

Banwell Buddies

Safeguarding Children Policy and Child Protection

Statement of Intent

Our setting will work with children, parents and the community to ensure the safety of children, to give them the very best start in life. 'Working together to safeguard children 2018' defines safeguarding children and young people as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

The Key Commitments of Banwell Buddies Policy for Safeguarding Children.

1. Banwell Buddies is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.
2. Banwell Buddies is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (Dfe 2015).
3. Banwell Buddies is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.
4. Our Lead Designated Practitioner responsible for Safeguarding is Kirsty Webber.

Aims

Our aims are to carry out this policy by:

- promoting children's right to be safe, strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;
- promoting children's right to be safe, strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence;
- promoting children's right to be safe, strong, resilient and listened to by enabling children to have the self-confidence and the age appropriate vocabulary to resist inappropriate approaches and keep themselves safe;
- helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- being alert to any issues for concern in the child's life at home or elsewhere;

- working with parents to build their understanding of and commitment to the principles of safeguarding all our children;
- as part of our commitment to safeguarding all our children, where a child has an unexplained absence from pre-school our procedure is for the Key Worker or Leader to telephone the home within an hour of their expected arrival to ascertain the reason for the absence. We will also follow up any extended periods of absence or patterns of absence that occur.

This Policy is on our website and a hard copy is made available where required. This is highlighted to parents when they register their children at Banwell Buddies during our induction process. North Somerset's Safeguarding Procedure for Early Years and Play Providers is always displayed on our Safeguarding notice board.

The legal framework for this Policy is:

Primary legislation

Data Protection Act 2018 (DPA 2018)
 The Children Act 1989 - s 47
 The Children Act 2004 (Every Child Matters)
 Safeguarding Vulnerable Groups Act 2006
 Protection of Freedoms Act 2012

Guidance

Working Together to Safeguard Children (2018)
 What to Do if You are Worried a Child is Being Abused (2015)
 North Somerset's Safeguarding Procedure for Early Years and Play Providers 2017
 North Somerset Threshold Guidance (2017)
 Information Sharing Advice for practitioners providing safeguarding services for children, young people, parents and carers (2018)
 Prevent duty guidance for England and Wales on the duty of schools and other providers in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. H M Government 2015
 Sexual behaviours traffic light tool 0-5, 5-9 Brook
 Guidance for safer working practice for those working with children and young people in education settings (October 2015)

Secondary Legislation

Sexual Offences Act (2003)
 Criminal Justice and Court Services Act (2000)
 Human Rights Act (1999)
 Equality Act 2010
 Rehabilitation of Offenders Act 1974

Liaison with Other Bodies/Safeguarding Documents

- We work within the North Somerset Safeguarding Children Board guidelines:
<http://www.northsomersb.net/scb.org.uk>
- 'What to do if you are worried a child is being abused 2015' is accessible to parents and staff.
- We have regard to the Government's statutory guidance 'Working together to Safeguard Children 2018':
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf

- If we have concerns about children's safety or welfare, we will notify agencies with statutory responsibilities without delay (This means the North Somerset's Referral and Assessment Team through the single point of access number and, in emergencies, the police)
- We follow North Somerset's Procedure for Early Years and Play Providers: A hard copy can be found on the Safeguarding Board.
- We notify the registration authority (Ofsted) of any allegations of serious harm or abuse by any person, living, working or looking after children on our premises. This is done within 14 days of these allegations.
- If a referral is to be made to North Somerset's Children's Social Care Referral and Assessment Team, we act under their guidance and within North Somerset's Safeguarding Procedure for Early Years and Play Providers in deciding whether we must inform the child's parents at the same time.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- If we feel that a decision made by a worker from another agency on a child protection or child in need case is not a safe decision we follow the procedure set out in our Escalation Policy.
- Details of the Local National Society for the Prevention of Cruelty to Children (NSPCC) contacts are also kept.

Methods

Key Commitment 1

Banwell Buddies is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Staffing and Volunteering

- Our designated practitioner takes the lead responsibility for safeguarding children in the setting. Our Lead Designated Safeguarding Practitioner is: KIRSTY WEBBER.
- Our Deputy Designated Safeguarding Practitioner is: JO JOLLY. The addition of this role ensures that there is always someone appropriately trained during opening hours for staff to discuss concerns with.
- Our Designated Safeguarding Officer is VIKKI FITZPATRICK who oversees this work.
- The designated practitioner is responsible for liaising with North Somerset's Children's Social Care Referral and Assessment Team and the Police.
- The designated practitioner will provide support, advice and guidance to any other staff on an on-going basis, and on any specific safeguarding issue within the setting as required.
- The designated practitioner will undertake the appropriate level of child protection training (as detailed in the North Somerset Child Protection Training Pathway) to equip them to identify, understand and respond appropriately to signs of possible abuse and neglect and take the lead in responding to safeguarding concerns.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed.

