



## Safeguarding & Child Protection Policy

Dawn Until Dusk Ltd. is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

The Club will respond promptly and appropriately to all incidents or concerns of abuse that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

The Club's designated Safeguarding Lead (DSL) is Maisie Smith, Area Manager. Club staff will report concerns to their Club Manager, who will share concerns with the DSL, Maisie Smith. The DSL coordinates child protection issues and liaises with external agencies (eg Social Care, the LSCB and Ofsted). The Deputy DSL is Katie Archer.

Staff will be informed that everyone who comes into contact with children and families has a role to play in Safeguarding children.

### **Forms of child abuse and neglect:**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional** abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical** abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.

- **Sexual** abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or noncontact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

### **Signs of child abuse and neglect:**

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks, injuries or other signs of abuse or neglect
- comments made by a child which give cause for concern
- pattern of absences or frequent absences
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or witnessed or be living with domestic abuse.
- Inappropriate behaviour displayed by other members of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

### **If abuse is suspected or disclosed:**

When a child makes a disclosure to a member of staff, that member of staff will:

- Reassure the child that they were not to blame and were right to speak out
- Listen to the child but not question them
- Give reassurance that the staff member will take action
- Record the incident as soon as possible (*see Logging an incident below*).
- If a member of staff witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Integrated Front Door (previously MASH) directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

### **Domestic Abuse**

The Domestic Abuse Act (2021) defines Domestic Abuse for the purpose of this Act as a behaviour of a person (A) towards another person (B) if:

- A and B are each over the age of 16 or over and are personally connected to each other, and
- The behaviour is abusive.

- The abuse can be but it is not limited to, psychological, physical, sexual, financial or emotional abuse.

The Domestic Abuse Act clarifies that it does not matter whether the behaviour consists of a single incident or a course of conduct. The Domestic Abuse Act recognises that a child under the age of 18 years, who sees, hears or experiences the effects of DA and who is related to the victim or the perpetrator is also to be regarded as a victim of DA.

If we feel that a child in our care is a victim of DA then we shall follow our procedures as set out as above.

### **Peer-on-peer abuse:**

Children are vulnerable to abuse by their peers. Peer-on-peer also known as 'child-on-child' abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting, sexual bullying, sexual violence and sexual harassment, forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.
- One of the children is significantly more dominant than the other (e.g. much older)
- One of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence, physical strength)
- Physical abuse such as hitting, kicking, shaking, biting hair pulling or otherwise causing physical harm.
- Up skirting, where someone takes a picture under a person's clothing (not necessarily a skirt) without their permission and prior knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm.
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

**If peer-on-peer abuse is suspected or disclosed** this will not be tolerated and we will follow the same procedures as set out above for responding to child abuse.

### **Honour based abuse**

Honour-based abuse encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators.

Staff at Dawn Until Dusk will be responsive to the signs of honour based abuse and report them following the same process as set out above for responding to child abuse.

## **Female Genital Mutilation**

It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM. What is FGM? It involves procedures that intentionally alter/injure the female genital organs for non-medical reasons.

### **4 types of procedure:**

- Type 1 Clitoridectomy – partial/total removal of clitoris
- Type 2 Excision – partial/total removal of clitoris and labia minora
- Type 3 Infibulation entrance to vagina is narrowed by repositioning the inner/outer labia
- Type 4 all other procedures that may include: pricking, piercing, incising, cauterising and scraping the genital area

Why is it carried out? Belief that:

- FGM brings status/respect to the girl – social acceptance for marriage Preserves a girl's virginity
- Part of being a woman / rite of passage Upholds family honour
- Cleanses and purifies the girl
- Gives a sense of belonging to the community
- Fulfils a religious requirement
- Perpetuates a custom/tradition
- Helps girls be clean / hygienic
- Is cosmetically desirable

FGM is internationally recognised as a violation of human rights of girls and women. It is illegal in most countries including the UK.

Circumstances and occurrences that may point to FGM happening are:

- Child talking about getting ready for a special ceremony
- Family taking a long trip abroad
- Child's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leone, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia and Pakistan)
- Knowledge that the child's sibling has undergone FGM
- Child talks about going abroad to be 'cut' or to prepare for marriage

Signs that may indicate a child has undergone FGM:

- Prolonged absence from school and other activities
- Behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
- Bladder or menstrual problems
- Finding it difficult to sit still and looking uncomfortable
- Complaining about pain between the legs
- Mentioning something somebody did to them that they are not allowed to talk about
- Secretive behaviour, including isolating themselves from the group
- Reluctance to take part in physical activity
- Repeated urinal tract infection

Where a member of staff is aware that a child has undergone FGM either through a disclosure or from observing this, they have a responsibility under Section 5B of the Female Genital Mutilation Act

2003 to report this to the Police. This should be done directly but with the support of the designated safeguarding lead. If a member of staff has concerns that a child is at risk of FGM then they would report this to their safeguarding lead who will make the decision of what action to take. Where a member of staff receives information from a child that a family member under the age of 18 may have undergone FGM then this must be reported to the DSL.

