

Child Protection and Safeguarding Policy

Reference: GN02	Effective date: 1 June 2012
Page no: 1 of 23	Approved: 12 Sep 2022
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Introduction

It is the duty, under existing child protection legislation (including statutory and civil law) of Windmill Hill City Farm (including the Board of Trustees, staff, students and volunteers) to protect children and young people who may come into contact with any form of harm or abuse as outlined in this Policy including maltreatment and preventing impairment of their mental and physical health or development. When reference is made to children and young people this includes anyone aged under 18 years.

Where a third party is running a service from WHCF's premises they must have their own safeguarding policies in place or must sign up to this policy. Please see the WHCF Room Hire document for further information.

The policy works in conjunction with other policies, in particular GN06 Equality and Diversity, GN18 Recruitment and GN18a Safe Recruitment and GN04 Disciplinary Policy.

Policy

WHCF will ensure the following:

- ◆ The welfare of the child is paramount, and any actions considered will have a child centred approach and be in the child's best interests.
- ◆ All children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to be protected from harm.
- ◆ All children have access to a safe, caring and stimulating environment which works with the Early Years Foundation Stage Framework and Welfare requirements.
- ◆ There is good communication and partnership working between staff and families as well as with external agencies and professionals.
- ◆ That staff, especially senior staff are knowledgeable on the range of family support services available in and around the area.
- ◆ All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately, communicating with the individuals concerned with regards to any concern in a non-judgemental and professional manner.
- ◆ All members of staff and volunteers at WHCF have a responsibility to report and record concerns/incidents as soon as they come to their attention and to inform the designated person.
- ◆ All members of staff, student and volunteers will not have access to their mobile phones in any areas in which the children are present e.g., play environments, bathroom areas, sleep room etc.

Implementation and Monitoring

- ◆ A trustee will be designated as Child Protection lead.
- ◆ A member of staff (the Designated Safeguarding Lead or DSL) will take responsibility for safeguarding children and liaising with local statutory children's services. The DSL must attend an advanced inter-agency child protection training course, which must be updated at least every 2 years (in Bristol this is run by the Keeping Bristol Safe Partnership – KBSP).

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- ◆ The board of trustees, including the Child Protection lead, will receive reports of occasions when there are concerns or issues of child protection or safeguarding.
- ◆ Staff and volunteers involved in looking after children undertake child protection training, which is updated every 3 years. There will be an annual in-house update for those staff and volunteers.
- ◆ Familiarisation with the child protection policy is part of the induction for all staff and those volunteers working with children.
- ◆ All staff and volunteers working with children are aware of how to support children to understand and recognise risk.
- ◆ This policy will be reviewed annually.
- ◆ If the DSL is uncertain about concerns about a child, they should contact Families in Focus.

Designated Safeguarding Team

All staff have a safeguarding duty. However, the management and leadership team with specific safeguarding responsibilities are:

Designated Safeguarding Leads	Sophie Freyer & Steve Sayers
Deputy Safeguarding Lead	Laura Usher
Child Protection Trustee	Susie Dunham

What is abuse?

The 1989 Children's Act recognises four categories of abuse:

- Physical Abuse - is the actual or likely physical injury to a child or failure to prevent physical injury (or suffering to a child) e.g., hitting, shaking, burning, drowning, suffocating etc.
- Sexual Abuse – is the actual or likely sexual exploitation of a child or adolescent. This also includes non-contact activities such as looking at sexual images, watching sexual activities or grooming a child in preparation of abuse. Sexual abuse can be perpetrated by adult males, females and children including peer-on-peer abuse.
- Emotional Abuse – is the actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment or rejection either by adults or other children.
- Neglect – is the persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger including cold and starvation, or failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including failure to thrive. Neglect can also occur during pregnancy due to maternal substance abuse.

Other forms of abuse which need to be taken seriously include:

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- ◆ Historical Abuse - is when a child will disclose abuse (either sexual, physical emotional or neglect) which occurred in the past. This information will be treated in the same way as any other form of abuse. The reason for this is that the abuser may still represent a risk to children now.
- ◆ Domestic Abuse - is abuse caused within the home which may be physical, emotional, or due to neglect. Domestic Abuse can occur between those aged 16 or over who are or have been intimate family partners or family members regardless of gender or sexuality. The abuse can encompass but is not limited to psychological; physical; sexual; financial and emotional. Exposure to domestic abuse and/or violence can have a serious, long-lasting impact on children. Children experiencing this may demonstrate many of the symptoms below. Staff will need to treat them sensitively, record their concerns and consider informing First Response.
- ◆ Female Genital Mutilation (FGM) – is illegal in the UK and it is an offence to take UK nationals abroad to aid, abet or carry out FGM. All agencies have a statutory responsibility to safeguard children from being abused through FGM. If you have any concerns with regards to a girl in our care being at risk of FGM then this is a child protection issue and must be documented and reported to Social Services or to the Police. Some warning signs include parents requesting extended leave, if a girl comes from a country that has high prevalence to FGM, mothers and other siblings have already undergone FGM, a girl may indicate that they are going far away for a special event. See Appendix 4.
- ◆ Bullying – is abuse that is deliberately hurtful and is repeated over a period of time. Bullying includes cyberbullying, prejudice-based bullying, verbal threatening, insulting and personal remarks. It also includes physical abuse e.g. hitting, kicking, pinching, punching etc. Bullying can also be done indirectly e.g., excluding individuals, talking inappropriately about others etc.
- ◆ Radicalisation – is the process by which a person comes to support terrorism and forms of extremism leading to terrorism (Prevent Strategy, Home Office, 2011). In the context of this policy, it includes children and young people who may be vulnerable to being radicalised through exposure to extremist views. See appendix 3.
- ◆ Human trafficking – involves an act of recruiting, transporting, transferring, harbouring, or receiving a person through a use of force, coercion, or other means, for the purpose of exploiting them. If an identified victim of human trafficking is a child, the response will be coordinated under the safeguarding process.
- ◆ Injuries on non-mobile babies - Injuries in non-mobile babies are rare and must be further investigated by a paediatrician, even if an explanation seems plausible. All non-mobile babies with an injury should be discussed with a hospital or Community Paediatrician or the Children's Emergency Department. Early Years Settings and Childminders working with non-mobile babies need to follow the Keeping Bristol Safe Partnership, "Multi Agency Guidance for Injuries in Non-Mobile babies". See policy GN02g.
- ◆ Missing Child/Unauthorised Absence - Children going missing from the setting (through not attending when expected), particularly if this is repeated, or if a child is unexpectedly removed from a setting, can act as a vital sign for a range of safeguarding possibilities. This may include abuse and neglect, sexual abuse or exploitation and criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, risk of forced marriage, family crisis or other issues that could affect the health and well-being of a child. Although the children are not in compulsory education, we believe that we have a responsibility to follow up on unauthorised absences to ensure that the child and family

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are safe and well, which forms part of our safeguarding commitment. Care will be taken where there are known vulnerabilities and when the family might otherwise be isolated (e.g., summer holidays). Please refer to our Arrival, Departures and Absences Policy (CFS03).

In addition, safeguarding action may be needed to protect children against the following:

- Racist, disability and homophobic or transphobic abuse
- Gender-based violence/violence against women and girls
- Peer on Peer Abuse (bullying, physical abuse, sexual violence, sexual harassment, upskirting, sexting, and initiation/hazing)
- Child Sexual Exploitation and trafficking
- Modern slavery/trafficking/children from abroad
- Child Criminal Exploitation and County Lines (Serious violence)
- Gang activity or youth violence
- Risks linked to using technology and social media, including online bullying; the risks of being groomed online for exploitation or radicalisation; and risks of accessing and generating inappropriate content, e.g.: “sexting” and accessing pornography.
- Teenage relationship abuse
- Substance abuse
- Poor parenting
- Homelessness
- Forced marriage.
- So-called “honour-based” abuse HBA (this includes Forced Marriage, FGM and Breast Ironing)

There are a range of approaches to safeguarding these including:

- ACES – Adverse Childhood Experiences (ACEs) are stressful experiences occurring during childhood that directly harm a child or affect the environment in which they live. Recognising and understanding the impact of trauma informs an approach to building resilience.
- Contextual Safeguarding is an approach to understanding, and responding to, young people’s experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse.

Confidentiality and Appropriate Disclosure of Information

Confidentiality is crucial to all our relationships, but the welfare of the child is paramount. The law does not allow anyone to keep concerns relating to abuse to themselves. Therefore, confidentiality may not be maintained if the withholding of information will prejudice the welfare of the child.

All information that has been collected on any child will be kept locked and secure and access will be limited to the appropriate staff, management, and relevant agencies.

In the event of an investigation, it is essential that no information on child protection concerns relating to a child are disclosed inappropriately. Any such disclosures could have serious consequences for both the child concerned and any investigation.

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If uncertain about what information may be shared, take advice, or refer to HM Government's Information Sharing, Advice for practitioners. (Please see Further Information section for a link.)

Whilst parents and carers have the right to see any records kept on their child, this might not always be appropriate and should not put the child or yourself at risk.

It is very important that only those who need to know, know, to avoid any rumour and gossip that could affect the child, parent and carer and the group.

