

# St Michael's Family Centre

Registered as a Charity

OfSTED Registration number EY 411778 Saddlebow Road

OfSTED Registration number EY 399923 Church Lane

OfSTED Registration number EY 2673202 Terrington St Clement

## Safeguarding /Child Protection Policies and Procedures for 2024-2025

Saddlebow Road, Church Lane  
and Terrington St Clement



Policies agreed: *Jeanette Nowrung*



## Liaison with other bodies

- We work within the Norfolk Safeguarding Children Board guidelines and the DfEE publication 'What to do if you're worried a child is being abused'.
- We have a copy of Norfolk Safeguarding Children Board Guidelines and DfEE publication 'What to do if you're worried a child is being abused' available for staff and parents to see.
- We notify the registration authority (OfSTED) of any incident or accident and any changes in our arrangements, which affect the well-being of children.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the family centre and social services to work well together.
- If a report is to be made to the authorities, we act within the Norfolk Safe Guarding Children Board guidance in deciding whether we must inform the child's parents of the referral.

## Methods

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

All staff will be provided with a copy of our code of conduct at induction. They will be expected to know our Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them.

If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in the centre, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children

### Roles and Responsibilities

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Jeanette Nowrung	01553 770439

Alternate DSL	Paula Reed/Jackie Smith/Tracey Rudd (Saddlebow Road)	01553 770439
	Louise Harris (Church Lane)	01553 775300
	Holly Melton (Terrington St Clement)	01553 401977
Centre lead	Jeanette Nowrung	01553 770439
Named Safeguarding committee member	Kathryn LeServe	01553 Or <a href="mailto:KLeServe@col-westanglia.ac.uk">KLeServe@col-westanglia.ac.uk</a>
Head of St Michael's Academy	Emma Scarisbrick	01553 772420

### Staffing and volunteering

- Our senior designated person who co-ordinates child protection issues is Jeanette Nowrung (named deputies are also available)
- We provide adequate and appropriate staffing resources to meet the needs of the children.
- Volunteers do not work unsupervised.
- We have procedures for recording the details of visitors to the family centre.
- We take security steps to ensure that we have control over who comes into the family centre so that no unauthorised person has unsupervised access to the children.

### Safer recruitment

*Within the family centre we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references as part of the interview process. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.*

- Applicants for posts within the family centre are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Safer recruitment practices are followed in accordance with the requirements of 'Keeping Children Safe in Education' (DfE 2022) and as such all candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

- We ensure that the Centre lead and at least one member of the Local Governing Body have completed appropriate safer recruitment training. At all times the Centre lead and Governing Body to ensure that safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'*, DfE (2023).
- As a family centre we will undertake further checks to ensure the person is not prohibited from engagement in a "management role" All our governors will be subject to an enhanced DBS check (without the barred list check, unless they are additional in regulated activity) and a prohibition check has been undertaken for everyone in "teaching work"
- We maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements and the EYFS guidance. This is checked termly by the Safeguarding lead and governor to ensure that it is kept up to date.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.

### Disciplinary Action

Where a member of staff or a volunteer is dismissed from the family centre or internally disciplined because of misconduct relating to a child, we notify OfSTED and the Local Authority administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

### Training

We seek out training opportunities for all adults involved in the family centre to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the family centre. Staff are expected to update training at least every 3 years and a record of this is maintained.

### Planning

The layout of the rooms allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left ajar.

### Curriculum

- We introduce key elements of child protection appropriate to the child for example in our foundation stage curriculum, so that children can develop an understanding of why and how to keep safe in a way that is appropriate for the ages and stages of the children.

- We create within the family centre a culture of value and respect for the individual.

### Complaints / allegations against a member of staff

- We ensure that all parents know how to complain about staff or volunteer action within the family centre, which may include an allegation of abuse.
- We follow the guidance of the Norfolk Safeguarding Children Board and the Local Authority Designated officer (LADO) when investigating any complaint that a member of staff or volunteer has abused a child.
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person in conjunction with the advice given by the LADO
- We have whistle blowing policy whereby all staff, volunteers and other adults are aware of how to make their concerns known to the senior designated person or how to contact the Children's services Child protection referral team.

### Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect.
- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the family centre staff acts in keeping with latest legislation and guidance.
- We allow any investigations (as instructed) to be carried out with sensitivity. Staff in the family centre takes care not to influence the outcome either through the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.

### Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- Offers reassurance to the child
- Listens to the child
- Gives reassurance that she or he will take action
- The member of staff does not question the child

## Recording suspicions of abuse and disclosures

Staff make a record of:

- The child's name
- The child's address
- The age of the child
- The date and time of the observation or the disclosure
- An objective record of the observation or disclosure
- The exact words spoken by the child
- The name of the person to whom the concern was reported, with date and time
- The names of any other person present at the time

These records are signed, dated, and kept in a separate confidential file.

All members of staff know the procedures for recording and reporting.

## Informing Parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Norfolk Safeguarding Children Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the (NCC) investigating officers will inform parents.

## Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Norfolk Safeguarding Children Board.

## Record and information sharing

If staff are concerned about the welfare or safety of any child at our setting they will record their concern on the agreed reporting form for physical injuries or an incident record for observed or other behaviour (Appendix 2/2a). They should ensure that the form is signed and dated. Any concerns should be passed to the DSLP without delay.

Any information recorded will be kept in a separate named file, in a secure file and not with the child's 'academic' file. These files will be the responsibility of the DSLP. Child protection information will only be shared within setting on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core

groups and reports will be stored here. All our safeguarding files will include; a chronology, contents front cover and will record significant events in the child's life.

When a child leaves our family centre, the DSLP will make contact with the DSLP at the new school or transferring setting and will ensure that the child protection file is forwarded to the receiving setting in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving setting and/or evidence of recorded delivery. Where a parent elects to remove their child from the setting to home educate, the family centre will make arrangements to pass any safeguarding concerns to the Services to Home Educators Team within Norfolk County Council or the referring agency. In situations whereby we have not been notified of the setting of transfer then we will contact the MASH team and notify them of the child's withdrawal from the family centre.

### Support to families

- The family centre takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- The family centre continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Norfolk Safeguarding Children Board following the guidelines in 'What to do if you're worried a child is being abused' and Working Together to Safeguard Children.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

Contact telephone Number for Child protection advice / referrals:

**Norfolk Multi Agency Safeguarding Hub (CADS) 0344 800 8021 (24 hours)** email:

[cads@norfolk.gcsx.gov.uk](mailto:cads@norfolk.gcsx.gov.uk)

OfSTED 0300 123 1231

NSPCC Child Protection Help Line 0808 800 5000

Norfolk Police: 01603 276332: West Norfolk Local Safeguarding 01553 669330

Local Authority Designated officer (LADO) 01603 223473

West Norfolk Early Help hub 01553 669244

### **Also refer to the following polices:**

Confidentially

E-Safety and the use of technology



St Michael's Family Centre Policies and Procedures



Whistle blowing policy (included in this policy document)

Social Networking

Staff Code of Conduct

**Appendix 1, 2, 3, 4, and 5 are part of the Child Protection /  
Safeguarding Policy**

## Appendix 1:

### **SPECIFIC SAFEGUARDING ISSUES: Contextualised safeguarding**

St Michael's Family Centre recognises that safeguarding incidents and/or behaviours can be associated with factors outside of the Family Centre environment and/or can occur between children outside of setting.

#### ***This is known as contextual safeguarding.***

It is key that all staff understand the definition of contextual safeguarding and consider whether children are at risk of abuse or exploitation in situations outside their families.

Through training we will ensure that staff and volunteers are aware that extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation and serious youth violence. When reporting concerns, staff should include as much information and background detail as possible so the DSL can make a referral with a holistic view of the child. This will allow any assessment to consider all the available evidence and the full context of any abuse.

#### **We recognise that children with special educational needs and/or disabilities (SEND) can face additional safeguarding challenges and these are discussed in staff training.**

These additional barriers can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- Children with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing and signs;
- Communication barriers and difficulties in overcoming these barriers.

We recognise that **a previously looked after child** potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously looked after children safe. When dealing with looked after children and previously looked after children, it is important that all agencies work together and prompt action is taken when necessary to safeguard these children, who are a particularly vulnerable group.

#### **Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE): County Lines and Serious Violence**

Within St Michael's Family Centre, we train staff to recognise that both CSE and CCE are a form of abuse and both occur where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. Victims can be exploited even when activity appears consensual, and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

We understand that Child Sexual Exploitation is a form of child sexual abuse and this imbalance of power coerces, manipulates, or deceives a child or young person 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.

Child sexual exploitation does not always include physical contact, it can also occur through the use of technology.

We understand that some children may not realise they are being exploited e.g. older children may believe they are in a genuine romantic relationship whereas younger children may not be aware of the situation.

