



LifeLine
Projects

Safeguarding and Child Protection Policy

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Name & job title of policy owner	Nathan Singleton, Director of Young People
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1. Introduction

In England the law states that people who work with children have to keep them safe. This safeguarding legislation is set out in The Children Act (1989) and (2004). It also features in the United Nations Convention on the Rights of the Child (to which the UK is a signatory) and sets out the rights of children to be free from abuse. The Government also provides guidance in their documents 'Working Together to Safeguard Children', March 2015 and 'Keeping Children Safe in Education', September 2016.

Safeguarding is a term which is broader than 'child protection' and relates actions taken to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined in Working Together to Safeguard Children, March 2015 (the Government's guide to inter-agency working to safeguard and promote the welfare of children) as:

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

Child protection is a part of safeguarding. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. All agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced. A child includes everyone under the age of 18.

LifeLine Projects approach to safeguarding and child protection is:

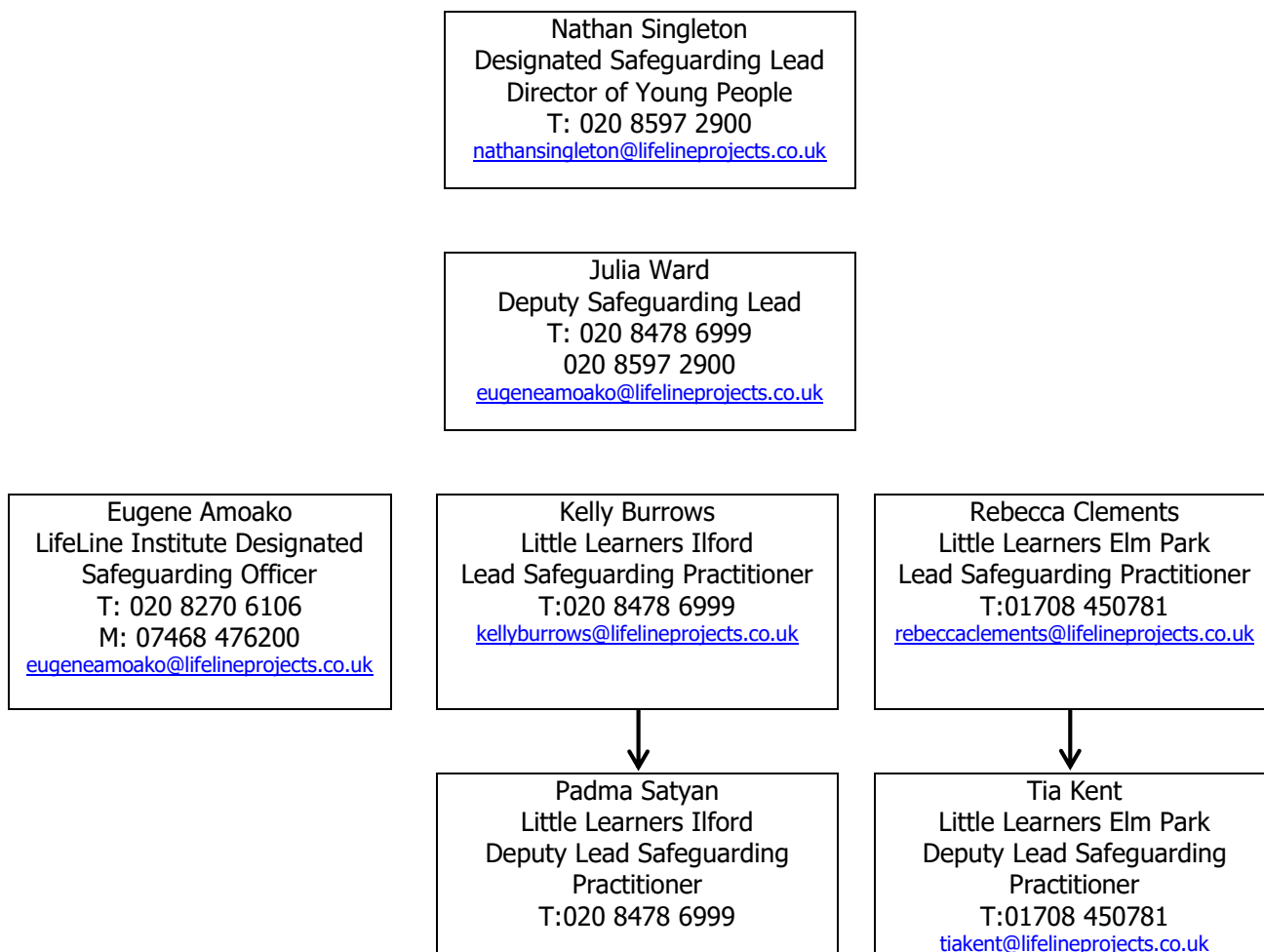
- The welfare of the child is paramount.
- No child or group of children will be treated any less favourably than others in being able to access services which meet their particular needs.
- All children and young people have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.
- Children and parents are informed of our policy and procedures.
- All concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to the Local Authority Designated Officer at the Children's Social Care Services for allegations against staff, trustees and volunteers, and in emergencies, the police.
- LifeLine Projects is committed to safer recruitment, selection and vetting.
- We promote in the services we deliver personal, social and emotional development of all children so that they may grow to be strong, resilient and listened to and develop an understanding of why and how to keep safe.
- We operate our services within a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background. We ensure that this is carried out in a way that is developmentally appropriate for the children.

