

ST MARY'S
calling Islington home

St Mary Islington

Safeguarding children and young people policy

Last reviewed and approved by Trustees

Links and references updated 22nd March 2023

St Mary Islington is a registered charity 1131900

St Mary Islington, St Mary's Parish Office, Upper Street, Islington, N1 2TX

stmaryislington.org.uk

Introduction

St Mary's Islington (St Mary's) is a Church of England church and registered charity that seeks to promote its ecclesiastical mission in the community, and as part of this runs a Pre-school, Youth Club and Holiday Play scheme.

Working with children is at the core of our enterprise. This policy sets out how St Mary's undertakes its responsibilities regarding safeguarding and child protection.

Culture of safety, equality and protection

St Mary's is committed to providing an environment where children can play, learn, develop and achieve and where they are safeguarded and are enabled to tell or communicate if they are being harmed in some way.

We work with children, parents and the community to ensure we support children's rights and create and maintain the safest possible environment for children.

We do this by:

- Recognising that all children have the right to freedom from abuse and harm
- Promoting joint working with parents and carers in the interest of children's welfare
- Following safe recruitment procedures which ensure that staff are carefully selected, vetted and have the relevant qualifications and experience.
- Ensuring that all staff are aware of and accept responsibility for helping to prevent the abuse of children
- Designating a safeguarding lead who takes specific responsibility for children's protection, safety and well-being, and a Church Safeguarding Officer for compliance with the Church of England safeguarding policies;
- Supporting all staff in bringing concerns to the Designated Safeguarding Lead
- Responding quickly and appropriately to all suspicions or allegations of abuse
- Providing parents, carers, and children with the opportunity to voice any concerns they may have. This includes having knowledge of, and ensuring children have access to their preferred methods of communication and that staff are trained in a variety of communication tools.
- Adopting positive behaviour management strategies which are non-violent and do not impose humiliation
- Regularly reviewing the organisation's Child Protection Policy and Procedures;
- Working in partnership with external organisations and professionals to ensure that children are protected

The above commitments are integrated into St Mary's policies, management and supervision practice and into St Mary's internal training and education activities. A detailed reflection with example references about how these are embedded into the organisation please see [Appendix A](#).

As a provider for children under the age of 5, St Mary's adheres to the Statutory Framework for the Early Years Foundation Stage. The Early Years Foundation Stage sets the standards that all early years providers must meet to ensure that children learn and develop and are kept healthy and safe.

Where the activities run by third parties on the premises under St Mary's management include the supervision of minors under the age of eighteen (18) years, or vulnerable adults, the third party is required by the terms and conditions of space hire to adopt controls and practices to ensure the minor or vulnerable adult users are safeguarded and protected in line with all relevant statutory requirements and the latest applicable guidance.

Board / Senior organisational lead

Rev. James Hughesdon, Vicar has overall leadership responsibility on safeguarding in our organisation and each service area has their own designated safeguarding leads with responsibility for safeguarding and for ensuring children's welfare is promoted in their area of operation. The service area safeguarding leads are accountable to the overall lead and the Vicar is accountable across the entire organisation to the Board of Trustees through the Safeguarding Lead Trustee, the Chair of the Children, Families and Young People Committee.

Designated Safeguarding Leads	Contact Details
<p>Pre-School and Playscheme</p> <p>Deputy Lead</p>	<p>Sharon Ellis, Childcare Services Manager 020 7704 2873 sharon.ellis@stmaryislington.org.uk</p> <p>Iris Suarez EYT 020 7704 2873 iris.suarez@stmaryislington.org.uk</p>
<p>Youth</p> <p>Church Safeguarding Officer</p>	<p>Chloe Rotter Youth Minister 020 7226 3400 Chloe.rotter@stmaryislington.org</p> <p>Katy Haynes safeguarding@stmaryislington.org.uk</p>

<p style="text-align: center;">Across all departments</p>	<p>James Hughesdon Vicar 0207 354 1387 Mobile: 07841 123869 james@stmaryislington.org</p>
<p>Lead Trustee for Safeguarding</p>	<p>Sophie Castell Trustee s.castell@btinternet.com</p>

Procedures

All staff and volunteers should be familiar with the leaflet [*What to do if you're worried a child is being abused*](#). (HM Government, March 2015) and St Mary's whistle-blowing procedures located in St Mary's [Handbook](#).

Named person's role and responsibilities

It is the role of the Designated Safeguarding Lead (DSL) to act as a source of support and guidance on all matters of child protection and safeguarding within the setting. In the absence of the DSL, staff should report any concerns to the Deputy Safeguarding Lead who will act in accordance with this policy and the London Child Protection Procedures 2017 and will report back to the DSL.

Everyone in the organisation should know who the Designated Safeguarding Lead (DSL) is and how to contact them.

It is not the role of the Designated Safeguarding Lead to decide whether a child has been abused or not. This is the task of Children's Social Services who have the legal responsibility. But it is the responsibility of the Designated Safeguarding Lead to ensure that concerns are shared and appropriate action taken.

The designated member of staff is responsible for:

- Liaising with the Children's Social Care & the Diocese of London Safeguarding Team
- Ensuring that all staff receive appropriate child protection training so that they are up-to-date with current legislation, policy and practice and are able to respond sensitively and appropriately to any child protection concerns.
- Ensuring that all staff new to the setting receive induction training to enable them to understand and adhere to the setting's policies, including reporting and whistle-blowing procedures.