- We abide by Ofsted requirements in respect of references, criminal records check through the Disclosure Barring Service and other suitability checks for staff and volunteers, students and others (including those living or working on the premises) to ensure that no disqualified person or unsuitable person works at the setting or has access to the children. This includes recording information about staff qualifications, checks and vetting processes and the carrying out of staff identity checks and asking about those adults a staff member lives with.
- We inform staff, volunteers, students and others of their requirement to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). A reminder of this requirement is within their regular 1:1 supervision cycle and annual appraisal.
- If we become aware of relevant information which may lead to disqualification of an employee, we will take appropriate action to ensure the safety of the children.
- We will not employ or continue to employ a person who has a disqualification.
- We will meet our disqualification requirements within the Early Years Foundation Stage, Statutory Framework, Safeguarding and Welfare Requirements.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We do not allow people whose suitability has not been checked, including a criminal record check through the Disclosure Barring Service to have unsupervised contact with children being cared for.
- Students on a paid placement will follow the same safer recruitment process we use for all staff.
- In the event of the disqualification of a registered provider, a person living in the same household as the registered provider, or a person employed in that household, the provider will not continue as an early years provider – nor be directly concerned in the management of such provision.
- For students on a placement from a school or college that are over the age of 16, we as a setting obtain check that have been undertaken by the training provider prior to the student starting their placement. The training provider also has a responsibility to share appropriately any information it holds on the student before the student begins any placement.
- Volunteers and students do not work unsupervised. If they are classed as regular volunteers (volunteers that are 'regular' are once a week, 4 or more times in 30 days or overnight) and over 16 then a DBS criminal records check will need to be carried out.
- We abide by the Safeguarding Vulnerable Groups Act 2006 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 and will make a referral to the Disclosure and Barring team if the two main conditions of referral have been met.
- We will notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee could be an instance of a significant event.
- We will give Ofsted the details relating to disqualification laid out in section 3.17 of the Early Years Foundation Stage, Safeguarding and Welfare Requirements. Ofsted will be informed within 14 days of the date that as a provider we are aware of the information.

- All staff will be required to read this Policy, North Somerset's Safeguarding Procedure for Early Years and Play Providers and the Guidance for Safer Working Practice for Adults Who Work with Children and Young People in Education Settings during their induction and confirm they have read and understood the contents by signing the register kept at the back of our copy of North Somerset's Safeguarding Procedure for Early Years and Play Providers. They will be required to read and confirm understanding of the contents of the above documents annually.
- We have procedures for recording the details of visitors to the setting plus checking their identification and recording this.
- We take all reasonable security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Staff and Volunteers know how to make a complaint and understand the policy on Whistle Blowing and Allegations Against Staff.

Procedure for Checking the Identity of Visitors

- If the visitor or prospective parent is unknown to the setting, we check their credentials and reason for visit before allowing them to enter the setting.
- We ask for at least 1 form of identification to verify who they are and, if appropriate, which organisation they work for (e.g. official identify badge, driving licence, bankcard which shows signature)
- If we require further verification we will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager.
- We ensure that the visitor or prospective parent is supervised whilst we are carrying out these checks, and throughout their visit.
- We record that ID has been checked, together with the visitor's name, reason for visit, time and date in our Visitor's book. The visitor or prospective parent is required to sign the book and their signature is then checked against their identification.
- If the visitor or prospective parent is known to the setting we check that they have a valid reason to enter. They are then required to complete the visitor's book and will not be left unsupervised in the setting.
- All mobile phones and tablets are placed in our safe for the duration of the visit.

Key Commitment 2

Banwell Buddies is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (Dfe 2015.)

Method

Responding to Suspicions of Abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting's Designated Practitioner. The information is stored in the child's personal file. The practitioner will follow North Somerset's Safeguarding Procedure for Early Years and Play Providers.
- Staff in the setting take care not to influence the outcome either through the way they speak to children or by asking questions of children.
- Absences are followed up and highlighted to Children's Social Care where there have been other concerns, or a family has Social Worker involvement.