The Safeguarding and Child Protection policy details the arrangements LifeLine Projects has in place to comply with statutory duties. The policy covers:

- the names and contact details of LifeLine's Designated Safeguarding Lead and Designated Safeguarding Officers
- Child protection procedures, including how to make a referral to Children's Social Care
- LifeLine Projects responsibilities under the Prevent Duty
- Our arrangements for safer recruitment
- Procedure for allegations against a member of staff
- Concerns about safeguarding practice (Whistleblowing)
- The roles and responsibilities of those involved in Safeguarding and Child Protection.

2. Key safeguarding contacts at LifeLine

LifeLine has appointed a senior manager as Designated Safeguarding Lead and has a number of Designated Safeguarding Officers, as shown in the table below:



These roles are designed to provide support and advice to staff about safeguarding and child protection concerns. Detailed descriptions of the role of the Designated Safeguarding Lead and Designated Safeguarding Officers are shown below in 13.3 and 13.5 respectively.

3. Child protection

Abuse is 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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children. Abuse, neglect and safeguarding issues are rarely standalone events – in most cases, multiple issues will overlap with one another.

LifeLine is committed to anti-discriminatory practice and recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

Forms of abuse include bullying (including cyberbullying), child exploitation, domestic abuse, child trafficking, gender based violence/sexual assaults and sexting, grooming, fabricated or induced illness, abuse linked to spirit possessions, gang activity, peer on peer abuse and forced marriage.

Signs that a child is suffering from abuse include, but are not limited to:

- significant changes in behaviour
- deterioration in general well-being
- comments which may give cause for concern, or the things they say (direct or indirect disclosure)
- changes in appearance, behaviour, or their play
- unexplained bruising, marks or signs of possible abuse or neglect

- any reason to suspect neglect or abuse outside our services.

Children who are deaf, or disabled children with speech, language and communication or special education needs face extra barriers. We recognise their increased vulnerability to abuse and neglect and recognise they may require particular help, intervention and support. We work alongside each child's parents and any relevant professionals to share information, identify needs and help the child and their family access the support they need.

All children and young people who access our services are allocated a key person (Little Learners nurseries) or a pastoral lead (LifeLine School and SW!TCH). These staff have a pivotal role in identifying the signs and symptoms of abuse because they build a relationship with each child/young person and get to know them well. They are therefore very well placed to identify changes in behaviour.

Where we have emerging concerns about a child we will find out as much as possible about the needs of the child and any support the child or family may need to ensure the child makes the best progress in their learning and development. We do this by:

- liaising with the child's parents
- observing each child's development and monitoring such observations regularly
- making a referral to the Early Years team, following local procedures
- seeking specialist help or support, as required
- researching relevant publications/sources of help
- reading any reports that have been prepared
- attending any assessment or review meetings with the local authority/professionals
- ensuring MARFs clearly identify a child is disabled or has special education needs when making a safeguarding referral.

We follow the guidance provided in the Safeguarding Disabled Children Practice Guidance when working with disabled children: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190544/00374-2009DOM-EN.pdf

Early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. Early help may apply to children who:

- are disabled and has specific additional needs
- have special educational needs
- are young carers
- show signs of engaging in anti-social or criminal behaviour
- are in family circumstances that present challenges for the child, such as substance abuse, adult mental health problems and domestic violence
- have returned home to their family from care
- are showing early signs of abuse and/or neglect.

We will follow child protection procedures where we identify that a child may benefit from early help and and work with local agencies.

4. Child protection procedures

All staff receive training in LifeLine's child protection procedures which are detailed below:

4.1 Dealing with concerns or uncertainties

There may be occasions when concerns about a child, which do not appear to justify a referral of suspected child abuse, but nonetheless may leave staff feeling uncomfortable. In these circumstances, following consultation with the Designated Safeguarding Lead, we will contact the Initial Response Team and will talk through concerns and ask for advice.

The child's name is not needed at this point, although it may be helpful to ascertain if there is a previous social services history. The Duty Social Worker will advise whether or not the concerns justify making a child protection referral.

The Social Worker may consider the child to be 'a child in need' rather than 'a child at risk of significant harm'. In this case, a referral to Children's Social Care will be made but only with the parent's agreement.

If the family concerned is reluctant for Children's Social Care to be contacted, and following a discussion with the Designated Safeguarding Lead. We may ask the parents' permission to contact another relevant agency on their behalf such as the Health Visitor.

4.2 Female Genital Mutilation (FGM)

FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Teachers at LifeLine Institute and LifeLine Independent School have a statutory duty 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. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies.

Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out. They should discuss any such case with the designated safeguarding lead and involve children's social care as appropriate.

Early years practitioners or other staff who suspect a girl has undergone FGM must:

1. Inform the Designated Safeguarding Lead, or deputy, immediately.
2. Make a record of what has happened.
3. The Designated Safeguarding Lead will make an immediate referral to the relevant local authority's children's social care department.

