



Tiny Hands Big Futures Ltd Safeguarding Policy - Updated September 2024

Tiny Hands Big Futures Ltd is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others. We aim to safeguard and promote the welfare of children by protecting them from maltreatment; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

We will ensure that those staff who work directly with children read at least Part one and those staff who do not work directly with children read either Part one or Annex A (a condensed version of Part one) of DfE guidance "[Keeping children safe in education](#)" 2024. This will depend on the assessment of which guidance will be most effective for the staff to safeguard and promote the welfare of children. We will also ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one (or Annex A if appropriate) of the guidance.

The Role of the Designated Safeguarding Lead

To enable Tiny Hands Big Futures Ltd to meet the safeguarding responsibilities set out in this document, the Designated Safeguarding Lead and Deputy should;

Supervision, Support and Training

Provide support, supervision and advice for any staff member, volunteer or student with a safeguarding or child protection concern. Ensure own safeguarding training is up to date e.g. by completing the Sheffield Early Years Safeguarding and Child Protection Training Strategy and Pathway (See Part 6 of this document for details). Provide safeguarding induction for new staff, students and volunteers. Ensure that the whole staff group is appropriately trained and that a register is kept of staff that have completed Induction, Introductory, Advanced and advanced refresher safeguarding and child protection training

Integrated Practice

Co-ordinate the early identification of vulnerable children and families and the involvement of mothers, fathers and carer's. Co-ordinate the development of integrated practice for vulnerable children and families including using the Family Common Assessment Framework (FCAF), and the Sheffield Thresholds of Need Guidance (2012). Liaise with, and make referrals to, appropriate agencies about children where there are safeguarding or child protection concerns, including as appropriate Prevention and Assessment Teams, Multi-Agency Support Teams (MAST), Children and Families Social Care Teams, South Yorkshire Police and the Local Authority Designated Officer (LADO). Co-ordinate and support Hugi when working with a child who has a Child in Need or a Child Protection Plan. Ensure that Hugi Centre is meeting its legal and statutory requirements, in liaison with the registered person. Regularly update the Registered Person of changes to legal and statutory requirements in relation to safeguarding. Ensure that Hugi Centre can demonstrate that it is meeting statutory requirements that staff and volunteers are suitable for their role Undertake an annual review and update of safeguarding and child protection policies and procedures. Ensure that policies and procedures relating to safeguarding are fully implemented by Hugi Centre and followed by staff, students and volunteers. Ensures that Hugi Centre responds in a timely and appropriate way to safeguarding concerns including liaison with OFSTED. Set up and managing clear, accurate and secure record keeping systems

The Designated Safeguarding Lead (DSL) in this setting is:

Name: Tracy Rodgers

Job title: Managing Director

Contact Telephone Number: 07714 253061

The Designated Safeguarding Deputy (DSD) in this setting is:

Name: Ruby Cunliffe

Job Title: Hugi Nest Manager

Contact Telephone Number: 07858 641610

To discuss safeguarding concerns about the behaviour of any member of staff, student or a volunteer in this setting, contact the named Centre Manager, nominated in our safeguarding procedure for dealing with allegations against staff:

Name: Tracy Rodgers

Job title: Manager

Contact telephone number 07714 253061

To discuss safeguarding concerns about the behaviour of the Centre Manager in this setting, contact:

Name: T S Rodgers

Job title: Managing Director

Contact telephone number: 07714 253061

To discuss safeguarding concerns about the behaviour of the Registered Person, Owner or Chair of management committee in this setting, contact:

Name: M D Rodgers Director/Share Holder

Contact telephone number: 07707 341817584

Safeguarding Policy Statement

Introduction to Hugi Centre's safeguarding children policy statement, Hugi Centre's keep the needs and best interests of children at the heart of everything we do. We aim to safeguard and promote the welfare of all children in our care by;

Providing a safe learning environment that builds their confidence and self-esteem:

Where children's physical safety is protected

Where children can talk and are listened to

Where children do not experience bullying, harassment, racism or any other form of discrimination

Where children's medical and health needs are met

Providing a positive and preventative curriculum that teaches and supports young children:

To make good choices about healthy, safe lifestyles

To ask for help if their health or wellbeing is threatened, including their emotional wellbeing

Promoting the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance by:

Encouraging children to know that their views count, to value each other's views and values and to talk about their feelings

Providing activities that involve turn-taking, sharing and collaboration

Supporting children to understand their own and others' behaviour and its consequences and to learn to distinguish right from wrong

Providing activities that involve children in creating rules and codes of behaviour and developing understanding that the rules apply to everyone

Actively promoting a culture of inclusivity and tolerance where views, faiths, cultures and races are valued and children are engaged with the wider community

Promoting diverse attitudes and challenging stereotypes by providing resources and activities that reflect and value the diversity of children's experiences and challenge gender, cultural and racial stereotyping

Working in partnership with mothers, fathers and carers:

We are committed to developing and maintaining an honest and open relationship with mothers, fathers and carers. We are committed to involving mothers, fathers and carers at all stages of a child's care and learning. Mothers, fathers and carers understand Hugi Centre's safeguarding responsibilities and how we will implement them.

Working in an inclusive way that helps every child:

To feel accepted and included

To develop confidence and self-esteem and fulfil their potential

To receive an equal service regardless of their needs and circumstances

Working in an integrated way with other agencies that maximises opportunities for:

Early identification of additional needs, early intervention and prevention

Speedy intervention based on multi-agency co-operation

Common methods of sharing information and assessing need e.g. use of the Family Common Assessment Framework, Information Sharing advice and the Lead Professional role

Resolving professional disagreements with other agencies in a constructive and timely fashion

Having up-to-date safeguarding policies, procedures and guidance:

Based on current national statutory guidance, Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures and the Early Years Foundation Stage Welfare Requirements (2024), Keeping Children Safe in Education 2024.

Easily accessible by all staff and volunteers

Understood and used by all staff, students and volunteers

Reviewed annually

Having well trained staff and management who:

Recognise their individual responsibilities to safeguard and promote the welfare of all children in their care

Receive training and supervision appropriate to their level of responsibility

Are clear and confident about what is expected of them

Ask for advice and support to act on safeguarding concerns and take appropriate action

Purpose of this document

The purpose of this document is to outline our policy for responding to concerns regarding the safeguarding and protection of children and young people aged less than 18 years, including unborn child. This policy combined with the associated procedures provides guidance to all staff, students and volunteers who may come across concerns of this nature within the context of their work with us. These include:

All members of our workforce, including early year's practitioners and other staff;

Students on placement;

Volunteers;

Individuals, consultants and agencies contracted by our service.