Safeguarding action may be needed to protect children and learners from:

Neglect

Physical abuse

Sexual abuse

Emotional abuse

Bullying, including online bullying and prejudice-based bullying

Racist, disability and homophobic or transphobic abuse or prejudice to the family

Gender based violence/violence against women and girls

Radicalisation and/or extremist behaviour

Child sexual exploitation and trafficking

Issues that may be specific to a local area or population

Domestic violence

Female genital mutilation

Fabricated or induced illness

Poor parenting, particularly in relation to babies and young children

Other issues not listed here but that pose a risk to children

Safeguarding is not just about protecting children from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

Children's health and safety and well-being

The use of reasonable force

Meeting the needs of children with medical conditions

Providing first aid

Education visits

Intimate care and emotional well-being

Online safety and associated issues appropriate arrangements to ensure children's security, considering the local context

Sexualised behaviour

- Whilst every family has its own set of names for parts of the body, at our setting we will use the terminology 'private parts' when referring to the areas covered by underwear and will be reinforced as part of keeping children safe at our setting.
- We use the Brook 'Traffic Light System' to determine age-expected sexual behaviour: <http://www.brook.org.uk/old/index.php/traffic-light-tool-0-to-5>
- Any observations of sexual behaviour that isn't age-expected will be recorded and followed up in the same way as other suspicions of abuse.

Allegations against Staff

- We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
- All staff and volunteers are made aware of the role of North Somerset DOFA (Designated Officer for Allegations).
- We follow the guidance of the North Somerset Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to North Somerset's DOFA and Early Years Team Safeguarding Lead to investigate.
- We co-operate entirely with any investigation carried out by the North Somerset's DOFA in conjunction with the police and Ofsted.
- We notify Ofsted of any allegations of serious harm or abuse by any person, living, working or looking after children on our premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). This will be done as soon as is reasonably practicable, but at the very latest within 14 days of these allegations.
- Our policy is to suspend the member of staff on full pay for the duration of the investigation; this is not an indication of admission that the alleged incident has taken place but is to protect the staff as well as children and families throughout the process.
- Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify Ofsted as soon as is reasonably practicable, but at least within 14 days of the incident.
- All staff are clear that any allegation against a member of staff, a volunteer, a student, the Deputy Designated Safeguarding Practitioner or Safeguarding Officer must be reported immediately to the Lead Designated Safeguarding Practitioner.
- Any allegation made against the Lead Designated Safeguarding Practitioner must be reported immediately to the setting's Safeguarding Officer, Vikki Fitzpatrick.

Key Commitment 3

Banwell Buddies is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Method

Training

- The designated practitioner and deputy will attend local authority recognised child protection training, this will include updates every three years and at least one of these practitioners will attend North Somerset Early Years Team's Designated Persons Safeguarding Clusters.
- In line with North Somerset's Child Protection Training Pathway for staff working in childcare settings, all staff are trained to understand and implement our safeguarding policy and procedures at least to Basic Awareness level.
- The training will enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. This will also include inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images (Refer to North Somerset Safeguarding Procedure for Early Years and Play Providers)
- All staff have had the DfE document 'The Prevent duty departmental advice for schools and childcare providers' highlighted to them.
- The designated safeguarding lead will attend the local authority 'workshop to raise awareness of prevent' and will cascade the information to all staff.
- Early Help assessment training will be accessed by the designated safeguarding lead and information from this session will be cascaded to all staff.
- All training will be kept up to date.
- All staff will have safeguarding updates, at least annually if not more frequently. These may be done by newsletter, staff meeting, in-service training or by being given an opportunity to read updated safeguarding documentation.

Early Years Foundation Stage/ Curriculum

- We introduce key elements of child protection into our programme at a developmentally appropriate level for our children.
- We actively promote children's safety through our activities to enable children to feel safe.
- We aim to promote positive adult: child relationships and positive attachments through the key person system.
- Children's personal, social and emotional development is promoted so that they feel emotionally safe in our setting and grow to be strong, resilient, and listened to and develop an understanding of why and how to keep themselves safe.
- Children are provided with opportunities and experiences which foster a culture of mutual value and respect through having positive regard for each other's heritage arising from their colour, gender, ethnicity, languages spoken at home, cultural and social background.
- Positive behaviour is promoted consistently. Staff use effective de-escalation techniques and creative alternative strategies that are specific to the needs of individual children.
- Staff are experienced in managing risks and discussing these with the children involved.

Key Contacts

North Somerset Children's Services, Single Point of Access (SPA): **01275 888808**

North Somerset Out of Hours Service: **01454 615165**

Designated Officer for Allegations (DOFA) – Julie Bishop: **01275 888211**

Ofsted: **0300 123 1231** – choose option 2, then option 1 and enter you EY number to be put through to an operator.

General guidance only:

North Somerset Early Years Team Advice Line: **01275 888300**

Police - Non-emergency: **101**

Emergency: **999**

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; and
- If appropriate, gives reassurance that she or he will take action.
- Staff ensure questions are open and kept to a minimum; for example, using **T.E.D., Tell, Explain, Describe**. Following this, if the staff member feels there is cause for concern, the information is passed to the Lead Designated Safeguarding Practitioner.

