

# **The Magpie Project**

## **Model**

### **Early Help, Safeguarding and Child Protection Policy for Schools in Newham**

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## Introduction and Policy Statement

Our Safeguarding and Child Protection Policy is written with due regard to the Department for Education statutory guidance [Keeping Children Safe in Education](#) (September 2020) and will be reviewed each time any subsequent guidance is issued by the Secretary of State

Our charity procedures for safeguarding children will always be compliant with the London Child Protection Procedures produced by the London Safeguarding Children Board and have been adopted by and is available from the [Newham Safeguarding Children Board](#).

Our procedures will be followed by Trustees, employees, volunteers, consultants, and all others working with or for the charity, and by all visitors to the charity.

For the purposes of this policy children are defined as anyone under 18. We have a separate safeguarding policy covering vulnerable adults safeguarding policy. Most children attending the charity are under 5 and do not leave the sight of their parents. We believe that it is never acceptable for children or vulnerable adults to experience abuse of any kind.

*As a charity, we are committed to protecting children against harm. We expect all our staff, volunteers, and trustees to operate in a manner that protects and enables a safeguarding culture within The Magpie Project.*

Safeguarding children is everyone's responsibility within our charity . It is not the responsibility of staff to decide whether abuse has occurred or to investigate this. It is the responsibility of all staff, volunteers and visiting professionals to raise any concerns they have or any concerns which are reported to them, in line with this policy. It is the responsibility of all managers to uphold the views of this policy, to hold themselves and others to account for its delivery, and to promote a culture of safeguarding across the charity.

We operate a zero-tolerance approach to abuse of any kind from our staff or charity towards the communities we are here to serve, and especially the children within those communities'. We encourage a zero-floor approach to safeguarding concerns. No concern is too small to share.

Our Early Help, Safeguarding and Child Protection Policy was adopted on 2/11/17 and is reviewed annually by the Trustees and the Designated Safeguarding Lead. It will be reviewed

next in February 2022 together with the review of the Annual Report to Trustees (Section 11 Safeguarding Audit). All Magpie Project policies are available on our website: [www.themagpieproject.org](http://www.themagpieproject.org).

## **1. Early Help, Safeguarding and Child Protection Policy**

The Magpie Project is committed to Early Help, Safeguarding and Child Protection in order to promote the welfare of all its children. Trustees, employees, volunteers, consultants, and all others working with or for the charity, and all visitors to the charity are expected to share and abide by this commitment. Staff must demonstrate their understanding of, and a commitment to, how each individual adult working on behalf of the charity has an active part to play in identifying a child or young person's concerns early - to prevent needs escalating and to protect those at risk of harm.

- 1.1. The Magpie project has a responsibility to ensure that all staff and volunteers and those who act in its name are clear about their responsibility and that of others in providing a caring and safe environment for all children.
- 1.2 To this end, the Magpie Project will ensure that all staff, whether permanent or temporary, volunteers and consultants are made aware of systems within the charity which support early help and safeguarding. In the first instance, this will be explained to them as part of recruitment, contracting, staff induction, and thereafter through regular refresher training.
- 1.3 All staff and volunteers have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a responsibility to take appropriate action, working with other services as needed. Information regarding the process for taking action and liaison with other services is available to staff at [www.themagpieproject.org/safeguarding](http://www.themagpieproject.org/safeguarding)

- 1.4 All staff and volunteers should know the identity of the Designated Safeguarding Lead.
- 1.5 Currently that person is Jane Williams, who has received training in order to undertake the role and support staff to carry out their early help and safeguarding duties and responsibilities.
- 1.6 In the absence of the Designated Safeguarding Lead, The Magpie Project will ensure that it has a member of staff with the knowledge and skills necessary to deputise. This will be either Jules Robertson, Family Support Manager, or Marcia Thompson, Graduation manager, Hannah Duthie, Play Lead.
- 1.7 The Lead Safeguarding Trustee is Dr Sveta Alladi.
- 1.8 All staff and volunteers will receive in-house training and online NSPCC training during their induction period, and regularly thereafter in order that they are equipped with the skills needed to keep children safe.
- 1.9 The Magpie Project will always follow safe recruitment procedures so that we can be confident that all adults working in our charity are safe to do so.