- Ensuring that child protection referrals are made using the format agreed by Islington Children's Social Care or the format required by other boroughs if the child is not an Islington resident, and that referrals to the Diocese of London Safeguarding Team are made using the correct format.
- Ensuring the setting's child protection and safeguarding policies and procedures are maintained, up-to-date and are disseminated and adhered to by all staff.
- Agree a mechanism with the leadership team to ensure the procedures are adhered to (e.g. file audits, training audits, annual safeguarding reports, central safeguarding cases tracker, etc.)

Understanding and identifying abuse and neglect

The four main categories of abuse are **physical, sexual, emotional abuse** and **neglect**.

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 fabricates the symptoms of, or deliberately induces illness in a child

Some possible signs of physical abuse:

- Unexplained injuries, for example, bruising, bite marks, burns and fractures, particularly if recurrent.
- Improbable explanations given for injuries.
- Several explanations provided for an injury.
- Refusal to discuss injuries.
- Untreated injuries.
- Withdrawal from physical contact.
- Admission of punishment which seems excessive or inappropriate
- Shrinking from physical contact or flinching
- Fear of going home or of a parent/carer being contacted
- Fear of undressing or changing or being changed
- Fear of medical help
- Aggression/bullying
- Over-compliant behaviour or a 'watchful attitude'
- Running away

- Significant changes in behaviour with no explanation
- Unexplained patterns of attendance
- Covering up i.e. wearing seasonally inappropriate clothing
- Signs of physical discomfort without explanation
- Female genital mutilation- partial or total removal of the external female genitalia or injury to the female genital organs

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve: Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person; Imposing age or developmentally inappropriate expectations 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; Seeing or hearing the ill-treatment of another e.g. where there is domestic abuse; Serious bullying, causing children frequently to feel frightened or in danger; Exploiting and corrupting children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Some possible signs of emotional abuse:

- Continual self-deprecation, low self esteem
- Fear of new situations, beyond what would be appropriate
- Inappropriate emotional responses to new, difficult or painful situations
- Self-harm (this can present in young children as well as older ones)
- Compulsive stealing, scrounging
- Obsessive behaviours such as rocking or thumb-sucking
- Detachment – ‘Don’t care’ attitude
- Social isolation – does not join in and does not have friends
- Attention-seeking behaviour beyond what would be age appropriate
- Eating problems including lack of appetite or overeating
- Depression, withdrawal
- Inability to concentrate
- Obsessive masturbation in public

- Acting out aggression between parents or talking about domestic violence at home
- Attaching inappropriately to strangers or people that they do not know well

Sexual Abuse and Exploitation

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 (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Sexual abuse includes non-contact activities, such as involving children in looking at, including online and with mobile phones, or in the production of pornographic materials, watching sexual activities or 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.

Upskirting is also a form of sexual abuse. It refers to the act either by children or adults of taking an image or video under somebody's clothing in order to see their genitals or underwear for self gratification or in order to humiliate them. This Law came into force 12th April 2019.

In addition; Sexual abuse includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under s5 Sexual Offences Act 2003

Some possible signs of sexual abuse:

- Continual or excessive masturbation.
- Asking if you will keep a secret if they tell you.
- Unexplained sources of money, sweets or presents.
- Reluctance to get changed for an activity.
- Chronic ailments such as stomach aches or headaches.
- Involving other children in sexual activity.
- Self-harm.
- Bruises, bites or marks on the body
- Scratches, abrasions or persistent infections in anal or genital regions

- Age-inappropriate sexual awareness, may be evident in play, drawings, vocabulary, writing or behaviour towards children or adults
- Attempts to teach other children about sexual activity
- Attempting to coerce other children into sexualised games or behaviours
- Refusal to stay with certain people or to go to certain places
- Aggression, anger, anxiety, tearfulness

Child sexual exploitation

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. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Some possible signs of 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 •
Children who regularly miss school or education or don't take part in education

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 misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected. Once a child is born, neglect may involve a parent failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or

abandonment);

9

- 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, social and educational needs

Some possible signs of neglect:

- Constant or frequent hunger
- Small stature or growth or, in babies or young children, not meeting milestones with no medical explanation
- Poor personal hygiene – in babies or young children this might present as always having nappy rash or regularly being left in dirty, soiled clothes/underwear
- Frequently being sent to school or nursery when ill
- Inappropriate clothing (too large, too small, clothes for the opposite gender)
- Frequent lateness or non attendance
- Medical needs not met or treatment not sought
- Low self esteem, sense of unworthiness
- Poor social and peer relationships
- Constant tiredness or hunger
- Compulsive stealing or scrounging
- Constant lack of response or interest from parent/carer
- Underachieving at school or nursery
- High and unusual levels of anxiety or being preoccupied

Bullying

Bullying can also be a type of abuse. Bullying is the abuse and/or intimidation by a person, people or an organisation against another or others. It may be a specific act or it may be institutional. It is an abuse of a perceived power relationship. Children can also bully other children. Bullying may include verbal abuse and intimidation, acts of physical or sexual abuse and coercion, e-bullying, through texting, filming on mobiles and posting on social networks. Whatever its form it is unacceptable. It must be challenged and appropriately addressed.

Some possible signs of bullying:

- Reluctance to attend activities previously enjoyed.

- Tearfulness, depression, erratic emotions, loss of concentration.
- Stomach aches, headaches, difficulty in sleeping, bed-wetting, bruising, cuts, scratches, damaged clothing, bingeing on food, alcohol or cigarettes.
- Shortage of money, frequent loss of possessions.
- Asks for money or starts stealing (to pay bully/ies)
- Drop in performance.

Domestic Violence

The Home Office definition of Domestic violence and abuse was updated in May 2018 as:

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

This definition includes so called *honour* based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

All agencies need to work together to identify and protect these children/young people.