4.3 Disclosure

If a child discloses information to you, you must follow the following procedure:

- Do not promise confidentiality, you have a duty to share this information and refer to Children's Social Care services.
- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said.
- Reassure the child, but only as far as is honest, don't make promises you may not be able to keep e.g. *'everything will be alright now'*, *'you'll never have to see that person again'*.
- Do reassure and alleviate guilt, if the child refers to it. For example, you could say, *'you're not to blame'*.
- Do not interrogate the child - it is not your responsibility to investigate.
- Do not ask leading questions (e.g. *did he touch your private parts?*), ask open questions such as *'anything else to tell me?'*
- Do not ask the child to repeat the information to another member of staff.
- Explain what you have to do next and who you have to talk to (see 4.4 Making A Referral).

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 Local Safeguarding Children Board.

4.4 Emergency action to protect a child

If a child is in immediate danger or is at risk of harm, a referral should be made to children's social care and/or the police immediately.

In an emergency, anyone can make a referral.

Where referrals are not made by the designated safeguarding lead, the designated safeguarding lead should be informed as soon as possible that a referral has been made.

4.5 Making a referral (only made by Designated Safeguarding Officers)

1. Staff have a responsibility to refer a child when it is believed or suspected that a child:
 - Has suffered significant harm
 - Is likely to suffer significant harm

- Has developmental and welfare needs which are likely only to be met through provision of family support services (with the agreement of the child's parent(s)).
2. Whatever the nature of your concerns, or if a member of staff has been involved in a disclosure, this needs to be discussed with the Designated Safeguarding Officer at your site, or the Designated Safeguarding Lead if the Officer is unavailable.
 3. The Designated Safeguarding Officer will liaise with the Designated Safeguarding Lead and consider the concern and a decision will be reached about whether a referral should be made to Children's Social Care services. It is to be noted that the Designated Safeguarding Officer/Lead can contact the appropriate lead in the Local Authority for advice or from the borough's Local Safeguarding Children Board (LSCB). If a decision to refer is made, this must be done through a multi-agency referral form (MARF - see 4.10 for details of the MARF for each of the boroughs LifeLine Project operates in). Once action has been decided, the concern must be recorded on the MARF and filed in the secure central file on the 'S' drive. The Local Authority Child Protection Co-ordinator must be informed about the concern, whether a referral is made or not.
 4. Telephone referrals must be confirmed by completing a MARF.
 5. You will be asked to provide as much information as possible when making a referral, and when completing a MARF:
 - The name, address, date of birth, ethnic origin and gender of the child.
 - The names and contact telephone numbers of parents, and other carers or close family members if known.
 - The name, address and telephone number of the child's doctor, and health visitor if applicable.
 - The incidents which gives rise for concern with dates and times.
 - The nature of the injuries observed, and/or the reason for your concerns.

Do not be concerned if you do not have all these details, the call still needs to be made. The form should be sent to the duty assessment team in the relevant Borough.
 6. You must ensure a referral has been received e.g. telephoning to confirm a fax referral has been received.
 7. If you as the referrer have not received an acknowledgement within two working days contact the Duty Assessment Team to find out what is happening about the referral.
 8. For children with special education needs we will state on referral if child is known to Pre-school Liaison Group (PSLG) and/or SEN and Disability Services. If they are we will also send a copy to the relevant team. We will clarify when making or responding to a referral:
 - What the disability, special need or impairment is that affects this child.
 - Explain how the disability or impairment affects the child on a day-to-day basis.
 - How the child communicates.
 - Whether the disability or condition been medically assessed/diagnosed.

4.6 Informing parents

Parents' permission should be sought before discussing a referral about them with other agencies, **unless permission-seeking may itself place a child at risk of signification harm.**

4.7 Recording disclosures

1. A full written record of the disclosure or concern must be recorded on a Safeguarding Recording Form where a MARF is not appropriate (see appendix C) within 24 hours, but preferably on the same day. All records must provide a factual, evidence-based account and accurately record what the child said and actions taken.

Take notes if possible or write up your conversation immediately or as soon as possible afterwards.
2. It is essential the following details are recorded:
 - A factual and verbatim record of what the child or young person has said and any non-verbal behaviour.
 - Record the exact words spoken by the child, and the adult present if relevant.
 - If recording bruising/injuries indicate position, colour, size, shape and time on a body map.
3. (It is important the wording is not changed or corrected in any way, it must be as closely quoted as possible). These records are to be signed and dated by staff.

4. This information will be shared with Social Care if a referral is made.

4.8 Storing and retaining child protection records

1. Child protection records and reports are kept in a separate confidential folder on LifeLine's shared drive.
2. Access to this folder is restricted to the Designated Safeguarding Lead and Designated Safeguarding Officers. These records are stored away from the child's main file.
3. LifeLine will keep written records of concerns about children, even where there is no need to refer the matter immediately. These records will be kept within a separate confidential file or secure electronic file.
4. Records will be kept up to date and reviewed regularly. A record of each and every episode/incident/concern/activity regarding a child, including telephone calls to other professionals, must be recorded in chronological order and kept within the confidential folder (detailed in 2 above) for the child.
5. The Designated Safeguarding Lead must be notified by email each time a record is updated.
6. A child's records, that include safeguarding records, are to be retained until the child is 25 years old.