The policy seeks to promote effective multi-agency working in light of the Children Act 2004 and Working Together to Safeguard Children (2023).

Safeguarding children and young people not in our care

We will also respond to concerns regarding the protection of other children and young people not in our care where these are identified through the course of our normal activities.

We will follow the Sheffield Safeguarding Children Board and Sheffield Adult Safeguarding Partnership Protocol for Children's and Adults' Services: Raising concerns about a vulnerable child or adult (March 2010), which applies to all staff working in services for adults and services for children.

Safeguarding adults

Hugi Centre has a linked policy and procedure for responding to safeguarding concerns about adults when these are identified through the course of our normal activities. This can be found in Part 5 of this document.

Definition of safeguarding children

Hugi Centre adopts the definition of safeguarding used in Working Together to Safeguard Children (2023), Keeping Children Safe in Education 2024 which focuses on safeguarding and promoting children, including unborn children, and young people's welfare and can be summarised 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 undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

The following procedures relate to the first point, protecting children from maltreatment. They set out what to do when responding to specific concerns about the protection of children.

How Hugi Centre's will put this safeguarding policy into practice

Hugi Centre's is clear that we are not the statutory authority for the conduct of enquiries into specific child protection concerns and we will not investigate allegations or suspicions of abuse or significant harm to children. All staff, students and volunteers will follow the current Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures to ensure that all allegations or suspicions of abuse or significant harm to any child are reported to the children's social care team for the area where the child lives.

Hugi Centre's will share all relevant information with the respective statutory child protection agencies (children's social care services and/or police) without delay and within agreed protocols based on

Information Sharing: Advice for practitioners providing safeguarding services for children, young people, parents and carers DfE (2024).

All staff, students and volunteers working for Hugi Centre's will have a good understanding of safeguarding and child protection concerns, including the potential abuse and neglect of children and young people, which may come to light in the course of their work. Where a staff member, student or volunteer, at whatever level in the organisation, identifies risks to children, they will highlight them and seek to ensure that appropriate steps are taken to safeguard the children concerned.

We will ensure that all staff, students and volunteers and those who undertake work on our behalf, maintain a proper focus on safeguarding children and that this is reflected in both sound individual practice and our internal policies and guidance.

All staff, students and volunteers working with children must:

- Give highest priority to children's welfare
- Ask for advice and support to act on safeguarding concerns and take appropriate action
- Access relevant, up-to-date safeguarding and child protection training
- Recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children
- Respond appropriately to disclosure of abuse by a child
- Respond appropriately to allegations against staff, other adults, and against themselves
- Follow whistle blowing procedures to respond to concerns about potential wrong doing in Hugi Centre's
- Act appropriately and understand safe practice in carrying out their duties
- Be alert to the risks which abusers, or potential abusers, may pose
- Be aware of the importance of the role of early years services in promoting the welfare of children
- Contribute as necessary to all stages of Hugi Centre's safeguarding and protection processes

Effective Challenge and Escalation

Hugi Centre's understands that when working in the arena of safeguarding and child protection, it is inevitable that from time to time there will be professional disagreement between agencies. We will take any action necessary to resolve disagreements in a timely and constructive fashion that promotes the best outcomes for the children involved.

Where disagreements cannot be resolved between the practitioners involved, we will use the process of challenge and escalation as set out in the Sheffield Safeguarding Children Board Effective Challenge and Escalation procedure.

For more information see Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures Section 2.2 Effective Challenge and Escalation Policies relating to our safeguarding roles and responsibilities as defined by the Statutory Framework for the Early Years Foundation Stage (2024)

Section 3 - The Safeguarding and Welfare Requirements

The EYFS Safeguarding and Welfare Requirements (2024) require every setting to have a safeguarding policy and procedure that is in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB) and that includes an explanation of the action to be taken in the event of an allegation being made against a member of staff

This is covered in Parts 2, 3, 4 and 5 of this document

Policy and procedure in relation to the use of cameras and mobile phones within Hugi Centre
The EYFS Safeguarding and Welfare Requirements (2024) require every setting to have a safeguarding policy and procedure that covers the use of cameras and mobile phones within Hugi Centre.

Staff behaviour policy

See Hugi Centre Staff handbook:

Recognising inappropriate behaviour displayed by members of staff or any other person working with children. The EYFS Safeguarding and Welfare Requirements (2024) require every setting to ensure that staff can recognise and respond in a timely and appropriate way to inappropriate behaviour displayed by

other members of staff, or any other person working with children e.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

In addition to this safeguarding policy and child protection procedure that includes an explanation of the action to be taken in the event of an allegation being made against a member of staff, the following policies and procedures will enable Hugi Centre to demonstrate how it is meeting the requirement to respond in a timely and appropriate way to inappropriate behaviour:

Intimate care

E-safety including an Acceptable Use Policy for Hugi Centre

Safer recruitment and selection

Induction, supervision and appraisal

Whistleblowing

Hugi Policies relating to our other safeguarding roles and responsibilities as defined by the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements:

- Administering medicines
- Complaints
- Fire safety and emergency evacuation of the premises
- First Aid
- Hygiene including food hygiene
- Illnesses, accidents and injuries
- Information recorded about the child
- Information provided for parents and carers
- Information recorded about the provider
- Procedure to be followed if a child goes missing from Hugi Centre
- Procedure to be followed if parent fails to collect a child at the appointed time
- Record keeping including the retention of records
- Suitable people including safer recruitment and selection, staff training, support and supervision
- Equal opportunities
- Health and safety
- No smoking
- Safety and risk assessment relating to premises and equipment
- Safety and risk assessment relating to outings

Procedures for responding to specific child protection concerns about a child at risk of significant harm

Section 1 – Scope of the Procedure

Hugi Centre staff, students and volunteers may become aware of child protection concerns in the course of their work from a number of routes;

- Raised by the child themselves,
- Through direct activity and observation
- Alleged by others e.g. a member of the public contacting Hugi Centre or by a parental complaint

The concern might relate to:

- What is happening (or has happened) to a child outside Hugi Centre e.g. in their own family.
- What is or may be happening (or happened in the past) to a child in our setting

The concerns may be about the behaviour of a:

Child, young person or adult in the community (for instance a relative or family friend)

Peer (for instance another child in Hugi Centre)

Member of staff, student or volunteer from Hugi Centre

Member of staff, student or volunteer from another service/setting received or attended by the child

The concern may relate to actions or inaction (for instance insufficient response by a parent in response to illness or injury to a child)

The concern may be about a current situation or past events.