It has been widely understood for some time that coercive control is a core part of domestic violence and it is important to recognise coercive control as a complex pattern of overlapping and repeated abuse perpetrated within a context of power and control.

The main characteristic of domestic violence is that the behaviour is intentional and is calculated to exercise power and control within a relationship. Seeing or overhearing violence to another person in the home has adverse effects on a child's development and welfare. Unborn children are also at increased risk; domestic violence is a prime cause of miscarriage, still birth, premature birth, foetal psychological damage, foetal physical injury and foetal death.

Children of all ages living with a parent, most often the mother, who is experiencing domestic violence, are vulnerable to significant harm through physical, sexual, emotional abuse and / or

neglect.

11

Significant harm

The legal definition of significant harm includes “the harm that children suffer by seeing or hearing the ill-treatment of another, particularly in the home”.

Professionals should apply the London Safeguarding Children Board guidance to all situations of domestic violence, for example, where it is perpetrated by women or girls against men and boys, within same sex relationships and from a child.

Professionals should be aware of the possibility that adolescents could be experiencing violence within intimate partner relationships.

Female Genital Mutilation (FGM)

The World Health Organisation defines FGM as: “all procedures (not operations) which involve partial or total removal of the external female genitalia or injury to the female genital organs whether for cultural or other non-therapeutic reasons”

FGM is a criminal offence in the UK. It is also illegal to take a child abroad to undergo FGM. A child for whom FGM is planned is at risk of significant harm through physical and emotional abuse.

Where a child is thought to be at risk of FGM, practitioners need to act quickly before the child is abused through the FGM procedure in the UK or taken abroad to undergo the procedure.

Spirit Possession or Witchcraft

Spirit possession is when parents, families and the child believe that an evil force has entered a child and is controlling them; the belief includes the child being able to use the evil force to harm others.

A child may suffer emotional, physical and sexual abuse and neglect if they are labelled and treated as being possessed with an evil spirit. Significant harm may occur when an attempt is made to ‘exorcise’ or ‘deliver’ the evil spirit from the child. Simply dismissing the belief may be harmful to the child involved because the child themselves may hold these beliefs and these can significantly complicate any rehabilitation. With careful and appropriate engagement and adequate support harm can be reduced or in some cases totally removed.

Forced Marriage

Forced marriage, as distinct from a consensual arranged one, is a marriage conducted without the full consent of both parties and where duress is a factor. Duress cannot be justified on religious or cultural grounds. A child who is being forced into marriage is at risk of significant harm through physical, sexual and emotional abuse.

Suspicious that a child may have been forced into marriage include: A family history of older siblings leaving education early and marrying early; depressive behaviour including self-harming and attempted suicide; being kept at home by their parents; being unable to complete their education; a child always being accompanied including to school and doctors' appointments; a child talking about an upcoming family holiday that they are worried about; a child directly disclosing that they are worried they will be forced to marry.

Where a suspicion or allegation of forced marriage or intended forced marriage is raised, there may be only one opportunity to speak to a potential victim, so an appropriate initial response is vital. Professionals should not minimize the potential risk of harm or attempt to be a mediator. Professionals should see the child immediately, on their own, in a secure and private place and contact the designated safeguarding lead for their department or their deputy. The referral process to the children's social care team should start with an initial call for advice to the duty desk (see flowchart on p.18 for details).

Honour Based Violence

The Metropolitan Police definition of so-called honour based violence is: 'a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community'. Honour based violence cuts across all cultures and communities.

The perceived immoral behaviour which could precipitate a murder include: Inappropriate make-up or dress; the existence of a boyfriend; kissing or intimacy in a public place; rejecting a forced marriage; pregnancy outside of marriage; being a victim of rape; interfaith relationships; leaving a spouse or seeking divorce.

A child who is at risk of honour based violence is at significant risk of physical harm (including being murdered) and/or neglect, and may also suffer significant emotional harm through the threat of violence or witnessing violence directed towards a sibling or other family member.

Murders in the name of 'so-called honour' are often the culmination of a series of events over a period of time and are planned. These include: House arrest and excessive restrictions; denial of access to the telephone, internet, passport and friends; threats to kill; pressure to go abroad. There tends to be a degree of premeditation, family conspiracy and a belief that the victim deserved to die.

When receiving a disclosure from a child, professionals should recognise the seriousness / immediacy of the risk of harm. Professionals should not minimize the potential risk of harm or attempt to be a mediator. Professionals should see the child immediately, on their own, in a secure and private place and contact their named child protection lead.

Vulnerability of Disabled Children

Research indicates that children with special educational needs or disabilities are more vulnerable to abuse. This may be for the following reasons:

- Attitudes and assumptions can lead to the denial or failure to report abuse
- Reluctance to challenge carers – misplaced empathy
- Seeing abuse as attributable to the stress and difficulties of caring for a disabled child
- Beliefs that abuse does not impact on disabled children in the same way
- Double standards – unsatisfactory situations accepted for disabled children
- Dependency – exposure to a wide range of carers for personal and intimate care
- Isolation – easier for abuse and neglect to remain hidden
- Lack of participation and choice in decision making – disempowered and less likely to complain
- Especially vulnerable to bullying and intimidation
- Behaviours misconstrued as part of child's disability
- Communication barriers – may make it difficult to tell others what is happening
- Judgements made about a child's ability to communicate not based on accurate information and specialist advice
- Child's preferred method of communication not recognised / equipment and / or facilitation not available
- Communication aids don't contain the necessary words to help a child describe an experience of abuse

In addition to the above some possible signs of abuse for disabled children are:

- Bruising on sites that may not be concerning on a non-disabled child
- Not getting enough help with feeding
- Over or under medicating
- Poor hygiene and personal care arrangements
- Rough handling / excessive restraint
- Lack of stimulation

- Unwillingness to learn a child's means of communication
- Ill-fitting equipment / invasive procedures which are unnecessary or carried out against the child's will

Procedures to follow if you suspect that a child is at risk of harm

We have a statutory duty to notify agencies if we have a concern about children's safety and welfare ([Working Together to Safeguard Children 2018](#)).

