Treetops Nursery

Safeguarding policy

'This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Andrew Didwell is our Safeguarding Lead Practitioner at both Mulbarton & Easton and the named Deputies are Michelle Welch for Mulbarton and Denise Banossian for Easton.
The following staff members are also SLP trained;
Mulbarton: Kerry Cator & Emily Offord.
Easton: Kellie Jacks & Beverley Crane.

Every member of staff has a legal responsibility to report any concerns they may have.

This policy has been written in accordance with Norfolk Safeguarding Children Board guidance and the Early Years Foundation Stage 2017 requirements.

Our aim

We are committed to ensuring that every child who attends the setting is safe and is protected from harm and from impairment of health and / or development. We strive to enable children to have optimum life chances and enter adulthood successfully.

Our ethos

We foster a culture where adults are encouraged to share concerns and can follow whistle blowing and child protection referral procedures confidently, promptly and accurately. Concerns may include any maltreatment of a child in the form of abuse (sexual, physical or emotional) or neglect, by either inflicting harm or failing to act to prevent harm.

Procedures

In order to achieve the above outcomes we:

- Ensure that all adults working (voluntary and paid) in the setting are aware that such work is exempt from the provision laid down in the rehabilitation of offenders Act 1974.
- Ensure all visitors to the nursery sign the visitor book and show identification where necessary.
- Are committed to safer recruitment – please see our safer recruitment policy.
- Provide an induction programme for new members of staff that includes safeguarding training, their safeguarding responsibilities and reading and committing to the safeguarding and other policies. Please see our induction policy.
- Require staff to attend a Norfolk County Council safeguarding / child protection course every three years.

- Through the induction training and Norfolk County Council safeguarding / child protection training, staff will be aware of the signs and symptoms of child abuse; physical, emotional and sexual, and those of neglect.

- Will never allow a staff member without a DBS to be alone with a child e.g. going to the toilet, or supervising children in a separate room. We will never allow a student, visitor or volunteer to be alone with a child even if they have a DBS.

- Do not allow irregular bank staff to take children to the toilets due to the intimate nature of toileting, and do not allow staff members to take children to the toilets or change nappies until the safer recruitment process is fully complete.

- Have clearly set out procedures which all adults will be aware of to respond to concerns of suspected abuse - see the attached two flowcharts. These flowcharts will also be displayed where they are visible to parents, along with the Ofsted 'parents poster', also attached.

- Will not publish photos or videos of children on our website or Facebook page, where children's faces can be seen and they can be identified. Children will only ever be seen from the back, or have their faces blurred out. This is to stop public photos of children being copied and shared.

- Do not allow staff to befriend parents on any form of social media where a relationship exists purely because of the nursery. We also do not allow staff members to babysit for nursery children outside of work. More information can be found in our staff handbook.

- Recognise that parents should always be involved in the monitoring of children's behaviour or development and should be the first point of contact (except in cases where we feel this may put the child at risk).

- Will have a designated Safeguarding Lead Practitioner and named Deputy to whom all concerns will be referred. Urgent action may be taken by any member of staff or where a staff member is not happy with the outcome of the referral.

- Will ensure that all adults know who to contact within the setting and what to do if that person does not carry out their responsibility for the child's wellbeing.

- Will always remain vigilant to issues within a child's home life which may affect their health, safety and wellbeing, and act upon these issues and concerns as necessary.

- We will keep a record of causes for concern which will be written down and kept confidential. All concerns will be discussed with the SLP or their Deputy. We will talk to parents/carers about these concerns except in cases where we feel this may put the child at risk. We will act upon these concerns, following the attached flowcharts where deemed appropriate.

- Safeguarding files are kept separate to main files in a secure, locked filing cabinet. Only Managers and SLPs will have keys to access this cabinet. Where a safeguarding file exists for a child, this is noted on their main file.

- We adhere to the strict ratios set out in the Early Years Statutory Framework, which are currently 1:4 for 2 year olds, and 1:8 for 3/4/5 year olds.

- We understand we have a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been had they not left first) because they have harmed a child or put at child at risk of harm.

- We will inform Ofsted within 14 days of any allegations of serious harm or abuse of a child committed by any person looking after children on the premises (whether the offence happened on the premises or not) and where a member of staff is dismissed (or would have been had they not left first) because they have harmed a child or put at child at risk of harm.

- Staff are continuously updating and receiving training on issues and concerns around safeguarding children such as: FGM, County Lines, Domestic Abuse, Online safety, Witchcraft, Disguised compliance & Breast Ironing.

- We will ensure that we are supporting vulnerable children at all times, this includes any periods where children are not attending nursery due to unforeseen closures. The manager will arrange a member of staff to contact any vulnerable children weekly during closures and to offer virtual support through video calls and online support. Parents of vulnerable children will also be offered support through this time to ensure we are best supporting these families through uncertain times.

Confidentiality

- Any concerns will be written down by the member of staff involved and will remain confidential unless the matter is referred further. Any such records will be kept securely.

- All details of concerns, progress, case conferences etc. are confidential and will not be discussed with anyone not authorised to have this information.

- Incoming calls from other agencies in regard to children will be asked for their name, phone number and reason for the call. Staff will then ring them back once they have verified the caller's identity. We follow the HM Government flowchart of key questions for information sharing, which is attached and also displayed within the setting.

- When a child leaves the setting the SLP and Manager will decide whether it is appropriate to forward on any safeguarding file to the new setting or school.

- Please see our confidentiality policy.

Voicing concerns and making a referral

Staff may become aware of suspected or likely abuse / neglect by their own observations and/or something they have heard from another person, including the child.

- Make a careful recording of anything you observe or are told on a 'follow up form'.

ALWAYS REMEMBER:

- **THE WELFARE OF THE CHILD IS PARAMOUNT**
- **MAKE A DETAILED RECORDING OF ANTHING YOU OBSERVE OR ARE TOLD**
- **DO NOT LEAD A WITNESS**
- **DO NOT DELAY**

- **DO NOT INVESTIGATE**
- **SEEK ADVICE / REPORT**

- Inform the Safeguarding Lead Practitioner or if not available the Deputy Lead Practitioner and seek advice.

