26th August 2026

This policy will be reviewed on: August 2027

This policy will be reviewed by: Rhiannon Jones/Senior Manager



Appendix 1 - Additional Safeguarding concerns to be aware of

Child sexual exploitation - is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. Child sexual exploitation doesn't always involve physical contact and can happen online.

Some of the following signs may be indicators of child sexual exploitation:

- children who appear with unexplained gifts or new possessions;
- children who associate with other young people involved in exploitation;
- children who have older boyfriends or girlfriends;
- children who suffer from sexually transmitted infections or become pregnant;
- children who suffer from changes in emotional well-being
- children who misuse drugs and alcohol
- children who go missing for periods of time or regularly come home late; and
- children who regularly miss school or education or don't take part in education.

FGM (female genital mutilation) – FGM is any procedure that's designed to alter or injure a girl's (or woman's) genital organs for non-medical reasons. It's sometimes known as 'female circumcision' or 'female genital cutting'. It is mostly carried out on young girls somewhere between infancy and 15 years of age. It is illegal to practice FGM in the UK, or to take someone abroad for the procedure. It is a form of child abuse and sexual violence. There aren't any health benefits associated with FGM and it often results in long-term consequences.

FGM is often motivated by beliefs about what is considered acceptable sexual behaviour. It aims to ensure premarital virginity and marital fidelity. FGM is in many communities believed to reduce a woman's libido and therefore believed to help her resist extramarital sexual acts. **It is illegal to carry out FGM in the UK.** It is also a criminal offence for UK nationals or permanent UK residents to perform FGM overseas or take their child abroad to have FGM carried out. The maximum penalty for FGM is 14 years' imprisonment.

Breast Ironing – Breast ironing, or breast flattening, is a form of physical abuse where young girls' breasts are damaged (by ironing, massage and/or pounded down through use of hard or heated objects) to delay their development. It is practiced in some African countries, notably Cameroon. This practice is often performed by female relatives and is believed to protect the girl from harassment, rape, abduction, and early forced marriage. It is classified as child abuse and if not justified by any reason. The practice can cause serious physical and psychological harm, including infections, scarring, and breastfeeding difficulties.

Breast ironing is mentioned in Keeping Children Safe in Education as part of 'Honor Violence'. Professionals working with children and young people must be able to identify the signs and symptoms of girls who are at risk of or have undergone breast ironing. It is often a 'well-kept secret' and some indicators that a girl may have undergone breast ironing:

- Unusual behaviour after absence from settings, including depression, anxiety, aggression, withdrawal, and other behaviour changes
- Reluctance in undergoing normal medical examinations
- Some girls may ask for help, but may not be explicit about the problem due to embarrassment or fear
- Fear of changing for physical activities due to scars showing or bandages being visible



There is no specific law within the UK around breast ironing, however, it is a form of physical abuse and if professionals are concerned a child may be at risk of or suffering significant harm they must follow their settings safeguarding procedures.

Forced Marriage-People have the right to choose who they marry, when they marry or if they marry at all. Forced marriage is when some face physical pressure to marry (for example, threats, physical violence or sexual violence) or emotional and psychological pressure (eg if they're made to feel like they're bringing shame on their family).

Forced marriage is illegal in England and Wales. This includes:

- taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)

Honour Abuse-Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community.

It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture. For example, honour based violence might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged marriage
- want to get out of a forced marriage
- wear clothes or take part in activities that might not be considered traditional within a particular culture

Women and girls are the most common victims of honour based violence however it can also affect men and boys. Crimes of 'honour' do not always include violence. Crimes committed in the name of 'honour' might include:

- domestic abuse
- threats of violence
- sexual or psychological abuse
- forced marriage
- being held against your will or taken somewhere the victim doesn't want to go
- assault/killing

County Lines-A term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Child Criminal Exploitation-A term to describe 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 into any criminal activity:

- (a) in exchange for something the victim needs or wants; and/or
- (b) for the financial or other advantage or the perpetrator or facilitator; and/or
- (c) through violence or the threat of violence.



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.

Online Abuse-any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets, and mobile phones. It can happen anywhere online, including: social media, text messages and messaging apps, emails, online chats, online gaming and live-streaming sites. Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online.

Children may experience several types of abuse online: Cyberbullying, Emotional abuse-which can include emotional blackmail, Sexting-pressure or coercion to create sexual images, Sexual abuse, Sexual exploitation and Grooming-perpetrators may use online platforms to build a trusting relationship with the child to abuse them.

A child experiencing abuse online might:

- spend a lot more or a lot less time than usual online, texting, gaming or using social media
 - seem distant, upset or angry after using the internet or texting
 - be secretive about who they're talking to and what they're doing online or on their mobile phone
 - have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet
- Be mindful that some of the signs of online abuse are similar to other types of abuse.