4.9 Reporting Early Years Incidents to Ofsted

As an Ofsted registered provider of early years provision we are legally required to notify Ofsted of any significant events or changes occurring at or effecting our provision.

The following incidents must be reported to Ofsted:

- any allegation of serious harm or abuse by any person living, working or looking after children on the premises
- event likely to affect the suitability of an individual or affect the smooth running of the setting
- death of child
- serious accident, injury or illness to child (including food poisoning).

Unless an emergency, Ofsted's on-line portal (see link below) must be used to report incidents:

https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted_Early_Years_Notification.ofml

The Ofsted notification must be downloaded as a PDF and stored securely. It will need to be available as it will be checked at inspection.

Notifications to Ofsted must be made as soon as is reasonably practicable, but at the latest within 14 days of an allegation being made.

The Ofsted telephone number for discussing concerns is 0300 123 4666.

4.10 MASH team contact details and links to multi-agency referral forms (MARFS)

Borough	Link to MARF (where available on-line)	Contact details for MARF/making a referral
Barking and Dagenham	http://www.bardag-lscb.co.uk/professionals/Pages/Home.aspx (scroll down to 'Forms to Download' – the MARF is the first form listed)	Children's Services and Child Protection & Child in Need Referrals: Duty Service: Telephone 0208 227 3811 childrenss@lbbd.gov.uk Prevent Team – peter.k.green@met.pnn.police.uk
	Barking and Dagenham LADO	Michael Cullen Telephone: 0208 227 3934 mike.cullen@lbbd.gov.uk

Havering	http://www.havering.gov.uk/Documents/Care-for-adults-and-children/Child%20protection/Multi%20Agency%20Referral%20Form.pdf	Telephone: 01708 433222 Our of hours telephone: 01708 433 999 Fax to: 01708 433375
	Havering LADO	Lisa Kenady Telephone: 01708 431 653 Email: lado@havering.co.uk
Newham	On-line MARF only. Requests for support or protection for Newham children must be made online at: www.newham.gov.uk/triage Please note you will have to create an account to access this site	Newham will only accept faxed forms from professionals who do not have online access. The fax number for the Children's Triage Service is: 020 8430 1003. If you don't have access to the internet then please ring the golden number: 0203 373 4600. The Children's Triage Service is operational from 9am to 5pm Monday to Friday. If you need to make an emergency request for protection outside of these hours, telephone 020 8552 9587.
	Newham LADO	Sariah Eagle Telephone: 020 3373 1208
Redbridge	See more at: http://www2.redbridge.gov.uk/cms/care_and_health/children_and_families/protecting_and_safeguarding.aspx#sthash.2VZ4MdHc.dpuf	Contact Redbridge MASH on: Tel 020 8708 3885 (9 am to 5 pm) or 0208 708 5897 (after 5 pm) Fax 020 8708 3886 Email cpat.referrals@redbridge.gov.uk or write in to the following address: Redbridge Multi Agency Safeguarding Hub Redbridge Children and Families Lynton House 255-259 High Road Ilford IG1 1NY
	Redbridge LADO	Victoria Lawson-Jack Lynton House 225-259 High Street IG1 1NN Telephone: 0208 708 5350 (9 a.m. to 5 p.m.) Mobile: 07903 211 521 Email: gm_lado@redbridge.co.uk
Tower Hamlets	No MARF	Please contact the Duty Worker at: Multi-Agency Safeguarding Hub (MASH) previously known as Integrated Pathways & Support Team (Referral Point) Telephone: 020 7364 2972 / 3859 / 5601 / 5606 Out of Office Hours (9.00am – 5.00pm) Telephone: 020 7364 4079
	Tower Hamlets LADO	James Gilley Telephone: 020 7364 3506 Telephone: 07949 636698

5. Inter-agency working

LifeLine Projects works with social care, health and other services to promote the welfare of children and protect them from harm. This includes providing a coordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans.

Our safeguarding arrangements take into account the procedures and practices of the local authorities in which we work.

As part of meeting a child's needs, LifeLine recognises the importance of information sharing between professionals and local agencies.

Whilst the Data Protection Act 1998 places a duty on organisations to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. LifeLine does not allow fears about sharing information to stand in the way of the need to promote the welfare and protect the safety of children.

6. Prevent Duty

LifeLine Projects has due regard to the Prevent duty. In practice this means that:

- At least one member of staff has received Prevent awareness training and acts as a source of advice and support to other members of staff on protecting children from the risk of radicalisation.
- Within our care, we ensure that children are safe from terrorist and extremist material when accessing the Internet by ensuring suitable filtering is in place, and through teaching students about online safety more generally
- Within our care, we will ensure children are safe from other forms of extreme views and behaviour that may influence children such as body building and dieting.
- We promote the fundamental British Values.
- We teach a broad and balanced curriculum which promotes the spiritual, moral, cultural, mental and physical development of children and young people and prepare them for the opportunities, responsibilities and experience of life.
- Take action when we observe behaviour of concern.
- We are aware that children and staff may be exposed to radicalised views. Where this is suspected we will ensure staff are able to identify the signs and know what to do when they are identified.
- Assess the risk of children and young people being drawn in to terrorism, and working in partnership with local partners such as the police, Prevent Co-ordinators, Channel Police Practitioners and their Local Safeguarding Children's Boards, taking account of local risks and responding appropriately.
- Make referrals to local Channel Panels, Channel Police Practitioners or their Local Safeguarding Children's Boards, if there are concerns that an individual may be vulnerable to being drawn into terrorism or extremism.
- Assess our training needs in the light of our assessment of the risk.
- We ensure our Safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Boards.