The concern may involve allegations or disclosures of;

- physical abuse
- physical neglect

- sexual abuse
- emotional abuse or neglect
- a combination of one or more of these

Staff and volunteers may receive this information by one or more means, such as through observation, discussion, the review of child records or accident forms, a telephone call, a letter, an email, or from another person (a third party).

Any member of staff, student or volunteers could receive such information.

In all circumstances they must respond in accordance with the procedure set out in Part 3 of this document

If the information relates to a concern, allegation or suspicion that a member of staff, student, volunteer or carer who works with children, may have harmed a child, they must also follow the procedures set out in Part 4 of this document

Section 2 – Action to take if,

As a member of staff, volunteer, or student, you observe abuse in Hugi Centre; whilst it is taking place This could take a number of forms, for example;

- Seeing an adult hit a child
- Observing an adult using inappropriate restraint or language
- Witnessing the neglect of basic care needs of a child

First, do all you can to stop the abuse immediately without putting the child or young person, or yourself, at undue risk.

- Inform the perpetrator of your concerns
- Advise him/her to stop the action immediately
- Ask him/her to move to an area where there is no contact with children.
- Advise him/her that you will immediately inform the senior manager within Hugi Centre of what you have witnessed

If the perpetrator fails to stop; take any appropriate action you can to separate the child and perpetrator, and call for assistance

If the perpetrator does stop, and even if they leave the scene as requested, it is essential that you stay with the child until you can transfer them to the care of another responsible adult.

Report the incident immediately to the Designated Safeguarding Lead or the Designated Safeguarding Deputy, or your line manager.

Inform Hugi Centre’s most senior person on site that day

Take notes of what you have heard or seen and what has been said - if it is not possible to take notes at the time, do so immediately afterwards

Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written. The notes should be dated and signed. The notes should cover what you saw, who said what, what action you took, and the details of date, time and location and name of child and perpetrator.

Recording

Give details below of how and where, in Hugi, you will record details of this type of incident:

Safeguarding Recording Sheets (Policies)

Section 3 – Action to take if,

As a member of staff, volunteer, or student, you observe injuries or behaviour in a child that could indicate that he/she has suffered abuse, or is likely to suffer significant harm

This could take a number of forms, for instance;

- A child has an unexplained injury, bruise, mark or other signs of possible abuse
- A child has an injury, bruise or mark and the explanation given for how it was caused is not consistent with the injury
- There are significant changes in a child’s behaviour
- The child shows signs of significant neglect, including untreated medical conditions

- The child makes comments that give you cause for concern

Stop other activity and focus on what you have seen or are being told. Responding to suspicion of abuse takes immediate priority.

So long as it does not put the child at increased risk, ask the mother and father/ carer about what you have observed. You can also ask the child if he/she is old enough. Note what they tell you and how they behave. If you decide not to discuss your concerns with the child's parent you must record this and the reasons why you made that judgement. You must also tell the **Designated Safeguarding Lead**
Take action to obtain urgent medical attention for the child, if required

Record what you have heard or seen, what has been said, and what you did:

- Use a body map if this is helpful, but do not take photographs.
If it is not possible to make notes at the time, do so immediately afterwards.
- Notes should be dated and signed by the staff member completing them and also by the parent if the child has arrived with a pre-existing injury.
- Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written.
- Talk to the Designated Safeguarding Lead or Designated Safeguarding Deputy without delay
- It is easier for children's social care services to act on a report of an existing injury rather than if they are told about it later

When not to discuss your concerns with mothers and fathers/caregivers

Practitioners should, in general, discuss concerns with the family and, where possible inform them that they are making a referral unless this may, either by delay or the behavioural response it prompts or for any other reason, place the child at increased risk of Significant Harm.

Situations where it **would not** be appropriate to inform family members prior to referral include where:

- Discussion would put a child at risk of significant harm
- There is evidence to suggest that involving the mother and father/caregivers would impede the police investigation and/or Children and Families Services enquiry
- Sexual abuse is suspected
- To contact mothers and fathers/caregivers would place you or others at risk
- Discussion would place one parent at risk of harm e.g. in cases of domestic abuse
- It is not possible to contact mothers and fathers/caregivers without causing undue delay in making the referral
- Where there are concerns about a possible forced marriage or honour based violence

Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures; 1.1 Section 6 **Parental Consultations**

Section 4 – Action to take if you receive an allegation or disclosure of possible significant harm to a child

Significant harm is

Actual or likely harm caused by sexual, physical, emotional abuse or neglect, **or** that involves witnessing harm to others e.g. domestic abuse, **and** that is sufficient to affect the child's or young person's normal physical, sexual, emotional, educational or social development

Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures; **1.1 Section 1 Duty to Refer**

If you are in direct contact with the child or adult raising the concern, for instance in the course of a conversation with a child or mother and father/caregiver or through a telephone call

Stop other activity and focus on what you are being told. Responding to suspicion of abuse takes immediate priority.

Do not promise confidentiality or agree to "keep it a secret". Explain clearly to the person raising the concern about what you expect will happen next. You can assure them that you will only tell those you have to tell to try to get the matter dealt with.

Give support and reassurance to the person giving you the information, that the matter will be dealt with quickly and appropriately.

Work at the pace of the person raising the concern. Do not rush them.

Avoid expressing opinions about what they are telling you

Use open questions like "Can you tell me what happened?"

Repeat aloud what the child /adult has said so that they know you are listening and have heard them correctly

Avoid asking leading questions like “Did he do X to you?” or “How did he hurt the child” Leading questions and anything likely to suggest ideas or interpretations could jeopardise subsequent investigations or criminal proceedings.

Ask only what you need to know to come to a judgement about whether abuse may have taken place and to gather factual details. You do not need full details but you do need sufficient information for an informed referral:

Details of the concern/allegation

Name, date of birth and address of the child

Additional relevant information regarding the child

Details of other agencies involved.

Consider whether immediate action is needed to secure the protection of any children or young people who may be at risk. Think about the child or young person who is the immediate subject of the concerns, and any other child or young person who may be at risk, in the light of what you have been told or suspect.