- Where there is a concern about a child's welfare or wellbeing or a concern that a child is in need of protection, this should be recorded on the concern form and then passed on to the *designated safeguarding lead* for action (or if unavailable then seek advice from Children's Social Care)
- These running records should be kept securely in the child's file
- All staff and volunteers are aware that they must report concerns immediately
- All records of concerns, emails, notes of phone conversations and actions are filed confidentially and securely in the child's file
- Staff know that when they have concerns about a child's welfare they need to:
 - Focus on the needs of the child – their physical and emotional welfare
 - Be sensitive
 - Talk it over with one of the Designated Members of Staff
- The flowchart for '*Making a child protection referral to children's social care*' is displayed and attached to this policy. This Safeguarding Policy is accessible to all parents and carers on site.
- Concerns will be discussed with parents unless this would put the child at further risk of serious harm
- Unless we are advised otherwise by Children's Social Care the recording forms will be shared with parents

Managing a 'disclosure'

Staff should:

- Stay calm and listen to the child
- Ask questions for clarification only. Avoid asking questions that suggest a particular answer
- Consider how to explain to the child about our policies and procedures so that they know what is going to happen
- Tell them who you are going to tell so that they can be made safe – children may fear that

what they have said will be passed on to everyone and they need to know that this will not be the case

- Control expressions of panic or shock
- Use the child's language or vocabulary
- Offer comfort bearing in mind the age and needs of the child
- If the child has disclosed sexual abuse, ask them when it happened but nothing more.

Whether a child is asked this question will depend upon the child's age and understanding

- Tell them that they were right to tell you and it was not their fault and they are not bad
- Do not be tempted to give false reassurances to the child but tell them that you will do your best to protect or help them

- As soon as possible take care to record in writing what was said using the child's own words. Record the date, time, setting, any names mentioned, to whom the information was given and other people present. Sign and date the record

- Record any subsequent events and actions
- It is not your responsibility to decide if a child has been abused. Any disclosure must be raised with the Designated Safeguarding Lead.

Children can only be interviewed once and this interview must be conducted by a trained police officer and social worker under Home Office 'Achieving Best Evidence' guidance. If a child has already been interviewed, it means that the police may not be able to pursue the matter.

A child may recall former abuse once in a safe situation. Although they may be under no current threat to their safety, any disclosure must be raised with the Designated Safeguarding Lead and followed through appropriately.

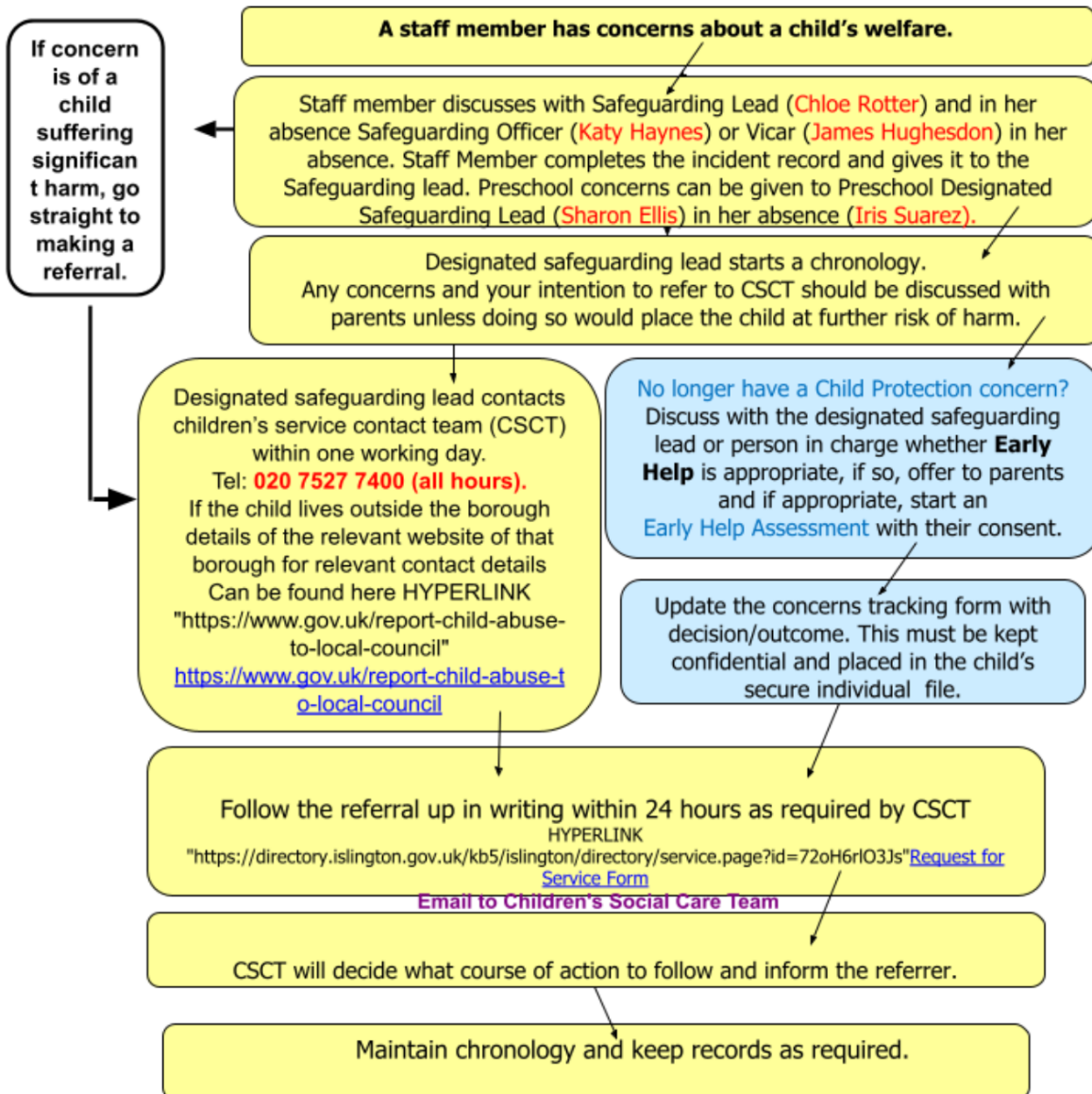
You may also have concerns about a child's welfare where there has not been any disclosure or allegation. In the best interests of the child / young person, these concerns should be raised with the Designated Safeguarding Lead and followed through appropriately.