For transfer of a child protection safeguarding file from one education setting to another see Appendix 5.

Recognising Abuse

Any Trustee, paid staff member, student or volunteer has the responsibility to be vigilant to signs that all is not well with a child or young person. Not all concerns about children or young people relate to abuse; there may well be other explanations. It is important to keep an open mind and consider what one knows about the child and their circumstances. If any person has concerns, it **is not** their responsibility to decide if it abuse. It **is** their responsibility to act on any concerns following the right procedures.

Recognising abuse is one of the first steps in protecting children and young people. There could be signs or changes in behaviour that makes one feel concerned. All persons responsible for children at WHCF should be alert to the following types of behaviour.

- Becoming excessively aggressive, withdrawn or excessively clingy
- Seeming to be keeping a secret
- Personality changes – becoming insecure.
- Deterioration in a child's overall well-being
- Unreasonable fear of certain people or places
- Seeking of attention in negative forms
- Acting out in an inappropriate way, perhaps with toys, objects or other children or adults
- Comments made by the child which cause concern e.g., inconsistent explanations of bruising, injuries, or home life.
- Unexplained bruising, injuries or burns.
- Sexually explicit language or actions

Vulnerability

Some children may be more vulnerable to abuse for a range of reasons, so staff need to be alert to the following:

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- Disabled children. Staff should be vigilant regarding possible signs of abuse relating to disabled children and not automatically assume that signs relate to their impairment.
- Send/children with behaviour issues.
- Looked after children/children in care.
- Homelessness
- Children with allocated social worker or family support worker
- Young carers
- Parents/carers in prison
- Mental Health
- Children isolated and unsupported for a range of reasons.
- Children who are non-verbal (due to young age, physical impairment, or active decision)

This list is not exhaustive, and vulnerability is a changing situation which can affect any child. Every child will have a named Key Person and when needed they will work together with the DSL or Inclusion Lead to ensure the child is supported. If needed, a written support plan will be put in place. Also note the signs for non-mobile babies (see GN02g).

Not all concerns about children or young people relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what you know about the child and their circumstances.

Child protection is the responsibility of all staff at WHCF. All staff are responsible for ensuring the following procedures and processes are put into place, failure to do so may result in disciplinary action being taken.

Procedure if there are signs of concern or suspected abuse.

- Stay calm.
- If a child is making a disclosure listen to what the child is saying and reassure them that they have done the right thing by disclosing.
- Whatever the situation, do not ask closed or leading questions. Ensure that any questions that are asked are for clarification purposes only. An example of an open question is 'Why are you upset?' An example of a leading question is 'Are you afraid to go home because your mum will hit you?'
- Do not promise the child that any information or concerns can be kept a secret as subsequent disclosures could then lead to the child feeling betrayed. Explain to the child, no matter what age, that you are obliged to inform someone.
- Reassure the child that the people being informed will be sensitive to their needs and will protect and support them.
- The person who raises concerns or suspects the abuse will discuss the concern confidentially with their line manager or a Room Leader in the nursery and the designated Child Protection

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Officer as well as log the disclosure and/or concern in a factual way and using the actual words the child has said.

- If appropriate the Senior Early Years Educator or the Designated Safeguarding Lead should then raise the concern with the parent either by phone if necessary or wait until the end of the session. If the senior staff member dealing with the issue considers the parent's explanation to be adequate, the matter needs to be logged but need go no further. Both parent/carer and staff member should fill in an incident form acknowledging that the information sharing process has taken place, this will be kept in the child's file and reported to the appropriate bodies if need be. All information protected by the General Data Protection Regulation implemented in 2018 will be treated in line with GN11 Data Protection and Information Management policy.
- If the senior staff member feels that any child is at risk of any immediate danger, they have the right to contact the appropriate services without consent from the parent/carer. Before any contact is made with any external agency the child must be informed that this action is being taken in the best way that is relevant to the child and their development stage. Parents/carers will be informed of the concern and the actions taken as soon as possible.
- The senior staff member will contact First Response (details displayed in the Nursery Managers office). First Response will ask various related questions and from this decide the best route for helping the child, young person and/or family.

It is of key importance that the person who has raised the concerns logs all the facts using any words used by the child as soon as possible. Records should include:

- The child's known details including name, date of birth, address, and contact numbers.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation, including dates, times, specific factors, and any other relevant information.
- Make a clear distinction between what is fact, opinion, or hearsay.
- A description of any visible bruising or other injuries. If necessary, a diagram will be drawn to show the position of any bruises or marks the child or young person may have, with an indication of the size, colour, and shape.
- Any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents, if any.
- The child's account if it can be given, of what has happened and how any bruising or other injuries occurred.
- Factual accounts from others, including colleagues and parents.