If you are on site with any children who may be at immediate risk, consider what action may be necessary to secure their safety. You will need to stay with those you think are at immediate risk until you can transfer them to the care of another responsible adult. Then you will need to contact Hugi Centre’s most senior staff member on site so they can take responsibility for further action

If you are not on site with a child, discuss with the person raising the concern how they can keep the child safe, taking into account the child’s wishes about any immediate protection if safe to do so. Check whether any other children may be at risk and consider what action is necessary to secure their immediate safety.

Take notes of what has been said, what you have heard or seen. If it is not possible to take notes at the time, do so immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written. The notes should be dated and signed. The notes should cover what you saw, who said what, what action you took, and the details of date, time and location and name of child and perpetrator.

Report the incident immediately to the Designated Safeguarding Lead or Designated Safeguarding Deputy, or your line manager. Inform Hugi Centre’s most senior person on site.

Concern about a person working with children

If the information relates to a concern, allegation or suspicion that a member of staff, student, volunteer or carer who works with children, may have harmed a child, you must also follow the procedures set out in Part 4 of this document.

Section 5 – Identification of level of concern and next steps

Action to be taken by the Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) should make a judgement about whether the allegation, suspicion or concern indicates that the child or young person is suffering, or is at risk of, significant harm and follow the procedure below

The Designated Safeguarding Lead (DSL) should also make a judgement about whether the allegation, suspicion or concern relates to a member of staff, student, volunteer or carer who works with children. If any of the safeguarding concerns, allegations or suspicions that you have identified involve:

A member of staff, student or a volunteer from Hugi Centre

Someone who you know is employed in a paid or voluntary capacity to work with children or young people, including foster carers and respite carers;

Hugi Centre must also follow the procedures set out in Part 4 of this document

Contacting South Yorkshire Police

If a child (or anyone else) is in immediate danger, ring 999 to contact South Yorkshire Police

Child at risk of Significant Harm

Refer to the Sheffield Safeguarding Hub

If the Designated Safeguarding Lead (DSL) decides that the child or young person is suffering, or is at risk of, significant harm, he/ she must make a telephone referral to children’s social care services, via the Sheffield Safeguarding Hub Tel: 0114 273 4855 without delay

The Designated Safeguarding Lead should:

Explain clearly why and how they have a safeguarding concern

What the safeguarding concern is and who it is about

How their judgement about the level of concern is supported by guidance in SSCB Thresholds of Need guidance

Following the telephone referral to the Sheffield Safeguarding Hub, the Designated Safeguarding Lead (DSL) must follow up the concerns in writing using the Multi-Agency Confirmation form (MACF).
Hugi copy in Safeguarding Policy folder

Rotherham Safeguarding Children Partnership
REPORT CHILD ABUSE TO ROTHERHAM COUNCIL

If you're worried about a child, even if you're unsure, contact the council 24/7 for help, advice and support.

Call 01709 336080

You can also use this telephone number to report historical abuse.

Your local council is there to help resolve your worries by following these four simple steps:

Listening to your concerns
Gathering information
Assessing the whole picture
Deciding what action to take

<https://www.rscp.org.uk/>

If the child or young person has been the subject of an FCAF (Family Common Assessment Framework) the Designated Safeguarding Lead (DSL) should send a copy, together with a copy of the multi-agency action plan, with the written confirmation.

Sheffield Safeguarding Children Board has produced guidance to help practitioners working with children and young people to identify when children and families need additional support in order that children may realise their full potential. The guidance can be downloaded from the SSCB website
www.safeguardingsheffieldchildren.org

Should I talk to mothers, fathers or carers before making a referral to Children's Social Care?
Practitioners should, in general, discuss concerns with the family and, where possible inform them that they are making a referral unless this may, either by delay or the behavioral response it prompts or for any other reason, place the child at increased risk of Significant Harm
Situations where it would not be appropriate to inform family members prior to referral include where:
Discussion would put a child at risk of significant harm
There is evidence to suggest that involving the mother and father/caregivers would impede the police investigation and/or children's social care enquiry
Sexual abuse is suspected
To contact mothers and fathers/caregivers would place you or others at risk
Discussion would place one parent at risk of harm e.g. in cases of domestic abuse
It is not possible to contact mothers and fathers/caregivers without causing undue delay in making the referral

Where there are concerns about a possible forced marriage or honour based violence
A decision by any practitioner not to seek parental permission before making a referral to children's social care must be approved by their manager, recorded and the reasons given

Where a parent has agreed to a referral, this must be recorded and confirmed in the referral

Where the parent is consulted and refuses to give permission for the referral, further advice and approval should be sought from a manager or the Designated Senior Person or Named Practitioner, unless to do would cause undue delay. The outcome of the consultation and any further advice should be fully recorded

If, having taken full account of the parent's wishes, it is still considered that there is a need for a referral:
The reason for proceeding without parental agreement must be recorded
The Children's Social Care team should be told that the parent has withheld her/his permission
The parent should be contacted by the referring practitioner to inform her/him that after considering their wishes, a referral has been made

Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures 1.1 Section 6
Parental Consultation

Getting advice about your concerns for a child or young person

If you need advice or want to talk over your concerns about a child or young person you can contact the Safeguarding Children Advice Line
(Mon - Fri, 9.00 -16.30) on 0114 205 3535

Recording

Hugi Centre, you will record details of a referral to children's social care services via the Sheffield Safeguarding Hub

- Safeguarding Recording Sheets
- Sheffield Multi-Agency Confirmation Form to Sheffield Safeguarding Hub (MACF)

Action to take in response to specific safeguarding children concerns

You are concerned about possible sexual, physical or emotional abuse by a child or young person to another child or young person.

Sheffield Safeguarding Children Board has produced a factsheet that sets out what to do if you receive an allegation that one child may have abused or harmed another child.

In this case the Designated Safeguarding Lead (DSL) should make a referral to children's social care services via the Sheffield Safeguarding Hub (Tel: 0114 2734855).

Children's social care services will assess the needs of both children.

If the allegation involves children attending Hugi Centre, Hugi Centre should inform Ofsted as a 'significant event'

For more information see Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures; Factsheet Sexual, physical and emotional abuse by children and young people of other children and vulnerable adults

You are concerned that a child or young woman may be at risk of or have suffered Female Genital Mutilation (FGM)

Sheffield Safeguarding Children Board has produced a factsheet that sets out the signs and risk factors and what to do if you are concerned that a child might be at risk or have suffered Female Genital Mutilation.