Recording and reporting

Recording is a tool of professional accountability and is central to safeguarding and protecting children. It is not always possible to know whether a small or vague concern held today may increase as the days or weeks pass and later form the substance of a child protection referral. For this reason, it is vital that concerns are recorded accurately so that they can be monitored and emerging patterns noticed.

Designated Safeguarding Lead Response

Making a Child Protection Referral to Targeted and Specialist Children and Families Service



Training

All members of staff will regularly access appropriate safeguarding training for their group (depending on their responsibility) as set out by Islington Safeguarding Children Board in [Competence Still Matters](#) and ensure their knowledge is up to date on safeguarding issues. St Mary's will ensure that the training made available will enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.

Safer recruitment

Safe recruitment and selection practice is vital to safeguarding and protecting children. Please refer to the safe recruitment policy and procedure for more detailed information.

- All staff and volunteers are carefully selected. St Mary's recruitment procedures are in line with the LSCB safer recruitment guidelines.
- DBS checks are carried out in accordance with legislation for all staff, students on placements, volunteers and agency supply workers before they are allowed to work with us. Any disclosure revealed through the DBS check is risk assessed in accordance with best practice guidance (See Appendix E).
- DBS disclosures are recorded in staff files.
- All new members of staff, volunteers, students on placement and agency staff complete the induction process and sign to agree they have understood our policies, procedures and basic safeguarding practices.

Responding to allegations made against a member of staff/volunteer

Despite all efforts to recruit safely there will be occasions when allegations are made of abuse by staff or volunteers against children. All staff must be vigilant in relation to inappropriate behaviour displayed by members of staff, or any other person working with the children. Examples include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their

usual roles and responsibilities; or inappropriate sharing of images. Staff should behave in accordance with the Code of Conduct.

All concerns about staff should be reported immediately to the designated safeguarding lead, and the Church Safeguarding Officer and the whistle-blowing policy should be followed. It is the responsibility of this designated safeguarding lead to report allegations to, and otherwise liaise with, the local authority designated officer (LADO) who has the responsibility to manage and have oversight of allegations against people who work with children

The DSL and the CSO should report any concern to the Diocese of London Safeguarding Team, using the most recent Safeguarding Concern form.

The DSL will liaise with the Local Authority Designated Officer (LADO) who will manage any allegation in line with *Islington's Allegations Made Against Staff Process*, appended here.

Allegations Against Staff: Flowchart



Flowchart: Allegations Made Against A Member of Staff (September 2022)

If an allegation is made that a member of staff has harmed a child or is alleged to have behaved in a way in their private life that may suggest they are unsuitable to work with children and young people, the Preschool Manager (**Sharon Ellis**) or the Youth Minister (**Chloe Rotter**) or in their absence the most senior member of staff, must be informed immediately. If the allegation concerns the Manager/Youth Minister, the Vicar (**James Hughesdon**) or Safeguarding Lead (**Katy Haynes**) must be informed.

To assess the most appropriate course of action, the following initial information must be collated:
the date and time of the observation or the disclosure
the exact words spoken by the child/staff/member/parent/volunteer as far as possible
the name of the person to whom the concern was reported (with date and time)
the names of any other person present at the time
wider relevant knowledge or background information

*(Note: it is **not appropriate** at this stage to conduct formal interviews or take written statements from staff as this could compromise an investigation)*

The Local Authority designated officer (LADO) **must be informed within one working day** on Tel: **020 7527 8102**.

HYPERLINK

"<https://forms.office.com/Pages/ResponsePage.aspx?id=I6ITVb5600KxYcBqvFHLLoeVbcTee7xHjMjy4RKOoPtUnk0wS1Y4UFdISTRGWktKSUw1QzNIOVVYTCQIQCN0PWcu>" **LADO Referral Form**

The LADO will clarify if and how the matter will be taken forward and what appropriate course of action should be taken
(A referral to the police may be made if it is a potential criminal offence)

After discussing the situation with the LADO it may become clear that a referral to Children's Services Contact Team (CSCT) is required.

After discussing the situation with the LADO, it may become clear that a referral to Children's Services Contact Team is **not** required and the setting is to follow their own complaints and disciplinary procedures.