All records will be kept in a secure place and will be kept confidential. Parents/carers have the right to see any records kept on their child. Information will be shared on a need-to-know basis to protect

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the child from harm but otherwise be kept confidential.

If any person is in doubt at any time with regards to what steps to follow, they must seek appropriate advice and guidance from the Children's and Young Peoples Services or BAND (Bristol Association of Neighbourhood Day-care). Also note the specific guidance pertinent in cases of suspected abuse of non-mobile babies (see GN02g).

The child's well-being is paramount. The child must be reassured whilst the concerns are being dealt with.

Recruitment

Windmill Hill City Farm is committed to promoting diversity and equality of opportunity for all staff, job applicants and volunteers. We aim to create a working environment in which all individuals can make best use of their skills, free from discrimination or harassment, where individuals are respected, treated fairly and able to give their best and all decisions are based on merit. Please refer to GN06 Equality and Diversity Policy, GN18 Recruitment Policy and GN18a Safer recruitment for further information.

Windmill Hill City Farm will take all appropriate steps to ensure that unsuitable people are prevented from working with children. As most staff and volunteers are likely to have regular contact with, or encounter children (which might include regular processing of information), rigorous checks into their eligibility will be required. Such processes will be compliant with the Equality and Diversity policy.

All employees are subject to a DBS check at the time an offer of employment is made. The result of the DBS check should be known within 4 weeks of commencing employment. Employees in direct contact with children or vulnerable adults will have restricted duties until the DBS check is complete (e.g., will not change children's nappies). A DBS check undertaken within the previous two years for another employment may be used as an interim to enable full duties in limited circumstances.

Volunteers will be subject to a DBS check only where they are in a position of responsibility and have completed a four-session trial period. Volunteers who have not completed a check will be restricted in their activities, for example will not be left alone with children.

All new members of staff and volunteers will be made aware of this policy.

All members of staff and volunteers who work directly with children will receive training in safeguarding which will be regularly refreshed.

All individuals working with children must declare all convictions and/or cautions incurred in their last/previous DBS disclosures.

All people connected with the setting must declare their disqualification status.

Two references will be taken up prior to appointment for new staff and volunteers and a medical reference may also be required.

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When there is a need to 'recruit' individuals or contractors for any maintenance works that need to take place, where possible they will be vetted or supervised where children are present.

Allegations against a person working in the organisation.

- ◆ The concerns must be reported to the Children and Family Services Manager (or deputy in their absence). If the concerns regard the C&FS Manager, they should be reported to the Chief Executive. Concerns could include:
 - behaviour that has harmed a child or may have harmed a child.
 - criminal activity against or related to a child.
 - inappropriate behaviour towards a child which may indicate that they are unsuitable to work with children.
- ◆ A written account of the allegation or suspicion must be submitted to the C&FS Manager within one day of it being reported.
- ◆ The C&FS Manager will contact the designated officer in the Early Years and Childcare Service and the Local Authority Designated Officer (LADO) to ask for advice and how to proceed and to give details of the concern within one day of it being received. This can be done by phone and must also be followed up with an allegation referral form. The advice of the LADO will be followed.
- ◆ The C&FS Manager (or deputy) will talk to the individual against whom allegations have been made to state the situation. The individual will either be under strict supervision for the rest of the day or suspended, depending on the severity of the allegation whilst the allegations or suspicions are investigated further.
- ◆ The C&FS Manager will contact and inform the Chief Executive and if appropriate the designated Board Member who is responsible for child protection informing them of the allegation.
- ◆ WHCF will inform Ofsted of the allegations alleged to have taken place within 14 days.
- ◆ The issues surrounding the allegation must not be discussed with any colleague. If this is found to be the case the disciplinary procedure will be followed.
- ◆ If an allegation is made against the C&FS Manager, the Chief Executive must inform the designated Board Member who is responsible for child protection.
- ◆ The staff member will only be able to come back to work once the allegations have been investigated and the C&FS Manager deems it appropriate to do so. If this is not the case the staff member's contract will be immediately terminated.
- ◆ Serious incidents must be referred to the Charity Commission.

Recognising inappropriate behaviour in staff, volunteers, and other adults

As an organisation that cares for children, it is necessary for members of staff to have physical contact with them for reasons of safety (e.g., holding hands when outside), hygiene (e.g., changing nappies or other toilet trips) and emotional support (e.g., comforting and cuddling upset children). Staff are encouraged to make such contact and should not fear allegations of inappropriate contact being made where the circumstances demand it. Note that in some circumstances it could be considered neglectful not to provide physical contact as a comfort to a child.