In this case the Designated Safeguarding Lead (DSL) should make a referral to children's social care services via the Sheffield Safeguarding Hub (Tel: 0114 2734855).

Children's social care services will assess the risks to the child and if necessary call a strategy meeting within two working days.

For more information see Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures; Factsheet Female Genital Mutilation (FGM)

You are concerned that a child or young person may be at risk of or has undergone Forced Marriage or Honour-Based Violence

Sheffield Safeguarding Children Board has produced two factsheets that set out what to do if you are concerned that a child or young person is at risk of or has undergone Forced Marriage or Honour-Based Violence.

In this case the Designated Safeguarding Lead (DSL) should make a referral to children's social care services via the Sheffield Safeguarding Hub (Tel: 0114 2734855).

Children's social care services will assess the risks to the child and if necessary call a strategy meeting within two working days.

It is very important that you do not let the child's family or social networks know about your concerns until you have taken advice from children's social care and if necessary South Yorkshire Police.

For more information see Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures; Factsheet: Forced Marriage and Factsheet: Honour-based Violence

You are concerned that a child or young person may be at risk from radicalisation or extremism

From 1 July 2015 all registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty.

Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The Prevent duty does not require childcare providers to carry out unnecessary intrusion into family life but, as with any other safeguarding risk; they must take action when they observe behaviour of concern.

If you are concerned that a child or young person is at risk of harm from radicalisation or extremism, the Designated Safeguarding Lead (DSL) should make a referral to children's social care services via the Sheffield Safeguarding Hub (Tel: 0114 2734855)

If you are unsure about the possible impact on the child, the DSL should seek advice from the Sheffield Safeguarding Children Advice Line (Mon - Fri, 9.00-16.30) on 0114 205 3535

For more information see The Prevent duty: Departmental advice for schools and childcare providers (June 2015) DfE

Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures 3.32 Children Vulnerable to or from Extremism

Child in need of additional help but who is not at risk of Significant Harm

If the Designated Safeguarding Lead (DSL) decides that the level of concern indicates that the child or family is in need of additional help but is not at risk of significant harm, Hugi Centre should work with the family to identify the child's and family's needs and how they can be met, using the Sheffield Safeguarding Children Board Thresholds of Need Guidance (2012)

This may involve carrying out an FCAF assessment with the family.

Once an assessment of the child's and family's needs has been completed, Hugi Centre should follow the guidance laid out in the Sheffield Safeguarding Children Board Thresholds of Need Guidance (2012), for providing support for children with additional needs. You can find this information on the Sheffield Safeguarding Children Board website www.safeguardingsheffieldchildren.org

Section 6 - Follow up after making a referral to children's social care services

Hugi Centre will make a full contribution to any process of assessment and work with the family including by;

Following up the progress of the referral and providing additional information as required

Contributing to an initial child protection conference including providing a written report

Contributing to a child in need or child protection plan

Being part of the core group (The core group is responsible for developing the child protection plan as a detailed working tool and implementing it, within the outline plan agreed at the conference)

Attending Team around the Family (TAF) meetings, core group meetings, review child protection case conferences and child in need (CIN) meetings

Part 4: Dealing with an allegation about a member of staff, student, volunteer or carer who works with children or young people

If any of the safeguarding concerns, allegations or suspicions that you have identified involve:

A member of staff, student or a volunteer from Hugi Centre

Someone from any organisation who is employed in a paid or voluntary capacity to work with children or young people, including foster carers and respite carers;

The role of the Local Authority

The Local Authority will appoint a designated officer (**LADO**) who will:

Be involved in the management and oversight of individual cases

Provide advice and guidance to employers and voluntary organisations

Liaise with the police, social care and other agencies

Monitor the progress of cases and adopt a similar procedure when making enquiries to that of the police so that any information obtained in the course of enquiries which is relevant to a disciplinary case can be passed to an employer or regulatory body without delay (SSCB Child Protection and Safeguarding Procedures 1.11 Section 3.2)

Hugi Centre should:

Hugi Centre (CENTRE MANGER) will hold responsibility in respect of allegations against staff, volunteers or students

Hugi Centre (CENTRE MANGER) will take responsibility for handling allegations against staff, volunteers and students in Hugi Centre.

Agencies covered by the SSCB procedures should have their own policies, procedures and guidance relating to the conduct of their employees and they should be used to ensure compliance with these procedures (SSCB Child Protection and Safeguarding Procedures 1.11 Section 4.0)

Recognising and responding to an allegation about a member of staff, volunteer, student or carer who works with children

There are a number of sources from which a complaint or allegation might arise including:

- A child or adult
- A parent
- A member of the public
- A disciplinary investigation

A person to whom an allegation or concern is reported should:

- Treat the matter seriously
- Avoid asking leading questions
- Keep an open mind
- Communicate with the child (if the complainant) in a way that is appropriate to the child's age and understanding and preferred language or communication style but not question the child or investigate further

Make a written record of the information (if possible in the informant's own words) that includes:

- When the alleged incident took place (time and date)
- Who was present
- What was said to have happened
- Sign and date the written record

- Report the matter immediately to the named senior manager, or named deputy in his/her absence or where the senior manager is the subject of the allegation

Initial action by the **Centre Manager**

The named senior manager should not investigate the matter by interviewing the accused person, the child or potential witnesses, but should:

Obtain written details of the allegation, signed and dated by the person receiving the complaint, or allegation (not the child/person making the allegation).

Countersign and date the written details.

Record any other information about times dates and location of incident(s) and names of any potential witnesses.

Record discussions about the child and/or member of staff, any decisions made, and the reasons for those decisions.

If the allegation meets any of the criteria listed below

Criteria

These procedures should be applied where there is an allegation or concern that any person who works with children, in connection with their employment or voluntary activity, has:

- **Behaved in a way that has harmed a child**, or may have harmed a child
- Possibly **committed a criminal offence against or related to a child**
- Behaved **towards a child or children** in a way that indicates **they may pose a risk of harm to children**

The named senior manager will report it to the Local Authority Designated Officer (LADO) within 1 working day.