- A flow chart for referral and relevant telephone numbers are on the staff notice board and also displayed in the foyer.

- The designated Safeguarding Lead Practitioner/Deputy assesses the evidence to decide the next stage.
- If necessary report to Children's services – Children's Advice and Duty Service (CADS) on 0344 800 8021 or, in an emergency, ring the Police on 999 and state child protection.

- If a verbal referral is made to the Children's Advice and Duty Service (CADS), always ensure you have a written copy of all the information, recorded on a Cause for concern' form – attached.

- Parents will be informed, except in cases where we feel this may put child at risk.

Whistle blowing

We are committed to the highest possible standards and recognise that staff, students and volunteers are often the first to realise that there may be something wrong within the setting.

Concerns that should be raised via the whistle blowing policy may be in relation to the actions/behaviours of other staff, students or volunteers, or about something that is perceived as:

- unlawful
- failing to comply with the setting's policy and procedures
- poor practice
- improper conduct

All staff, students and volunteers have the right, and a duty to raise concerns about perceived unacceptable practice or behaviour. Concerns should be raised with the Manager, or where the concerns are in relation to the Manager one of the Senior Management team. The setting will not tolerate harassment or victimisation and will take action to protect workers when they raise a concern in good faith.

The action taken will depend on the nature of the concern. All matters raised, with the exception of allegations of abuse, or unlawful activity, will be investigated internally.

Please see our whistle blowing policy.

Allegations of serious harm or abuse by any person living, working or looking after children on my premises, or any other abuse which is alleged to have taken place on the premises

Where there are any allegations of serious harm or abuse by any person living, working or looking after children on the premises, or any other abuse which is alleged to have taken place on the premises, staff should inform the named Safeguarding Lead Practitioner who must contact the Local Authority Designated Officer (LADO) within one working day of receiving an allegation or concern by

using the 'LADO Referral Form (attached). We will also inform Ofsted within 14 days of any such allegations being made.

If the concerns are about the Safeguarding Lead Practitioner, then please contact the Deputy Lead Practitioner or Nursery Manager who will contact the LADO.

The setting should not investigate allegations of serious harm or abuse. The LADO will discuss the case with the Manager and will oversee to its conclusion. The Local Authority Designated Officer can be contacted on 01603 223473.

Cameras, Mobile Phones, Tablets & Smart Watches.

We will not allow any member of staff, volunteer, student, visitor or parent/carer to use a private camera or private mobile phone/tablet/laptop with a camera in the setting unless in the staffroom/office area away from the children. No camera/mobile signs will always be displayed and all staff know to challenge this behaviour if witnessed. Staff will be allowed to use the setting's camera or tablet for the purposes of observations / learning journeys ONLY and our Deputy Managers and Supervisors will be permitted to use the company mobile phone in accordance with the stipulations as laid out in the company mobile phone risk assessment. Personal belongings of staff, volunteers and parents must be kept in the staffroom at all times.

All staff members are permitted to use nursery tablets to access education resources, which must be signed off by Managers or Supervisors. To ensure content is safe and suitable for our age group.

If staff members are required to use Tablets at home due to 'home working' they will ensure that only themselves have access to the Tablet and use passwords to log into Tapestry from home. Passwords will be reviewed every 2 weeks to ensure these are safeguarded and secure for when using at home.

We will not allow any member of staff, volunteer or students to use 'Smart Watches' in the setting unless in the staffroom/office area away from the children. Smart watches in this category are those which can send/receive messages and phone calls, take photos and receive emails. Any smart watches must be kept in the office/staff room at all times.

Prevent duty

As per the Common Inspection Framework we are committed to actively promoting 'British Values' and will have due regard to extremism and the need to prevent people being drawn into terrorism.

The government has defined extremism in the Prevent strategy as: "Vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs."

We will use the Norfolk 'Vulnerable to Radicalisation (VTR) or Influenced by Extremism' guide - both attached, to help us understand what constitutes a cause for concern and staff must report any concerns to the Safeguarding Lead Practitioner who will contact MASH via the usual channels. Where concerns exist in relation to adults we will also contact the Police using the Norfolk 'Person Vulnerable to Radicalisation form' – also attached.

Research has found that 90% of radicalisation happens online. Due to the age of our children they will not be able to access the internet at our setting. We will provide all parents with internet safety guides for use at home.

Contact numbers:

Children's Services- Children's Advice and Duty Service (CADS) 0344 800 8021

Local Authority Designated Officer (LADO) 01603 223473

Police 999

Ofsted 0300 123 1231

Please see the following legislation and guidance for more information:

- Working together to Safeguard children 2010
- What to do if you're worried a child is being abused 2006
- Norfolk Safeguarding Children Board (NSCB) guidance
- Early Year Foundation stage September 2017

The following documents can be found in the safeguarding folder at the setting (relevant posters are displayed in the room for staff and parents). These are also attached to this policy, some documents are website links. If you have any trouble please contact us and will do a printable copy for you.

- Ofsted parent poster (Appendix 1)
- Duty of care poster (Appendix 2)
- Process flowchart – concerns about a child (Appendix 3)
- Process flowchart – managing allegations and concerns about adults (Appendix 4)
- Vulnerable to radicalisation (VTR) quick guide (Appendix 5)
- Guidance on safeguarding individuals VTR and the referral process (Appendix 6)
- Person VTR referral form (Appendix 7)
- LADO referral form (Appendix 8)
- NSCB1 referral form (Appendix 9)
- HM Government flowchart of key questions for information sharing (Appendix 10)

Author: Andrew Didwell
Date Written: August 2019
Reviewed: August 2021

Appendix 1

Parents

Ofsted
raising standards
improving lives

Ofsted registers and inspects childcare for children aged from birth to 17 years.