### **Extremism and radicalisation:**

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, including:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

### **Signs of radicalisation:**

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern form, and refer the matter to the CPO.

### **Child Exploitation:**

Child Criminal Exploitation (CCE) is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity in exchange for something the victim needs or wants, and/or for the financial or other advantage of the perpetrator or facilitator and/or through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country (county lines) forced to shoplift or pickpocket, or to threaten other young people.

Staff are vigilant to the following indicators

- Children who appear with unexplained gifts or new possessions
- Parents/older siblings who associate with other people involved in exploitation;
- Children who suffer from changes in emotional well-being;

- Parents/siblings who may misuse drugs and alcohol
- Children who regularly miss school or education

Staff at Dawn Until Dusk will be responsive to the signs of CCE and report them following the same process as set out above for responding to child abuse.

### **Child Sexual Exploitation (CSE)**

CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity:

- (a) In exchange for something the victim needs or wants, and/or
- (b) For the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media).

Staff are vigilant for the following indicators:

- Children who appear with unexplained gifts or new possessions
- Parents/older siblings who associate with other people involved in sexual exploitation;
- Children who suffer from changes in emotional well-being;
- Parents/siblings who may misuse drugs and alcohol;
- Children who regularly miss school or education
- Changes in children's behaviours

Staff at Dawn Until Dusk will be responsive to the signs of CSE and report them following the same process as set out above for responding to child abuse.

### **Contextual Safeguarding:**

Contextual Safeguarding recognises that as young people grow and develop, they are influenced by a whole range of environments and people outside of their family. This can be from school, online, friendship groups, and in the local community. Staff are aware that children and young people can encounter risk in any of these environments. Therefore, contextual safeguarding looks at how staff can understand these risks, engage with the children and young people and help to keep them safe.

Staff at Dawn Until Dusk will be responsive to the signs of changes within the environment and how children and young people may be affected. Staff shall report them following the same process as set out as above for responding to child abuse.

### **Children and Young People displaying Sexually Harmful Behaviour.**

'Sexual behaviours expressed by children and young people under the age of 18 years old that are developmentally inappropriate, may be harmful towards self or others, or be abusive towards another child, young person or adult'. (Hackett 2014 Children and Young People with Harmful Sexual Behaviours).

Staff are aware and can recognise that sexual abuse can be perpetrated by children as well as adults. This involves forcing or enticing a child to take part in sexual activities, which is not necessarily involving a high level of violence, whether or not the child understands what is happening. This can be physical contact; penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of the clothing. It can also include non-contact activities such as looking at sexual images, watching sexual activities, and engaging children to behave in sexually inappropriate ways. Staff are aware of the Child Sexual Behaviour Assessment Tool which helps distinguish between what is appropriate and not appropriate ways to explore sexual behaviour.

Where there is any reason of concern staff will record any relevant information on a Logging concern form and refer the matter to the DSL. Where behaviours are identified that are significant and are likely to become harmful or have already caused harm and require a higher level of response, this will be reported to Social Care, the Police and Harmful Sexual Behaviour Service (HSB).

### **County Lines:**

Staff are aware of the term 'County Lines' and the possible implications on our families. We appreciate that children attending our settings may become involved in the import and export of illegal drugs through coercion, intimidation, violence and weapons and the effect this could have on children in our settings. Staff are also aware of the terminology of cuckooing,

Signs of county lines exploitation include:

- Children travelling alone, particularly in school hours, late at night or frequently
- Absences from school/our setting.
- Anxious, frightened, angry or displaying other behaviours that make you worried about them
- In possession of more than one phone
- Carrying lots of cash, or having expensive items such as watches or phones.
- Potentially under the influence of drugs or alcohol.
- Being instructed or controlled by another individual.
- Accompanied by individuals who are older than them.

If a child or parent at our setting is suspected to be at risk of or involved in county lines, a safeguarding referral will be considered alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation.

### **Cuckooing:**

Staff are aware of the term 'cuckooing' and know that this can affect vulnerable families, or families that could be in social housing properties, but are aware that this can also happen anywhere.

Signs of cuckooing can include:

- An increase in the number of coming and goings into someone's house
- New vehicles outside the property, or frequent use of taxis or hire cars.
- An increase in anti-social behaviour in and around the property.
- Unidentified persons in the property, or children talking about new people that keeping coming into their homes.
- Disengagement with support services.

