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**PATRON-** Roger Jefcoate CBE

## **SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

### **Our statement of general policy practice is:**

- To put in place positive systems of control in order to protect the interests of the beneficiaries of the charity, its employees and the trustees of the charity
- To follow requirements as obligated by law
- To recommend good practice in areas where there is no legal requirement
- To provide information, instruction and supervision for employees
- To review and revise this policy as necessary at regular intervals

### **This document is available in other formats which include**

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## **CEDA Safeguarding Children and Young People Policy**

**Designated Safeguarding Lead – Nicholas Cranston – Youth Services Manager**

**Deputy Designated Safeguarding Lead – Renata Colley, CEO**

If the Designated Leads are not available, there are members of staff within each team who you can talk to and who will report the concerns to the appropriate people. These are:

### **Children:**

Galilee Townhill	Youth Services Co-ordinator
Taylor Nash	Youth Services Co-ordinator

### **Adults:**

Sarah Curtis	Community Services Manager
Jenna Atkins	Activity Hub Manager
Dione Langmaid	Hub Co-ordinator
Silvana Bernardes	Community Services Senior Enabler

Steve Keable                      Trustee Safeguarding Lead

### **Purpose and Aims**

The purpose of CEDA's safeguarding policy is to provide a secure framework in safeguarding and promoting the welfare of those children/young people who attend our setting. This policy applies to everyone who accesses CEDA including Trustees, staff, service users, visitors and volunteers.

The policy aims to ensure that:

- All our children are safe and protected from harm, regardless of gender, ethnicity, disability, sexuality or belief
- CEDA is following current government legislation

## **Ethos**

*'Every child deserves the best possible start in life and the support that enables them to fulfil their potential. A secure, safe and happy childhood is important in its own right.'* Statutory Framework for the Early Years Foundation Stage (EYFS).

Safeguarding in CEDA is considered everyone's responsibility and our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential. We will work to ensure children's safety by working in partnership with other agencies i.e. Early Help, MASH, Police and Social care as well as seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

This policy has been developed in accordance with the principles established by the Children Act 1989; and in line with the following:

- Early years foundation stage (EYFS) statutory framework - GOV.UK ([www.gov.uk](http://www.gov.uk))
- Working Together to Safeguard Children
- What to do if you are worried a Child is being Abused
- Keeping Children Safe in Education
- The Prevent Duty 2015 advice for childcare settings
- Information Sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers
- Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK ([www.gov.uk](http://www.gov.uk))
- Female genital mutilation - GOV.UK ([www.gov.uk](http://www.gov.uk))

## **Responsibilities and expectations**

The Trustees and senior management team takes seriously its responsibility under section 11 of the Children Act and duties under "working together" to safeguard and promote the welfare of children; to work together with other agencies to ensure adequate arrangements exist within our setting to identify, and support those children who are suffering harm or are likely to suffer significant harm. We recognise that all staff and management have a full and active part to play in protecting our children from harm, and that the child's welfare is our paramount concern.

The Trustees and senior management team will ensure the following:-

- That the safeguarding and child protection policy is made available to parents and carers

- That all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting
- That the setting has procedures for handling allegations of abuse made against members of staff (including the enablers and manager) or volunteers
- The safe and appropriate use of cameras, mobile phones, technology and online equipment within the setting
- the Counter Terrorism and Security Act 2015 which places a duty on early years and childcare providers “to have due regard to the need to prevent people from being drawn into terrorism” (The Prevent Duty) is implemented, taking into account the Local authorities ‘Prevent’ policies, protocols and procedures and ensuring the Fundamental British Values are implemented as stated in the EYFS framework
- A Designated Safeguarding Lead (DSL) is appointed who has lead responsibility for dealing with all safeguarding issues in our setting
  - The **Designated Safeguarding Lead is Nick Cranston**, if they are not available, then contact
  - The **Deputy Designated Safeguarding Lead is Renata Colley**
- Identify the Named Member of the Trustees for Safeguarding
  - **Trustee safeguarding lead is Steve Keable**
- Our procedures will be annually reviewed and updated