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To minimise the risk of allegations being made against staff, they are discouraged from spending long periods alone with children, frequently repeated contact (particularly with the same child) and from gestures of intimacy (e.g., kissing the child) particularly where comforting is not required.

Further signs of inappropriate behaviours may include:

- ◆ Paying an excessive amount of attention to a child or groups of children, providing presents, money or having favourites.
- ◆ Seeking out vulnerable children, e.g., disabled children.
- ◆ Trying to spend time alone with a particular child or group of children on a regular basis.
- ◆ Making inappropriate sexual comments.
- ◆ Sharing inappropriate images.
- ◆ Mistreating a child.
- ◆ Being vague about where they have worked or when they have been employed.
- ◆ Encouraging secretiveness.

There may be other signs of concern. If you are concerned about another staff member or volunteer's behaviour you must discuss this with the senior member of staff.

Dealing with Child Protection issues are upsetting for all those involved in supporting the child and the family. It is important that any persons dealing with any issues relating to child abuse expresses their feelings through talking with either the C&FS Manager or a Board Member. They will endeavour to provide the right support.

Parents and carers will be made aware of this policy prior to their children joining the setting, ensuring they are aware of procedures followed by the centre when concerns are raised.

All practitioners will be given a copy of this Policy on induction and will be provided with regular access to training to ensure they are kept up to date and knowledgeable.

Please note it is the duty of staff to report concerning incidents or disclosures to the C&FS Manager (or their deputy). Where appropriate they will inform the relevant authorities (e.g., social services, LADO, Ofsted).

If a staff allegation is made or we suspect a member of staff or volunteer of abuse or inappropriate behaviour, we will involve and consult with the LADO before further investigating.

For further information about Inter-Agency working please see the Working Together to Safeguard Children document at

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

and Keeping Children Safe in Education

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education)

Support to Staff and Volunteers

The Board of Trustees/Registered Person will fully support all members of staff in following this procedure. Following an allegation or investigation:

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- Staff and volunteers who work with issues of child protection may themselves need support in dealing with the emotional distress this can cause. They can talk to the setting's DSL or Child Protection Officer and any of the appropriate agencies listed.
- Staff, volunteers, or Board members may also be subject to allegations of abusing children in relation to their work for the setting. While support will be offered to these individuals by the setting, we will ensure that the agency dealing with the matter is given all assistance in pursuing any investigation and the Bristol LADO will be informed. The disciplinary procedure may be implemented.
- Staff and volunteers may also experience abuse outside of the work setting. They can talk to the setting's DSL or line manager to seek support e.g., Domestic Abuse.

Useful Contacts

Board Member responsible for Child Protection: Susie Dunham

Designated Safeguarding Lead (DSL): Sophie Freyer, sophie.freyer@windmillhillcityfarm.org.uk

Deputy Designated Safeguarding Lead: Laura Usher laura.usher@windmillhillcityfarm.org.uk

Ofsted nominated person: Steve Sayers

Referral Agencies

First Response – 0117 903 6444

Making a referral to **First Response** online advice and link to practitioner booklet

[Make a referral \(bristol.gov.uk\)](http://Make a referral (bristol.gov.uk))

Families in Focus – 0117 9037770 (South) tassouth@bristol.gov.uk

Children's Social Care Referral and Assessment Team:

South Bristol – 0117 3574996/0117 9037437 unitcosouth@bristol.gov.uk

North Bristol – 0117 9038764 unitconorth@bristol.gov.uk

East/Central Bristol – 0117 9036500 welsman@bristol.gov.uk

Disabled Children's Team – 0117 9038250

Out of office hours (Emergency Duty Team) – 01454 615165

e-mail (Bristol) - childprotection@bristol.gov.uk

Police Child Protection Team – 0117 9454320

On-call Consultant Paediatrician (via BRI switchboard) (for non-mobile babies' concerns) – 0117 9230000



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Southwest Child Protection Procedures: provides detailed online information on all aspects of child protection, e.g.: Staff allegations: <https://www.proceduresonline.com/swcpp/>

Multi Agency Guidance for injuries in non-mobile babies:

<https://bristolsafeguarding.org/media/f1nn0dos/non-mobile-baby-injury-kbsp-policy-reviewed-may-2020.pdf>

NSPCC FGM helpline: 0800 028 3550 or email help@nspcc.org.uk

For allegations made against staff

Check the Bristol City Council Website for current contact details and to access the LADO referral form:

<https://bristolsafeguarding.org/children/lado-concerns-about-professionals/>

Designated LADO's contact numbers: 0117 903 7795

Dawn Butler – 0117 903 9978 (Early Years & Childcare Service) dawn.butler@bristol.gov.uk

Informing Ofsted

As a registered provider we must inform Ofsted of any allegations of serious harm or abuse as soon as reasonably practical, but at the latest within 14 days of the allegation being made.