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 as far as possible;
- the name of the person to whom the concern was reported, with date and time;
- the names of any other person present at the time.

These records are signed and dated and kept in the child's personal file. Written records are made in a timely way and are held securely. Please see Appendix A. for our settings Form for Recording and Reporting Concerns about a Child.

Making a Referral to the Local Authority Referral and Assessment Team

- We follow North Somerset's Safeguarding Procedure for Early Years and Play Providers when contacting North Somerset's Social Care with any concerns.
- If a referral is to be made to North Somerset's Children's Social Care Referral and Assessment Team through the Single Point of Access, we act within North Somerset's Safeguarding Procedure for Early Years and Play Providers in deciding whether we must inform the child's parents at the same time.
- The Banwell Buddies Safeguarding Children's Record contains forms for recording concerns and making a referral.
- 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 North Somerset Safeguarding Children Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

Confidentiality

- We follow Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2018).
- 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 North Somerset Safeguarding Children Board.
- Sharing information is an intrinsic part of any practitioner's role. Please see Appendix B. for the HM Government Flowchart of key questions for information sharing, taken from the guidance.

Support to Families

- The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- The setting makes clear to parents its role and responsibilities in relation to Child Protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care department.
- The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the children's social care department in relation to the setting's designated role and tasks in supporting the child and the family, after any investigation.
- We may be asked to participate further in assessment of the child through an early help assessment, a child in need assessment or a child protection enquiry. We will actively contribute to this process which will be led by a Social Worker.

- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the North Somerset Safeguarding Children Board.

Early Help and Early Help Assessment

Early Help is a way to find out about what is happening for a child and offer support for them and the family. It offers a 'joined up' approach to supporting the family.

Early help assessments normally happen when a child or young person would benefit from some additional help – either because their needs have become more complex or because the needs are more than can be met by one agency. This information can be found within the North Somerset Threshold Guidance see 2a and 2b.

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This will be where;

- Children have a multiple range of needs
- Children whose health, social development or educational attainment may be impaired without support
- Children are vulnerable and living with considerable adversity
- There is a clear need for co-ordinated multi-agency response.

It could be that the parent requests this or that a professional working with you child suggests that extra help may be useful. The earlier an Early Help Assessment is completed the sooner extra support can be explored. The assessment can only be carried out with parental agreement.

Prevent Duty

Banwell Buddies see the prevent duty as an integral part of the safeguarding process and keeping children safe. We are alert to any reason for concern in the child's life at home or elsewhere. This includes awareness of the expression of extremist view.

Protecting children from radicalisation is seen as part of our wider safeguarding duties.

All safeguarding concerns will be documented including any that may be relating to radicalisation and our full Safeguarding process will be followed.

Where there are concerns over a child's pattern of attendance (which may or may not relate to radicalisation concerns) this will be documented, and the parent will be informed and asked to sign the documentation.

We can build children's resilience to radicalisation by promoting fundamental British Values and enabling children to challenge extremist views.

Female Genital Mutilation (FGM)

As a setting are aware of our mandatory reporting duty for girls who are believed to have received or be at risk of FGM. It is possible that this may be highlighted to us through nappy changing or intimate care procedures, behaviour of the child or family or highlighted verbally. We would never examine a child. FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long lasting harmful consequences. If we believe this has taken place, we follow the information provided in the document 'Mandatory reporting of female genital mutilation procedural information'.

- In order to support children’s understanding of the importance of respect Banwell Buddies upholds its responsibility to ‘actively promote’ fundamental British values set out by the government in the Prevent Strategy 2011. We support children to treat one another with respect and tolerance regardless of background, faiths and beliefs.
- Banwell Buddies ensures that other policies and publications which contribute towards safeguarding children and young people are acted upon, reviewed and updated regularly and appropriate advice sought from relevant staff within the Local Authority in relation to them.

