

Safeguarding children

1.1 Safeguarding children and child protection

ISSUE 15

(Including managing allegations of abuse against a member of staff)

ISSUE NUMBER	ISSUE DATE	SUMMARY OF CHANGE
Issue 14	6/03/23	Following on from safeguarding audit Feb 2023: Amendment from Norfolk Safeguarding Board to Norfolk Safeguarding Partnership. Pg. 6 and 8 Amendment to Early Help Assessment from Family Support process and Common Assessment Framework. Pg 8 Prevent Duty reference updated to 2021 Pg 9 Inspecting Safeguarding in Early Years, Education and Skills Settings (Ofsted 2022).
Issue 15	18/4/24	Pg. 2 Amendment to 1:12 Now Online Safety policy Pg. 2 Signed Code of Conduct to be introduced. Pg. 3 Chairperson name added and how to contact. Pg. 4 Definition of abuse added. Pg. 5 Additional safeguarding concerns added and detailed in appendix 2. Pg. 7 Contacting CADS guidance added. Pg. 8,9, Updated LADO guidance and procedures. Pg. 10 Making a barring referral to the Barring and Disclosure service, Pg. 11 Further details added on confidentiality, records and online safety.

Buttercups Pre-school aims:

‘Our setting will work with children, staff, parents and the community to ensure the rights, safety from harm, of all the children who attend Buttercups and to give them the very best start in life.’

This policy sets out our commitment to safeguarding and welfare. At Buttercups Pre-school we provide childcare for children from 2 to 4 years. We want all these children to feel safe and secure, and by following the procedures in the policy we will uphold our legal duty to safeguard.

- We strive to promote the positive wellbeing of all children in our care by providing a nurturing and supportive environment, where children can learn safely. Our policy applies to all children, staff, visitors, volunteers, parents and students. All staff and volunteers will be trained to respond to a

disclosure from a child and will know the procedure to follow. This will be supported by reading policies during induction, regular statutory training provided by or endorsed by the Norfolk Safeguarding Children's Partnership, the reading and signing of all safeguarding and child protection policies at least annually or when updates occur and through regular 'in house' training during staff and Committee meetings.

- Other policies to be considered concerning safeguarding are 1:12 Online Safety, 2:7 Babysitting policy, 1:13 Safer Recruitment, 1:15 British Values, 1:3 Confidentiality and Information Sharing
- Parents will be informed of our legal duty to assist other agencies with Safeguarding enquiries and what happens if we contact the Children's Advice and Duty Service (CADS). Parents 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, and we do not have to seek consent from them if there are serious concerns about harm or likely harm to their child. This will be conveyed when the child first registers at the Group by forming part of the initial Parent/Carer agreement on the enrolment form, through our Duty of Care notice which is permanently on display on the Parent's notice board in the front room, being issued with a copy of our safeguarding policy, which may be accessed on our Group website, and also through written reference in newsletters etc.
- Our environment and training ensures all adults are encouraged to share their concerns and can adhere to whistle-blowing (see separate policy on Whistle-blowing 1.11) and child protection referral procedures as stated in Norfolk Safeguarding Children Partnership guidance and the Early Years Foundation Stage requirements.
- By ensuring this commitment to safeguarding and welfare we prevent impairment to both the health and development of children and their families.
- Helping children to have optimum life chances and to enter adulthood successfully.
- We follow safer recruitment practices including: application forms, interviews, DBS Checks. Further information is in 1.13 Safer recruitment policy.
- All staff sign and are given a Code of Conduct on induction which they are required to follow at all times.
- **Roles and Responsibilities:**
- All staff and Committee at Buttercups Pre-school have a duty of care to understand that safeguarding children is their responsibility. This means all adults have a duty to report child protection or welfare concerns to Children's Services or the Police.
- All staff understand their responsibilities under the General Data Protection Regulations and the Data Protection Act 2018 regarding circumstances under which they may share information about parents and their child/ren with other agencies ensuring it is shared appropriately and lawfully.
- **Our designated person who co-ordinates child protection issues, updates policies etc, and has attended the Early Years Safeguarding Lead Practitioner Refresher Course (SLP Jan 24) is:**

Sue Fuller (Pre-school Leader) who can be contacted on 07934 170412 (during working hours).

In her absence this responsibility is the duty of Christine Fletcher. Christine is also trained as a Safeguarding Lead Practitioner (June 2022) and can be contacted on 07934 170412 (during working hours).