Registered childcare providers and childminders have to meet requirements that relate to welfare and safety, the people providing the care and the organisation of the childcare. Childcarers registered on the Early Years Register, who care for children aged from birth until 1 September following a child's fifth birthday, also have to meet requirements for children's learning and development.

What you can tell us

- Is the childcare good?
- Can it be made better?
- Do you have any concerns?

If you want to tell us anything about your child's childcare, you can ring

0300 123 1231

Or you can write to us at:
Applications, Regulatory and Contact (ARC) Team
Ofsted
Piccadilly Gate
Store Street
Manchester M1 2WD

If you would like more information about Ofsted's role as the regulator of childcare, you can visit our website:
www. ofsted.gov.uk/early-years-and-childcare

If you would like information about the availability of childcare in your local area, please visit the following link to find your local Family Information Service (FIS): http://findyourfis.familyandchildcaretrust.org/kb5/findyourfis/home.page

Appendix 2

Norfolk County Council

Norfolk Safeguarding Children Board

Duty of care in early years and childcare settings

To promote positive outcomes for all children, early years and childcare settings are committed to building open and supportive professional relationships with families.

Everyone working with children has a 'duty of care' to keep children safe and protect them from harm. This means that all adults have a duty to report child protection or welfare concerns to Children's Services or the police.

In **Treetops Nursery Mulbarton**

the Safeguarding Lead Practitioner (SLP) with safeguarding responsibilities is

Andrew Didwell

In their absence the deputy SLP is

Michelle Welch

The setting manager is

Andrew Didwell

The SLP or the setting manager will be happy to answer any general questions you have about safeguarding and the responsibilities all adults have to keep children safe from harm.

Full safeguarding guidelines can be found in the **Safeguarding in early years and childcare** handbook.

Safeguarding Children February 2019

Appendix 3

Norfolk County Council

This flow chart must be displayed where everyone including parents can see it:

Managing allegations and concerns about adults who work with children in an early years or childcare group setting

Allegation/concern reported to identified manager

The manager is: Andrew Didwell

The deputy is: Michelle Welch

Record concerns

Do you have concerns about a child's immediate safety?

YES

Refer to Children's Services Children's Advice and Duty Service (CADS) (0344 800 8020) or the police (999) if immediate action is needed and Complete and send in LADO referral form Record

NO

The manager or deputy completes the LADO referral form the NSCB website and send it to **LADO@norfolk.gov.uk**

The **duty LADO** will review the information and contact the referrer to agree the next steps

You will be required to complete a LADO referral form

The LADO referral form requires details of concern including name of alleged victim and parents/carers

The **duty LADO** will review the information and contact the referrer to agree the next steps

Record details of conversation

If you are an early years and childcare registered setting **inform Ofsted 0300 123 1231**

Registered providers must notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. **Best practice is to notify Ofsted immediately by phone and in writing.** Record discussion with Ofsted, including name of person spoken to

Advice and guidance of LADO is followed

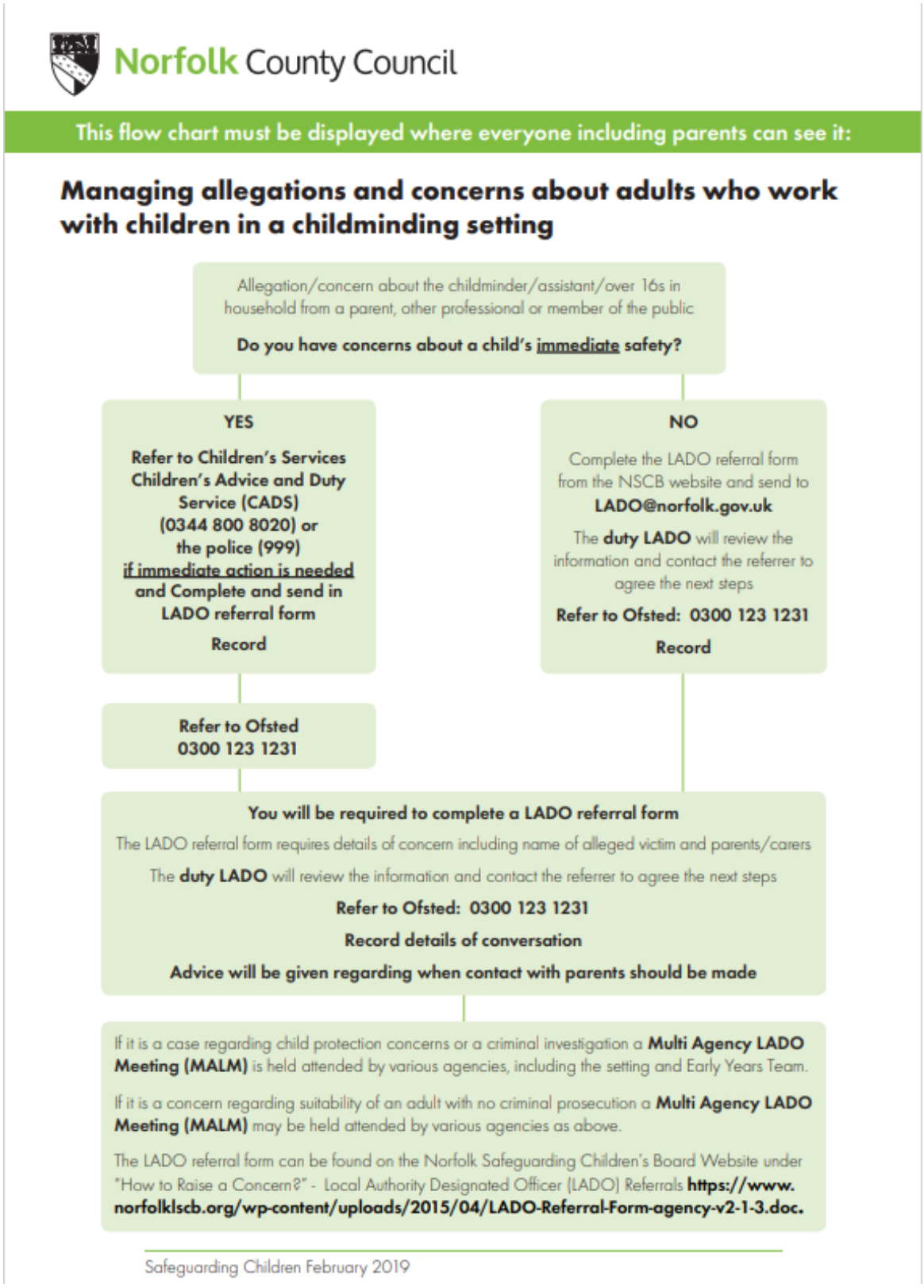
Record guidance given for further action