The named senior manager will not delay referral in order to gather information

Following the telephone referral, the named senior manager will confirm the concerns in writing to the LADO

If the concerns, allegation or suspicion constitutes a child or young person suffering, or is at risk of, significant harm, or is a child in need of services, the named senior manager will also make a telephone referral to children's social care services via the Prevention and Assessment Team for the area where the child lives and follow up the concerns in writing

If the concerns, allegations or suspicions relate to a staff member, student or volunteer working in a registered setting, the named senior manager will notify Ofsted within one working day

If the concerns, allegations or suspicions relate to a staff member, student or volunteer working in this setting, the named senior manager will notify the Registered Person with overall responsibility for Hugi Centre on the day the concerns are raised

If the concerns, allegations or suspicions relate to the Registered Person, the named senior manager will seek advice from LADO and Ofsted

Contacting the Local Authority Designated Officer (LADO)

You can make a report to the LADO via the LADO referral form that can be downloaded from the SSCB website www.safeguardingsheffieldchildren.org.uk

You can contact the LADO directly via the Safeguarding Children & Independent Reviewing Service (Mon-Fri, 9-5) on 0114 273 4850

If a concern or an allegation requiring immediate attention is received outside normal office hours the named senior manager should consult straight away with the Emergency (Social Work) Duty Team or South Yorkshire Police on 101 and also ensure that the LADO is informed the next working day

Contacting children's social care services via the Sheffield Safeguarding Hub

If the allegation or suspicion involves a child or young person suffering, or at risk of, significant harm, Hugi Centre must also make a telephone referral to children's social care services via the Sheffield Safeguarding Hub Tel: 0114 273 4855 without delay.

The telephone conversation should be followed up in writing using the Multi-Agency Confirmation form (MACF). This can be downloaded from the SSCB website www.safeguardingsheffieldchildren.org. Use secure email, fax or post a copy of the completed form to the Sheffield Safeguarding Hub.

Contacting Ofsted

If the concerns, allegations or suspicions relate to a staff member, student or volunteer working in a registered setting;

The named senior manager should notify Ofsted within one working day on 0300 123 1231

A registered provider who without reasonable excuse, fails to notify Ofsted within 14 days of the allegation being made, commits an offence

Initial consideration by the named senior manager and Local Authority Designated Officer

The named senior manager from Hugi Centre and the LADO should:

Establish that the allegation is within the scope of these procedures

Verify whether there is evidence or information that establishes that the allegation is false or unfounded

Consider whether further details are needed

The LADO will notify the employer/ named senior manager of reports made via the Police and Children's Social Care

Strategy Discussion and Initial Evaluation Discussion

If there is cause to suspect that a child is suffering or likely to suffer significant harm, the LADO will ask Children's Social Care to initiate a Strategy Discussion

If the significant harm threshold is not reached, but a police investigation may be needed, the LADO will ask the police to initiate an Initial Evaluation Discussion

A Strategy Discussion or Initial Evaluation Discussion should take place as soon as possible.

Wherever practical the Strategy Discussion should take the form of a face to face meeting with a dedicated minute taker

The named senior manager may be invited to participate in the Strategy Discussion

You can find more information about Strategy Discussions in the SSCB Child Protection and Safeguarding Procedures 1.11 section 4.6

Disciplinary process or assessment regarding suitability

The LADO and the named senior manager in Hugi Centre should discuss and agree what action is appropriate in all cases where:

It is clear at the outset or decided by a Strategy Discussion or Initial Evaluation Discussion that investigations by the police or enquiries by children's social care are not necessary

A criminal investigation and any subsequent trial is complete or an investigation is to be closed without charge or a prosecution discontinued

The discussion should consider any potential misconduct or gross misconduct on the part of the accused person and take into account:

Information provided by the police and/or children's social care

The result of any investigation or trial and the different standard of proof in disciplinary and criminal proceedings

The options will range from no further action to summary dismissal or not using the person's services in future.

You can find more information about how to manage this sort of disciplinary process including timescales in the SSCB Child Protection and Safeguarding Procedures 1.11 section 6

Sharing information for disciplinary processes

If the police or Crown Prosecution Service decide not to charge or decide to administer a caution, or the person is acquitted, the police should pass all relevant information to the employer without delay.

If the person is convicted, the police should inform the employer straight away so that appropriate action is taken.

Record keeping about an allegation against a staff member, student or volunteer

Hugi Centre will keep a clear and comprehensive summary of the case record on the person's confidential personnel file and give a copy to the individual (once all investigations and disciplinary processes are completed)

The record will include details of how the allegation was followed up and resolved, the decisions reached and the action taken

The record will be kept until the person reaches normal retirement age or for ten years if longer

The record will provide accurate information for any future reference and provide clarification if a future Disclosure and Barring Service (DBS) disclosure reveals an allegation that did not result in an allegation or conviction. This should prevent unnecessary re-investigation if the allegation re-surfaces at a later date

Recording details of an allegation of harm to a child by a member of staff, student or volunteer

Hugi Centre Manager or who is person identified to take the allegation will record details of the incident on Letter head paper, making sure this is dated, and signed. A copy will be kept in the confidential staff file.

Action in respect of unsubstantiated and false allegations

Where there is insufficient evidence to substantiate the allegation, the employer, will consider what further action if any is required

If an allegation is false, the employer, in consultation with the LADO, should consider referring the matter to children's social care to determine whether the child is in need of services, or might have been abused by someone else

If an allegation has been deliberately invented or is malicious, the police should be asked to consider whether any action might be appropriate against the person responsible.

Referral to the Disclosure and Barring Service (DBS)

If the allegation is substantiated and:

Hugi Centre dismisses a member of staff or volunteer

Hugi Centre stops using their services the person resigns

The employer should discuss with the LADO whether a referral to the Disclosure and Barring Service (DBS) should be made. A referral should always be made if the employer thinks that the individual has harmed a child, or poses a risk of harm to a child.

If a referral is appropriate, the report should be made within one month. The DBS referrals helpline on 01325 953 795 can provide help with making a referral to the DBS.

Whistle Blowing:

Hugi Centre's whistleblowing policy & procedures can be found in the staff handbook

Part 5 Safeguarding Adults Policy and Procedures

Hugi Centre is committed to working with other agencies to ensure that all people that we come across in the course of our work are safeguarded. People who use our services have a right to live and work in environments free from abuse, neglect and discrimination.

We do not investigate issues of concern in relation to safeguarding adults. Local councils and the police hold the lead responsibilities for responding to allegations of abuse in relation to adults and in co-ordinating the local interagency framework for safeguarding adults.