This Policy was adopted at the meeting of: Banwell Buddies

Held in: October 2019

Signed on behalf of the Committee: _____

Role of Signatory: Management Committee Member

Last update: 28/11/2019

Appendixes:

A. Form for Recording and Reporting Concerns about a Child

B. HM Government Flowchart key questions on information sharing

Further reading:

Whistleblowing Policy

Escalation policy

Children’s Rights and Entitlements

Lost Child Procedure

Mobile Phone and Camera Policy

The Prevent Duty 2015 – www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty

Staff Code of Conduct

North Somerset Safeguarding Children Mandatory Training Pathway:

<http://nsod.n-somerset.gov.uk/kb5/northsomerset/directory/document.page?id=3zFqjl6ff8o>

Nappy Changing Policy

Social Media / Networking Policy

Looked After Children Policy

Information Sharing Policy

Transfer of Records to School Procedure



Form for Recording and Reporting Concerns about a Child

Running report – for information only { }
 Concern { }
 Incident { }

Details of child and parents/carers

Name of child:		
Gender:	Age:	Date of birth:
Ethnicity:	Language:	Additional needs:
Name(s) of parent(s)/carer(s)		
Child's home address and address(es) of parents (if different from child's)		

Your details

Your name:	Your position:	Date and time of incident (if applicable):
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Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate)

Reporting own concerns

Responding to concerns raised by someone else

If you are responding to concerns raised by someone else, please provide their name and position within the setting:

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information in first hand or the account of others, including any other relevant details:

The child's account/ perspective:

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who witnessed the incident or who shares the concerns:

Please note: concerns should be discussed with the family **unless**:

- The view is that a family member might be responsible for abusing the child
- Someone may be put in danger by the parents being informed
- Informing the family might interfere with a criminal investigation.

If any of these circumstances apply, consult with the local authority children's social care department to decide whether or not discussions with the family should take place.

Have you spoken to the child's parents/carers? If so please provide details of what was said. If not please provide the reason for this:

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/ support plan? If so, please give details:

Summary of discussion with supervisor/ manager:

Has the situation been discussed with the named person for child protection?

Yes/ No (delete as appropriate)

If so, please summarise the discussion:

Have you informed the statutory child protection authorities?

Police: Yes/No (delete as appropriate; if yes, record consultation number)

Date and time:

Name and phone number of the person you spoke you spoke to:

Local authority children's social care: Yes/No (delete as appropriate)

Date and time:

Name and phone number of the person you spoke you spoke to:

Action agreed with child protection authorities:

What has happened since referring to statutory agency/ies? Include the date and nature of feedback from referral, outcome and relevant dates:

If the concerns are not about child protection, details of any further steps taken to provide support to child and family and any other agencies involved:

Name..... Position.....

Date..... Signed.....

Managers name..... Position.....

Date..... Signed.....

Body Map – (This must be completed at time of observation)

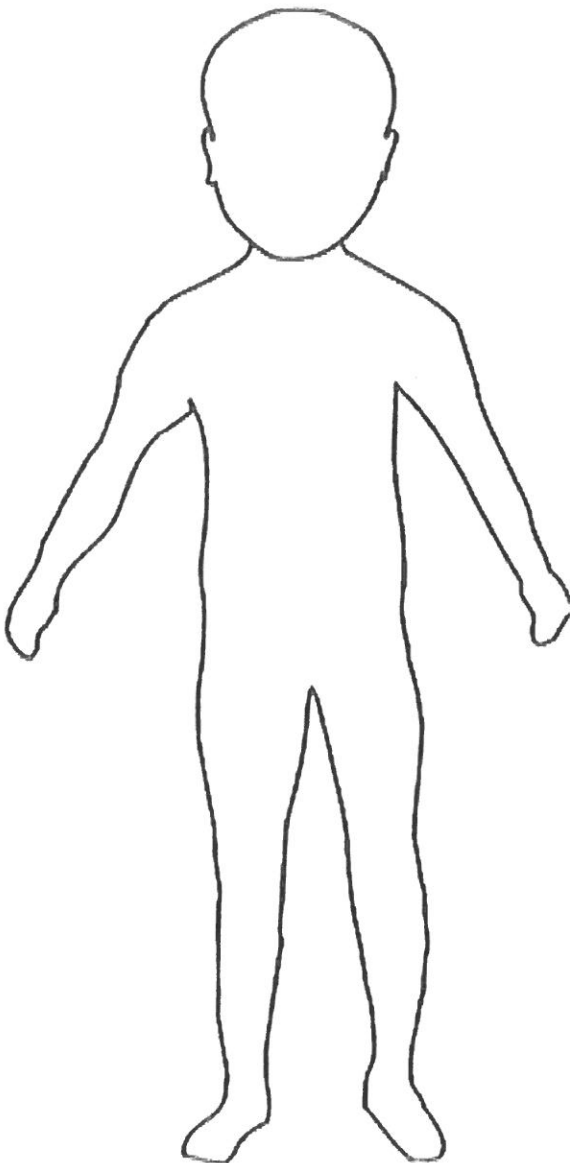
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Date of Birth:

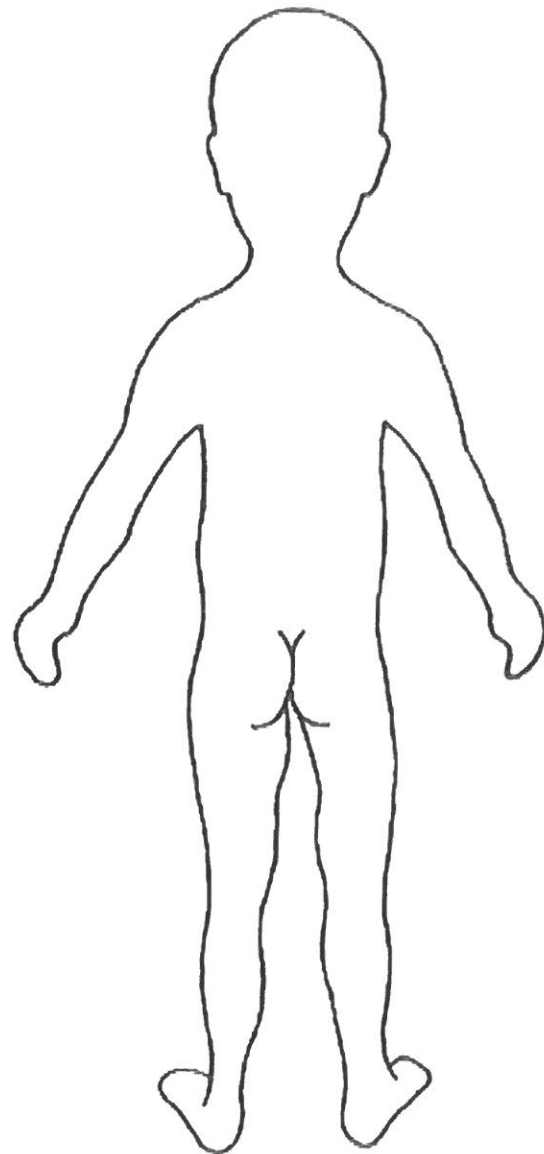
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Job title:

Date and time of observation:



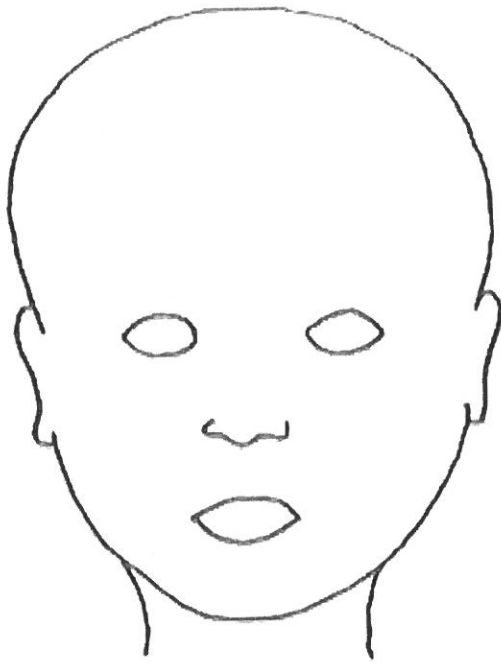
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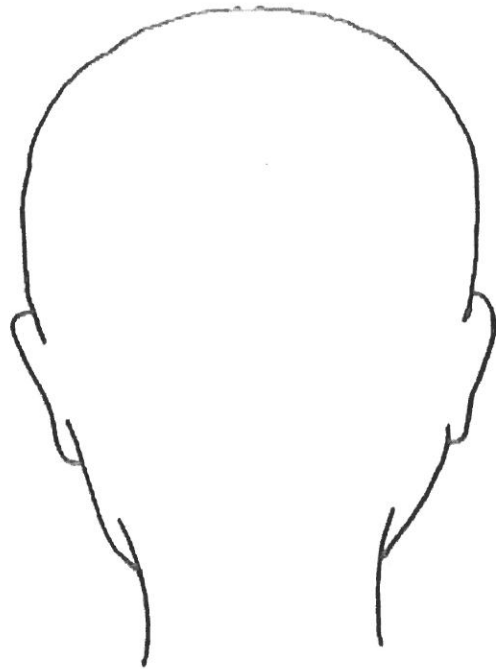
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Name of Child: _____