Follow actions, recording information at each stage

The LADO referral form can be found on the Norfolk Safeguarding Children's Board Website under "How to Raise a Concern?" - Local Authority Designated Officer (LADO) Referrals **https://www.norfolklscb.org/wp-content/uploads/2015/04/LADO-Referral-Form-agency-v2-1-3.doc.** If it is a case regarding child protection concerns or a criminal investigation the LADO will instigate a **Multi Agency LADO Meeting (MALM)** which is attended by various agencies, including the setting and Early Years Team. If it is a concern regarding suitability of an adult with no criminal investigation the LADO will instigate a **Multi Agency LADO Meeting (MALM)** which is attended by various agencies as above.

Safeguarding Children February 2019

Appendix 4


Norfolk County Council
This flow chart must be displayed where everyone including parents can see it:
Managing allegations and concerns about adults who work with children in a childminding setting
Allegation/concern about the childminder/assistant/over 16s in household from a parent, other professional or member of the public
Do you have concerns about a child's immediate safety?
YES
Refer to Children's Services Children's Advice and Duty Service (CADS) (0344 800 8020) or the police (999) if immediate action is needed and Complete and send in LADO referral form
Record
NO
Complete the LADO referral form from the NSCB website and send to LADO@norfolk.gov.uk
The duty LADO will review the information and contact the referrer to agree the next steps
Refer to Ofsted: 0300 123 1231
Record
Refer to Ofsted 0300 123 1231
You will be required to complete a LADO referral form
The LADO referral form requires details of concern including name of alleged victim and parents/carers
The duty LADO will review the information and contact the referrer to agree the next steps
Refer to Ofsted: 0300 123 1231
Record details of conversation
Advice will be given regarding when contact with parents should be made
If it is a case regarding child protection concerns or a criminal investigation a Multi Agency LADO Meeting (MALM) is held attended by various agencies, including the setting and Early Years Team.
If it is a concern regarding suitability of an adult with no criminal prosecution a Multi Agency LADO Meeting (MALM) may be held attended by various agencies as above.
The LADO referral form can be found on the Norfolk Safeguarding Children's Board Website under "How to Raise a Concern?" - Local Authority Designated Officer (LADO) Referrals https://www.norfolklscb.org/wp-content/uploads/2015/04/LADO-Referral-Form-agency-v2-1-3.doc.
Safeguarding Children February 2019

Appendix 5

Norfolk County Council

NORFOLK CONSTABULARY
Our Priority is You

Prevent

Norfolk Practitioners' Quick Guide: safeguarding individuals Vulnerable to Radicalisation (VTR) and referral process

This document provides practitioners with guidance re concerns in relation to any child, young person or adult who may be at risk of being adversely influenced or radicalised by any extremist group or ideology.

The purpose of the PREVENT Strategy is to stop people becoming terrorists or supporting violent extremism in all its forms.

The strategy has three objectives, one of which is to prevent people from being drawn into extremism and ensure they are given appropriate advice and support.

Contents

1. Identification
2. Notice – Check – Share
3. The Referral Process
4. Channel Panel
5. Sharing Information
6. Contact Information

1. Identification

Here are examples of indicators that *may* suggest vulnerability to violent extremism:

- **Expressed opinions** – such as support for violence and terrorism or the values of extremist organisations, airing of political or religious based grievances, unaccepting of other nationalities, religions or cultures.
- **Material** – possession of extremist literature; attempts to access extremist websites and associated password protected chat rooms; possession of material regarding weapons, explosives or military training.

- **Behaviour and behavioural changes** – such as withdrawal from family and peers; hostility towards former associates and family; association with proscribed[1] organisations and those that hold extremist views.

- **Personal history** – Claims or evidence of involvement in organisations voicing violent extremist ideology and identifying with their cause.

For a more comprehensive list of indicators please follow this link:

- https://www.ltai.info/spotting-the-signs/

2. Notice – Check – Share

Notice

A practitioner from any agency working with the child, young person or adult could be the person to notice that there has been a change in the individual's behaviour that may suggest they are vulnerable to radicalisation.

Check

The next step is for the practitioner to speak to colleagues and/or partners to better understand the concerns raised by the behaviours observed to decide whether intervention and support is needed. In many cases there will be an explanation for the behaviours that either requires no further action or a referral not related to radicalisation or extremism.

Share

Where the practitioner still has concerns that the individual may be vulnerable to radicalisation, follow safeguarding procedures and contact Children's Advice and Duty Service or Adult Social Services. Following this the Prevent referral form is to be completed and sent to preventreferrals@norfolk.pnn.police.uk. An initial assessment of the referral will be carried out prior to any further information gathering on the individual.

3. The Referral Process

A referral will not continue through the VTR process if:

- it is malicious or misguided;
- the person's engagement with the process would compromise or interfere with ongoing investigations into illegal activity;
- it is clear the person is not vulnerable to violent extremism.

[1] under the Terrorism Act 2000 the Home Secretary has the power to proscribe – forbid by law – an organisation believed to be concerned in terrorism.
The below link gives details of each organisation proscribed by the UK government:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/400902/Proscription-20150123.pdf

Once deconfliction checks have been completed, the referral form will then be emailed to the MASH and multi-agency checks will then be completed.

For urgent radicalisation concerns contact Norfolk police on 101 or, in an emergency, 999.