Our designated officer (a committee member) who oversees this work is Jo Reed, The Chairperson, who can be contacted through either the Leader or Deputy at Buttercups Pre-school (see above).

If none of the above can be contacted please contact The Children's Advice and Duty Service (CADS).

A staff member of volunteer can call (0344 800 8021)

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

Training

- Buttercups Pre-school also has a duty to ensure that all staff under take appropriate training in safeguarding and child protection in line with Norfolk Safeguarding Children Partnership to enable them to carry out their duties. This as a minimum will take the form of an Introduction to Safeguarding course which will need to be renewed every three years. It ensures they are able to recognise the signs and signals of possible abuse whether it be physical, emotional, sexual or neglect and are able to report their concerns to Children's services or the Police. The Safeguarding Lead Practitioner attends additional training.
- Regular discussions and updates on safeguarding and child protection will take place at staff meetings and training sessions which will be minuted.

Parents/Carers

Our commitment

- Buttercups Pre-school is committed to working in partnership with parents/carers and is fully aware of the duty of Pre-school staff and Committee to promote the protection and welfare of children in their care. This will be through:
 - Enrolment Forms
 - Policies always being available for parent/carers to access.
 - Newsletters
 - Parent's Notice Board 'Duty of Care' and Ofsted Parent's Poster.
 - The managing allegations against staff process.

Your commitment

- We require all parent/carers to share information with staff in respect of any injuries or accidents which a child may receive at home or outside of our care. We will ask parent/carers to provide us with written details, signature and date of the event which we will record in a designated book which will be available on entry to the setting each day. This information is confidential and will only be disclosed to other professionals if it is deemed to be in the child's best interests.

Definitions of Abuse and Neglect from Working Together to Safeguard Children 2023

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Child protection is defined as: Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

What is abuse and neglect?

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or

grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Additional safeguarding concerns to be aware of are:

- Child Sexual Exploitation
- FGM – Female Genital Mutilation
- Forced Marriage
- Honour Abuse
- County Lines
- Child Criminal Exploitation
- Radicalisation
- Online Abuse
- The Prevent Duty

For more information on these head to the Policy Appendix 2.

Responding to concerns of abuse

- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- We are aware that children's vulnerability may be affected by special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation, and radicalisation or extremism (we follow the Prevent Duty for England and Wales see policy 1.15 British Values) that may affect or may have affected children and young people using our provision.

- Consideration is also given to the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
 - In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCB procedures on responding to radicalisation.
 - We are alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.
 - We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or maybe victims of child trafficking. While this may be less likely to affect young children in our care we may become aware of any of these factors affecting older children and young people who we may come into contact with.
 - We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local authority children's social work services
 - We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
 - Where we believe a child in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection concerns.
 - Where such indicators are apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the designated person. The information is stored on the child's personal file.
 - In the event that a staff member is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- 1) **We report concerns to the Children's Advice and Duty Service (CADS) on 0344 800 8021 (between 8am-8pm Mon-Fri) and out of these hours call 0344 800 8020 for the Emergency Duty Team. The latter is also the number for members of the public to use.**
- The Police is called on 999 if immediate action is required.
We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
 - We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

Recording concerns of abuse and disclosures

- Where a child makes comments to a member of staff (often the Key Person) that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not question the child;
 - makes a written summary on Buttercups Recording form for safeguarding concerns (which is stored in the Child Protection folder – see appendices to this policy):
 - Records the name of the child
 - Records what was said/observed immediately or who passed information to you
 - Records the date and time of the observation or the disclosure
 - Notes the recorder's name and role
 - Records what was happening immediately before the child spoke to you or you became worried
 - The exact words spoken by the child or adult
 - The names of any other person present at the time
 - Uses a body map if there are any physical injuries or concerns
- These records are signed and dated and stored in a lockable metal filing cabinet which is kept secure and confidential in a locked cupboard.
- The concerns and details must be shared with the Safeguarding Lead Practitioner which is the Leader or in her absence the Deputy Leader within one working day.