The responsibilities for the Designated Safeguarding Lead (DSL) are:-

- To ensure that all safeguarding issues raised in the setting are effectively responded to, recorded and referred to the appropriate agency
- To ensure all adults are alert to circumstances when a child and family may need access to early help
- All adults, (including volunteers) new to our setting will be made aware of this policy and the procedures for child protection, the name and contact details of the DSL and have these explained, as part of their induction into the setting
- Be responsible for arranging the settings safeguarding training for all staff and volunteers who work with the children and young people. The DSL must ensure that the safeguarding training takes place at least every three years for all with regular updates during this period; which they can deliver in-house provided they are linked in to the support and quality assurance process offered by the Local Authority and the Devon Children and Families Partnership
- To attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups, or meetings where it concerns a child in our care and to contribute to multi-agency strategy discussions to safeguard and promote the child’s welfare

- For ensuring the acceptable, safe use and storage of all camera technology, images, and mobile phones through the implementation, monitoring and reviewing of the appropriate policies and procedures. This includes the on-line Safety Policy which includes Camera & Image Policy, Mobile Phone Policy, and Acceptable Use Policy
- Implementing the Fundamental British Values
- To ensure allegations regarding adults in the setting are effectively responded to and referred to the appropriate agency

All Child Protection concerns need to be acted on immediately. If you are concerned that a child may be at risk or is actually suffering abuse, you must tell the Designated Safeguarding Lead (DSL). All Adults, including the DSL, have a duty to refer all known or suspected cases of abuse to the relevant agency including Children and Families Service, Disabled Children Service (DCS), Multi Agency Safeguarding Hub (MASH) or the Police. Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the Setting's Designated Person in the first instance. Any records made should be kept securely online using Carista (CEDA's online platform).

### **Categories of abuse and current safeguarding issues**

Safeguarding is not just about protecting children from significant harm or likely significant harm. The following Safeguarding issues are all considered to be child protection issues and should be referred immediately to the most relevant agency. The issues featured below are linked to guidance and local procedures which can be found on the Devon and Children's Family Partnership website ([www.dcfp.org.uk](http://www.dcfp.org.uk)). Further information can also be found on the website for the National Society for the Protection of Cruelty to Children ([www.nspcc.org.uk](http://www.nspcc.org.uk)).

All staff and volunteers in CEDA are aware of the indicators of abuse. They will be alert to the **need to consult further** if they suspect neglect or abuse of a child or children. As a setting we understand that children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others.

**Neglect** The persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairments 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 food, clothing and shelter;
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision;

- ensure access to appropriate medical care or treatment.

**Possible indicators of Neglect** Obvious signs of lack of care including:

Problems with personal hygiene, constant hunger, inadequate clothing, emaciation, lateness or non-attendance at the setting, poor relationship with peers, untreated medical problems, compulsive stealing and scavenging, rocking, hair twisting, thumb sucking, running away, low self-esteem. Etc.

### **Physical Abuse**

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.

**Possible Indicators** Physical signs that do not tally with the given account of occurrence, conflicting or unrealistic explanations of cause, repeated injuries, delay in reporting or seeking medical advice.

### **Sexual Abuse**

Forcing or enticing a child 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, penetrative or non-penetrative acts and also includes involving children in watching pornographic material or watching sexual acts.

**Possible indicators of Sexual Abuse** Sudden changes in behaviour, displays of affection which are sexual and age inappropriate, tendency to cling or need constant reassurance, tendency to cry easily, regression to younger behaviour – e.g. thumb sucking, acting like a baby, unexplained gifts or money, depression and withdrawal, wetting/soiling day or night, fear of undressing for PE etc.

### **Emotional Abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

**Possible Indicators of Emotional Abuse** Rejection, isolation, child being blamed for actions of adults, child being used as carer for younger siblings, affection and basic emotional care giving/warmth, persistently absent or withheld.

## **Bullying and Cyber Bullying**

Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phones. For more information see [CEDA's anti bullying policy](#)

## **Child Exploitation and E-Safety**

Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimise the risks to our children and young people CEDA will ensure that we have in place appropriate measures such as security filtering, and an acceptable use policy linked to our Technology and Social Media Policies. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the setting and are aware of the dangers associated with social networking sites. Our Technology and Social Media Policies will clearly state that mobile phone, camera or electronic communications with a child at our setting is not acceptable other than for approved setting business. Where it is suspected that a child is at risk from internet abuse or cyber bullying we will report our concerns to the appropriate agency.

## **Child Trafficking**

Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/ sweatshop, drug dealing, shoplifting and benefit fraud.