The Counter Terrorism (CT) Case Officer

On receipt of a referral the CT Case Officer will conduct a review of the information received. This review will be based on a professional judgement using a vulnerability assessment framework to ensure the referral meets the necessary threshold.

In applying the threshold test the individual circumstances associated with the referral must be taken into account and there must be a vulnerability to radicalisation.

If this is not present the case should not be managed under Channel and should immediately exit the process. Where it is apparent that the person referred has vulnerabilities not linked to radicalisation and has needs that require support through other mechanisms they should be referred to the appropriate service providers and other safeguarding measures should be considered.

If the criteria are met the CT Case Officer makes an assessment of the risk factors. Risk assessment is a continuous process from the point of referral to the point an individual exits the process.

Information Gathering

The CT Case Officer will liaise with the referrer and partner agencies who are working with the individual. This initial information gathering ensures that only cases appropriate for the Channel process continue to the next stage for a Channel Panel meeting and the development of an appropriate support package.

4. Channel Panel

Following confirmation that the case is appropriate to continue through the VTR process, the referral will proceed to a Channel Panel meeting which will include the involvement of a wider range of partners. The Channel Panel is multi-agency and provides support to those who may be vulnerable to being drawn into terrorism. Channel uses existing collaboration between partners to support individuals and protect them from being drawn into terrorism.

The Channel Panel meets every month and is chaired by a Local Authority lead supported by the CT Case Officer. The person who completed the referral may be asked to attend a Channel meeting to help Panel members understand more about the referred individual and their circumstances.

If the consensus is that support is required, partners will develop a support package based on the risk assessment, the needs of the individual and any risks posed to potential support providers. This will take the form of an action plan setting out details of the partners who will lead on the delivery of the support.

In assessing referrals, the meeting may conclude that the individual is better suited to alternative support providers, or that further assessment indicates that the individual is not being drawn into violent extremism.

One option for support through the Channel process which the Channel Panel may decide upon is the use of an 'Intervention provider'. This is Home Office funded and uses providers on an approved list to work with individuals around their individual ideologies. The work of an Intervention provider will complement the work of other partners involved in the support package. Examples of support provided could include mentoring, diversionary activities such as sport, signposting to mainstream services such as education, employment or housing.

Appraisal and Review

The Channel Panel will, on a monthly basis, review the support, risks and needs to decide whether the individual should remain on the programme. If the Panel is satisfied that the risk has been successfully reduced or managed the case exits the process.

Safeguarding children and Multi-Agency Public Protection Arrangements (MAPPA)

In some cases it may not be appropriate for an individual to continue through the Channel process because they are involved in a different statutory mechanism such as 'MAPPA' or child protection arrangements. Channel is not intended to replace those referral systems; in such cases ownership will rest with the relevant statutory support mechanism and the case may exit the Channel process or work alongside.

5. Sharing Information

In choosing to share information, a key question for partners to help them provide a proportionate response is, does that partner hold any information that could make the individual more vulnerable to radicalisation.

The following principles should guide information sharing:

Power to Share – the sharing of data by public sector bodies requires the existence of a power to do so. This may be a statutory power relevant to the agency's statutory function, or an implied power based on the agency's common law function. The power may exist under specific legislation and may be different for each agency depending on their function. It is the responsibility of each agency to consider whether in this particular case the sharing of personal information is consistent with their powers and function as a public sector body.

Governing legislation – for all bodies sharing personal information (private, voluntary or public sector) it is necessary to satisfy the requirements of the Data Protection Act, the Human Rights Act and the Common Law Duty of Confidentiality.

Consent – Before any agency/group seeks consent from the person of concern this must be discussed at both the preliminary assessment and Channel Panel stages and a decision made on whether consent is to be sought and by whom. Obtaining consent can in itself prejudice the purpose of the Channel process and considerations must be taken before any agency seeks consent.

Other Gateways – in the absence of consent it is necessary to identify an exemption or a relevant condition for processing under the Data Protection Act. Where a body owes a duty of confidentiality and (in the case of public bodies) must consider the Human Rights Act, it is necessary to determine that the level of public interest overrides the expectation of privacy.

Necessity, relevance and proportionality – information should only be shared where it is necessary to achieve the intended outcome and is relevant and proportionate to it. Information should be selected for sharing on the basis that the agencies involved need to know that information in order to make informed assessment and decisions. Key to determining this will be the professional judgement of the risks to an individual or the public.

Non-discriminatory – agencies must be in a position to evidence that their decision to share information as part of a Prevent referral is not discriminatory.

6. Contact Information

For general questions relating to Prevent, contact:

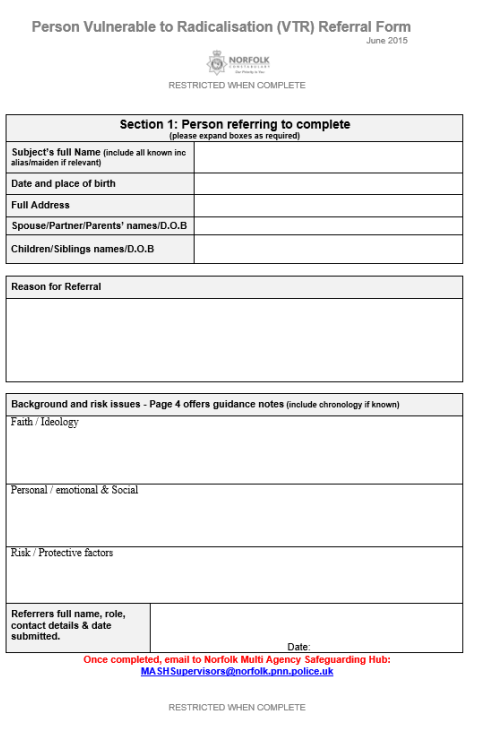
- Norfolk Counter Terrorism Case Officer prevent@norfolk.pnn.police.uk or,
- Bev Herron NCC Prevent Coordinator Beverley.herron@norfolk.gov.uk

Appendix 6

Please see web address link below for more information or the nursery can print you a copy if you wish