7. Safer Recruitment

7.1 Pre-employment checks

Pre-employment checks will be undertaken on all adults working with children and young people aged 18 and under, as detailed below:

- an identify check
- medical fitness
- a check to establish the person's right to work in the UK
- verification of professional qualifications
- employment history (including the identification of gaps in work history)
- employment references.

In addition to the above, LifeLine Projects will:

- conduct further checks for candidates who have lived or worked outside the UK
- ask staff employed at Little Learners to complete and sign a disqualification by association (see 6.5) declaration.

Any offer of appointment made to a successful candidate will be conditional on satisfactory completion of the necessary pre-employment checks.

Staff are required to advise LifeLine Projects immediately where there have been changes to their DBS.

7.2 Disclosure and Barring Service (DBS) checks

To ensure children are protected whilst accessing LifeLine Project's services, we will make sure our staff and volunteers are carefully selected, screened, trained and supervised.

LifeLine Projects obtains enhanced DBS checks for staff and volunteers who work with children, young people and vulnerable adults. The enhanced DBS check also includes children's barred list information.

It is LifeLine Project's policy that staff employed to work with children, and volunteers, will work under supervision until the receipt of a clear DBS check. A risk assessment will be completed to ensure that working and supervision arrangements are put in place (see appendix D) until the receipt of a DBS. Staff and volunteers without a LifeLine Projects DBS are not permitted to work alone with children under any circumstance.

In our Little Learners nurseries, adults who do not hold a current and up to date DBS certificate will never be left unsupervised within the nursery. For adults who do not hold an enhanced DBS certificate e.g. student from school or college, parent helper, we ensure that:

- Only staff who hold a current and up to date DBS certificate accompany children to the toilet.
- Children are supervised by staff who have a DBS certificate at all times.
- Visitors will be accompanied by a member of staff at all times.
- All visitors sign in and out of the nursery in the visitors book.
- ID will be checked where appropriate and the check recorded in the signing-in book.

7.3 Teacher Prohibition Checks

We conduct prohibition checks for staff appointed to carry out teaching work.

We complete checks that a person taking up a management position in our Independent School is not the subject of a section 128 direction made by the Secretary of State.

7.4 Volunteers

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers who work with any child or young person, in whatever capacity are expected to follow safeguarding and child protection policies and procedures in the same way as paid staff. New volunteers will not work unsupervised with children.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time will have one-to-one contact with children. However, if a parent or other volunteer is to be in volunteering regularly, they will have an enhanced DBS check that includes a barred list check to ensure their suitability to work with children.

7.5 Disqualification by association

LifeLine will meet the additional requirements of the Childcare Act 2006 and the Childcare Disqualification Regulations 2009. The requirements place a duty on us to ensure that staff, including support staff and managers directly concerned with the management of Little Learners Nurseries and Pre-schools, are automatically disqualified if they live in the same household as another person who is disqualified or in a household where a disqualified person is employed.

To ensure that LifeLine does not knowingly employ a disqualified person, we will ask new, and existing staff to confirm that no-one living at their address has been convicted of child abuse, or any conviction that could potentially risk the safety of children and to apprise us if this situation changes.

We will inform Ofsted where a member of staff falls within one of the disqualification criteria and will let the member of staff know that we have done this, explain the implications and whether they can apply to Ofsted for a waiver of disqualification.

We will act proportionately and minimise the intrusion into the private lives of staff and members of their households.

7.6 Single central register

LifeLine Projects maintains a single central record that records the date on which each check was completed/certificate obtained:

- an identity check
- a barred list check
- an enhanced DBS check/certificate
- a prohibition from teaching check
- a section 128 check for management positions in LifeLine's Independent School
- further checks on people living or working outside the UK
- a check of professional qualifications
- a check to establish the person's right to work in the United Kingdom.

The single central register records the checks made for staff who work with children and young people aged 18 and under. The checks apply to volunteers and trustees.

For supply staff, we will also include written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff, and the date that confirmation was received.

8. Training

- We ensure all staff:
 - are trained to understand our safeguarding policies and procedures
 - are trained so that they are able to recognise the signs of all types abuse
 - have an up-to-date knowledge of safeguarding issues.
- Receive regular safeguarding and child protection updates through training, being provided with updated guidance and at staff meetings, which periodically include testing knowledge through quizzes.
- New staff receive an induction that includes safeguarding training.
- We ensure that designated persons receive training in accordance with that recommended by the Local Safeguarding Children Board.
- We ensure staff are aware of our procedures for making referrals.
- We keep up to date records about staff qualifications and training.

The designated safeguarding lead (and deputies) undergo training to provide them with the knowledge and skills required to carry out the role. This training is updated at least every two years.

9. Online safety

Online safety relates to the specific challenges and risks presented by new technologies, including the internet, mobile phones and other devices, for children and young people as well as adults, both within and outside of the setting.