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.
- When considering whether to contact CADS we will consult the CADS Flowchart in Appendix 1 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 this 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.
- 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

For all calls raising concerns about a child, CADS will ask:

- all details known to you/your agency about the child;
 - their family composition including siblings, and where possible extended family members and anyone important in the child's life;
 - the nature of the concern and how immediate it is;
 - Any and what kind of work/support you have provided to the child or family to date.
 - They will also need to know where the child is now and whether you have informed parents/carers of your concern.
- **The local authorities Children's Services has a legal duty under section 47 of the Children Act 1989 to investigate where there is reasonable cause to suspect that a child is suffering or is likely to suffer significant harm.**

Liaison with other agencies

- We work within the Norfolk Safeguarding Children Partnership guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We will notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere).
Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- We offer parents support via the Early Help Assessment Plan (Get-early-help-Norfolk-County-Council) in order to assess family needs and strengths where there are non-child protection concerns for a child and it is in their best interests for a multi-agency approach. Further details can be found in the Group's Operational Plan, in the Safeguarding in Early Years toolkit, the Norfolk Continuum of Needs guidance or at www.norfolkearlyhelp.org.uk or by contacting 01553 669276.

Managing Allegations against staff or volunteers

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children who attend our setting. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and

there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in *'Working Together to Safeguard Children'* (2023).

An allegation may relate to a person who works / volunteers with children who has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- 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 supply staff) or volunteer is involved in an incident outside of setting/agency/work place which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

At Buttercups Pre-school 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 Buttercups Pre-school are safe to work with children. When concerns arise, we will always ensure that the safeguarding actions outlined in the local protocol and procedures [NSCP Protocol 8.3 – Allegations Against Persons who Work/Volunteer with Children](#) and [The Management of Allegations Against People Working with Children Procedure](#) are adhered to and will seek appropriate advice.

If an allegation is made or information is received about *any* adult who works/ volunteer in our setting which indicates that they may be unsuitable to work / volunteer with children, the member of staff receiving the information will inform Buttercups Pre-school immediately. This includes concerns relating to agency, supply and specialist staff, students and volunteers.

Should an allegation be made against the Pre-school Leader, this will be reported to Chairperson (Jo Reed). In the event that Chairperson is not contactable on that day, the information must be passed to and dealt with by Deputy Leader (Christine Fletcher).

The Safeguarding lead, should within 1 working day, report the allegation to the LADO in accordance with this procedure, by completing a LADO referral form.

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

<https://norfolkscp.org.uk/people-working-with-children/how-to-raise-a-concern>

For further information on the role/remit of Norfolk LADO Service, please see [NSCP Protocol 8.3 – Allegations Against Persons who Work/Volunteer with Children](#) and [The Management of Allegations Against People Working with Children Procedure](#)

Disciplinary action

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

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:

- 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 [online](#)

If we need guidance on making a Barring Referral, we will contact the [East of England DBS Outreach Advisor](#) for support.

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

The Pre-school Leader (Sue Fuller will have the responsibility for making a barring referral. In her absence or in the case of the allegation being made against the Leader the Deputy (Christine Fletcher) will make the barring 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 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.

Confidentiality and Records

- At Buttercups we obtain the following details children's and parent's names, who has parental responsibility, children's date of birth, health and medical needs e.g. allergies/birthmark's etc, known medical conditions etc, developmental ages and next steps, and special educational needs.
- The above information will be collected on enrolment on an application form together with addresses, phone numbers, email address, emergency contacts and name of adults authorised to collect children. Children can only be collected by adults we have previously met with the parents or whom are able to state an agreed password which the parent has provided.
- All children's records and Learning Stories are stored in a locked metal filing cabinet in a locked cupboard. Only the Leader and Deputy have keys to the filing cabinet.
- All staff whether paid or unpaid will keep concerns confidential and will only share them with those that need to know to protect children.
- Minor concerns may be logged in a Confidential incident file by the staff member hearing or witnessing the concern. This information will always be shared with the SLP Leader or her Deputy and a written follow up plan agreed together with comments from parents.
- Any concern which requires obvious further attention will be logged on a safeguarding referral form by the Leader or in her absence the Deputy as stated above. Any information is shared under the guidance of the Norfolk Safeguarding Children Partnership and in line with GDPR, Data Protection Act 2018 and Working Together to Safeguard Children (HMG 2023).
- 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. 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.
- All staff and volunteers sign to say they have read and understood the Group's Confidentiality Policy (1:3).

Staff receiving gifts

- The Group are aware that sometimes parent/carer's like to acknowledge Staff's hard work and dedication by giving small gifts. The Committee and Leader have decided that this is an acceptable practice, at the Group Leader's discretion who will keep the practice under review.