CHANN EL NORFOLK GUIDANCE ON SAFEGUARDING INDIVIDUALS

Appendix 7



Person Vulnerable to Radicalisation (VTR) Referral Form
June 2015

NORFOLK

RESTRICTED WHEN COMPLETE

Section 1: Person referring to complete
(please expand boxes as required)

Subject's full Name (include all known inc alias/maiden if relevant)	
Date and place of birth	
Full Address	
Spouse/Partner/Parents' names/D.O.B	
Children/Siblings names/D.O.B	

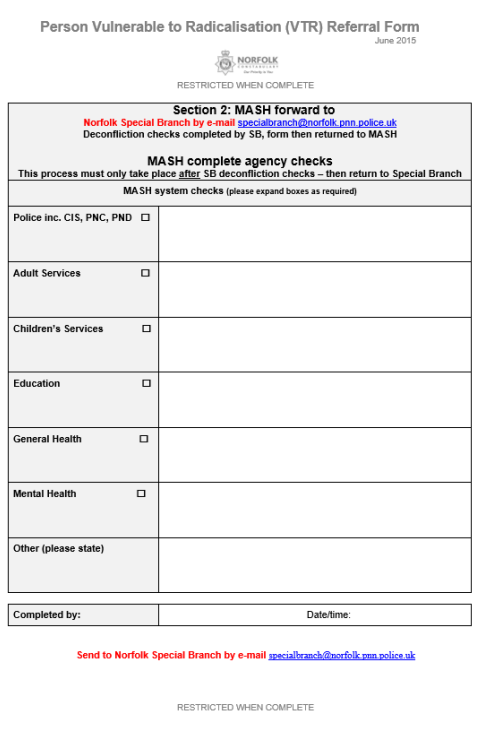
Reason for Referral

Background and risk issues - Page 4 offers guidance notes (include chronology if known)
Faith / Ideology
Personal / emotional & Social
Risk / Protective factors

Referrers full name, role, contact details & date submitted.	Date:

Once completed, email to Norfolk Multi Agency Safeguarding Hub:
MASHSupervisors@norfolk.pnn.police.uk

RESTRICTED WHEN COMPLETE



Person Vulnerable to Radicalisation (VTR) Referral Form
June 2015

NORFOLK

RESTRICTED WHEN COMPLETE

Section 2: MASH forward to
Norfolk Special Branch by e-mail specialbranch@norfolk.pnn.police.uk
Deconfliction checks completed by SB, form then returned to MASH

MASH complete agency checks
This process must only take place after SB deconfliction checks – then return to Special Branch

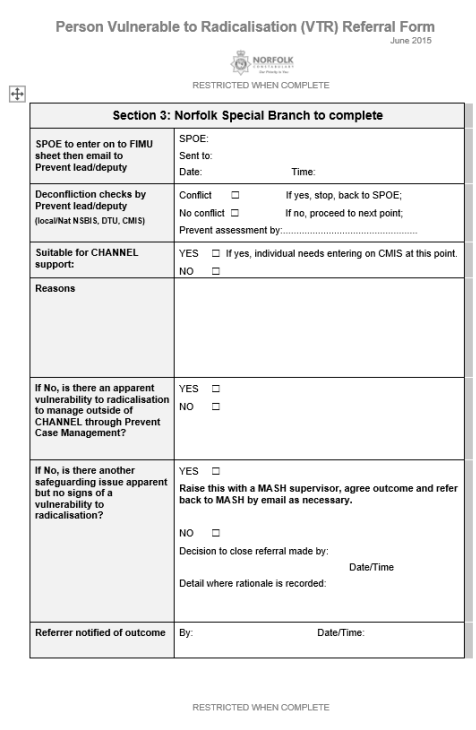
MASH system checks (please expand boxes as required)

Police inc. CIS, PNC, PND ☐	
Adult Services ☐	
Children's Services ☐	
Education ☐	
General Health ☐	
Mental Health ☐	
Other (please state)	

Completed by:	Date/time:

Send to Norfolk Special Branch by e-mail specialbranch@norfolk.pnn.police.uk

RESTRICTED WHEN COMPLETE



Person Vulnerable to Radicalisation (VTR) Referral Form
June 2015

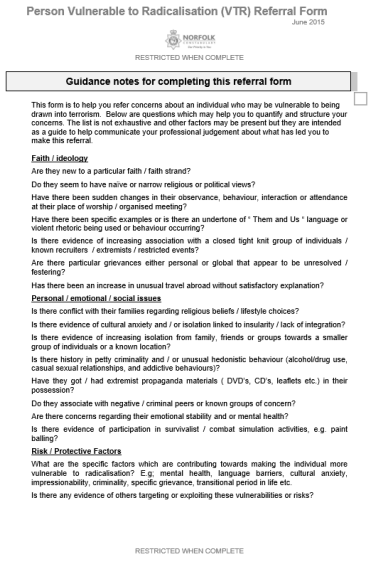
NORFOLK

RESTRICTED WHEN COMPLETE

Section 3: Norfolk Special Branch to complete

SPOE to enter on to FIMU sheet then email to Prevent lead/deputy	SPOE: Sent to: Date: Time:
Deconfliction checks by Prevent lead/deputy (local/Nat NSBIS, DTU, CMIS)	Conflict ☐ If yes, stop, back to SPOE; No conflict ☐ If no, proceed to next point; Prevent assessment by:.....
Suitable for CHANNEL support:	YES ☐ If yes, individual needs entering on CMIS at this point. NO ☐
Reasons	
If No, is there an apparent vulnerability to radicalisation to manage outside of CHANNEL through Prevent Case Management?	YES ☐ NO ☐
If No, is there another safeguarding issue apparent but no signs of a vulnerability to radicalisation?	YES ☐ **Raise this with a MASH supervisor, agree outcome and refer back to MASH by email as necessary.** NO ☐ Decision to close referral made by: Date/Time Detail where rationale is recorded:
Referrer notified of outcome	By: Date/Time:

RESTRICTED WHEN COMPLETE



Person Vulnerable to Radicalisation (VTR) Referral Form
June 2015

NORFOLK

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Guidance notes for completing this referral form

This form is to help you refer concerns about an individual who may be vulnerable to being drawn into terrorism. Below are questions which may help you to quantify and structure your concerns. The list is not exhaustive and other factors may be present but they are intended as a guide to help communicate your professional judgement about what has led you to make this referral.