## **2. Keeping Children Safe – Early Help, Safeguarding and Child Protection**

### **2.1 Responding to Concerns**

- 2.2 All children must be able to place their trust and confidence in any adult working in the charity. They must feel sure that they can speak about any worries or concerns they may have and that they will be listened to, taken seriously, and responded to appropriately. All staff must therefore know what to do if a child chooses to talk to them about any matter which raises child protection concerns.

It is not the responsibility of staff to decide whether abuse has occurred or to investigate this. It is the responsibility of all staff and volunteers to raise any concerns they have or any concerns which are reported to them, in line with this Policy.

2.3 Mums, staff and visitors are made aware of this policy through our 'behaviour agreement' and their welcome interview. We also display information on our safety, behaviour, and complaints.

2.3 All staff must:

- Listen to what the child is saying without interruption and without asking clarifying questions.
- Respect the child's right to privacy but do not promise confidentiality.
- Reassure the child that s/he has done the right thing in telling.
- Explain to the child that in order to keep her/him safe from harm the information that has been shared must be passed on.
- Report what has been disclosed to the Designated Safeguarding Lead.
- Record, as soon as is practicable, what was said using the child's actual words.
- Sign and date the record and store in named file in a locked cabinet.

2.4 The Designated Safeguarding Lead (s) will:

- Consider if early help can be offered to support and prevent the child or young person's needs escalating.
- Assess any urgent medical needs of the child.
- Consider whether the child has suffered or is likely to suffer significant harm.

- Check whether the child is currently subject to a Child Protection Plan or has been previously subject to a Plan.
- Confirm whether any previous concerns have been raised by staff.
- Consider whether the matter should be discussed with the child's parents or carers or whether to do so may put the child at further risk of harm because of delay or the parent's possible actions or reactions
- Seek advice if unsure that a child protection referral should be made.

2.5 The Designated Safeguarding Lead will decide whether to consider offering Early Help to support the family or to make a referral to Newham's Triage Service when there are complex needs or child protection concerns. We will use the [Early Help and Safeguarding Thresholds](#) to inform our decision making.

2.6 If a referral to Children's Triage has not met the threshold for targeted support or statutory intervention the Designated Safeguarding Lead will make a full written record of the decision and outcome. The charity will continue to offer early help and interventions, supported by the use of the Early Help Record and Plan (Appendix X).

## **2.7 Recognition and Response**

2.8 Owing to the nature of the day-to-day relationship children at the Magpie Project have with staff, all adults working in the charity are particularly well placed to notice any physical, emotional, or behavioural signs that a child may be suffering significant harm. We understand that harm means the ill-treatment or impairment of a child's health and/or development, including that caused as a result of witnessing the ill-treatment of another person and we understand that not all children will choose to talk, but may communicate through different ways. We will always be aware of and alert to any possible indicators that a child is suffering harm.

Even when a concern about a child does not reach a threshold for referral to early help or a triage referral all staff and volunteers are encouraged, at meetings after every contact session, to share even the smallest concern. These concerns are discussed and the Designated Safeguarding Lead can decide to flag the child on our database

Salesforce, as on 'Magpie Watch'. Magpie Watch involves:

1. The child will be watched when they return to play,
- 2, The child's situation will be reviewed every 2 weeks by the safeguarding lead and play staff to decide on any escalation or to step down from the watch
- 3.If we have not seen the child for a period of more than 2 weeks we will contact the parent to check in.

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## 2.9 Types of abuse and neglect

2.10 All staff will report any concerns to the Designated Safeguarding Lead. The staff board at the Lodge will be used to inform staff of the Designated Safeguarding Lead on duty each day. *Separate guidance will be written to supplement this policy to support staff and all adults working in the charity to take appropriate action in the following scenarios i) witnessing an incident, ii) a disclosure of concern, iii) concerns around neglect . This guidance can be found in Appendix 2.*

2.11 We will ensure that staff training provides additional opportunities for learning in important areas of child protection necessary for all those working in the charity e.g. as shown below:

- Child Missing from the setting
- Child Sexual Exploitation (CSE)
- Bullying including Cyberbullying
- Domestic Violence
- Drugs
- Fabricated or induced illness
- Faith Abuse
- Female Genital Mutilation (FGM)
- Trafficking

## 3. Safeguarding – Providing a Safe Environment

3.1 All parents and carers must feel secure in the knowledge that they are among adults who will safe at the project. We will do this by:

- Promoting a caring, safe, and positive environment within the charity.
- Ensuring that our staff are appropriately trained in safeguarding and child protection according to their role and responsibilities and keep a record of all training undertaken.
- Ensuring that our staff are fully inducted and comply with the charity's staff behaviour/code of conduct policy.

