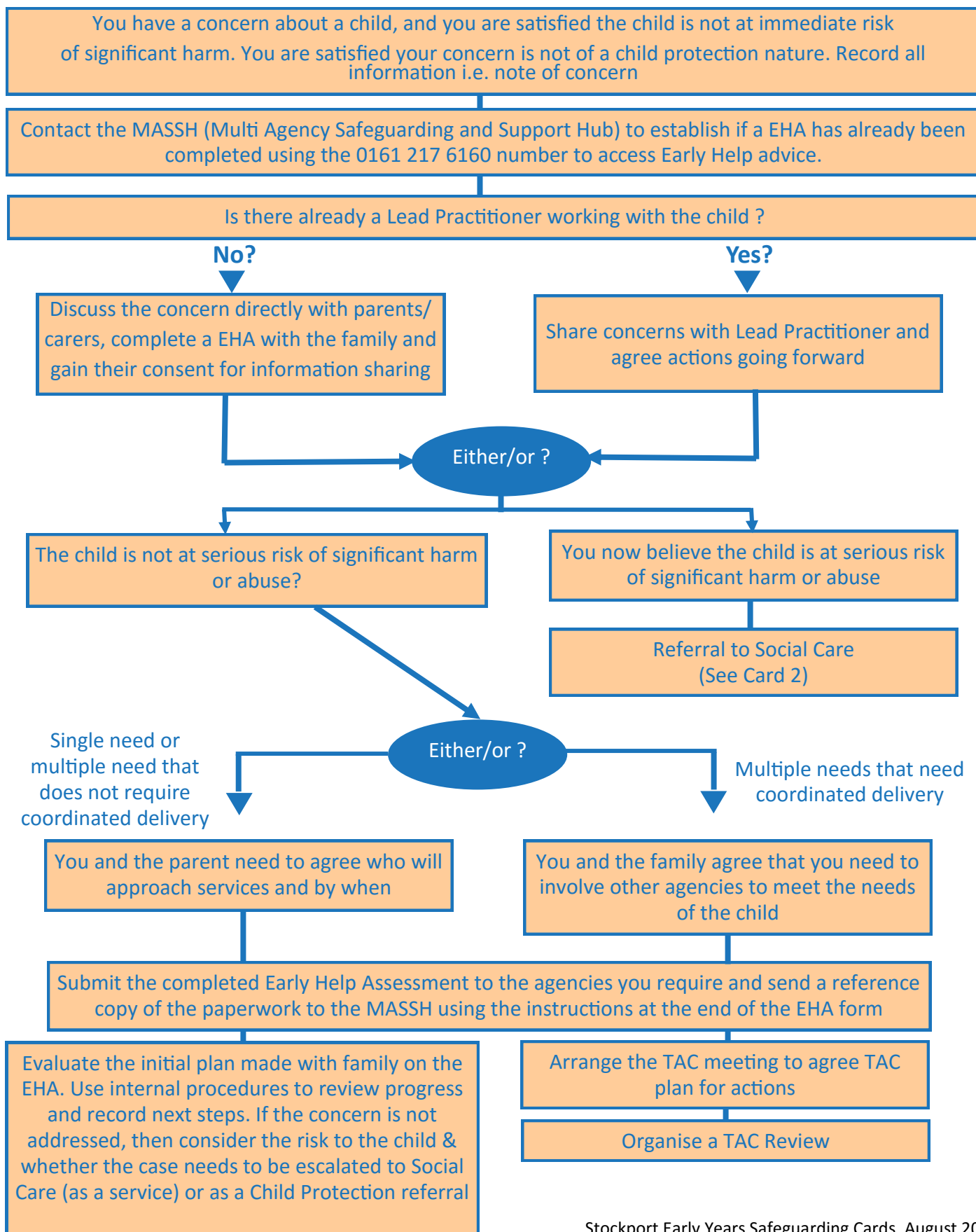


1

You have a concern about the welfare of the child in your care and you want some advice

EHA (Early Help Assessment)/TAC (Team Around the Child) procedure



You have a concern about the welfare of the child in your care

Policies, procedures and documents you need to meet the statutory requirements of the EYFS:

- Child Protection Statement (clearly on display in the setting to all parents, staff, volunteers and visitors)
- Safeguarding children policy covering also the use of mobile phones and cameras in the setting (made available to parents)
- Accident/incident book/notes of concern
- Early Help Assessment guidance and procedures (online at <https://www.stockport.gov.uk/early-help-assessment>)
- Evidence of internal record of progress that is discussed with parents/carers