Faith / ideology

Are they new to a particular faith / faith strand?

Do they seem to have naive or narrow religious or political views?

Have there been sudden changes in their observance, behaviour, interaction or attendance at their place of worship / organised meeting?

Have there been specific examples or is there an undertone of " Them and Us " language or violent rhetoric being used or behaviour occurring?

Is there evidence of increasing association with a closed tight knit group of individuals / known recruiters / extremists / restricted events?

Are there particular grievances either personal or global that appear to be unresolved / festering?

Has there been an increase in unusual travel abroad without satisfactory explanation?

Personal / emotional / social issues

Is there conflict with their families regarding religious beliefs / lifestyle choices?

Is there evidence of cultural anxiety and / or isolation linked to insularity / lack of integration?

Is there evidence of increasing isolation from family, friends or groups towards a smaller group of individuals or a known location?

Is there history in petty criminality and / or unusual hedonistic behaviour (alcohol/drug use, casual sexual relationships, and addictive behaviours)?

Have they got / had extremist propaganda materials (DVD's, CD's, leaflets etc.) in their possession?

Do they associate with negative / criminal peers or known groups of concern?

Are there concerns regarding their emotional stability and or mental health?

Is there evidence of participation in survivalist / combat simulation activities, e.g. paint balling?

Risk / Protective Factors

What are the specific factors which are contributing towards making the individual more vulnerable to radicalisation? E.g; mental health, language barriers, cultural anxiety, impressionability, criminality, specific grievance, transitional period in life etc.

Is there any evidence of others targeting or exploiting these vulnerabilities or risks?

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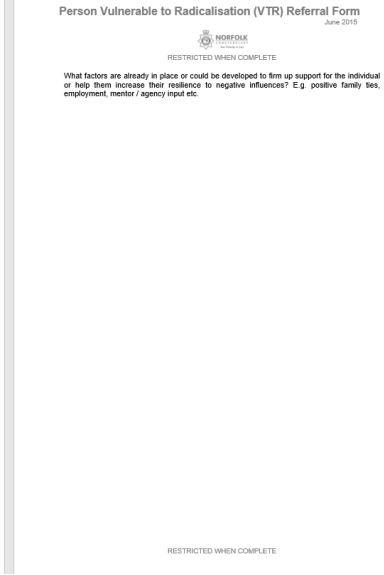

Person Vulnerable to Radicalisation (VTR) Referral Form
June 2015

NORFOLK

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What factors are already in place or could be developed to firm up support for the individual or help them increase their resilience to negative influences? E.g. positive family ties, employment, mentor / agency input etc.

RESTRICTED WHEN COMPLETE

Printable form can be found at the below website address
NORFOLK-VTR-June-2015.docx (live.com)

Appendix 8

Norfolk County Council

CONFIDENTIAL

Children's Services

LADO – Referral / Consultation Request form

(To be completed by enquirer)

Please Note:

If you work in education and your concern relates to **education staff** please contact the NCC Education, Quality Assurance and Intervention Service (EQAIS) on **(01603 307797)** who can provide advice on all education matters including whether a referral to the LADO service is required. Please be aware that the EQAIS **is not** part of the LADO Service.

If EQAIS recommends a referral to LADO is appropriate, the LADO will consider whether the threshold has been met for a formal safeguarding LADO process.

For all other positions of trust matters, complete a LADO referral.

Referrer Contact Details:	
Referral Date:	
Referrer's Name:	
Referrer's Organisation:	
Referrer's Working Sector: *(please state)*	
Please further specify the team i.e. *MASH or CID if "Police"; or for "Social Care" it may be LAC or FAST*	
Referrer's Position: *(Full title of your role)*	
Telephone number:	
Email Address:	

Alleged Person of Concern in a Position of Trust Details	
Name: *(name of person should be identified)*	
Home address of person of concern:	
GENDER:	

DOB:	
Ethnic Origin: *(if known)*	
Special Needs: *(if known)* *(State equality and /or diversity matters)*	

Alleged Person of Concern Employment / Volunteering Information			
Working Sector: *Education, Social Care, Fostering, Residential, Early Years, Voluntary Sector, Transport, Health, Police, Sport, Faith or Other (please state)*			
Name and address of work / employment /voluntary establishment: ***e.g. name of school, fostering agency etc.***			
Occupation and job title: *(please indicate whether they have a specific role with children)*			
Is the person suspended? *(please give dates)*			
Has the person got a current DBS?			
Yes	**No**	**Unknown**	
Are there any children resident at the person's home address? Please indicate			
Yes	**No**	**Unknown**	
If yes, please provide details of any children resident at person's home address?			
Name	**DOB**	**Gender**	**Relationship to alleged Person of Concern?**
Does the person have any other contact with vulnerable children, e.g. does the person work /volunteer in any other setting? **Please give details:**			
Are you aware if any previous allegations /concerns have been raised? Please give full details?			

Victim(s) Details			
Please confirm whether the victim was under the age of 18 at the time of the alleged incident?	**Yes**	**No**	**Unknown**
Is the victim a family member of the person of concern?	**Yes**	**No**	**Unknown**
Is the child known to Social Care?	**Yes**	**No**	**Unknown**
If yes, please provide details (Local Authority, Social Worker, have they been informed?):			

Details of alleged victim(s):

Name	Address	DOB	Gender	Parent/Carers Name and Address	Legal Status	Disability / Special Needs

Person of interest demonstrated behaviour which is consider they have…. **Please tick all relevant.**	
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(ren) in a way that indicates they may pose risk of harm to children, therefore potentially unsuitable to work with children.	
Transferable Risk: This can be in relation to actions in a person's private life where they have behaved in a way which indicates they may pose a risk of harm to children.	
Historic Abuse Allegation?	