Refer the allegation to Children's Services Contact Team: 020 7527 7400

Follow the referral up in writing within 24 hours as required by CSCT online
HYPERLINK "<https://tinyurl.com/islingtoncsct>" **CSCT REFERRAL**

The incident should be documented and our Designated Safeguarding Officer Katy Haynes (safeguarding@stmarvislington.org.uk) or the Vicar, James Hughesdon on 020 7226 3400 or via email at (james@stmarvislington.org) should be informed of this outcome in writing where applicable.

Children's Social Care will contact the setting as to how to proceed. A formal strategy meeting will take place between Children's Social Care, the settings representative and the police (as appropriate). This meeting will agree what action is required immediately to safeguard and promote the welfare of the child, and/or provide interim services and support.

The member(s) of staff may be suspended on full pay (in line with your HR procedures). This overall decision to suspend is vested in the chair of the board of Governors/ management committee/proprietor. Suspension is a neutral act and allows a full investigation of facts to take place.

Ofsted **must** be informed within 24 hours on (0300 123 1231) of any allegation or concerns made against a member of the preschool staff. **HYPERLINK** "<https://www.gov.uk/guidance/report-a-serious-childcare-incident>" **Ofsted Notification Form**

(It is a breach of regulation if Ofsted are not notified within this time). All other allegations or concerns should be reported to the London Diocese Safeguarding Team on their helpline 020 7932 1224 or email them at safeguarding@london.anglican.org

Once the investigation is complete, Ofsted may visit to discuss the implications of the investigation. It may be necessary to implement the setting's disciplinary, grievance or complaints procedure.

DBS (Disclosure and Barring Service) must be informed if a staff member has been dismissed as a result of the allegation

All staff have a duty to protect children from abuse and keep children safe. Wanting to support a colleague or finding it difficult to believe what you have seen or heard must come second to that. ● If any worker is concerned that no action is being taken, it is their responsibility to report the matter directly to the LADO

- The flowchart 'Allegations Made Against a Member of Staff' is displayed in the playroom and attached to this policy
- It is the responsibility of all staff to share concerns about the actions or attitudes of colleagues with the Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Lead (DDSL) or Church Safeguarding Officer who will deal with the concerns appropriately
- This often difficult issue should be discussed at staff meetings so that all staff understand what is meant by the term 'whistle-blowing' and their responsibilities with regards to it, and are able to raise concerns with the DSL.
- Staff must give management details of any incident, order, determination, conviction or any other possible issue which may impact on their suitability to work with children.
- If any such event should lead to disqualification appropriate action will be taken to ensure the safety and well-being of children in the setting.
- Details will be forwarded to OFSTED who, in certain circumstances, may consider a waiver of the disqualification in line with relevant legislation.

Children harming other children

It is part of our duty of care that we make sure children are protected from harm from other children. At St Mary's where we work with children under five and with children who have severe and complex needs, biting, pushing, scratching and hitting may occur at times.

Please refer to the [Behaviour Policy](#) for managing these incidents.

If you think that a child is targeting another child it is important to raise this with the Manager immediately.

In recording and reporting incidents it is important that the identity of the child that did the hurting is not disclosed. This is part of our duty of confidentiality to all children and families. If a parent asks who has hurt their child, show understanding of their upset, anger or pain but explain that we are not able to share this information.

E-safety and use of digital devices

Our aim is to:

- Protect children and young people who receive St Mary's services and who make use of information technology (such as mobile phones, games consoles and the internet) as part of their involvement with us
- Provide staff and volunteers with the principles that guide our approach to e-safety
- Protect professionals
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology

We recognise that:

- The welfare of the children/young people who come into contact with our services is paramount and governs our approach to the use and management of information communications technologies

Mobile phones and digital devices can present a number of problems when not used appropriately

- Phones and personal devices can allow internet access and bypass the centre security settings and filtering
- Mobile phones with integrated cameras could lead to child protection, bullying and data protection issues with regard to inappropriate capture, use or distribution of images of children or staff.

St Mary's [E-safety guidance and processes](#) can be found in the Staff Handbook.

Cameras

It is not the intention to prevent parents/carers from taking pictures, but to ensure that photographic practices are monitored and to reduce the risks of inappropriate photography/filming.

No one is permitted to photograph or record images in the following areas:

- Changing areas
- Toilet areas
- Children /young people can only be photographed if permission of parents/carers is given
- Those taking photos, including staff/volunteers must identify themselves

- Staff should not use personal devices such as mobile phones or cameras to take photos or videos of the children and will only use designated equipment for this purpose.

- Photographers will be required to have formal identification which must be worn at all times
- Children's/young people's images will not be used for promotional or press releases unless parents/carers have consented
- Unsupervised access to children/young people or one-to-one photo sessions are prohibited ●
Photo sessions outside the organisation/organisation's activities or at a child's/young person's home are not allowed
- Personal details which might make a child/young person vulnerable, for example, address, email address, phone number, should never be revealed.

Mobile phones

- Parents, carers and visitors are requested not to use their mobile phones while on the premises. Staff will remind parents of the policy by asking them to leave the playroom and take calls in the foyer when necessary.
- Parents are also requested to avoid giving their children access to their mobile phones for other activities particularly any that involve access to the internet.
- Staff must not have personal mobile phones with them whilst working with children at St Mary's.
- Staff personal mobile phones should be used only when staff are outside the setting.
- Staff are not permitted to use their personal mobile phones for contacting St Mary's families outside the setting in a professional capacity.