- Encouraging the self-esteem and self-assertiveness of all children through the curriculum so that the children themselves become aware of danger and risk and what is acceptable behaviour and what is not and know who to turn to for help.
- Working in partnership with all other services and agencies involved in the safeguarding of children.
- Displaying appropriate posters that detail contact numbers for child protection help-lines.
- Always following Safer Recruitment procedures when appointing staff or volunteers to work in our charity.
- Welcoming visitors in a safe and secure manner.
- Undertaking risk assessments when planning out of charity activities or trips.
- Ensuring that any community groups which use our premises for the provision of services to children have child protection knowledge and understanding evidenced by a policy or are prepared to adopt our own policy.

#### **4. Early Help, Safeguarding and child Protection in Specific Circumstances**

##### **4.1 Behaviour**

We will always aim to maintain a safe and calm environment by expecting good behaviour from our children in line with our behaviour policy.

We are aware that any physical response from a member of staff to a child's poor behaviour could expose the charity to a child protection concern being raised by the child or parent/carer.

- We will at all times encourage a parent to deal with a child's behaviour first.
- No member of staff will use force when dealing with a child's breach of our behaviour policy unless the potential consequences of not physically intervening are sufficiently serious to justify such action.

We will ask that no volunteer, staff member or any other person who is not the child's main carer is alone with a child in our setting.

We encourage volunteers to support parents playing with and caring for their own children, we try not to get in between a mother and her child in our setting.

No staff member, volunteer or visiting professional will feed, change, or otherwise attend the needs of a child in our setting unless with the mothers' express permission.

No staff member volunteer or visiting professional will change a child's nappy or take them to the toilet, even if the mother asks them to, they will politely point to our policy.

#### **4.3 Bullying**

We understand that bullying is harmful to children. We have an anti-bullying policy that sets out our aim of ensuring no child becomes a victim of bullying and the work that we carry out in the charity to foster an environment where bullying behaviour is known to be unacceptable. We will always take seriously any reports of bullying and respond appropriately.

We understand that bullying make take different forms and may include racist or homophobic behaviour. Any such reported or observed incident will be dealt with in accordance with our anti-bullying policy.

#### **4.4 e-Safety**

We recognise that children's use of the Internet is an important part of their education but that there are risks of harm associated with its use. We have an e-safety policy that addresses how we minimise those risks in charity and teach children how to stay safe when using the internet in their lives out of charity.

We also recognise that all members of staff and volunteers must always be mindful of the need to follow our policy of acceptable use of our IT equipment.

#### **4.5 Health & Safety**

We have a Health & Safety Policy which demonstrates the consideration we give to minimising any risk to the children when on the charity premises and when undertaking activities out of charity under the supervision of our staff.

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

We recognise that child sexual exploitation (CSE) involves exploitative situations, contexts, and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities.

We will consider the following CSE indicators:

- Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups.
- Perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops.
- Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming.

It is also important to recognise that some young people who are being sexually exploited may not exhibit any external signs of this abuse.

#### **4.7 Female Genital Mutilation**

We recognise that there is a range of potential indicators that a girl or young woman may be at risk of FGM. We are also aware that this is a statutory responsibility (Section 72 of the 2015 Female Genital Mutilation Act) for agencies to report any concerns.

If staff have a concern, they should follow local safeguarding procedures and local protocols for multi-agency liaison with police and children's social care. Further guidance is available through [Multi-Agency Practice Guidance](#)

#### **4.8 Preventing Radicalisation**

The Magpie Project is clear that extremism and radicalisation should be viewed as safeguarding concerns. We value freedom of speech and the expression of beliefs and both children and adults have the right to speak freely and voice their opinions. We are also aware that the risk of radicalisation is mainly to adults within our setting as children are under 5. We see that radicalisation of parents may negatively affect children.