THE ALLEGED INCIDENT:	
Date and Time of Incident:	
Place of Incident:	
Category of Harm: *Physical; Sexual; Emotional; Neglect* *Professional Boundaries* *Indecent Images of Children* *Inappropriate Electronic Communication* *Inappropriate Social Media*	
Has the child sustained an injury? (Please provide details)	
Were there any witnesses to the incident / CCTV? (Please provide details)	
Brief Description of the incident, using full names of persons involved, and resulting allegation / concerns raised with LADO: ***(please provide detail of the incident / attach a copy of incident report/ statements /body map)***	

What actions have been taken to date including safeguards for all children? *(Please note if there are immediate safeguarding risks for a child, then contact the CADS / or the responsible Team Manager for the child, to proceed with a Sec 47 safeguarding strategy meeting and advise the LADO who will participate in the Sec 47 strategy meeting).*

Has a Section 47 Strategy Meeting taken place? (Please provide details)	

Other Agencies / Professional Involved?

(It is important that you provide full details to prevent delay in processing this referral – e.g. Social Worker, School, Health, etc)

Name	Designation	Agency	Tel number / Email

Return to: **LADO@Norfolk.gov.uk**

Completed LADO referral forms can also be posted to:

LADO Service
Children's Services
1 Norwich Business Park
Whiting Road
Norwich
NR4 6DJ

Our Ref:

Name of Professional/Agency sending form:

Date Sent:

⏩Complete child's details on feedback sheet ⏪

Referral Form or Initial Child Protection Conference Report Form

Please type this form electronically wherever possible

FAMILY COMPOSITION - Adults

Name	*DOB*	*Address & Tel. No.*	*Relationship to child(ren)*	*Parental Responsibility Yes/No*	*Ethnicity*	*First Language*

FAMILY COMPOSITION - Children

Name	*Male/Female*	*DOB*	*Address & Tel. No.*	*School & Contact Name*	*General Practitioner*	*Ethnicity*	*First Language*

A COPY OF THIS FORM MUST BE RETAINED IN THE CHILD'S RECORDS

This report should not be used for any purpose other than that for which it was written without the permission of the author or their line manager

Legal status of child(ren), if appropriate (e.g. subject of care order):
Family should be informed of a referral to another agency unless doing so would place the child at risk.
consent for referral to another agency should be gained from the parents unless doing so would place the child at risk of harm.

	YES	NO	(Please Tick)
Are the parents/carers aware of referral?			
If no, why not:			
Are the parents/carers in agreement with referral?			
Have the parents/carers given consent to share this information			
Have the parents/carers had a copy of this form?			

Key information including any immediate safety issues:

What has prompted the referral at this moment in time?
(to be completed if this is used as a referral form)

Chronology of significant events (use back sheet for full chronology if required):

Services received by family:
List the professionals past and present involved with this child or other family members with telephone numbers.

Did the family perceive they were helpful?
Yes **No** (please tick)

-
-
-
-

<u>Child/young person's developmental needs</u>. Must include health, education, emotional and behavioural, identity, family and social relationships, social presentations, self care skills:

<u>Professional Analysis</u>:

Has the child been spoken to? Yes ☐ No ☐ (please tick)

If no, give reasons why not, If yes, what are their wishes, feelings and desired outcomes:
Professional discretion must be exercised before speaking to a child regarding their situation. If in doubt as to whether to speak to the child, consult within your own agency or with Social Services Department.

Capacity of parents/carers and other family members to ensure child's safety from harm and to promote health and development. Must include strengths and weaknesses in the following dimensions:

- basic care skills
- ensuring safety
- emotional warmth
- stimulation
- guidance and boundaries
- stability

Professional Analysis:

The impact of family and environmental factors on parenting capacity and child care. Please use the following dimensions:

- family history and functioning
- wider family network
- housing issues
- employment
- income
- family social integration
- access to community resources

Professional Analysis:

Views, wishes and feelings of parents/carers and other significant family members, and desired outcomes:
"While professionals should seek, in general, to discuss any concerns with the family and, where possible, seek their agreement to making referrals to Social Services, ***this should only be done where such discussion and agreement seeking will not place a child at increased risk of significant harm"*** *Working Together to Safeguard Children 1999. If in doubt as to whether to speak to the parents, consult within your own agency or Social Services Department*

Professional analysis of family/child's needs and situation:

Plan of future contact:

Issues of worker safety:

Signature: **Date:**

Name:

Full chronology of agency contact:

Genogram (use separate sheet if necessary)

If this is an Referral form, please return to:-

Email : mash@norfolk.gcsx.gov.uk
Fax: 01603 762445
Post: The MASH Team Manager, Floor 5, Vantage House, Fisher's Lane, Norwich NR2 1ET

If this is an Initial Child Protection Conference Report, please return to:

FAO Conference Chair, 1 Norwich Business Park, Whiting Road, Norwich, NR4 6DJ or
Fax to 01603 616037 or email: childprotectionadmin@norfolk.gcsx.gov.uk

Please remember to send a copy of the report to the Chair of the conference 2 days in advance and take 12 copies of the report with you on the day of the conference

Feedback Sheet - to be sent back to original referrer

Name and address of person that form should be sent back to.
To be completed by referrer:

Date referral sent:

Date referral received:

	Yes ✓	No ✓
Family seen as a result of this referral		
Child seen as a result of this referral		
Family have been advised of outcome of referral		
Background information has been collated		
The family have been contacted by Social Services and an initial assessment will be completed (only complete if referral to SSD)		

Outcome:

Services offered to family – if yes, please specify		
Further referral made – if yes, please specify		
No further action		
Strategy discussion under Section 47 – (only complete if referral to SSD)		

This form to be returned within 7 working days to original referrer

Appendix 10
Please see link for Information sharing or you can request the setting to print you a copy if you wish

Information sharing: advice for practitioners (publishing.service.gov.uk)