We understand that **Criminal Exploitation** of children is a geographically widespread form of harm that is a typical feature of **County Lines** criminal activity. Drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in County Lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs.

We understand that children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. We will treat these children as victims understand that they have been criminally exploited even if the activity appears to be something they have agreed or consented to. We recognise the experience of girls who are criminally exploited can be very different to that of boys and that both boys and girls being criminally exploited may be at risk of sexual exploitation.

St Michael's Family Centre staff are aware of the indicators and risk factors which may signal a child is vulnerable to or involved with serious violent crime. We make, reference to the Home Office's Preventing youth violence and gang involvement and Criminal exploitation of children and vulnerable adults: county lines guidance for more information.

If a child is suspected to be at risk of or involved in County Lines, a referral to the Children's Advice and Duty Service (CADS) will be made alongside consideration of availability of local services/third sector providers who offer support to victims of County Lines exploitation. So called "honour based violence" (including Female Genital Mutilation and Forced Marriage

We recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of **Female Genital Mutilation (FGM)** and other forms of so-called '**honour based' violence (HBV)** and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV they should inform the DSL who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers and staff. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers and staff in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. We will provide guidance and support to our teachers on this requirement and further information on when and how to make a report can be found in the following Home Office guidance: Mandatory Reporting of Female Genital Mutilation procedural information Home Office (January 2020)

We recognise that forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. The Forced Marriage Unit has statutory guidance and Multi-agency guidelines and can be contacted for advice or more information: Contact 020 7008 0151 or email [fm@fco.gov.uk](mailto:fm@fco.gov.uk)

### ***Preventing radicalisation and extremism***

We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. St Michael's Family Centre we will ensure that:

- Through training, staff, volunteers and governors understand what radicalisation and extremism is, why we need to be vigilant in the academy and how to respond when concerns arise.
- There are systems in place for keeping pupils safe from extremist material when accessing the internet in our academy by using effective filtering and usage policies.
- The DSL has received Prevent training and will act as the point of contact within our academy for any concerns relating to radicalisation and extremism.
- The DSL will make referrals in accordance with Norfolk Channel procedures/Suffolk Channel procedures and will represent our school at Channel meetings as required.
- Through our curriculum, we will promote the spiritual, moral, social and cultural development of pupils.

### ***Child on Child abuse / sexual violence and sexual harassment***

All staff are trained so that they are aware that safeguarding issues can manifest themselves via child on child abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- upskirting;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals

We recognise that children are vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important that all staff and volunteers to remember the impact on both the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. We understand that abuse can occur in intimate personal relationships between peers; and that consensual and non-consensual sharing of nudes and semi nudes' images and/or videos (also known as sexting or youth produced sexual imager) is a form of child on child abuse. (See UKCIS guidance Sharing nudes and semi nude's advice for education settings)

We understand, that even if there are no reports in our setting it does not mean it is not happening, it may be the case it is not reported. We recognise that children may not find it easy to tell staff about their abuse and can show signs or act in ways that they hope adults will notice and react. In some cases, the victim may not make a direct report, and this may come from a friend of a conversation that is overhead. Such abuse will always be taken as seriously

as abuse perpetrated by an adult and the same safeguarding children procedures will apply in respect of any child who is suffering or like to suffer significant harm. Staff must never tolerate or dismiss concerns relating to child on child abuse; it must never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'. Doing this can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

We regularly review decisions and actions and relevant policies are updated to reflect any lessons learnt. We look out for potential patterns of concerning, problematic or inappropriate behaviour. Where a pattern is identified, we decide upon an appropriate course of action.

All staff will reassure victims that they are being taken seriously and that they will be supported and kept safe. Victims will never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor will a victim ever be made to feel ashamed for making a report. We will also offer appropriate support to the perpetrator and any other children involved.

All staff will understand that they should follow our safeguarding procedures for reporting a concern if they are worried about child on child abuse. The DSL will respond to any concerns related to child on child abuse in line with guidance outlined in Part five of 'Keeping Children Safe in Education' and 'Sexual violence and sexual harassment between children in schools and colleges' (September 2021).

We will ensure that all concerns, discussions and decisions reached are clearly recorded and any identified actions are followed up.

We will work with other agencies including the police and Children's Social Care, as required to respond to concerns about sexual violence and harassment. We will seek consultations where there are concerns or worries about developmentally inappropriate or harmful sexual behaviour from the Harmful Sexual Behaviour (HSB) Team as required so that we ensure we are offering the right support to the child(ren).