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel – 0300 123 1231

Ofsted Whistle Blowing hotline – 0300 1233155

Support and Advice

Southwest Child Protection Procedures (online guidance) [South West Child Protection Procedures \(proceduresonline.com\)](https://www.proceduresonline.com/swcpp/)

Multi Agency Guidance for injuries in non-mobile babies

<https://bristolsafeguarding.org/media/f1nn0dos/non-mobile-baby-injury-kbsp-policy-reviewed-may-2020.pdf>

Working Together to Safeguard Children 2018

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2#history>

KBSP Threshold Guidance-2023

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[Welcome to the Keeping Bristol Safe Partnership website. \(bristolsafeguarding.org\)](http://bristolsafeguarding.org)

EYFS Safeguarding and Welfare Requirements – Child Protection

[Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Keeping Bristol Safe Partnership: email [Welcome to the Keeping Bristol Safe Partnership website. \(bristolsafeguarding.org\)](http://bristolsafeguarding.org)

Refuge National Domestic Abuse Helpline: [T: 0808 2000 247](tel:08082000247)

Next Link (domestic abuse Bristol): [T: 0800 470 0280/0117 925 0680](tel:08004700280)

Employers' initiative on domestic abuse <https://www.eida.org.uk/>

Childline – 0800 1111 (open 24 hours)

National Association for the prevention of Cruelty to Children (NSPCC) – 0800 800 500

Keeping Bristol Safe Partnership (training) – [Welcome to the Keeping Bristol Safe Partnership website. \(bristolsafeguarding.org\)](http://bristolsafeguarding.org)

Sarah Holway – 0117 9542128 (main line) sarah@bandltd.org.uk (BAND Development and Support Worker)

Safeguarding Information

<https://bristolsafeguarding.org/children/i-am-a-professional/>

<http://www.proceduresonline.com/swcpp/bristol/contents.html>

Sharing Information

We have a duty to keep personal information about the families attending our services confidential. In some circumstances we may be obliged to share information. Staff should refer to policy GN11 Data Protection before responding to any requests from external agencies for information.

The Farm also has a Whistle Blowing Policy allowing staff and volunteers to have a way to report any concerns that they may have.

As an organisation we understand that we have a duty of care for all the children and young people on our premises and know to contact Early Help, First Response or Children and Young People's Services with any concerns that we may have including on-going absences where we cannot get hold of any named persons etc.

In our registered childcare services, we aim to work in partnership with all our families and therefore will request all relevant information concerning that child. This will include persons that are and are not allowed to collect their child as well as other professionals that the family may be working with.

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Emergency Action

In some cases, staff may need to protect a child immediately due to a child being in possible immediate danger or a criminal act has taken place. In these situations, the Police will be contacted. The Police are the only agency with statutory powers for the immediate protection of children.

It is not Windmill Hill City Farm employee's responsibility to decide whether abuse has taken place or not, however it is our responsibility to pass on information to the appropriate authority immediately.

If a child is at immediate risk call the POLICE	POLICE 999
To make an URGENT referral, i.e. a child is likely to suffer or is suffering significant harm, call First Response	FIRST RESPONSE 0117 903 6444 <small>(Out of hours Emergency Duty Team 01454 615 165)</small>
To make a NON-URGENT referral, contact FIRST RESPONSE using the online form (must have parental / carer consent).	FIRST RESPONSE Online form https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response
To raise a concern about extremism or possible radicalisation (also contact first response).	PREVENT DUTY Call the Police 01278 647466 PreventSW@avonandsomerset.police.uk
For advice and guidance about whether to make a referral.	Families in Focus Team North 0117 352 1499 East & Central 0117 3576460 South 0117 9037770

If you have concerns about a professional working with a child...

To raise concerns, report or for advice and guidance in relation to the conduct of someone who works with children.	Local Authority Designated Officer (LADO) Nicola Laird LADO 0117 903 7795
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Support and guidance for Childcare provision

For information, support and guidance.	BAND 0117 954 2128 admin@bandltd.org.uk
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Appendix 1 – Code of Conduct for working with children and young people.

The document provides a guide for adults working at WHCF about acceptable and desirable conduct to protect both adults and children.