## **Concealed Pregnancies**

The concealment of a pregnancy represents a challenge for professionals in safeguarding the welfare and the wellbeing of the foetus (unborn child) and the mother. There is no national agreed definition of what constitutes a concealed pregnancy, however a coordinated multi-agency approach is required once the fact of a pregnancy has been established; this will also apply to future pregnancies where there has been a previous concealed pregnancy.

Where there is a strong suspicion that a pregnancy is being concealed, it may be necessary to share this information with other agencies, irrespective of whether consent to disclose can be obtained. Every effort should be made to encourage the (young) person to obtain medical advice. If this is unlikely a referral should be made to Children's Social Care. An open assessment or previous referral to MASH and/or

contact other agencies known to have involvement with the young person must also be established so that a fuller assessment of the available information and observations can be made.

### **Criminal Gang Exploitation & County Lines**

County lines is when criminals from larger cities expand their drug networks to other areas of the country – usually rural and suburban areas.

The crime is called county lines because dealers use dedicated mobile phone 'lines' to supply drugs. These criminals often exploit vulnerable adults and children to move and store drugs and money and regularly use coercion, intimidation, violence (including sexual violence) and weapons.

County lines activity can still be exploitation even if it appears to be consensual. It can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence.

Vulnerable adults and children who use drugs, are in financial difficulty, have disabilities or have mental health problems are at greatest risk of being exploited by county lines gangs. People are groomed through offers of 'free' drugs, causing them to accumulate debts which can only be paid off by participating in county lines activities (also known as debt bondage).

Sometimes drug dealers will take over the home of a vulnerable person – this is known as cuckooing.

*Common signs that someone is being exploited include those listed below.*

- becoming more secretive, aggressive or violent
- meeting with unfamiliar people
- persistently going missing – someone may go missing from their home or local area when they are trafficking drugs along 'deal lines'
- leaving home without explanation or staying out unusually late
- loss of interest in school, college or work and decline in performance
- suspicion of physical assault or unexplained injuries – including 'DIY injuries', (knife and puncture wounds) which are signs of punishment for drug-related debts
- using language relating to drug dealing, violence or gangs
- carrying a weapon
- associating with a gang
- becoming isolated from peers and social networks
- having a friendship or relationship with someone who appears older or controlling
- using drugs, especially if their drug use has increased
- unexplained acquisition of money, drugs or mobile phones



Please note that this is not an exhaustive list and that warning signs will show themselves differently in each person. It is important to explore all concerns over someone's behaviour and personal circumstances and to consider whether they could be signs of exploitation

### **Domestic Abuse**

The Government defines domestic abuse as "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality".

Staff need to understand what is required of them if children are members of the household where domestic abuse is known or suspected to be taking place. Our policy includes action to be taken regarding referrals to the Police and Children and Young People's Services and any action to be taken where a member of staff is the alleged perpetrator or victim of domestic abuse. At CEDA we will follow our safeguarding policy and report any suspected concerns regarding Domestic Abuse to the relevant agency.

If staff need further advice regarding concerns about domestic abuse they can the Domestic and Sexual Violence abuse team on **0345 155 1074**.

### **Fabricated and Induced Illnesses**

Fabricated or Induced Illness is a condition whereby a child suffers harm through the deliberate action of her/his main carer and which is attributed by the adult to another cause.

Concerns will be raised for a small number of children when it is considered that the health or development of a child is likely to be significantly impaired or further impaired by the actions of a carer or carers having fabricated or induced illness. Where there is a suspicion of FII, CEDA will refer to the local authority as outlined in this safeguarding policy.

### **Forced and Under-age Marriage**

A forced marriage is where one or both people do not (or in cases of people with learning disabilities or reduced capacity, cannot) consent to the marriage as they are pressurised, or abuse is used, to force them to do so. In England, a young person cannot legally marry until they are 16 years old (without the consent of their parents or carers) nor have sexual relationships.

### **Genital mutilation/female circumcision**

This is against the law, yet for some communities it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised. If any of the above areas of concern is brought to the attention of CEDA we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

### **Historical Abuse**

Allegations of child abuse are sometimes made by adults or children many years after the abuse has occurred. There are many reasons for an allegation not being made at the time including fear of reprisals, the degree of control exercised by the abuser, shame or fear that the allegation may not be believed. The person becoming aware that the abuser is being investigated for a similar matter or their suspicions that the abuse is continuing against other children may trigger the allegation. CEDA has a duty to take these allegations as seriously as any other must be report these to the Local Authority Designated Officer (LADO) for the area in which the alleged abuse took place/where the professional worked, and the LADO procedures must be followed.