Support will depend on the circumstances of each case and the needs of the child, it may include completion of risk assessments to support children to remain in school whilst safeguarding other children and the victim, delivery of early intervention in respect of HSB and/or referral to: The Harbour Centre Sexual Assault Referral Centre

(SARC) where a child discloses a rape, an attempted rape or a serious sexual assault whether this has happened recently or in the past. The assault does not have to have taken place in Norfolk but the victim must live in Norfolk to access support. The SARC also has a 24/7 helpline 01603 276381 if pupils or staff need to speak to a Crisis Worker for help & advice. Referral forms can be found on The Harbour Centre website.

### ***Modern day Slavery***

We understand that modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. We refer to the DfE guidance Modern Slavery: how to identify and support victims for concerns of this nature.

### ***Safeguarding responses to children who go missing or have prolonged non-attendance with no notification***

Within the Family Centre, all staff should be aware of the safeguarding responsibilities for children who are missing education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their going missing in future.

We adhere to the following procedures and processes to ensure there is an appropriate safeguarding response to children who consistently and persistently missing sessions:

- An attendance register is taken at the start of the first session of each day;
- We make every effort to contact parents and carers for non-attendance to follow up with the emergency contacts held;
- We hold at least two emergency contact numbers for each of the children on our register wherever possible.
- Staff will alert DSLs to any concerns raised regarding children who are absent from the setting
- We will follow the procedures outlined in our attendance policy including undertaking calling and monitoring attendance to ensure we intervene early in cases of poor attendance and/or unexplained absences.
- When a child is withdrawn from our setting at the standard and non-standard transition points we will pass on all safeguarding files.

### ***Mental Health***

All staff are made aware, through training, that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Our staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

We understand that where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. Therefore, through training, staff are aware of how children's experiences, can impact on their mental health, behaviour and education. All staff are aware that if they have a mental health concern about a child that is also a safeguarding concern, they should take immediate action by passing the information on to a Designated Safeguarding Lead.

### ***ONLINE safety***

All staff are aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. We understand that in many cases abuse will take place concurrently via online channels and in daily life. We know that children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography.

As part of the requirement for staff to undergo regular updated safeguarding training, online safety training is also delivered. We will ensure that online safety is a running and interrelated theme throughout the curriculum and is reflected in relevant policies, training, the role and responsibilities of the designated safeguarding lead and any parental engagement

We recognise that technology, and risks and harms related to the internet evolve and change rapidly. Therefore, we carry out an annual review of our approach to online safety, supported by a risk assessment (on at least an annual basis) that considers and reflects the risks that children face in our setting. We also communicate with parents and carers to reinforce the importance of children being safe online.

### **Cybercrime**

We understand that cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer).

If there are concerns about a child in this area, the designated safeguarding lead will consider a referral to the Cyber Choices programme which aims to intervene where young people are at risk of committing, or being drawn into, low level cyber dependent offences and divert them to a more positive use of their skills and interests. It aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

### **Domestic Abuse**

All staff are aware that domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. We understand that children can be victims of domestic abuse, and this can have a detrimental and long - term impact on their health, well - being, development, and ability to learn. We are aware of the Norfolk Integrated Domestic Abuse Service (NIDAS)/Suffolk Support and advice and signpost victims to the service.

### **Children with special educational needs and disabilities or physical health issues**

We recognise that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges such as

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration;
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children;
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in managing or reporting these challenges.

We work to address these additional challenges and consider extra pastoral support and attention for these children, along with ensuring any appropriate support for communication is in place.

### **Children and parents who are lesbian, gay, bi or trans (LGBT)**

The fact that a child, young person or parent may be LGBT is not in itself an inherent risk factor for harm. However, in line with 'Keeping Children Safe in Education', we recognise that children or adults who are LGBT or those perceived by other children and adults to be LGBT could potentially be more vulnerable and therefore we work to reduce any additional barriers faced. We provide a safe space for these children to speak out or share their concerns with

## St Michael's Family Centre Policies and Procedures



members of staff. Through our curriculum, we counter homophobic, biphobic and transphobic bullying and abuse.



## Appendix 2: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.

We all have a statutory duty to safeguard and promote the welfare of children, and at our setting we take this responsibility seriously.