The Early Years Foundation Stage Statutory Framework: [\(EYFS\)](#)

The Safeguarding and Welfare Requirements Section 3

- 3.2 Providers must take all necessary steps to keep children safe and well
- 3.4 Providers must have and implement a policy and procedure to safeguard children. These should be in line with relevant Local Safeguarding Children Board procedures
- 3.5 A practitioner must be designated to take lead responsibility for safeguarding children in every setting
- 3.6 Providers must train all staff to understand their safeguarding policy and procedures
- 3.7 Providers must have regard to the government's statutory guidance '[Working Together to Safeguard Children 2015](#)' and to the '[Prevent duty Guidance for England and Wales](#)'

Recommended Training

- Local Authority [Child-minding pre-registration course](#)
- [Early Help Assessment \(EHA\) and Team Around the Child \(TAC\) Training and Learning:](#)
- [Basic Child Protection Awareness \(Stockport Safeguarding Children Board\)](#)
- [Basic Child Protection Awareness & Neglect e-learning \(Learning Pool\)](#)
- FGM Home office Training: [FGM e-learning:](#)
- Education against Hate training: [PREVENT:](#)

Contacts and links

1. For information about training:

www.safeguardingchildreninstockport.org.uk

www.learningleads.org.uk

[Stockport Multi Agency Guidance on Levels of Need](#)

2. MASSH (Multi Agency Safeguarding and Support Hub) Early Help Advice:

massh@stockport.gov.uk or phone **0161 217 6160**

www.stockport.gov.uk/early-help-assessment/overview-early-help-assessment

Copy the EHA securely and send to the child and family and all agencies involved and also a copy to:

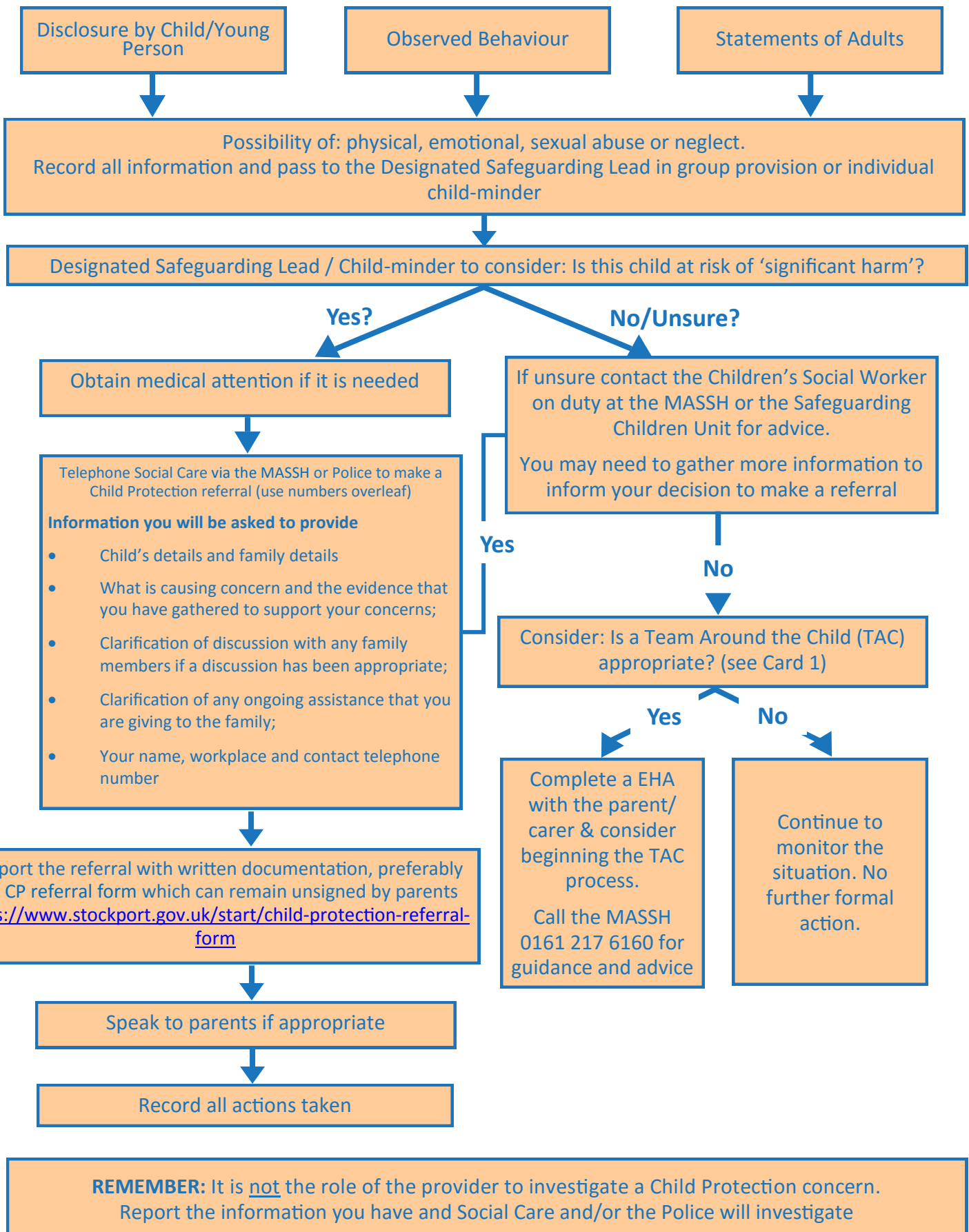
The MASSH using the most secure method:

Use Email: massh@stockport.gov.uk (password protect document)

Use Gov Connect email: massh@stockport.gcsx.gov.uk if you have a gov connect compliant email address e.g. nhs.net.

If you are completing the EHA within the EIS system then it is not necessary to send a copy as you are automatically saving it in the system. This can be accessed by professionals who need to view it and have consent to do so.

2 What to do if you are concerned that a child/young person is being abused (flowchart for Early Years & Childcare)



You suspect that a child is at risk of significant harm or is in danger

Policies, procedures and documents you need to meet the statutory requirements of EYFS:

- Child Protection Statement (clear on display in the setting to all parents, staff, volunteers and visitors)
- Safeguarding children policy (available to parents)
- Accident/incident book/notes of concern
- Early Help assessment guidance and procedures. [EHA/TAC](#)
- Evidence of internal record of progress that is discussed with parents/carers

Sources of further information:

- [Greater Manchester Safeguarding Children Procedures.](#)
- [Working Together to Safeguard Children \(2013\)](#)
- [Stockport Safeguarding children website](#)
- [Stockport Early Help Assessment and Team around the Child](#)

Recommended Training:

- On-line basic awareness safer recruitment
- Designated Officer Training initial and then refresher (minimum every 2 years)
- [Local Authority Childminding pre-registration course](#)
- [Common Assessment Framework \(CAF\) and Team Around the Child \(TAC\) Training and Learning](#)
- [Basic Child Protection Awareness \(SSCB\)](#)
- [Basic Child Protection Awareness & Neglect e-learning \(SSCB\) see training on the Safeguarding Board Website:](#)

1. For referral during office hours/weekdays:	Children's Social Care via the MASSH Ask for Duty Social Worker	0161 217 6028
2. For a consultation or referral at weekend/after 5pm:	Out of Hours Team Ask for Duty Social Worker	0161 718 2118
3. For support and guidance for the Early Years Sector:	Safeguarding Children Unit Duty Officer	0161 474 5657
4. For information about training:	www.safeguardingchildreninstockport.org.uk www.learningleads.org.uk	
5. Police (in an emergency 999)	The Public Protection Investigation Unit (PPIU): Greater Manchester Police	0161 856 7974 101 or 0161 872 5050
6. Health (in an emergency call for an ambulance on 999)		

3

Someone becomes aware of an allegation against you or a member of your staff of harming a child

STEP ONE

If someone becomes aware of an allegation against themselves, a colleague, volunteer or professional working or providing services for children and young people they should speak to their manager and record all information. If the line manager or childminder is the subject of the allegation then speak to registered provider of the childcare and Ofsted. That person then notifies the Local Authority Designated Officer (LADO) within one working day.

STEP TWO

If the child needs medical attention, or there are immediate safeguarding concerns, then you should follow your child protection procedures (see card 2) and contact the LADO separately, within one working day and contact Ofsted.

STEP THREE

The LADO and the reporting Early Years Registered Provider (EYRP) consider:

- Whether they need to take any immediate action to ensure a child or other children are safe
- The LADO will decide whether a referral needs to be made to the Police and/or Children’s Social Care Team;
- The LADO will decide if it needs an Allegations Management Strategy Discussion;
- EYRP must contact Ofsted in line with the EYFS Statutory Framework 3.8
- EYRP actions to be taken in line with your staff disciplinary policy (If the EYRP is considering suspension);

Actions will be agreed including a Point of Contact for the person who is the subject of the allegation.