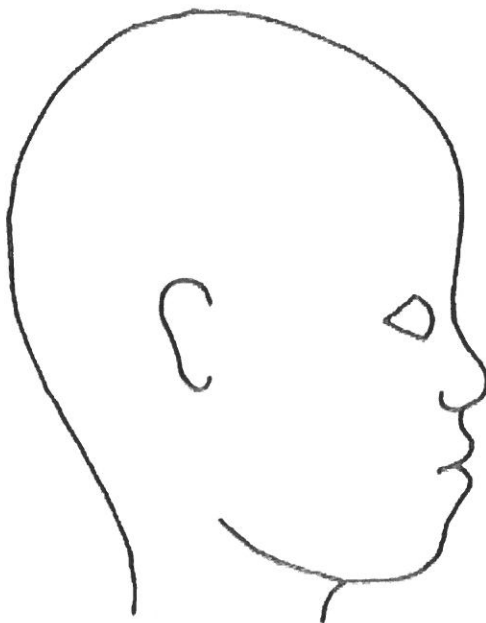
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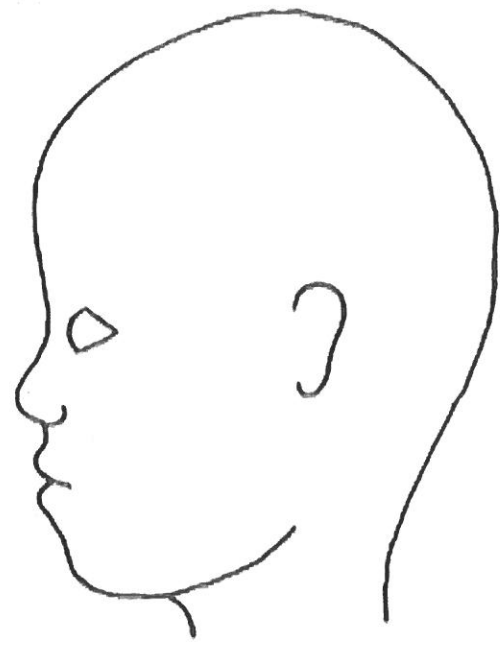
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Back



Right



Left

Name of Child: _____

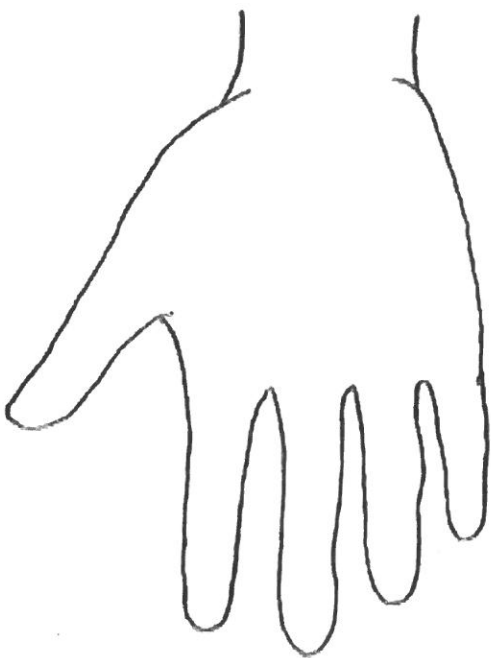
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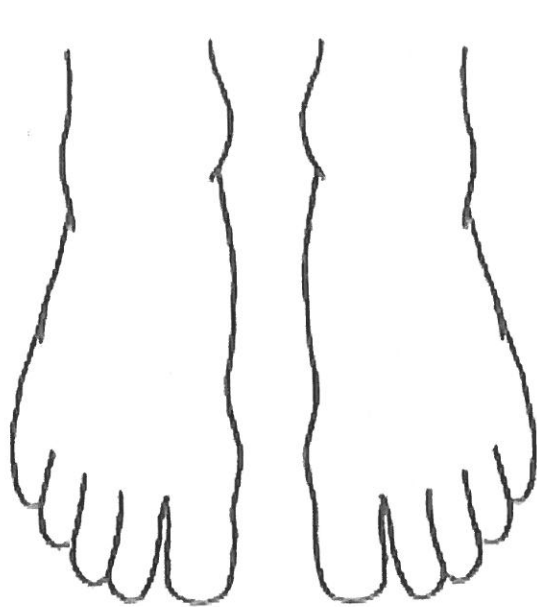


Left

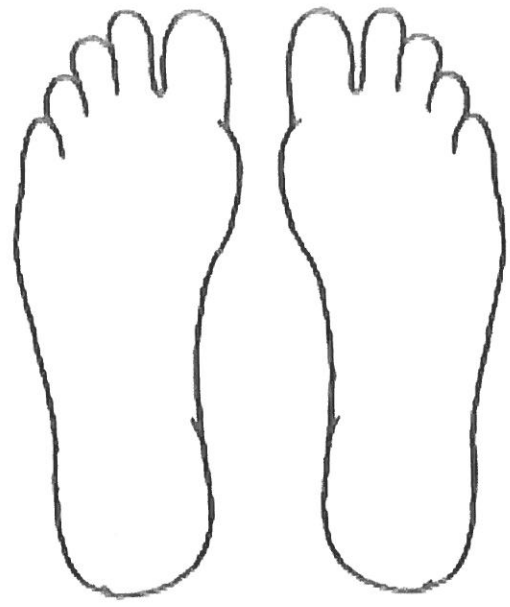


Name of Child:

Date and time of observation:



Right Top Left



Right Bottom Left



Right

Inner



Left



Right

Outer

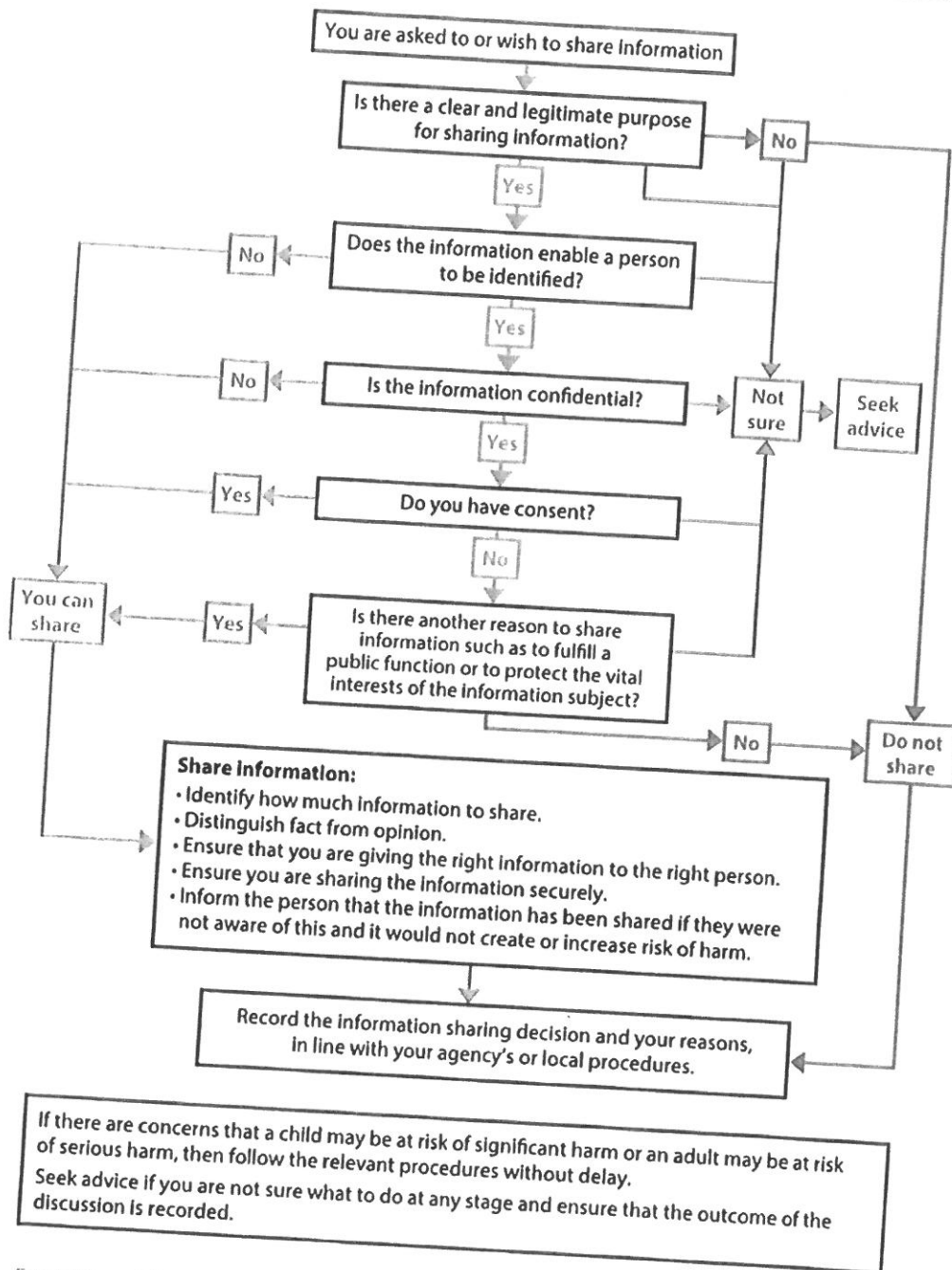


Left

Print name:

Signature and Job title of staff:

2.5 Flowchart of key questions for information sharing



Extract from HM Government Information Sharing: Guidance for practitioners and managers.