We seek to create an appropriate balance between controlling access to the internet and technology, setting rules and boundaries and educating children, parents/guardians and staff about safe and responsible use. This will include a range of practices including undertaking appropriate risk assessments of technology, ensuring there is appropriate supervision of children, providing safe and suitable equipment/tools for staff and children and ensuring that there is up-to-date training/education in place for all staff regarding online risks and responsibilities.

We are aware that children and staff cannot always be prevented from being exposed to online risks and will therefore seek to empower and educate all staff so that they are equipped with the skills to make safe and responsible decisions as well as to feel able to report any concerns.

All members of staff will be made aware of the importance of good online practice in order to educate and protect the children in their care. Members of staff will be made aware of the professional risks associated with the use of electronic communication (e-mail, mobile phones, texting, social network sites) and will be informed about how to manage their own professional reputation online and demonstrate appropriate online behaviours compatible with their role. Staff should familiarise themselves with advice and professional expectations outlined in the Staff Code of Conduct.

10. Professional conduct

LifeLine has a duty to ensure that professional behaviour applies to relationships between staff (includes trustees and volunteers) and children and that all staff are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, staff are required to work in a professional way with children and follow the requirements of the relevant Staff Code of Conduct.

11. Allegations against a member of staff

LifeLine Projects' procedures for managing cases of allegations involve those that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. It refers to Part 4 of Keeping Children Safe in Education, September 2016

11.1 Duties as an employer and an employee

This part of the policy is about managing cases of allegations that might indicate a person would pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity. It should be used in respect of all cases in which it is alleged that a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

The above applies to members of staff e.g. teachers, lead teachers, volunteers, early years practitioners and other staff, employed in LifeLine Projects' school, mentoring projects or Little Learners nurseries, regardless of whether the school, mentoring project or nursery is where the alleged abuse took place. Allegations against a teacher, member of staff or volunteer who is no longer working for LifeLine Projects' will be referred to the police. Historical allegations of abuse will also be referred to the police.

As an employer, LifeLine Projects' has a duty of care to its employees. We will ensure there is effective support for anyone facing an allegation and provide the teacher, other member of staff or volunteer with a named contact if they are suspended. It is essential that any allegation of abuse made against a teacher, other member of staff or volunteer is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

11.2 Initial considerations

Our procedures for dealing with allegations are applied with common sense and judgement. Many cases may well either not meet the criteria set out above, or may do so without warranting consideration of either a police investigation or enquiries by local authority children's social care services. In these cases, we will follow our procedures to resolve cases without delay.

The following definitions will be used when determining the outcome of allegation investigations:

- Substantiated: there is sufficient evidence to prove the allegation
- Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- False: there is sufficient evidence to disprove the allegation
- Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

Where an allegation is substantiated we will follow the guidance in section 4 of Keeping Children Safe in Education, September 2016.

Procedure for dealing with allegations against a member of staff

1. Any allegation against a member of staff must be immediately reported to the Designated Safeguarding Lead.
2. If an allegation is judged to meet the criteria stated in 11.2 above, the Designated Safeguarding Lead will contact the LADO within 1 working day. Where the Designated Safeguarding Officer may be implicated, LifeLine Projects' Chief Executive Officer will assume this responsibility.

3. The Designated Safeguarding Lead will follow the LADO's advice where available and determine the following:
 - whether the member of staff should be suspended, or steps that should be considered to safeguard the child and staff member
 - what to tell the parents
 - what to tell the member of staff.
4. If advised, a Multi-Agency Referral Form (MARF) will be completed and sent to the LADO.
5. A referral will be made to the Disclosure and Barring Service if a member of staff on regulated activity has been dismissed, or removed due to safeguarding concerns, or would have been had they not resigned.

11.3 Confidentiality

Every effort will be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. Apart from keeping the child, parents and accused person (where this would not place the child at further risk) up to date with progress of the case, information will be restricted to those who have a need to know in order to protect children, facilitate enquiries, manage related disciplinary or suitability processes.

11.4 Ofsted notification

Where allegations involve a member of staff employed in Little Learners nurseries, LifeLine will inform Ofsted of any substantiated allegations of serious harm or abuse by any person working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). LifeLine will also notify Ofsted of the action taken in respect of the allegations. These notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

The London Safeguarding Children's Board full procedures for allegations against staff and volunteers who work with children can be found on the following link: http://www.londoncp.co.uk/chapters/alleg_staff.html#manage

11.5 DBS Notification

The Safeguarding Vulnerable Groups Act 2006 places a legal duty on providers to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the organisation first) because they have harmed a child or put a child at risk of harm.

We will follow the guidance in the link below from the the Barring and Disclosure Service when making a referral:

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#legal-duty-to-refer-the-two-conditions-that-must-be-met>

12. Photographing Children and Young People

Full details of LifeLine Project's requirements for using cameras and images can be found in the 'Use of Cameras and Images in Educational Settings' policy on SharePoint.

13. Concerns about safeguarding practice (Whistleblowing)

LifeLine Projects seeks to cultivate an ethos within LifeLine where all staff feel confident, competent, comfortable and supported to draw safeguarding issues to the attention of the relevant manager and/or Designated Safeguarding Lead, and are able to pose safeguarding questions with "respectful uncertainty" as part of their shared responsibility to safeguard children.

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in LifeLine Projects' safeguarding policy and child protection procedures and know that such concerns will be taken seriously by the senior management team.