Basic Principles

- ◆ The Child's welfare is paramount (Children Act 1989)
- ◆ All staff have a 'duty of care' to the children.
- ◆ Adults working at WHCF are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.
- ◆ Adults working at WHCF must work and be seen to work in an open and transparent way.
- ◆ Adults should follow the Child Protection and Safeguarding policy about any incident that gives rise to concern.
- ◆ Adults should provide a good example and a positive role model to children.
- ◆ Behave in a mature, respectful, safe, fair and considered manner. For example:
 - Not making sarcastic remarks or 'jokes' that are personal, sexual, racist, discriminatory, intimidating or otherwise offensive.
 - Not embarrassing or humiliating children
 - Not discriminate favourably or unfavourably towards any child. For example:
 - Treating all children equally – never building 'special' relationships or conferring favour on children
 - Not giving or receiving (other than token) gifts unless arranged through WHCF.
 - Only touching children for professional reasons when this is necessary and appropriate for the student's wellbeing or safety.
 - Not behaving in a way that could lead a reasonable observer to question conduct, intentions, or suitability to care for other people's children.
 - Not making arrangements to contact, communicate or meet with children outside work (this includes use of email, text and other messaging systems).
 - Not developing 'personal' or sexual relationships with young people (particular attention is drawn to the provisions of the Sexual Offences Act 2003 which creates a new criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child or causes or incites that child to engage in or watch sexual activity)

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Appendix 2 – Procedures for children joining activities on site.

This section applies to activities organised on site that are outside the childcare services offered through the nursery (including Farm Adventurers) or other circumstances where the City Farm takes explicit responsibility for children (for example after-school clubs where children are collected from school by City Farm staff). It applies whether they are run by City Farm staff or by third party facilitators.

Children under 8 years old

When joining activities or generally visiting the City Farm, children under 8 must always be accompanied by an adult for the duration of the activity unless the activities are designed such that the City Farm takes responsibility for those children. In such cases, places must be booked in advance of the session and full contact details of parents and information about the child must be recorded.

If a child under 8 is found alone on site, efforts will be made to find their parent or carer following the 'missing parent' procedure outlined in the 'incidents and emergencies' procedure.

Children aged 8 and over.

For children aged 8 – 17 (up to their 18th birthday people are still considered children) the procedure will vary depending on the nature of the activity.

Pre-booked activities

For pre-booked activity where parents may leave their children, the organisation must always have a contact number for the child's parent or carer. This will be used in case of emergency or should the child leave the activity prior to its end. The standard form (GN02e – Children's Activity Booking Form) is a useful tool for gathering relevant information.

If a parent drops the child off and signs them into the activity (but does not stay with them), and the child chooses to leave early, we need to call the parent to let them know they have chosen to leave. At that point we have discharged our responsibility to the parent.

If the child arrives without a parent to join a pre-booked activity, then we must obtain a contact number for their parent or carer and any other information that enables us to ensure the welfare of the child while they are taking part in activities. We may assume if they arrived by themselves that they are capable of leaving by themselves.

Drop-in activities

Many activities take place on site (including general visiting) that are not pre-booked. It is neither practical nor desirable to attempt to collect contact details for all the children who may be present. In these circumstances, we cannot take additional responsibility for children over 8 years of age. They are in a public place, and it must be assumed that their parents are aware and responsible for their behaviour (whether present or not).

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Leaders of activities on site (including all staff in the case of general visiting) should ensure that children are engaged in activity that is age appropriate and should intervene if children appear to be engaging in behaviour that places them at risk of significant harm.

Specific activities run or hosted by the City Farm must be risk assessed in advance to ensure that they are appropriate.

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Appendix 3 Female Genital Mutilation (FGM)

FGM has been a criminal offence in the UK since 1985. In 2003 it became a criminal offence for UK nationals or permanent residents to take their child abroad to have female genital mutilation (Female Genital Mutilation Act 2003) Anyone found guilty of the offence faces a maximum penalty of 14 years in prison.

Section 73 of the Serious Crime Act 2015 amended the Female Genital Mutilation Act to include FGM protections orders (FGMPOs). An FGM protection order is a civil measure which can be applied for through a family court. The FGM protection order offers the means of protecting actual or potential victims from FGM under civil law.

It is helpful if you can have conversations at the earliest opportunity with parents and carers and provide information in leaflets and posters about FGM <https://www.fgmaware.org/advice-for-parents.html>

All agencies have a statutory responsibility to safeguard children in terms of preventing girls from FGM and identifying children who have already survived the procedure. It is important that staff are aware of what FGM is and the signs to look out for in girls at risk of the practice. For more information including the FGM referral risk assessment please see below guidance from the Keeping Bristol Safe Partnership: [Welcome to the Keeping Bristol Safe Partnership website.](#) (bristolsafeguarding.org)

If used, a record of the outcome must be kept.

Consider whether any other indicators exist that suggest FGM may take place or has already taken place, for example:

- The child has changed in behaviour after a prolonged absence from the setting.
- The child has health problems, particularly bladder or menstrual problems.
- The child has difficulty walking, sitting, or standing and may appear to be uncomfortable.