If you have any concerns about a child or young person in the Family Centre, you must share this information immediately with our Senior Designated Professional or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

**If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from the office at St Michael's family centre.**

**Please ensure you complete all sections as described.**

**If you are unable to locate them ask an early year's worker or other staff member where to find them and to ask them to speak with you immediately about a confidential and urgent matter.**

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Centre leader. If an allegation is made about the Centre leader you should pass this information to the Chair of the Management Group.

The people you should talk to in the Family /Children's Centre are:

Senior Designated Professional:	Jeanette Nowrung or Louise Harris	
Alterative SDP	Paula Reed or Jackie Smith	
Contact Number:	01553 770439 Saddlebow Road	
Louise Harris:	01553 775300 Church Lane	
Management Group Designated Professional:	Kathryn LeServe	
Contact Number:	01553 770439	
Chair of Management Group:	TBC	
Contact Number:		
Head of St Michael's Academy	Emma Scarisbrick	01553 772420



**Within the St Michaels Family Centre we strive to safeguard and promote the welfare of all of our children and families.**

**Appendix 3: Recording Form for Safeguarding Concerns**

Staff, volunteers and regular visitors are required to complete this form and pass it to Jeanette Nowrung / Louise Harris if they have a safeguarding concern about a child in our Family Centre.

Full name of child	Date of Birth	Group attended	Your name and position in the Family Centre
<b>Nature of concern/disclosure</b>			
Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.			
Was there an injury? Yes / No		Did you see it? Yes / No	
Describe the injury:			
Have you filled in a body plan to show where the injury is and its approximate size? Yes / No			
Was anyone else with you? Who?			
Has this happened before?		Did you report the previous incident?	
Who are you passing this information to?			
Name:		Date:	
Position:		Time:	
Your signature:			
Date:			

Action taken by SDP

Referred to...?

Other

Police

Health Visitor

Social Services

Parents

Family Support worker

Parents informed? Yes / No (If No, state reason)

Feedback given to...?

Family Support team

Keyworker

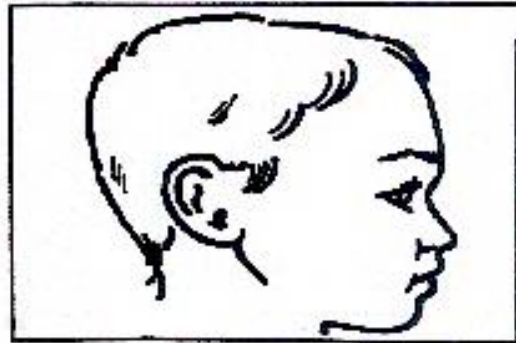
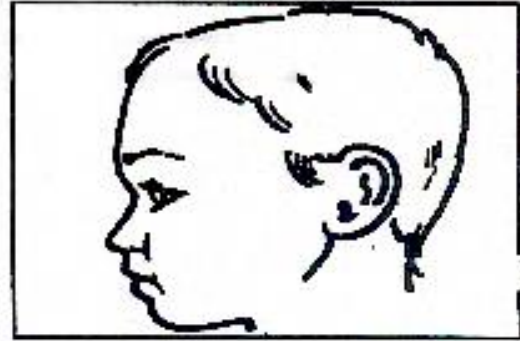
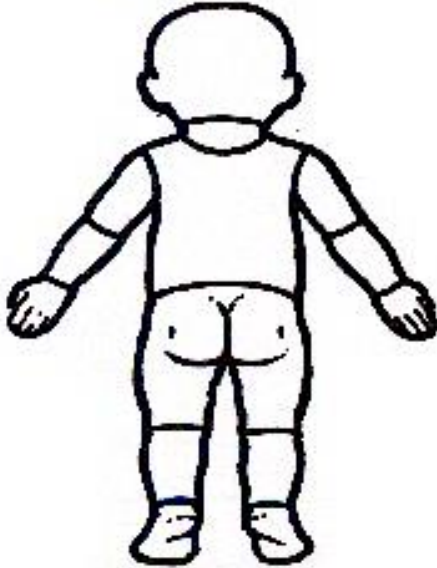
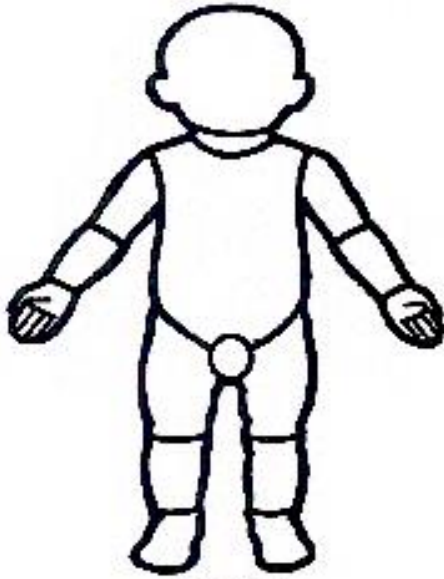
Child (if age appropriate)