Online Safety

Online Safety includes the use of photography and video, the internet and social media sites, mobile phones and smart watches and is detailed fully in policy 1:12 Online Safety.

- At Buttercup's Pre-school staff must not use mobile phones during working hours. However, they may be used at lunch time in the front room (used solely for staff at this time) with the permission of the Leader or in her absence the Deputy.

- Personal mobile phones must be stored with staff member's belongings in the front foyer walk-in cupboard.

Smart Watches, Fit Bits (or any other electronic device capable of taking images or sharing material) are not permitted to be worn during working hours.

- Parental consent is taken for the use of photographs and our private Facebook group on enrolment at the Group. A form is on display during operating times which details individual parent's permission for this.
- Only staff have access to the Group's camera and laptop. The laptop has password encryption and is fully protected by Norton 360.
- The Group's code of conduct specifies that staff must not add parents, list where they work, or make any reference to other staff, children, committee, work professionals etc.
- All staff will be asked to sign an Acceptable Usage Agreement (April 2024) and from there on in when commencing working at the Group.

Legal framework

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (S11) (2004)
- Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act (2006)
- Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018.
- The Online Safety Act 2023
- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- General Data Protection Regulations GDPR (2018)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

Further Guidance

- Working Together to Safeguard Children (HMG 2023)
- What to do if you are Worried a Child is Being Abused (HMG 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)

- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Advice for Practitioners providing Safeguarding Services (DfE 2015)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG, 2021)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2022)
- Early Help Assessment ([Get early help – Norfolk County Council](#))
- [Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC \(norfolkscp.org.uk\)](#)

Norfolk Useful Contact Numbers

FOR ANY CONCERNS REGARDING A CHILD CONTACT THE CHILDREN'S ADVICE AND DUTY SERVICE (CADS) ON 0344 800 8021 (MON-FRI 8AM TO 8PM). OUT OF HOURS CUSTOMER SERVICE CENTRE ON 0344 800 8020 OR IN AN EMERGENCY 999. Non-emergency is Norfolk Police 101

If you are unsure whether a Local Authority Designated Officer (LADO) referral is needed please email: LADO@norfolk.gov.uk

Then if a referral form needs to be completed this can be downloaded from the Norfolk Safeguarding Partnership website:

[How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC \(norfolkscp.org.uk\)](#)

Norfolk Safeguarding Children Partnership

For training and resources 01603 228966 Safer Programme safer@norfolk.gov.uk

For policies, procedures, protocols and training

Early Help Hubs– Tel 01553 669276

[West Norfolk Help Hub/West Norfolk Help Hub/Borough Council of King's Lynn & West Norfolk \(west-norfolk-gov-uk\)](#)

Further details available at <https://www.norfolk.gov.uk/children-and-families/early-help-and-family-support/support-for-professionals/useful-resources>

The Disclosure and Barring Service Regional Outreach Service

The DBS Regional Outreach service - GOV.UK (www.gov.uk)