If a girl is at immediate risk of FGM taking place, it is a significant child protection issue and must be reported to the police and/or First Response.

You have a statutory duty to report if a girl under 18 informs you they have had FGM or if you see it. If FGM has taken place it is a significant child protection issue and must be documented and reported to First Response and/or the police.

When FGM has taken place, the Children's Social Care team will liaise with the health services so that a statutory safeguarding assessment takes place and to look at how the girl and family will be supported to access appropriate health care if needed. Legal action may be considered.

At any time, staff may seek advice from BAND, Families in Focus or First Response

For more information on this topic, see the online Southwest Child Protection Procedures, NSPCC or, locally, BAVA. Contact details are in the appendix.

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Appendix 4 – Preventing Radicalisation and Extremism

Introduction

It is the duty of Windmill Hill City Farm (including the Board of Trustees, staff and volunteers) to guard against radicalisation and extremism as outlined in this Policy. Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice. As a community-based organisation we have a role, in partnership with statutory bodies, in countering such activity.

Policy

Windmill Hill City Farm is committed to safeguarding and promoting the welfare of all its clients and recognises that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. This policy sets out our strategies and procedures to protect vulnerable individuals from being radicalised or exposed to extremist views.

The policy works in conjunction with other policies, in particular GN02, GN06 Equality and Diversity, GN18 Recruitment and GN18a Safer Recruitment and GN04 Disciplinary Policy. It also draws on external publications such as Department for Education guidance 'Working together to safeguard children', 2018 [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/263181/ETF_FINAL.pdf); and 'Tackling Extremism in the UK' 2013

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/263181/ETF_FINAL.pdf).

In this document the definitions used in the Home Office 'Prevent Strategy', 2011, are adopted.

- ◆ Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
- ◆ Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

See GN02f Prevent Duty Detail for further details.

Procedure for children and vulnerable adults

Radicalisation is a safeguarding issue in the context of children and vulnerable adults. There are several behaviours which may indicate a child or vulnerable adult is at risk of being radicalised or exposed to extreme views. These include.

- ◆ Spending increasing time in the company of other suspected extremists.
- ◆ Changing their style of dress or personal appearance to accord with the group.
- ◆ Day-to-day behaviour becoming increasingly centred on an extremist ideology, group, or cause.
- ◆ Loss of interest in other friends and activities not associated with the extremist ideology, group, or cause.
- ◆ Possession of materials or symbols associated with an extremist cause.

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- ◆ Attempts to recruit others to the group/cause.
- ◆ Communications with others that suggests identification with a group, cause or ideology.
- ◆ Using insulting to derogatory names for another group.
- ◆ Increase in prejudice-related incidents committed by that person.

Other factors or circumstances may also give cause for concern, for example behaviour of other family members. Staff, board members and volunteers should be aware of these behaviours and circumstances and feel confident in reporting them to their immediate manager if they have a concern.

Any concerns about a child will be referred through First Response or the police. The concern may then be dealt with through usual safeguarding procedures or referred to the Channel process; channel e-mail address: channelsw@avonandsomerset.pnn.police.uk

In addition, if you think a child is at risk of extremism, you must contact the Counter Extremism Group via email: [Report Extremism in Education - Start](#) or Tel: 0800 789321.

Appendix 5 – Transfer of information between education settings

- The DSL must inform the receiving setting that the child has a child protection file and that this is going to be transferred to them;
- The Designated Senior should pass the original of the child protection/ safeguarding file to the receiving setting. A copy of the file should be retained by the setting. This should be delivered separately from the child's main file and be delivered either by hand or by recorded delivery. The parents/carers of the child must never be used to transfer the child protection file. The transfer must happen within five school days from notification and the setting should record that the transfer has been made;
- The setting should ensure that confidentiality is maintained and the transfer process is as safe as possible;
- When a new child starts that has previously been attending another setting, the previous setting will be asked if the child has a Child Protection/ Safeguarding File;
- If so, once the transfer of the file has been made, the setting should record that the file has been received (receipt) and keep this record for 6 years.
- Settings transferring the file, should keep a copy of the transferred file themselves. This should be for a minimum of 6 years and/or until the child reaches their 25th birthday. A recommendation is to mark the envelope with the date of the child's 25th birthday or 6 years on as the 'Date for Destruction'.

Please refer to the KBSP document "**Guidance on the Transfer of a Child Protection Safeguarding File to Another Education Setting 2016**", for full details of what should be in a file, how to transfer it and what records should be retained.

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Parents and carers will be made aware when registering their child with us, that we have a duty to share and pass on child protection and safeguarding information to the next education provider.