However, where a member of staff feels unable to raise an issue through normal routes, or feels that their genuine concerns are not being addressed, they can report a safeguarding concern using LifeLine Projects' Whistleblowing policy which is available to all staff on SharePoint.

Where a member of staff feels unable to raise an issue with LifeLine Projects, or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

General guidance can be found at: <https://www.gov.uk/whistleblowing>

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (lines are open from 8 a.m. to 8 pm Monday to Friday) or email help@nspcc.org.uk.

14. Responsibilities

An overview of board and committee duties are given below followed by individual job holder's responsibilities.

14.1 Board of trustees and the Senior Management Team

Trustees are responsible for ensuring an appropriate senior member of staff is designated to take lead responsibility for child protection. This person will have the status and authority within LifeLine Projects to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff.

14.2 Senior Management Team

The Senior Management Team are responsible for preventing people who pose a risk of harm from working with children by:

- carrying out reasonable checks, for example for links with extremism, on all visitors who are intending to work with children, young people and/or staff
- prioritising the welfare of children and creating a culture where staff are confident to challenge senior managers over any safeguarding concerns
- contributing to inter-agency working to support children who have additional needs
- making sure that children are taught how to keep themselves safe
- putting in place appropriate safeguarding responses to children who go missing from early years and education settings, particularly on repeat occasions
- adhering to statutory responsibilities to check staff who work with children
- taking proportionate decisions on whether to ask for checks beyond those that are required
- ensuring that volunteers are appropriately supervised
- ensuring that at least one member of staff on interview panels has completed safer recruitment training
- ensuring that there are procedures in place to handle allegations against members of staff and volunteers
- ensuring that allegations against members of staff and volunteers are referred to the Local Authority's designated officer
- making sure that there are procedures in place to handle allegations against other children.

14.3 Designated Safeguarding Lead (DSL)

The designated safeguarding lead has responsibility for:

Manage referrals

- refers cases of suspected abuse to the local authority children's social care as required
- supports staff who make referrals to local authority children's social care
- refers cases to the Channel programme where there is a radicalisation concern as required
- supports staff who make referrals to the Channel programme
- refers cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- refers cases where a crime may have been committed to the Police as required.

Work with others

The designated safeguarding lead:

- liaises with managers to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations

- as required, liaises with the "case manager" and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member)
- liaises with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

Training

The designated safeguarding lead (and deputy) undergo to provide them with the knowledge and skills required to carry out their roles. This includes Prevent awareness training.

This training is updated at least every two years.

In addition to the formal training set out above, their knowledge and skills is refreshed via e-bulletins, meeting other designated safeguarding leads and taking time to read and digest safeguarding developments at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- ensure each member of staff has access to and understands the safeguarding and child protection policy and procedures, especially new and part time staff
- are alert to the specific needs of children in need, those with special educational needs and young carers.
- are able to keep detailed, accurate, secure written records of concerns and referrals
- understand and support LifeLine Projects services with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation
- obtain access to resources and attend any relevant or refresher training courses
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures LifeLine Projects may put in place to protect them.

Raise Awareness

The designated safeguarding lead:

- ensures child protection policies are known, understood and used appropriately
- ensures the safeguarding policy and child protection procedures are reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the senior management team in this
- ensure the safeguarding policy and child protection procedures are available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of LifeLine Projects
- link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

14.4 Managers of LifeLine Project services for children

Managers of services, including Little Learners, LifeLine Institute and LifeLine Parenting Programmes will ensure that:

- the policies and procedures are fully implemented, and followed by all staff so that everyone knows what to do if there is a concern about a child
- sufficient resources and time are allocated to enable staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistleblowing policies
- they undertake safer recruitment training in order to comply with statutory requirements to have a trained person on every recruitment panel
- allegations against a member of staff are investigated and referred to the LADO at the Local Authority as appropriate.

14.5 Designated Safeguarding Officers/Lead Practitioners

Staff nominated as designated safeguarding officers/lead practitioners are responsible for:

- participating in training that provides the knowledge and skills required to carry out their roles
- co-ordinating child protection action
- liaising with other agencies
- making referrals as necessary
- ensuring the locally established procedures are followed including reporting and referral processes
- acting as a source of advice for other staff to discuss concerns
- maintaining a confidential record system
- representing or ensuring there is representation at inter-agency meetings, in particular Strategy Discussions and Child Protection Conferences
- managing and monitoring the relevant part of child care and child protection plans
- ensuring all staff have received appropriate and up to date child protection training
- liaising with other professionals.

14.6 All staff (including trustees, directors, managers and volunteers)

Are responsible for:

- safeguarding children's wellbeing
- providing a safe environment for children
- identifying children who may be in need of extra help or who are suffering, or likely to suffer, significant harm
- taking appropriate action, working with other services as needed
- learning about child protection in accordance with and as appropriate to their roles and responsibilities including emerging issues e.g. e-Safety, domestic violence, forced marriage, female genital mutilation, children who live away from home or go missing, child sexual exploitation, race and racism and extremism.

15. Specialist and competent person advice

Specialist and expert advice was obtained from the Designated Safeguarding Lead in developing this policy. Further expert guidance was obtained from the Department of Education's 'Keeping Children Safe in Education', September 2016 and Ofsted's Inspecting safeguarding in early years, education and skills settings: guidance for inspectors undertaking inspection under the common inspection framework, August 2016.