The Prevent duty

In order for St Mary's to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation is seen as part of St Mary's wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. St Mary's can also build resilience to radicalisation by promoting the values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs and enabling them to challenge extremist views.

For St Mary's Pre-school, the statutory framework for the Early Years Foundation Stage sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world.

Risk assessment

St Mary's will assess the risk of children being drawn into terrorism, including support for ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of being drawn into terrorism and what to do to support them.

The local authority and local police will be able to provide contextual information to help St Mary's understand the risks in their area.

APPENDIX A

St Mary's Safeguarding Commitments	<i>Safeguarding Policy, Management, supervision, Safeguarding Procedural practice</i>	<i>Education, training, raising awareness</i>
Recognising that all children have the right to freedom from abuse and harm		All staff in all departments through induction and regular training are made aware/ reminded of this fundamental right
Promoting joint working with parents and carers in the interest of children's welfare Following safe recruitment procedures which ensure that staff are carefully selected, vetted and have the relevant qualifications and experience.	E.G. We have a key working scheme in the pre-school involving joint working with parents (see Key working Policy). Following set procedures for Application Process (e.g.DBs, recruitment of staff and References, interview qns.) volunteers as set out in the staff handbook	Posters and marketing reflecting our commitment to promoting children's welfare. Information for parents sheet . Welcome booklet for parents Training for hiring managers (inc. volunteer)
Ensuring that all staff are aware of and accept responsibility for helping to prevent the abuse of children	Referencing specific cases at staff meeting (e.g. children YP that are being tracked due to concerns) Intimate Care Practices in early years setting Intimate Care Policy (EY)	All Staff through induction, training according to levels of resp. and ongoing refreshers. Regular debrief with staff after activities and sessions
Designating a Safeguarding Officer who takes specific responsibility for children's protection,	St Mary's has DSOs for Childcare and YC departments and overall for St Mary's and deputies. St Mary's has a Church Safeguarding Officer in line with Church of England safeguarding procedures.	Designated Lead Training

safety and well-being		
-----------------------	--	--

St Mary's Safeguarding Commitments	<i>Safeguarding Policy, Management, supervision, Safeguarding Procedural practice</i>	<i>Education, training, raising awareness</i>
Supporting all staff in bringing concerns to the Designated Child Protection Officer	Supervision and staff meetings include refreshers about indicators of abuse .	Notices for who the safeguarding leads are displayed and regular training is enforced.
Responding quickly and appropriately to all suspicions or allegations of abuse Providing parents, carers, and children with the opportunity to voice any concerns they may have. This includes having knowledge of, and ensuring children have access to their preferred methods of communication and that staff are trained in a variety of communication tools.	Procedure and timelines set out in the flowcharts . Regular debriefs with delivery staff Childcare and YC teams reflecting on practice and improving continuously facilitated by Designated leads and best practice management support Comments, complaints and suggestions can be made in the centre and online. Key workers (Pre-school) meet regularly with parents providing opportunities for raising and discussing issues.	DSOs receive regular training and supervising to support compliance with this commitment Childcare and YC teams reflecting on practice and introducing new guidance, case studies, training and testing staff awareness.
Adopting positive behaviour management strategies which are non-violent and do not impose humiliation	St Mary's maintains a behaviour management policy with specific instructions to guide practice for Childcare and YC teams Good behaviour is recognised and valued.	Childcare and YC Teams Behavioural expectations are clear to all youth club and play scheme members and regularly reinforced. Good behaviour is recognised and valued

<p>Reviewing the effectiveness of the organisation's Safeguarding & Child Protection Policy and Procedures</p>	<p>DSL Tracking cases in the Central Safeguarding Tracker</p> <p>Evaluating current policy/ procedures including recording practices in light of current cases at staff/ management meetings.</p>	<p>Training update for Safeguarding leads learning about new statutory guidance</p>
---	---	---

27

<p>Working in partnership with external organisations and professionals to ensure that children are protected</p>	<p>Honorary Staff Contract (YC)</p>	<p>Staff are trained and inducted into GDPR compliant information sharing protocols.</p>
--	-------------------------------------	--

28

APPENDIX B – Incident Report Form

To report concerns – for ANY staff member to complete

<p>INCIDENT RECORD to record single concerns /incidents</p>	
<p>Child's Name:</p>	
<p>DOB:</p>	
<p>Name of setting:</p>	
<p>Name of parent/carer(s)</p>	
<p>Home Address</p>	
<p>Contact details</p>	
<p>Shared with: <i>(only identify who this single incident record is shared with at the time of recording)</i></p>	<p>Date:</p>
<p>Settings Designated Officer</p>	

Children's Services Contact Team (CSCT) or named SW if one already allocated

Early Years Safeguarding Advisor if contacted:

Are you reporting your own concerns or passing on those of someone else? Give details of witnesses and date.

Brief Details of concern/incident (include date, time, location and detailed factual information only)

What have you noticed? Describe any injury and account given by child/parent (if appropriate at time of incident). Use body map overleaf to record injury clearly if applicable.

Have you spoken to the child? If so what was said?

Have you spoken to the parent(s)? Parent(s) comments

Has anyone been alleged to be the abuser? If so give details, including the relationship with the child. Have you consulted with anyone else? Give details.