### **Honour Based Violence**

Honour based violence is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community. It is important to be alert to signs of distress and indications such as self-harm, absence from setting, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in setting activities, unreasonable restrictions at home. Where it is suspected that a child/young person is at risk form Honour based violence CEDA will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

### **Peer on Peer Abuse**

Children can abuse other children, and this is referred to as 'peer on peer abuse' this can take many forms including those listed above as well as bullying, sexual violence and harassment etc. Staff will raise concerns when there are issues of peer on peer abuse and DSL's will consider what support might be needed for both the victim and perpetrators.

### **Radicalisation and Violent Extremism**

At CEDA we recognise that the service users we work with are vulnerable individuals who have the potential to be radicalised or influenced by violent extremism. Keeping children safe from these risks is a safeguarding matter and should be approached in the same way as safeguarding children from other risks. Children should be protected from messages of all violent extremism including, but not restricted to, those linked to

Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology and extremist Animal Rights movements.

If CEDA identify concerns about a child or young person they should report them to the designated safeguarding lead in their organisation, who will discuss these concerns with the police.

### **Ritualistic Abuse**

Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in the criminal conviction of those using this form of abuse even if the intention is to help the child.

### **Other potential issues to be aware of**

#### **Online Safety**

An Online Safety Considerations document 2019, identifies the responsibilities for our setting with regards to online safety for the children:

*You play an essential role in helping young children learn the foundations of safe online behaviour. Even if children don't have access to technology within your setting, they will may be using it at home, with their friends or in other public spaces. Children are naturally curious in understanding the world we live in; it is our responsibility to enable them to do so, including helping them to recognise the value of technology and use it safely. Role modelling safe use of the internet should become part of our everyday practice'. (2019)*

It is not the technology itself that will present the greatest risk, but the behaviours of individuals using such equipment. The witnessing of abuse can have a damaging effect on those who are party to it, as well as the child/adult subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child.

#### **Private Fostering**

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- A parent.
- A person who is not a parent but has parental responsibility.
- A close relative.

- A Local Authority.

For more than 28 days and where the care is intended to continue. It is a statutory duty for us at CEDA to inform the Local Authority where we are made aware of a child or young person who may be subject to private fostering arrangements.

### **Sexually Active under Eighteen years old**

It is acknowledged by those working with young people that most young people under the age of 18 will have an interest in sex and sexual relationships. The Protocol for Sexually Active Young People under 18 years old has been designed to assist those working with children and young people to identify where these relationships may be abusive, and the children and young people may need the provision of protection or additional services.

### **Understanding Sexualised Behaviours in children**

Children and young people typically display a range of sexualised behaviours as they grow up. However some may display problematic or abusive sexualised behaviour. This is harmful to the children who display it as well as the people it's directed towards.

Everyone who works or volunteers with children should be able to distinguish developmentally typical sexual behaviour from sexual behaviours that are problematic or harmful. This will help you respond appropriately and provide children and young people with the right protection and support.

To help us recognize where sexualised behaviours are harmful we have used Hackett's sexualised behaviour continuum model (2010) as outlined below. Staff should use this to help advise whether there is a risk of abuse for the child or others around the child.



## **CEDA specific issues**

It has been recognised that there are some risks that are specific to CEDA and its environment.

**Den Building:** It has been recognised that there are some risks around the use of dens and play particularly where there are concealed areas. Whilst we want to encourage co-operative play, staff should ensure that den building is never left unsupervised and children in the dens should always be visible. Staff should discourage den building where the intention is to build secretive or concealed areas.

**Age gaps:** At CEDA there will be occasions where children with a range of ages attend our clubs and may potentially be in the same groups. This can be for a variety of reasons but interactions between children and young people of significant age differences should be monitored on a regular basis to ensure that the play is appropriate for both parties. Any concerns should be reported immediately to the senior team leader.

## **Children who have special educational needs and/or disabilities**

All children have the right to be safe, yet research shows that disabled children are three times more likely to be abused. A number of factors have been identified as to reasons why these children are more at risk (see bullet points) and as a setting we are aware of these and endeavour to protect all our children.