Person who recorded disclosure

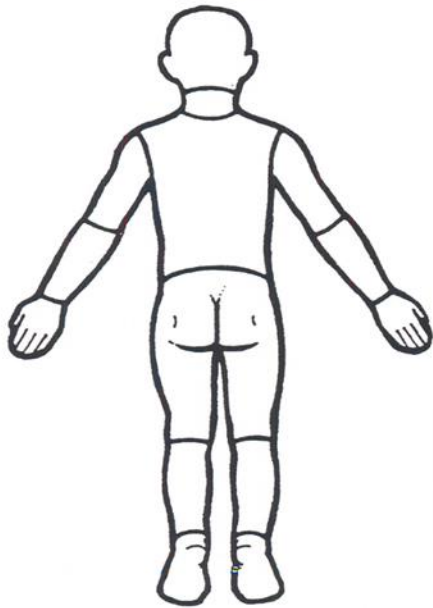
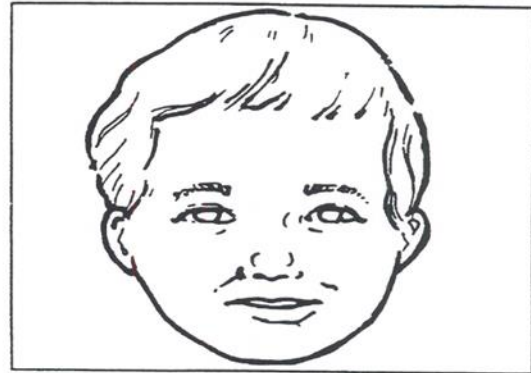
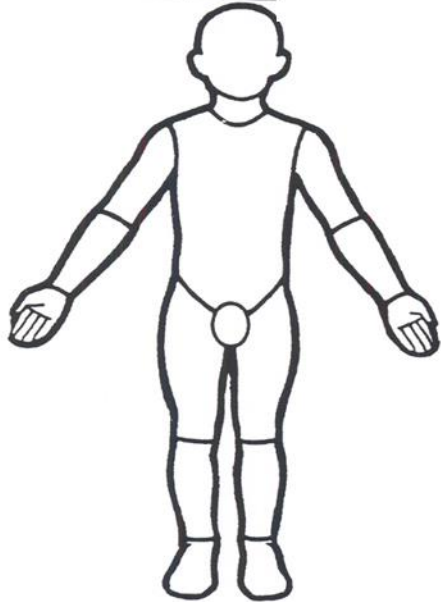
Full name:

SDP Signature:

## Young Child



**Older Child**



**Appendix 3A**

**St Michael's Family Centre Confidential log: for incidents and other concerns**

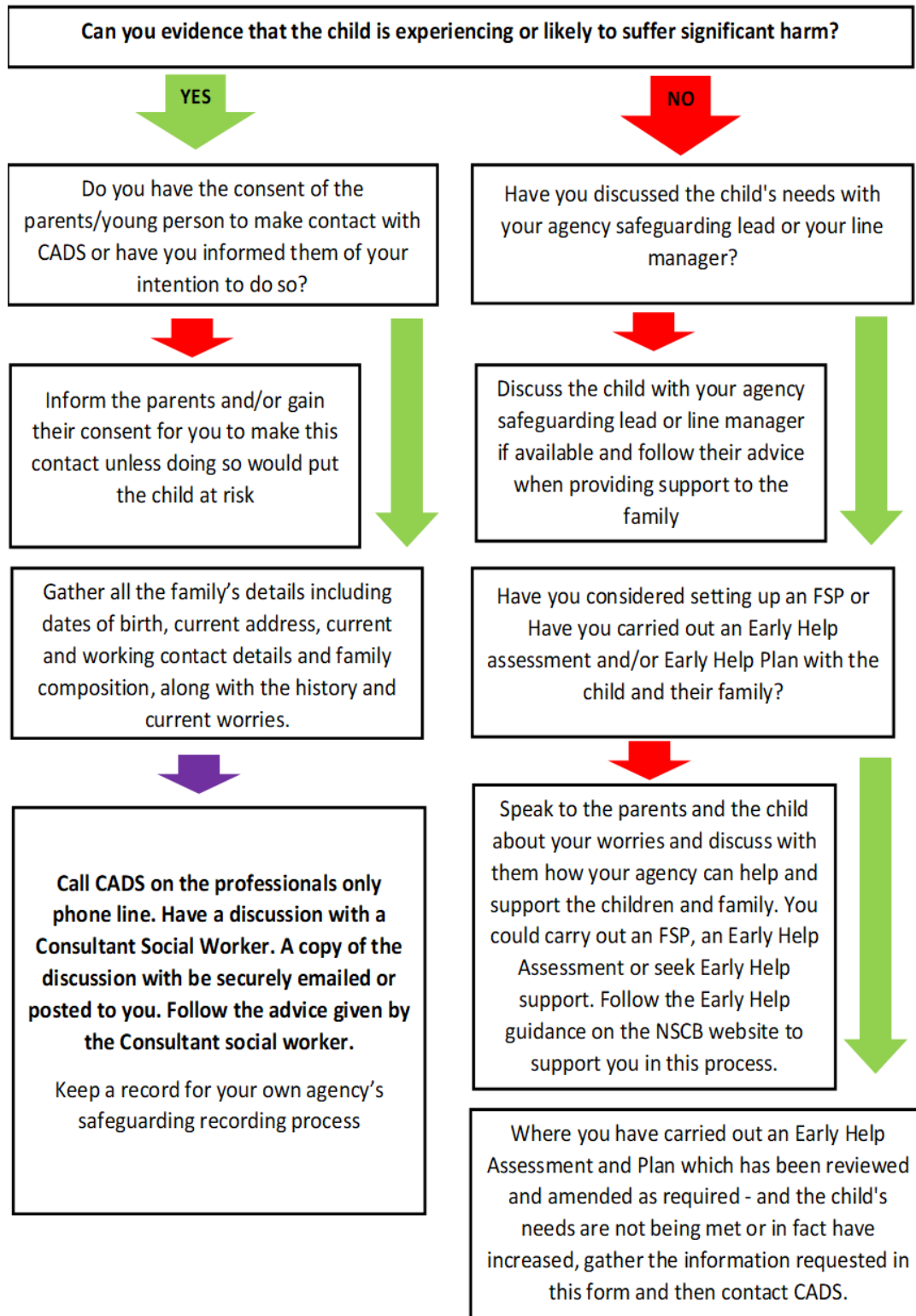
Please use this form to record any concerns you may have related to a child's behaviour or other occurrences at home or in the setting

Once complete pass to the designated safeguarding lead or deputy.

Child's Name:			
Date:			
Background information	Details of the incident	Action	Observed / Recorded by:
Reported to:	Action taken:	Follow up action if needed	
Signed:			
Date			

### Appendix 4: Local Safeguarding Procedures Children's Advice and Duty Service- CADS

Before contacting CADS, please answer the following questions and follow the advice provided:



**Appendix 5: File Transfer Record and Receipt**

**PART 1: To be completed by person transferring the record**

Name of Child:	
DOB:	
Name of Setting Sending CP File:	St Michael's Family Centre Saddlebow Road / Church Lane /Terrington St Clement (delete as needed)
Address of Sending Setting:	
Method of Delivery:	BY HAND    SECURE POST    ELECTRONICALLY
Date file sent:	
Name of DSL Transferring File:	
Name of person Transferring To:	
SIGNATURE:	

**PART 2: To be completed by receiving setting / school**

Name of Setting / School Receiving File	
Address:	
Date Received:	
Name of person receiving file :	
Date Conformation of Receipt Sent:	
SIGNATURE:	

**Note:**

**St Michael's Family Centre will** ensure that the child protection file is passed to the Designated Safeguarding Lead at the receiving school using a secure method of delivery with Part 1 of this form completed.

**Receiving Setting /school:** Please complete Part 2 and return this form to the Designated Safeguarding Lead listed in Part 1 above. You are advised to keep a copy for your own reference.



## St Michael's Family Centre policy for 'Whistle Blowing'

### Statement of intent:

If workers bring information about a wrongdoing to the attention of their employers or a relevant organisation, they are protected in certain ways under the Public Interest Disclosure Act 1998. This is commonly referred to as 'blowing the whistle'. The law that protects whistle-blowers is for the public interest – so people are encouraged to speak out if they find malpractice in an organisation. Blowing the whistle is more formally known as 'making a disclosure in the public interest'.