We will, however, bring to the attention of social care services and the police any concerns or allegations identified through any part of our work

Summary of the Main Forms of Abuse of Adults:

Physical abuse including hitting, slapping, pushing, kicking, force feeding misuse of medication, restraint, or inappropriate sanctions

Emotional/ Psychological abuse, including intimidation, humiliation, harassment, enforced social isolation, blaming, controlling and threats

Neglect/ Acts of Omission include the failure to provide access to appropriate health care, social care or educational services and the withholding of the necessities of life such as medication, adequate nutrition and heating. Under the Mental Capacity Act 2005 wilful neglect and ill treatment of a person lacking capacity is a criminal offence

Sexual abuse is defined as direct or indirect involvement in sexual activity without valid consent and includes unwanted physical or sexual contact, intercourse with someone who lacks the capacity to consent, rape, indecent exposure, sexual harassment, gross indecency, displaying pornographic literature, videos or internet sites

Financial abuse is defined as the unauthorised and improper use of funds, property or any resources belonging to an individual and includes misuse and/or misappropriation of monies, benefits and/or property; forcing changes to a will; preventing access to money, property, possessions or inheritance

Discriminatory abuse including unequal treatment, verbal abuse, inappropriate use of language, slurs, harassment, deliberate exclusion, anti-social behaviour including hate incidents and hate crimes
Organisational abuse including inappropriate or poor care, misuse of medication, inappropriate restraint, sensory deprivation, denial of visitors, lack of flexibility and choice, controlling behaviours between staff and service users
Self-neglect including neglecting to care for one's personal hygiene, health or surroundings. Includes behaviour such as hoarding

Procedure for responding to safeguarding concerns relating to adults

The principles for staff and volunteers in identifying and responding to incidents of concern in relation to adults are the same as those for children and young people and in most cases exactly the same process should be followed.

In summary if a member of staff working with children has concern that an adult is in need of services for his/herself, that his/her capacity to provide adequate care to the child is affected by his/her vulnerability, or that the adult may be suffering abuse or exploitation, then the staff member, student or volunteer should:

- Stop and concentrate on what you are observing or being told
- Ensure the person's (and any others) immediate safety
- Do not promise confidentiality or agree to keep something secret
- Do not investigate yourself and avoid asking leading questions
- Obtain the necessary information to make an informed referral
- Discuss with the Designated Safeguarding Lead (DSL) or Centre Manager
- Make and keep a record of the incident and actions taken (see Recording below)

The Designated Safeguarding Lead should seek advice from and if appropriate pass on the concerns to the Adult Social Care Access Team (0114 273 4908)

For further advice and information

See the South Yorkshire Safeguarding Adult Board Procedures at www.sheffield.gov.uk

Contact the Sheffield Safeguarding Adults Team 0114 2736870

Following referral, use secure email or post a copy of the completed form to the Adult Social Care Access Team

Keep a copy of your completed form for your records

Part 6 Useful resources

Local organisations

Sheffield Safeguarding Children Hub

Concerns about a child's safety or wellbeing

If you have safeguarding concerns about a child or young person, or are concerned about their welfare, you should make a telephone referral to the Sheffield Safeguarding Hub 0114 2734855.

This number is for professionals and members of the public and is available 24 hours

Outside the hours of 09.15 to 17.15 weekdays (16.45 Friday) the emergency Duty Service will respond to calls.

Wherever possible agencies should contact the Sheffield Safeguarding Hub during office hours when a full service is available

Contacting South Yorkshire Police

If the child or anyone else is in immediate danger call South Yorkshire Police on 999.

You can also contact South Yorkshire Police on 101 with any non-emergency child protection concerns

Allegations of abuse or misconduct by a member of the children's workforce

If you are concerned that someone working with children in a paid or voluntary capacity may have harmed a child, you should inform the Local Authority Designated Officer (LADO) within one working day via the LADO referral form on the SSCB website www.safeguardingsheffieldchildren.org.uk

Sheffield Safeguarding Adults

To pass on safeguarding concerns about an adult, ring the Adult Social Care Access Team on (0114) 273 4908

For advice or if you are concerned that someone working with adults may pose a risk, you can contact the Safeguarding Adults Team on 0114 2736870 (practitioners only)

Sheffield Multi-Agency Support Teams (MASTs)

Concerns about a child or family in need of services

If you think that a child or family needs extra help you can seek advice from the Multi Agency Support Team for the area where the child lives

North MAST Sorby House 42 Spital Hill S4 7LG	Burngreave, East Ecclesfield, Firth Park, Shiregreen & Brightside, Southey, West Ecclesfield	Tel:(0114) 2331189/ 2039591 Fax:(0114) 2331042
East MAST 1st Floor Shortbrook Primary Site Westfield Northway S20 8FB	Arbourthorne, Beighton, Birley, Darnall, Manor Castle, Mosborough, Richmond, Woodhouse	Tel:(0114) 2053635/ 2037463 Fax:(0114) 2053639
West MAST Old Sharrow Junior School Southview Road S7 1DB	Beauchief & Greenhill, Broomhill, Central, Crookes, Dore & Totley, Ecclesall, Fulwood, Gleadless Valley, Graves Park, Hillsborough, Nether Edge, Stannington, Stocksbridge & Upper Don, Walkley	Tel:(0114) 2506865/ 2736461 Fax:(0114) 2506713

Sheffield Safeguarding Advice Line

For advice about a child, young person or family contact the Safeguarding Children Advice Line
(Mon – Fri, 9.00-16.30) on 0114 205 3535 (practitioners only)

Safeguarding Advisor (Early Years)

For non-urgent safeguarding policy and practice advice from an early years perspective, contact
The Safeguarding Children Advisor (Early Years) preferably via email:
val.linnett@sheffield.gov.uk (0114) 2735484

National regulatory organisations

Ofsted

To inform Ofsted about harm to a child or abuse by any person living, working, or looking after children at a registered setting, phone the general Ofsted helpline 0300 123 1231

To raise concerns about potential wrongdoing or malpractice in a registered setting, or a service inspected by Ofsted, phone the general Ofsted helpline 0300 123 1231 or the Ofsted whistleblowing hotline 0300 123 3155

Disclosure and Barring Service (DBS)