- Extremism is views and actions that promote: 1) violence against others 2) hatred towards others 3) undermining the rights of others.
- Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use

of social media in particular has become a major factor in the radicalisation of young people.

From 1 July 2015 charities are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. We will follow this guidance also.

The statutory Prevent guidance summarises the requirements on charity’s in terms of four general themes: risk assessment, working in partnership, staff training and IT policies.

As with managing other safeguarding risks, staff should be alert to changes in children’s behaviour which could indicate they may be in need of help or protection. If staff have a concern, they should follow local safeguarding procedures and local protocols for multi-agency liaison with police and children’s social care.

## **5. Working Together with Parents and Carers**

### **5.1 Child Information**

We recognise the importance of keeping up-to-date and accurate information about children. We will regularly ask all parents/carers to provide us with the following information and to notify us of any changes that occur:

- Names and contact details of persons with whom the child normally lives.
- Any relevant court orders in place including those which affect any person’s access to the child (e.g., Residence Order, Contact Order, Care Order, Injunctions etc.).
- Name and contact detail of G.P./surgery practice.
- Any other factors which may impact on the safety and welfare of the child.

### **5.2 Confidentiality**

Information given by children themselves, their parents or carers, or by other agencies will remain confidential. Staff will be given relevant information only a “need to know” basis in order to support the child if that is necessary and appropriate.

That said, the Magpie Project has a duty to share any information which is of a child protection nature. We understand that this is in the best interests of the child and overrides any other duties we have regarding confidentiality and information sharing.

We have a duty to keep any records which relate to child protection work undertaken by us or our partner agencies and to ensure that these are kept apart from the main pupil

record, stored securely and only accessible to key members of staff. We also have a duty to send copies of these records to any charity to which the pupil transfers.

### **5.3 Referrals to partner agencies**

If we have a reason to be concerned about the welfare of a child, we will always seek to discuss this with the child's parents or carers in the first instance. On occasion, according to the nature of our concern, it may be necessary for us to make an immediate referral to Children's Services when to do otherwise may put the child at risk of further harm either because of delay, or because of the actions of the parents or carers.

### **5.4 Sharing our Policy**

This policy is available to all parents of children and prospective children via our website and can be made available by hard copy, on request.

## **6. Adults working with children**

### **6.1 Safer Recruitment**

All staff and volunteers working with children will be recruited safely:

### **6.2 Pre-application**

We will always consider the vacancy that has arisen within the context of safeguarding children and ensure that we include the responsibility to safeguard children within the requirements of the role. All potential staff will be informed of our safeguarding policy at the start of the recruiting process.

We always consider carefully the knowledge skills and experience required to safeguard children and include these within a person specification.

### **6.4 Advertising**

We will always advertise our vacancies in a manner that is likely to attract a wide range of applicants.

The advertisement will always include a statement about our commitment to safeguarding children and our expectation that all applicants will share that commitment. The advertisement will state that the post is subject to the Disclosure and Barring Service (DBS) check.

### **6.5 Applications**

We will ensure that our application form enables us to gather information about the candidates' suitability to work with children by asking specific and direct questions.

We will scrutinise all completed application forms and verify all relevant qualifications and work history. We will not accept CVs.

## **6.6 References**

We will not accept open references or testimonials.

We will ask for the names of at least two referees. One of the referees must be the most recent employer.

We will take up references prior to a formal offer of employment and with the prior permission of the candidate. We will ask specific questions about the candidate's previous employment or experience of working with children.

We will follow up any vague or ambiguous statements.

## **6.7 Interviews**

We will always conduct a face-to-face interview even when there is only one candidate.

Our interview panel will always contain at least one member trained in safer recruitment practice.

Our interview questions will seek to ensure we understand the candidate's values and beliefs that relate to children. The interview should include questions about previous work with children, and where appropriate, interviews will include questions regarding knowledge of local safeguarding procedures. Interviews will include specific questions around safeguarding relevant to the post

All candidates will be asked to bring original documents which confirm their identity, qualifications, and right to work.