Radicalisation -When we talk about radicalisation it means someone is being encouraged to develop extreme views or beliefs in support of terrorist groups and activities. radicalisation and the potential path towards terrorism and extremism can occur through face to face or online interactions. It is sadly the case that it is becoming easier than ever to be groomed by terrorist recruiters on the internet and to find extremist materials.

Encouraging susceptible individuals to commit acts of terrorism on their own initiative is a deliberate tactic seen in emerging ideologies and seen in their propaganda. This is exacerbated by online environments which bring together and facilitate individuals sharing and validating thoughts and ideas.

Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. The importance of noticing the hallmarks of concern within these online communities, in friends or wider social spaces as well as work and educational settings has probably never been as important as it is now. There are some common signs that may mean someone is being radicalised.

- Expressing an obsessive or angry sense of injustice about a situation and blaming this on others.
- Expressing anger or extreme views towards a particular group such as a different race or religion.
- Suggesting that violent action is the only way to solve an issue, sharing extreme views or hatred on social media.

It's often the case that professional curiosity and belief in your own ability to determine if something just doesn't sit right is sometimes a good check point to flag up where something may be going wrong, especially in the early stages of radicalisation.



Appendix 2: CADS Flowchart



Norfolk
MASH
Multi-Agency
Safeguarding Hub



Norfolk County Council

Safeguarding CADS Flowchart Process

- 1 **Identify & Assess Risk:** Identify child at potential or actual risk.
- 2 **Consult DSL:** Report concerns to your organisation's Designated Safeguarding Lead and document them (e.g., CPOMS) and follow advice regarding contacting CADS or completing a Request for Support.
- 3 **Immediate Protection:** If the child is in immediate danger, call 999.
- 4 **Contact CADS if child protection or immediate safeguarding concerns.**
- 5 **Professionals call 0344 800 8021** and choose from the following options:
Press 1 – if the child or young person is currently being supported by a Social Worker or Family Practitioner.
Press 2 – if your call relates to Child Exploitation.
Press 3 – if your call relates to Domestic Abuse.
Press 0 – for Child Protection and immediate safeguarding concerns.
(If the lines are busy and your call is not answered within 40 minutes, a call back option will be offered).
To use the service, **members of the public** can call the Customer Service Centre number **0344 800 8020**.
- 6 **Request Support for Universal, Community based Early Help and Family Help**
Complete a Request for Support form:
Targeted early help and community-based support can be accessed via [Request for support - Norfolk County Council](#). Early Help is designed to support children, young people, and families experiencing difficulties that may affect their wellbeing, development, or ability to flourish.
Consent: Inform parents/carers of the concerns and gain consent for support from Early Help services, prior to a call or completing a Request for Support unless doing so places the child at further risk.
Universal services and community-based early help
Universal services and community based early help provide preventative support for children and families of all ages, strengthening resilience, improving outcomes, and reducing the risk of needs escalating. Delivered as a coordinated local system rather than a single service, this support is offered through universal provision such as education, health, and wider community services.

It includes services like Best Start Family Hubs, youth and housing support, and after school provision.

Best Start Family Hubs offer a clear pathway from pregnancy to age 19 (or 25 for young people with SEND), bringing together multi agency partners to provide accessible, ongoing community support and to safeguard families, including those transferring from targeted or specialist services.

Family Help – targeted early help, safeguarding, and promoting the welfare of children

Family Help is offered where universal services and community based early help have not achieved sufficient or sustained improvement, or where a child and family present with multiple, complex, or escalating needs. Delivered through a coordinated, multi agency approach led by Children's Services and its partners, Family Help provides structured support to address identified risks and concerns. Family Help will only be initiated where there is an agreed Family Plan, or a Graded Care Profile (GCP) in cases of neglect, which has been shared with CADS.

Family Help is a voluntary, consent based approach that supports families to build capacity, improve outcomes, and reduce risks, including families in kinship arrangements and those requiring additional support during pregnancy, with the aim of preventing the need for statutory child protection intervention.

Consent: Inform parents/carers of the concerns and gain consent for support from Early Help services, prior to a call or completing a Request for Support unless doing so places the child at further risk.

- 7 **CADS:** A member of the team responds to the call or Request for Support and decides on next steps.
- 8 **Information Gathering:** MASH partners (police, health, social care) share information if required.
- 9 **Outcome & Action:**
Information, advice and guidance
Community based Early Help
Family Help
- 10 **Feedback:** Following a call CADS provides feedback to the referrer regarding the outcome.