### **Child Trafficking and Modern Slavery:**

Children are tricked, forced or persuaded to leave their homes. Child trafficking is a form of Modern Slavery. Traffickers often use grooming techniques to gain the trust of a child, family or community. Traffickers may promise children an education or persuade parents their child can have a better future in another place.

Signs that a child has been trafficked:

- Rarely leaving the house.
- Having no time to play.
- Lacking personal items.
- Appearing confused or looking unfamiliar within a neighbourhood
- Consistently wearing the same colours.
- Being reluctant to give details as to where they live.
- Being involved in gang activity.
- Having tattoos or other markings that may indicate ownership.
- Children may struggle to recall experiences.
- Being fearful or having withdrawn behaviour
- Living in inappropriate housing accommodation, like a dirty, cramped, unhygienic, or overcrowded accommodation.

If staff have any concerns that children are being trafficked or a victim of modern slavery, they will record all concerns they may have and report it to the Modern Slavery Helpline on 08000 121 700 or the police on 999 in an emergency or alternatively call 101 if it is not urgent.

### **Missing Child:**

Staff are aware of our Missing Child Policy. Children may run away for all sorts of reasons, which can include having trouble in school, or arguments with their own family members. Staff are aware that children may leave in protest or on impulse. Children may also be drawn away from their homes from older children.

Staff will follow our procedure from our Missing Child Policy:

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Preschool.
- The manager will liaise with the police and the child's parent or carer.
- The Directors and/or Area Manager will be contacted.



### **Safeguarding Children with Special Educational Needs and/or Disability**

'A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.' (SEND Code of Practice, 2015).

Staff are aware that there are some risk factors that make children more vulnerable to abuse. Having SEND is one risk factor that staff consider. Staff are vigilant to the signs of exploitation and abuse, and are confident in their processes for recording and reporting abuse.

#### **Online Safety:**

See 'Safe Internet Use' policy for further details on how we keep children safe within the setting. Staff are aware of the risks of online abuse and are vigilant for the signs of such. Staff support awareness of online safety through the use of posters within the setting. If children are to access the internet whilst in our settings, we use the search engine <https://swiggle.org.uk/> for a child friendly search engine. Parents are encouraged to look at the website: [Teaching Your Child about Internet & Online Safety | NSPCC](#) and [https://beinternetlegends.withgoogle.com/en\\_uk/parents/](https://beinternetlegends.withgoogle.com/en_uk/parents/) Concerns of online abuse or exploitation are recorded and reported following the same process as set out above for responding to child abuse.

#### **Oral Health:**

Information regarding the importance of good oral health and how to support this is shared with all practitioners. Training is available on this where training needs are identified. Children and parents are given information to support good oral health. Staff are aware of the signs of poor oral health and concerns are recorded and reported following the same process as set out above for responding to child abuse.

#### **Logging an incident:**

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the **Logging a concern** form as soon as possible after the event. The record should include:

- Date of the disclosure, or the incident, or the observation causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened. If recording a disclosure, it is essential to use the child's own words.
- Name, signature and job title of the person making the record.
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The record will be given to the Club's Child Protection Officer (CPO) who will decide whether they need to contact Integrated Front Door (previously MASH) or make a referral. If other members of

staff think that the incident has not been adequately followed up, they may call Integrated Front Door (previously MASH) themselves.

For minor concerns regarding radicalisation, the CPO will contact the Local Safeguarding Children Board (LSCB) or Local Authority Prevent Co-ordinator [if applicable]. For more serious concerns the CPO will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the CPO will contact the Police using 999.

### **Allegations against staff:**

An allegation is any information which indicates that a member of staff/volunteer may have:

- 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; or behaved towards a child or children in such a way that indicates he or she would pose a risk if harm if they worked regularly or closely with a child.
- Spoken to a child in a way that would humiliate that child. Such as, in a way that will have a lasting impact on the child's emotional well-being. This includes; humiliating and using inappropriate comments.

This applies to any child the member of staff/volunteer has contact with in their personal, professional or community life.

If anyone makes an allegation of child abuse against a member of staff within the setting:

- The allegation will be recorded on an **Incident Form**. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted immediately.
- The member of staff who has had the allegation made against them will not be interviewed by the setting staff, but by the LADO
- The LADO will advise if other agencies (eg police) should be informed, and the Club will act upon their advice.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate the club will make a referral to the Disclosure and Barring Service.

If an allegation of child abuse against a member of staff outside of the setting is received via the LADO or Police:

- The Directors will follow the advice given by LADO.
- This may include suspension from duties until further notice, without disclosing any information.
- A meeting will be chaired by the LADO to manage the allegation process.