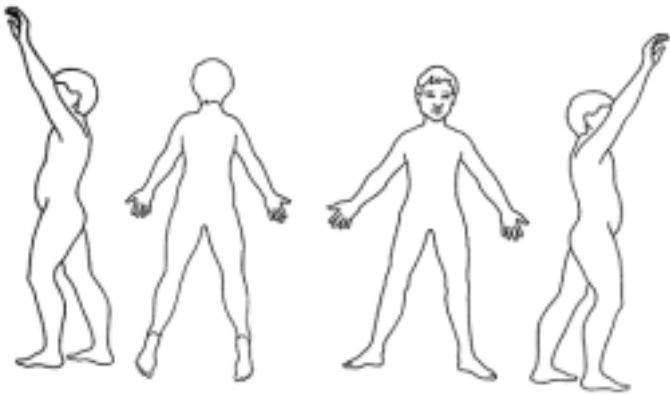
Action to be Taken (e.g. logged on chronology, reported to manager, referral to other services)

Name of the settings Designated Officer for safeguarding & child protection on duty at time of incident

Person completing the incident record

Parents name and signature:

1. All incidents should be recorded and shared with the settings designated officer for safeguarding & child protection (or identified designated person) without delay
2. Incidents can be shared or further advice sought with the EY Safeguarding Advisor including in the absence of the settings designated safeguarding and child protection officer or when there is disagreement
3. Incidents can be shared directly with CSCT in the absence of the settings identified designated officer to ensure there is no delay or when there is disagreement
4. Complete the form for each single incident being tracked



APPENDIX C – Concern Tracking Form

Concern for Young Person – Tracking Form

Name of Young Person:

DOB: Age:

Personal Details

Address:

Postcode:

Contact Number:

Emergency Contact/Guardian:

Contact Number:

Report
Initial Concern:

Reported by whom:

Track of Actions

Date	Concern	Action taken By Whom By When

APPENDIX D – Children’s Social Services Referral Forms

Children’s Services referral form [Request for Service form](#)

Allegations online referral form

<https://tinyurl.com/islingtonlado>

APPENDIX E – Diocese of London Safeguarding Concern Form



Once completed, please submit this form to safeguarding@london.anglican.org. A Diocesan Safeguarding Advisor will then be in contact with you to discuss the matter if any ongoing risks are identified.

Concern form

Information record relating to concerns of abuse or maltreatment

Parish ofSt Mary

Islington.....

The person about whom the concern has been raised

Name
Gender
Age / DOB
Ethnicity
Address

Contact details
Parent /carer details if under 18 (name / address / phone number)

Communication and access needs?

The abuse or neglect that may be taking place

The concern

How it came to light

Its impact on the person

The person's wishes in relation to the abuse / neglect

The setting / occasion(s) where / when it took place

The alleged perpetrator(s), full name, address and date of birth (if known)

Any witness(es)

APPENDIX E – PROCEDURES FOR PRE-EMPLOYMENT DBS CHECKS

Declaration of criminal offences

1. All applicants for posts exempt from the Rehabilitation of Offenders Act (those working with children and young people) are asked to submit appropriate written details about their previous criminal convictions and other associated information, with dates as part of the application procedure for such jobs.
1. This information should be in a sealed envelope marked “Private and Confidential – Rehabilitation of Offenders Act”.
2. Sealed envelopes will be kept with the completed application forms and will not be opened until after the selection process has been completed and a successful candidate has been chosen. 3. The appropriate level of disclosure information from the DBS will be sought in respect of all successful applicants for posts exempt from the Rehabilitation of Offenders Act.
4. If the successful candidate for the post has previously submitted information about a criminal conviction(s), or other criminal record, this information will be checked and verified using the DBS disclosure service.
5. All job offers to successful candidates will be made subject to checks such as references, medical information and disclosure details.
6. If the information provided in the disclosure contradicts that provided by the applicant, this will be discussed with the applicant once this has been received. There may be valid reasons why the applicant was unaware that they had a criminal record, or it may be that the information contained in the disclosure is inaccurate, or refers to someone with the same name. In any event, applicants should be given the opportunity to explain the situation before a final decision is made. Normally, failure to declare a conviction, caution or bind-over will disqualify applicants from appointment.

ASSESSING THE RELEVANCE OF CRIMINAL RECORDS

The suitability for employment of an individual with a criminal record will vary, according to the job and the details and circumstances of any convictions. In order to ensure that fair decisions are made, the applicant's criminal record will be assessed in relation to the tasks that he or she will be required to carry out and the circumstances in which the work will be carried out. The assessment will be carried out by the Chief Executive Officer (Holding current Safer Recruitment Certificate and Designated Safeguarding Lead Certificates) and in consultation with the Manager of the respective area where the candidate has applied to work in. The following considerations will apply in making the decision:

- Does the post involve one-to-one contact with children or other vulnerable groups as employees, customers and clients?
- What level of supervision will the post holder receive?
- Does the post involve direct contact with the public?
- Does the post involve any direct responsibility for finance or items of value?
- Will the nature of the job present any opportunities for the post holder to reoffend in the place of work?
- The seriousness of the offence(s) and its relevance to the safety of other staff, customers, clients and property ● The length of time since the offence(s) occurred
- Any relevant information offered by the applicant about the circumstances which led to the offence being committed, for example the influence of domestic or financial difficulties
- Whether the offence was a one-off, or part of a history of offending
- Whether the applicant's circumstances have changed since the offence was committed, making reoffending less likely

- The country in which the offence was committed; some activities are offences in Scotland and not in England and Wales, and vice versa
 - Whether the offence has since been decriminalised by Parliament
 - The degree of remorse, or otherwise, expressed by the applicant and their motivation to change
- This list is not exhaustive and other matters may be taken into consideration.

REVIEWING POLICIES AND PROCEDURES

St Mary's will keep this policy under review in order to ensure that children and young people's safety are not compromised and that all decisions about the employment of people are non-discriminatory.