16. Implementation and monitoring

16.1 Implementation

Once approved, this policy will be available on SharePoint and the previous versions of the policy and associated documents removed. Lifeline maintains an electronic archive of all policy documents.

16.2 Process for monitoring implementation and effectiveness

For this policy, the following monitoring processes are in place.

Standard	Monitoring process
Staff kept up to date with local authority safeguarding requirements and child protection procedures	Staff attend safeguarding training and cascade local authority requirements to relevant staff
Designated Safeguarding Lead maintains overview of the status of child protection referrals	Monthly meetings held with key safeguarding staff reviews concerns/referrals
Designated Safeguarding Lead maintains overview of child protection and safeguarding across LifeLine Projects	Quarterly Safeguarding meeting held with relevant managers reviews child protection and safeguarding procedures.

17. References

The Education Act 2002 <http://www.legislation.gov.uk/ukpga/2002/32/section/78>

Children Act 2004 <http://www.legislation.gov.uk/ukpga/2004/31/contents>

Children Act 1989 <http://www.legislation.gov.uk/ukpga/1989/41/contents>

Childcare Act 2006 <http://www.legislation.gov.uk/ukpga/2006/21/contents>

Disqualification under the Childcare Act 2006

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414345/disqual_stat-guidance_Feb_15_3.pdf

Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers, March 2015

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf

Inspecting safeguarding in early years, education and skills settings,

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/547327/Inspecting_safeguarding_in_early_years_education_and_skills_settings.pdf

Keeping Children Safe in Education, September 2016

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf

Keeping Children Safe in Education Disqualification Requirements - Supplementary Advice

http://webarchive.nationalarchives.gov.uk/20141124143232/https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362919/Keeping_children_safe_in_education_childcare_disqualification_requirements_-_supplementary_advice.pdf

Making barring referrals to the DBS

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

Managing staff appointments: supplementary advice for schools

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/431495/Staffing_Regs-supplementary_advice_for_schools.pdf

Prevent Strategy, <https://www.gov.uk/government/publications/2010-to-2015-government-policy-counter-terrorism/2010-to-2015-government-policy-counter-terrorism#appendix-2-prevent>

Safeguarding Children and Safer Recruitment in Education 2011

<https://www.gov.uk/government/publications/safeguarding-children-and-safer-recruitment-in-education>

Safeguarding Vulnerable Groups Act 2006 <http://www.legislation.gov.uk/ukpga/2006/47/contents>

Safeguarding disabled children: practice guidance

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190544/00374-2009DOM-EN.pdf

What to do if You're Worried a Child is Being Abused

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Working Together to Safeguard Children, March 2015

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

18. Related documents

This Policy must be read in conjunction with the policies regarding the safety and welfare of children. These together make up the suite of policies to safeguard and promote the welfare of children:

LifeLine Institute	Attendance
	Anti-Bullying
	Drug and Substance Misuse
	e-Safety
	Educational Visits
Little Learners	Data Protection
	e-Safety
	Health and Safety

	Looked After Children
	Staff Handbook
	Unvetted Persons
Other related LifeLine policies	Data Protection
	Equality, Diversity and Inclusion
	Health and Safety
	Professional Conduct
	Use of Cameras and Images in Educational Settings
	Whistleblowing

19. Version Control

Version	Date	Author(s)	Status	Comment
2	18/04/2008			Annual Review
3	19/04/2009			Annual Review
4	19/04/2010			Annual Review
5	20/04/2011			Annual Review & Change of layout
6	01/04/2012			Annual Review: No Changes
7	31/05/2013			Annual Review
8	07/12/15	Julia Ward, Quality Manager	Approved	Overhaul and compliance with Ofsted's requirements from September 2015
9	30/09/2016	Julia Ward, Quality Manage	Pending	Changes to designated officers Incorporated changes to Keeping Children Safe in Education, September 2016 Incorporated Little Learners Safeguarding and Child Protection policies into LifeLine Safeguarding Policy
10	15/05/2017	As above	Approved	Updated following feedback from N. Singleton
11	09/06/2017	As above	Approved	Updated Deputy Designated Safeguarding Lead
12	18/07/2017	As above	Approved	Updated Lead Practitioner at Ilford
13	24/10/2017	As above	Approved	Annual review of Working Together to Keep Children Safe in Education, Keeping Children Safe in Education and How Ofsted inspects Safeguarding in Early Years, Education and Skills. No changes made to the policy as a result of the review as guidance has not changed since 2016.
14	24/11/17	As above	Approved	Update to include reporting to DBS (see 11.5)
15	05/02/18	As above	Approved	<ul style="list-style-type: none"> Page 4 – wording about our commitment to anti-discriminatory practice made stronger Page 5 – re-worded text to better reflect what we will do about safeguarding children with SEN, who are deaf or who have communication difficulties Added Havering MASH team out of hours telephone number Added text that states the DSL and deputies will undergo training every two years.

Appendix A – Equality Impact Assessment

Appendix B – Fit for Purpose Checklist

Appendix C – Safeguarding Recording Form

Appendix D – Risk assessment for staff without a DBS at start of employment