### Policy:

The Public Interest Disclosure Act 1998 protects workers who 'blow the whistle' about wrongdoing. It applies where a worker has a reasonable belief that their disclosure tends to show one or more of the following offences or breaches:

- a criminal offence;
- the breach of a legal obligation;
- a miscarriage of justice;
- a danger to the health and safety of any individual;
- damage to the environment; or
- deliberate covering up of information tending to show any of the above.

The St Michael's Family Centre strongly supports measures which protect whistleblowers from any form of victimisation. The family centre has a procedure to ensure that concerns are dealt with effectively and efficiently and will do all that they can to preserve the confidentiality of workers who raise such concerns.

Staff who genuinely believes that people they work with are behaving in a way that seems wrong or have a serious concern about an aspect of service will be doing their duty and acting in the public interest by speaking out.

### Methods: How to raise a concern

This procedure seeks to encourage and enable individuals to disclose information through appropriate channels first, rather than going directly to an outside person or body. As a first step, concerns should normally be raised with Centre leader. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of any wrongdoing. Staff can raise concerns with (local authority or the Centre management group) as a third option.

Concerns may be raised verbally or in writing. Staff who wish to make a written report are advised to set out the background and history of the concern, giving names, dates and places, where possible, and the reasons for making the disclosure. This will make the investigation easier to complete.

Although a member of staff is not expected to prove beyond doubt the truth of the allegation, they will need to demonstrate that they have an honest and reasonable suspicion that malpractice has occurred, is occurring or is likely to occur.

The Family Centre will respond to any concerns raised. In order to protect a member of staff who raises a concern and those accused of wrong-doing, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of specific procedures (for example, conduct or discrimination issues) will normally be referred for consideration under those procedures.

Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted. Staff will be told how the Family Centre proposes to deal with a concern within ten working days of the concern being brought to the Centre's attention.

### **Confidentiality**

All concerns will be treated with confidence and every effort will be made not to reveal a staff member's identity, if they so wish. However, while making all reasonable efforts to maintain the confidentiality of the matter as a whole, at a certain stage in the investigation it will be necessary to make the origin of the complaint known to the person or persons the allegations concern. All concerns raised within the remit of this procedure will be assessed to determine if the confidentiality extends to withholding the name of the complainant. There shall be a substantial reason for doing so, such as a real risk of personal harm.

Complainants should be aware however, that their identity may be revealed by inference.

### **Untrue allegations**

The family centre accepts that deciding whether to report a concern can be very difficult and uncomfortable. If a member of staff makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against him/her. If, however, a member of staff makes an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.

## 'Whistle-blowing' Procedure

- **This procedure is a summary of the guidance contained in the Whistle-blowing policy –which is available on request**
- The Family Centre is committed to the highest possible standards of openness, integrity and accountability.
- We expect employees and volunteers who have serious concerns about any aspect of the Centre's work to come forward and voice those concerns.
- The purpose of this Procedure is to make it clear that you can raise your concerns in confidence without fear of victimisation, subsequent discrimination or disadvantage.
- The Family Centre encourages you to raise your concerns in the first instance within the centre rather than overlooking a problem or 'blowing the whistle' outside, and we would rather that you raised the matter when it is just a concern rather than waiting for proof.
- This Procedure applies equally to all employees and those working at St Michael's Family Centre Saddlebow Road & Church Lane premises, for example, staff, parent, and anyone else working in a voluntary capacity.
- The Procedure applies to organisations working in partnership with the Family Centre.
- The family Centre recognises employees may wish to seek advice and be represented by their trade union representative when raising a concern under these Procedures, and acknowledges and endorses the role trade union representatives play in this area. Trade union representatives acting in accordance with the Policy and Procedure will not be disadvantaged in their employment within the Centre.

To raise a concern within the St Michael's Family Centre, please contact

Jeanette Nowrung on 01553 770439 or [jnowrung@stmichaelsfamilycentre.co.uk](mailto:jnowrung@stmichaelsfamilycentre.co.uk)  
or

If you wish to raise a concern outside of the group, please contact **Emma Scarisbrick** (Head St Michael's Academy) ☎: **01553 772420** or **Kathryn LeServe** email: [kleserve@col-westanglia.ac.uk](mailto:kleserve@col-westanglia.ac.uk)