Ofsted 0300 123 1231

This policy was adopted at a meeting of

Buttercups Pre-school

Held on

2nd May 2024

Date to be reviewed

2nd May 2025

Signed on behalf of the management
committee

Name of signatory

Jo Reed

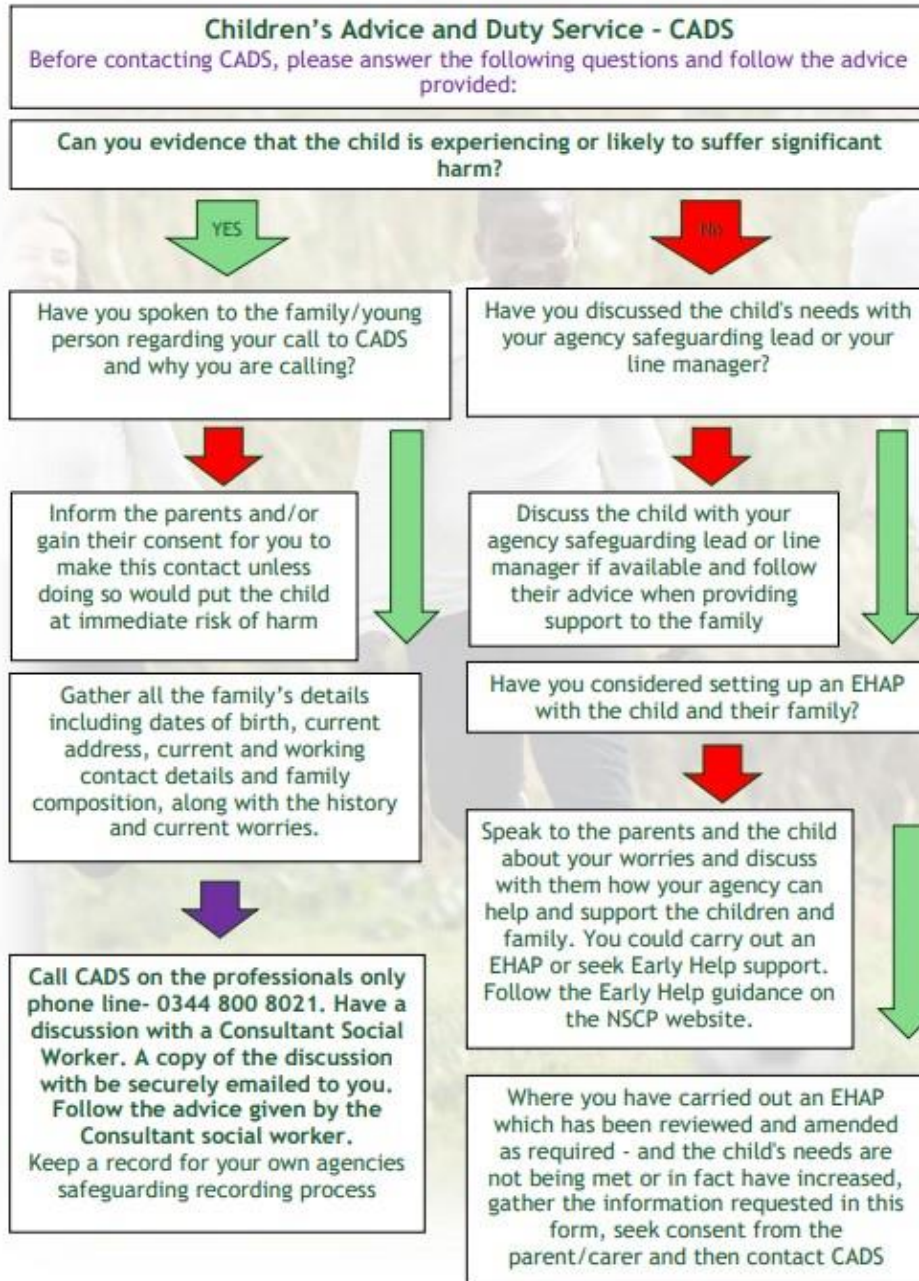
Role of signatory (e.g. chair/owner)

Chairperson

Staff/Committee member	Date Read	Signature
Sue Fuller		
Christine Fletcher		
Charlotte Chilvers		
Sarah Jacob		
Ruby Kilvington		

Appendix 1-The Children's Advice and Duty Service Flowchart

Children's Advice and Duty Service
(CADS) Practice Process - Flowchart -
September 2023



Appendix 2-Additional Safeguarding Issues

Child Sexual Exploitation-CSE is a form of child sexual abuse. It occurs when an individual or group take advantage of an imbalance of power to coerce, manipulate or deceive a children or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through use of technology.

FGM – Female Genital Mutilation- (*FGM*) is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done. It's also known as "*female circumcision*" or "cutting". FGM is often performed by someone with no medical training who uses instruments such as a knife, scalpel, scissors, glass or razor blade. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained.

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.

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 of 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.

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.

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.

The Prevent Duty in Norfolk

PREVENT - Prevent is part of the UK's Counter-terrorism strategy CONTEST. The aim of Prevent is to stop people from becoming terrorists or supporting terrorism. The key terms to be aware of are as follows:

Extremism - the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect 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.

Terrorism - action 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 or volunteer working with a 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 or volunteer to speak to the manager or safeguarding lead 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 or volunteer still has concerns that the individual may be vulnerable to radicalisation, then the organisation's safeguarding procedures will be followed, and this safeguarding concern will be reported to the Children's Advice and Duty Service (CADS).

Following this the Prevent referral form should be completed, which can be downloaded from here [referral form](#) and sent to: preventreferrals-NC@Norfolk.police.uk

An initial assessment of the referral will be carried out prior to any further information gathering on the individual.

For urgent radicalisation concerns contact Norfolk police on 101 or, in an emergency, 999.

Additional [information and guidance on Prevent](#) is available on the Norfolk County Council website.