- a general reluctance of people to believe that disabled children are abused
- limited opportunities to seek help from someone else
- a skills gap between disability and child protection workers
- inadequate teaching about personal safety skills e.g. NSPCC pants campaign
- issues relating to the child's specific disability or special educational need, e.g. difficulties in communicating or an inability to understand what is happening

## **Prevent**

The Counter Terrorism & Security Act 2015

The Act places a Prevent duty on settings to have "due regard to the need to prevent people from being drawn into terrorism".

Settings subject to the Prevent Duty will be expected to demonstrate activity in the following areas

- Assessing the risk of children being drawn into terrorism
- Demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies.
- Ensure that their safeguarding arrangements take into account the policies and procedures of the Devon Children and Families Partnership.
- Make sure that staff have training that gives them the knowledge and confidence to identify children and families at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism
- Expected to ensure children are safe from terrorist and extremist material when accessing the internet in the setting

## **PROCEDURE**

### **What to do if you are concerned**

The Data Protection Act 2018 is not a barrier to information sharing where doing so is necessary to safeguarding children at risk.

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform your Safeguarding Designated Officer as soon as possible.
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the setting safeguarding record log forms. At CEDA this is using Carista, to which all staff have a login for.

If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the Safeguarding Designated Officer. Where those concerns relate to the Safeguarding Designated Officer however, this should be reported to the CEO, Trustee Safeguarding lead or Chair of Trustees using CEDA's [whistle blowing policy](#).

## **Managing Allegations**

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the DSL who will advise the **Trustee Safeguarding Lead**. In the case of the allegation being made against the DSL this will be brought to the immediate attention of the **Trustee Safeguarding Lead**. The DSL/ **Trustee Safeguarding Lead** will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegations made against the adult, in order for the appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made. All allegations must be taken seriously and objectively and dealt with in a timely manner, in the case of an allegation the **DSL/ Trustee Safeguarding Lead** will need to:

- Refer to the Local Authority Designated Officer (LADO) guidance [Managing allegations - Devon Childrens' and Families Partnership \(dcfp.org.uk\)](#) and submit the [LADO notification form](#).
- Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Advise Ofsted of allegation within 14 days of the allegation
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation if this is deemed necessary.
- Act on any decision made in any strategy meeting.
- Advise the Disclosure and Barring Service where a member of staff has been removed, dismissed or would have been removed had they a result of the allegations being founded.

## **Confidentiality**

- We recognise that all matters relating to child protection are confidential
- The DSL will disclose personal information about a child or young person to other members of staff on a need to know basis only
- However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another
- We will always undertake to share our concerns with parents and guardians and their consent is sought in accordance with Early help and MASH procedures unless doing so would increase the risk of harm to the child. If in doubt regarding sharing information with parents and guardians, we will consult with the MASH consultation team

## **Training**

All members of staff and volunteers will have access to safeguarding training at least every three years in line with Devon Children and Families Partnership (DCFP). We will also, as part of our induction, issue information in relation to our Safeguarding policy as well as any policies related to safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers. There will also regular safeguarding updates in staff briefings and through bulletins on the CEDA youth portal on SharePoint.

Our DSL's will undertake further safeguarding training, a Group 5 Child Protection training course. This will be undertaken at least every three years which updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. This will support both the DSL and deputy DSL to be able to better undertake their role and support the setting in ensuring our safeguarding arrangements are robust and achieving better outcomes for the children in our setting.

All our Trustees and senior management team will have access to safeguarding training and our Trustee Lead for Safeguarding will also undertake additional awareness training at least every three years. They will also be advised to undertake additional training to support their employers' role in Handling Allegations against adults who work with children and young people, including our staff and volunteers.

We will include our Safeguarding Policy in our settings prospectus/website and will post copies of our policy throughout the setting. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.



## **Safer Recruitment and Selection**

It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked. At CEDA we will ensure that we have a member on every recruitment panel who has received the appropriate recruitment and selection training. That all of our staff are appropriately qualified and have the relevant employment history and checks to ensure they are safe to work with children in compliance with the Key Safeguarding Employment Standards.