## **6.8 Appointments and Contracts**

Our offer of appointment will be conditional on all requested checks having been returned as satisfactory. Contracts for roles considered to require a DBS certificate will be dependent on the receipt of a DBS certificate and its successful update every 2 years

We will refer to the Disclosure and Barring Service any person whose checks reveal that they have sought work when barred from working with children.

Signing a commitment to the Safeguarding Policy is a contractual obligation. All staff and associates including volunteers, trustees, patrons, ambassadors, consultants, and

supporters, including donors, who may visit the Project are required to read and sign the Safeguarding Policy, either at the start of their contract or prior to their visit.

Clauses will be included in all contracts, including with consultants, clearly communicating the sanctions of misconduct accompanying behaviour that may be considered to be at odds with this Safeguarding Policy.

Participation in safeguarding training is included in performance appraisals.

#### **6.9 Induction of new staff and volunteers**

We will always provide newly appointed staff with appropriate guidance about safe working practice, boundaries and propriety and explain the consequences of not following the guidance through a comprehensive induction programme and through regular refresher training.

Reading, signing and understanding the Safeguarding Policy is a critical part of new staff and volunteer induction, including trustees.

New staff will undergo Safeguarding Training as a priority, either as part of The Magpie Project's regular staff training or as a standalone induction training, depending on organisational capacity, on the regular training dates and the numbers of new staff involved.

#### **6.10 Continuing Professional Development**

We will ensure that all staff will be required to attend regular training in Child Protection e.g., Annual Safeguarding training provided by a recognised external agency.

#### **6.11 Supervision**

We will always provide supportive supervision to all staff, and the Supervisor will act on any concerns that relate to the safeguarding of children.

#### **6.12 Allegations**

We will always follow our locally agreed procedures for the management of allegations against staff. The procedures are available at the [Newham Safeguarding Children Partnership](#) website and with the Local Authority Designated Officer (LADO).

#### **6.13 Dismissal**

We will always refer to the Disclosure and Barring Service any member of staff who is dismissed because of misconduct relating to a child.

#### **6.14 Safe Practice**

We understand that all adults working in or on behalf of our charity have a duty to safeguard children and promote their welfare. We aim to provide a safe and supportive environment for our children through the relationship we have with them and their parents or carers and will always seek to ensure that all adults working in our charity behave in a manner that fosters this relationship.

We will ensure that all staff are clear about the expectations we have of their behaviour towards all children and that any incident that falls below our expected standards will be dealt with appropriately.

## **7. Monitoring and reviewing our policy and practise**

7.1 Our Designated Safeguarding lead will continually monitor our child protection and safeguarding practices and bring to the notice of the CEO and trustees any weaknesses or deficiencies.

7.2 The trustees have a responsibility duty to remedy any weaknesses that are identified and/or reported to them. Safeguarding will be a standing item at trustee meetings.

7.3 An annual report will be submitted to the trustees which will outline the child protection and safeguarding work undertaken during the year. Names of children will not be shared. Included in the report will be details of:

- Names of staff members with Designated Safeguarding Lead responsibilities.
- Confirmation that all new staff and volunteers have been recruited safely and that a record of all staff vetting checks is up-to-date and complete.
- The training that has been undertaken by the designated staff.
- The training that has been undertaken by all other staff and volunteers.
- Details of any incidents when physical restraint of children has been used.
- Details of information and guidance that has been given to staff.
- Confirmation that all child protection records are stored securely and where appropriate have been transferred to another charity.
- Details of safeguarding and child protection information given to parents.
- Details of the safety of the charity site and the access given to visitors.
- Confirmation that all charity lettings have been agreed with consideration given to the safeguarding of children.
- Numbers of child protection referrals made to Children's Services.

- Details of child protection conferences or meetings attended regarding children (names of children are not shared).
- Numbers of children identified in need of early help support.
- Numbers of child who have an Early Help Plan.
- Numbers of children who are, or have been, subject to a Child in Need or Child Protection Plan.

7.4 Trustees and the Designated Safeguarding Lead will work together on any aspect of Safeguarding and Child Protection that is identified as an area for development over the coming year.

7.5 This Policy will be reviewed annually with trustees.

7.6 This Policy was last reviewed on 22/03/2022.