- The Directors and HR Manager will attend this meeting.
- A further meeting maybe held in order to make a decision on any further action required.

**Promoting awareness among staff:**

The Club promotes awareness of child abuse and the risk of radicalisation through its staff training. The Club ensures that:

- Its designated CPO has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it.
- Safe recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation.
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse and concerns about radicalisation.
- Staff are familiar with the Safeguarding File and the information on the back of their Lanyard
- Staff are familiar with the “Working Together to Safeguard Children (2018)” with the guidance in “What To Do If You’re Worried A Child Is Being Abused (2015), “The Prevent Duty (2015)” and information available at [www.ltai.info](http://www.ltai.info) (which provides information about radicalisation). All these documents are available on the club laptop and on Dropbox/ Google Drive.
- Staff refresh their knowledge of safeguarding annually, and are reminded of our policy during their 3 monthly supervisions.

**Use of mobile phones and cameras:**

Photographs will only be taken of children with their parents’ permission. Only the club camera or club phone will be used to take photographs of children at the Club. Neither staff nor children may use their mobile phones to take photographs at the Club. All mobile phones are kept away from the children, either in a cupboard or a security box. Photographs will be used for club displays and may be sent via email to the Dawn Until Dusk office. The photographs that are sent to the Dawn Until Dusk office may be selected to be uploaded onto the website or Facebook page for promotional purposes. Photographs will only be taken, used for displays and/or uploaded onto the website with parental permission. All photos will be deleted from work phones once they have been printed.

*A person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer or try to work or volunteer with those groups. An organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law. If your organisation works with children or vulnerable adults and you dismiss or remove a member of staff or a volunteer because they have harmed a child or vulnerable adult, or you would have done so if they had not left, you must tell the Independent Safeguarding Authority.*

For more relevant information that comes under Safeguarding please refer to the Safeguarding Policy.

**Contact numbers:**

**DSL – Maisie Smith 07456792925**

**DDSL - Katie Archer 07818036691**

Referrals: **Bedford Borough:**

Liquid Logic referral portal - <https://ehchildandfamilies.bedford.gov.uk/web/portal/pages/home>

Integrated Front Door - 01234 718700 (office hours 8.45-5.20 Mon-Thurs, 8.45-4.20 on a Friday).

Out of Hours: 0300 300 8123

LADO (Local Authority Designated Officer): 01234 276693 Sandeep Mohan

Referrals: **Central Bedfordshire:**

LADO (Local Authority Designated Officer): 0300 300 4833 – **Rosemary Webster**

Intake & Assessment: 0300 300 8149

Out of hours: 0300 300 8123

Concerns about a child: 0300 300 8585 (office hours 8:45am-5:20pm Monday – Thursday and 8:45am-4:20pm Friday).

LSCB (Local Safeguarding Children Board): [www.bedfordshirelscb.org.uk](http://www.bedfordshirelscb.org.uk)

Ofsted: 0300 123 1231

Police: 01234 841212

999 – in emergency situations

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

Referrals: **Cambridgeshire**

Education Child Protection Advice Line: 01223 703800

LADO: 01223 727967

Social Care: 0345 045 5203 8am-5.30pm (Mon-Thu) 8am-4:30pm (Fri)

01733 234724 (emergency duty team out of hours)

If the child is at risk of immediate harm make a referral on 0345 045 5203 this must be followed up by a written referral within 48hrs to Cambridgeshire Children's Social Care.

If you have concerns but there is no immediate risk of harm please refer to Cambridgeshire Children's Social Care – Email: [referralcentre@cambridgeshire.GCSX.gov.uk](mailto:referralcentre@cambridgeshire.GCSX.gov.uk)

Any data that is recorded will be kept in accordance with the General Data Protection Regulation (GDPR) 2018.

Dawn Until Dusk Limited ensures any personal data collected will be retained securely for as long as necessary and only used for legitimate childcare related activities to facilitate the delivery of

Dawn Until Dusk Ltd

**Unit 4, Warren Court, Chicksands, Shefford, Bedfordshire, SG17 5QB** Tel- 01234930505

Company number; 8698122

childcare services, or for the purpose of preventing and/or detecting fraud and/or crime, in accordance with the General Data Protection Regulation (GDPR) 2018.

Dawn Until Dusk Limited's Data Protection Policy is available from the website at [www.kidsdawntildusk.co.uk](http://www.kidsdawntildusk.co.uk).

Or by contacting the Office Manager on [info@kidsdawntildusk.co.uk](mailto:info@kidsdawntildusk.co.uk)

Policy reviewed February 2024