

Temporary Policy Addendum

St. Mary's Osterley Playgroup

This Policy addendum is effective from September 2023 until the draft policy pack provided by Hounslow is shared with early years providers.

This addendum should be read in conjunction with our policies and procedures.

Date implemented: 27/09/2023

Date shared with staff: 27/09/2023

Context

This addendum of the St. Mary's Osterley Playgroup policy contains details of our individual arrangements in the following areas:

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Safeguarding and child protection policy

Making a referral to the local authority children's social care team

Where our original policy states that Child and Family Assessment/Notification Form (CFAN) format contains details for making a referral to the local children's social care team, reporting procedures have now changed. All referrals should be submitted via the online portal, using one of the following ways:

- Urgent referrals – those intending to submit urgent or emergency referrals should first telephone the Front Door Team on 0208 583 6600 option 2 option 3 to determine professional accountability and complete the referral.
- Non-urgent referrals – submit the referral directly via the portal <https://earlyhelp.hounslow.gov.uk>.

Allegations against staff and persons in position of trust

Our draft policy included the LADO, Grace Murphy contact number 020 8583 4933. This number is no longer in use, and it is to be removed from internal flowcharts and policy document.

Contact details:

- Safeguarding Advice and Allegations Management
 - Duty desk: 02085835730, email: lado@hounslow.gov.uk
- LADO
 - Sarah Paltenghi, Tel: 02085833423/07970198380, email: sarah.paltenghi@hounslow.gov.uk
 - Natasha Hofmans- Tel: 07929709673, email: Natasha.Hofmans@hounslow.gov.uk

Escalation process

- There may be situations where professionals differ in their opinions. If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the Hounslow Safeguarding Children Partnership escalation policy, updated in June 2023 ([HSCP-Escalation-Policy-2023.pdf \(hscb.org.uk\)](#)).
- We will ensure that staff are aware of how to escalate concerns.
- We will follow local procedures published by Hounslow Safeguarding Children Partnership to resolve professional disputes.
- This policy does not replace any single agency escalation or complaint policies and should be used in conjunction with our internal policies and procedures.

Safeguarding Training and induction

The Designated lead should communicate with staff any new local arrangements, so they know what to do if they are worried about a child and need to make a referral via the Hounslow's Early Help and Children's Social care portal.

Where new staff are recruited, or new volunteers start at St. Mary's Osterley Playgroup, they will be provided with a safeguarding induction. They will be given a copy of our child protection policy and addendum and explained about the changes to the local reporting processes. If worried about a child, all referrals to be made via the Hounslow's Early Help and Children's Social care portal.

Domestic Abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

Good Practice: Non-Mobile babies

Infants under the age of one are more at risk of being harmed at the hands of another person than any other age group of children in England. Non-mobile babies cannot cause injuries to themselves and therefore must be considered at significant risk of abuse. Multi-agency information sharing allows for sensible, informed judgments regarding the child's safety to be made. Early Years providers looking after babies should consider having a non-mobile baby policy in place.

Changes in terminology

Child-on-Child Abuse

Terminology throughout educational guidance has changed from peer-on-peer abuse to child-on-child abuse. This is a welcomed change as the term peer-on-peer abuse suggests the abuse is between children of a similar age which is not always the case.

Child marriage

Changes to legislation regarding Forced Marriage in February 2023 meaning the Act will raise the age of marriage and civil partnership to 18 in England and Wales to protect children from the scourge of forced marriage. This means that 16 to 17-year-olds will no

longer be able to marry or enter a civil partnership under any circumstances, including with parental or judicial consent from 26 February 2023. It will not be possible for anyone under 18 to marry or enter a civil partnership after this date.

Definitions of child marriage and forced marriage

Child marriage is any marriage where at least one of the parties is under 18 years of age.

Forced marriage is a marriage in which one and/or both parties have not personally expressed their full and free consent to the union. A child marriage is considered to be a form of forced marriage, given that one and/or both parties have not expressed full, free and informed consent.

Attendance, punctuality and absence procedures

Additional information has been added to the draft policy pack to promote good attendance and punctuality by:

- Ensuring children attend for the expected hours, arriving and leaving at the stated session times.
- Recording arrival and departure times in on the paper register
- Recording late arrivals or early collections on the register and including the reason
- Monitoring late arrival and early collection via the paper register
- Requiring parents to call the setting if they are going to be late or absent.
- Communicating with parents and following up on non-notification of absences and poor punctuality as part of promoting good attendance and punctuality
- Following up consistent poor attendance and punctuality and making a record of it as appropriate