Meets the threshold for investigation

Doesn't meet the threshold for investigation

Investigation?

This could involve Police, Social Care and Ofsted

No child protection actions.

Maybe single agency disciplinary, capability actions. Ofsted to investigate if any breach of statutory requirements

STEP FOUR

Outcomes from Allegations Management Strategy Discussion could be:

- Joint investigation by Police and Children’s Social Care;
- Police investigation only;
- Children’s Social Care investigation only;
- EYRP follows own capability/disciplinary process;
- Formal Strategy Meeting (complex cases) will be convened by the LADO

Any investigation will be undertaken as speedily as possible but timescales may be affected by the need for interviews and gathering evidence.

Yes?

No?

Criminal Proceedings

Setting disciplinary action

Registration maybe cancelled by Ofsted

Record decision and reasons

Registration maybe cancelled by Ofsted

Single agency disciplinary capability action

Key Points

- Regardless of the nature of the allegations, and who receives the allegation, it must be reported to the LADO. This must include situations where the worker resigns. Compromise agreements are not acceptable in such circumstances and may put others at risk in the future.
- Complaints procedures are separate to the allegations process and, just because someone does not wish to make a complaint, this does not mean the allegation should not be considered and investigated.

Policies, procedures and documents you need to meet the statutory requirements of EYFS:

- Policy for safeguarding staff
- Procedure in event of an allegation (available to staff and parents)
- Employment, business and disciplinary procedures for staff
- Complaints Procedures (available to parents)
- Whistleblowing policy for settings and child-minders with assistants

The Early Years Foundation Stage Statutory Framework ([EYFS](#))

- The Safeguarding and Welfare requirements

Recommended Training

- Safer Recruitment
- Allegations Management (SSCB)

Contacts

1. For support and guidance for the Early Years Sector:	Safeguarding Children Unit (Duty Officer)	0161 474 5657
	Local Authority Designated Officer (LADO)	
2. For consultation, information, during office hours/ weekdays:	Safeguarding Unit	0161 474 5657
	www.safeguardingchildreninstockport.org.uk	
3. Police (in an emergency 999)	The Public Protection Investigation Unit (PPIU):	0161 856 7974
	Greater Manchester Police	101 or 0161 872 5050
4. For information about training:	Training Safeguarding Children in Stockport	
	www.learningleads.org.uk	
5. For Ofsted referrals:	Ofsted	0300 123 1231
6. Independent advice for Employers and Employees from ACAS:	ACAS:	0845 747 4747
7. NSPCC Whistleblowing Advice Line	Whistleblowing advice line NSPCC	

Complex Safeguarding Concerns.

Further information on the Complex Safeguarding concerns can be found on the [Manchester Safeguarding Procedure Website](#). Relevant sections of the procedures are detailed below for information and resources.



Domestic Abuse:

- *GM Safeguarding procedures Section 4.16*

Forced Marriage and Honour Based Violence

- *GM Safeguarding procedures Section 4.20*
- Free *Awareness of Forced Marriage* training available online developed by Virtual College with the Foreign Office
- One day workshop in SSCB multi-agency programme

Female Genital Cutting (FGM)

- *GM Safeguarding procedures Section 4.19*
- Free Female Genital Mutilation: *Recognising and Preventing FGM* training available online developed by Virtual College with the Home Office
- Half day awareness workshop in SSCB multi-agency programme

Radicalisation

- *GM Safeguarding Procedures Section 4.34*
- Free training available through the *Educate Against Hate* website
- Teaching British values in early years – resources available on Learning Leads

Child Sexual Exploitation

- *GM Safeguarding procedures Section 4.5*
- Free training 'Keep Them Safe' available online from PACE (parents against child sexual exploitation) developed with Virtual College.

Human Trafficking & Slavery

- *GM Safeguarding procedures Section 4.26*
- Resources available from the Greater Manchester Police website including videos

Safeguarding Children and Young People who may be affected by gang activity

- *GM Safeguarding Procedures Section 4.27*

Online Abuse

- *GM Safeguarding procedures Section 4.2*
- Resources for early years based on the story of Digiduck available from www.childnet.com or for professionals/ parents from www.thinkuknow.co.uk