## **Good practice which supports the prevention of abuse**

It is not only important to recognise and know what to do if abuse is disclosed or suspected but also to create a culture where abuse is not accepted or tolerated and where people feel able to raise concerns. At CEDA, we have a range of policies in place which set out the expectations of staff (see policy list later).

In addition to the policies, processes are in place that allow open and honest discussions and provide clear guidance including staff supervisions, regular team meetings, rigorous risk assessments, training, regular liaison with families, the local authority and other agencies involved with the child.

All staff supporting users should read the individual's pen portrait, risk assessments, behaviours support plans, emergency protocols and other relevant documentation in order to deliver appropriate care and support.

## **Mobile Phones and Mobile technology**

CEDA has policies and procedures in place with regard to the use of mobile phones and mobile technology i.e. iPad's , smart watches, laptops, cameras in the setting and on visits etc. Further information can be found in CEDA's [Technology Policy](#).

**It is expressly stated that personal mobile phones or recordable devices are not to be used to capture images of children under any circumstances.** This is considered an act of gross misconduct and any person found to have inappropriate images in their possession will be reported to the police. Where CEDA has permission to capture images this must be done on CEDA devices (not CEDA mobile phones) and the images only used in line with our [Image and Footage agreement](#)

## **Related Setting Policies**

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as child health and safety, bullying and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, setting security, drugs and substance misuse, etc. There may also be other safeguarding issues that are specific to the local area or population.

This policy will cross reference to related setting policies and other protocol:

- Procedures for managing allegation of abuse
- Behaviour management and use of physical intervention & seclusion policy
- Anti-bullying
- Confidentiality
- Data protection – including use of mobile phones
- Technology & social media
- Image and footage agreements
- Health and Safety
- Equality and Diversity
- Performance and conduct procedures
- Whistle Blowing
- Managing Allegations
- Recruitment and selection policy
- Equality & Diversity
- Complaints and compliments
- Data Protection
- Protection against allegations of abuse
- Lone Working
- Remote working and portable devices
- Intimate Care
- Performance and Conduct

**Legislation relating to this policy:**

Children Act 1989, 2004

Family and Children Act 2014

Education Act 1996, 2002 (Section 175), 2011

School Standards and Framework Act 1998

Safeguarding Children and Safer Recruitment in Education Guidance DfES 2007

Every Child Matters 2003

Statutory Framework for the Early Years Foundation Stage 2008

Working Together to Safeguard Children 2018

United Convention of the Rights of the Child 1991

Data Protection Act & GDPR Regulations 2018

Sexual Offences Act 2003

Protection of Freedoms Act 2012

SEND code of practice 2014

Children and Social Work Act 2017

Manuals are available within the setting:

What to do if you're worried a child is being abused 2006  
Working Together to Safeguard Children 2023

For further information regarding any child protection procedure, please consult  
[www.dcfp.org.uk](http://www.dcfp.org.uk)

**Useful Contacts:**

[Devon Children and Families Partnerships](#)

[South West Child Protection Procedures](#)

[Devon Early Years and Childcare Service](#)

[Child Exploitation and Online Protection Agency](#)

[NSPCC](#)

[CHILDWISE - a leading specialist in research with children and young people - ABOUT](#)

**Multi-agency Safeguarding Hub (MASH) 0345 155 1071**

email: [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk)

**MASH Consultation Line** 0345 155 1071 (ask for Consultation Line)

**Early Help co-ordination centre** 0345 155 1071 (ask for Early Help)

[Early Help information](#)

**Out of hours for CYPS (Social Care):**

5pm -9am and at weekends and public holidays, please contact:

Emergency Duty Service 0845 6000 388 (low-rate call)

**Police Central Referral Unit:** 0845 605 116

### **EYCS Consultation Service:**

If you have concerns about a child but are unsure whether to make a MASH enquiry. The numbers are:

Nikki Phillips – Locality Manager for Exeter and East Devon	01392 383000
Melissa Filby – Locality Manager for Northern and Mid Devon	01392 383000
Susan Bolt - Locality Manager for South West Devon	01392 383000

### **DCFP**

DCFP Office: 01392 383000

**Child Protection Chairs and Local Authority Designated Officers** for managing allegations against staff:

Allegations against staff LADO Referral Co-ordinator 01392 384964

[Training and Resources on managing allegations](#)

**Devon's Domestic Abuse Helpline** 0345 155 1074

This policy is reviewed by the board of Trustees annually or when legislation changes.