For advice and support with making a referral to the Disclosure and Barring Service because you have dismissed a member of staff or volunteer because they are unsuitable to work with children, you can contact the DBS referrals helpline on 01325 953 795

National policy and practice guidance

Statutory Framework for the Early Years Foundation Stage DfE (2017)

Can be downloaded from the Government publications website www.gov.uk/government/publications

Working Together to Safeguard Children DfE (2015)

Can be downloaded from the Government publications website www.gov.uk/government/publications

What to do if you are worried a child is being abused: Advice for practitioners DfE (2015)

Can be downloaded from the Government publications website www.gov.uk/government/publications

Information Sharing: Advice for practitioners providing safeguarding services for children, young people, parents and carers DfE (2015)

Can be downloaded from the Government publications website www.gov.uk/government/publications

Fundamental British Values in the Early Years (2015)

Can be downloaded from the Foundation Years website www.foundationyears.org.uk

Inspecting safeguarding in early years, education and skills settings Ofsted (2016)

Can be downloaded from the Government publications website www.gov.uk/government/publications

Early years inspection handbook Ofsted (2015)

Can be downloaded from the Government publications website www.gov.uk/government/publications

The Prevent duty: Departmental advice for schools and childcare providers DfE (2015)

Can be downloaded from the Government publications website www.gov.uk/government/publications

Disclosure and Barring Service (DBS) checks for childcare providers who register with Ofsted; Ofsted (September 2014)

Can be downloaded from the Government publications website www.gov.uk/government/publications

Applying to waive disqualification: early years and childcare provision Ofsted (June 2015)

Can be downloaded from the Government publications website www.gov.uk/government/publications

Guidance for safer working practice for those working with children and young people in education settings; Safer Recruitment Consortium (October 2015)

Can be downloaded from the Safer Recruitment Consortium website www.saferrecruitmentconsortium.org.uk

Updated by T Rodgers



Policy review date: Sept 2025

Safeguarding Recording Sheets

Updated September 2024

SAFEGUARDING CHRONOLOGY LOG

Child's Name.....

DATE/TIME/ YEAR	WHO YOU TALKED TO AND WHAT ABOUT e.g. phone call, conversation, observation, meeting	ACTION REQUIRED AND BY WHOM	ACTION COMPLETED	SIGNATURE / PRINT NAME

DATE.....

**SAFEGUARDING CHILDREN – CAUSE FOR CONCERN
EXISTING INJURY / INCIDENT FORM**

If you have concerns about a child, complete this form and discuss the concerns with the Designated Safeguarding Lead (DSL) soon as possible (within one working day)

If you are concerned about an injury e.g. a bruise, use a body map to identify the position and be specific about the size, and colour of the bruise on the body.

If a child has made a disclosure, do not promise to keep it a secret. Tell the Designated Safeguarding Lead (DSL) immediately and write down everything the child has told you.

N.B. At all stages confidentiality is crucial.

Child's Name:	Date of birth:
Address:	
Post code:	
Telephone Number:	
Person with parental responsibility:	
Concern / Incident:	
Date concern noted:	
Staff member's name: Signature:	
Date passed on to DSL:	
Action taken:	
Date:	Time:
	Signature: Print Name:
Date:	Mother/Father/Carer's Signature: Print Name:

Any additional information / comments:

Follow up action:

Date and time of notification of DSL

Name and signature of DSL

Name and signature of person making report

.....

Job role..... Date of report.....

Completed by.....

Position.....

Signature..... Date.....

Parent's signature..... Date.....

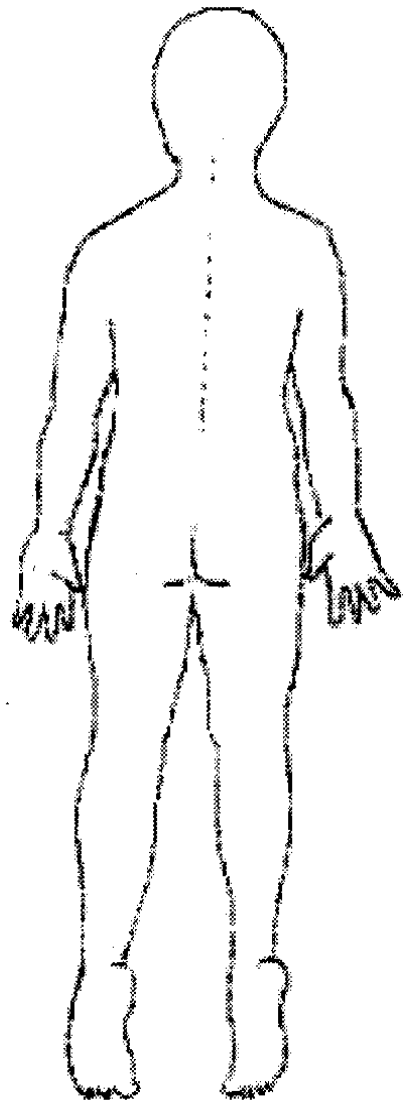
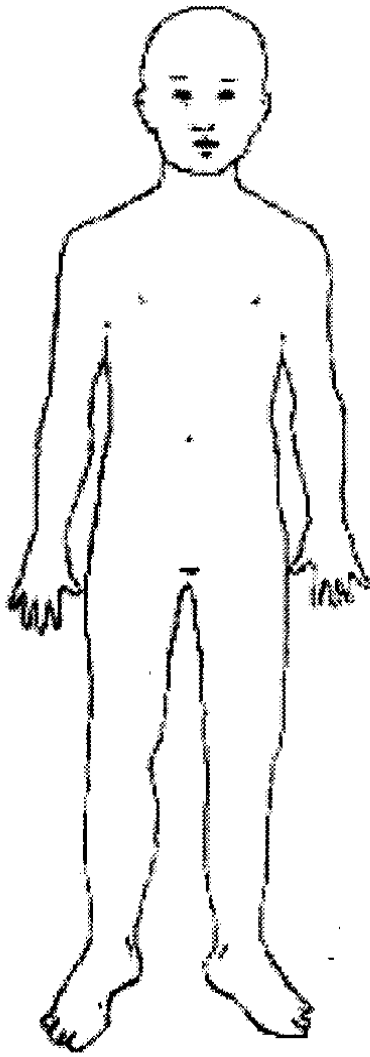
**This report to be filed separate from the child's learning and development records by the DSL.*

Date.....

Body Maps

Child's name.....

Date of Birth.....





PTO



