



## Safeguarding Children Policy

Little Professors Nursery's Safeguarding Children Policy has been developed in accordance with the principles established in The Children's Act 1989 and 2004, The Early Years Foundation Stage, and related guidance including The Framework for the Assessment of Children in Need and their Families (1999), Working Together to Safeguard Children (2018) and the procedures required by the Local Safeguarding Children's Board (LSCB)

The Nursery staff and members of the College Safeguarding Board take seriously our responsibility to promote the welfare and safeguarding of all the children entrusted into our care. The policy has used the guidance in 'what to do if you're worried a child is being abused' (2015) has a duty to protect children in their care from any forms of abuse. The nursery procedures have been agreed after reviewing the procedures required by the Local Safeguarding Children Board (LSCB).

We aim to create an environment in which children and young people are safe from abuse and in which concerns and suspicions are dealt with promptly and appropriately. The welfare and safety of the children is always paramount. Any actions taken are in the best interests of the child and confidentiality will be maintained at all times.

### **In order to achieve this we will:**

- Keep the children at the centre of all that we do
- Create an environment in which children develop a sense of self-worth and independence through adult support.
- Create an environment in which children feel they can talk, are listened to and believed.
- Encourage and enable children to develop the self-confidence and vocabulary to articulate their feelings.
- Help children to understand how they can influence and participate in decision-making and how to promote British Values through play, discussion and role modelling.
- Build trusting and supportive relationships between staff and families.
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children.
- Ensure that all staff, students and volunteers complete satisfactory employment checks before starting at the Nursery.
- Provide clear instruction and on-going training opportunities to raise all staff members' awareness to signs and indicators of abuse and procedures to be followed.



- Create clear and safe working practices for all adults coming into contact with children.
- Ensure that adults do not put themselves in a position whereby their behaviour could be seen to be inappropriate.
- Develop good working relationships with other professionals involved with children and their families.
- Work closely with other professionals to support children in need and looked after children.
- Appoint a Designated Safeguarding Lead who is appropriately trained.

The Designated Safeguarding Lead, who has overall responsibility for Safeguarding practices within the setting is the Nursery Manager Gemma Earp.

**The role of the Designated Safeguarding Lead is to:**

- Advise staff members on all matters relating to safeguarding.
- Keep up to date with Local Area Safeguarding Children's Board Procedures.
- Ensure that there is no delay in the passing on of information
- Co-ordinate the Management of any suspected cases of abuse
- Monitor the progress of any children about whom concerns have been expressed
- Ensure that all staff members are aware of the possible signs and symptoms of abuse.
- Ensure that staff members are aware of the correct procedures to follow in suspected cases of abuse.
- Support staff members throughout any suspected cases of abuse
- Liaise with the Social Services department, the Police and Ofsted as appropriate.
- Safer recruitment practices are in place
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times.
- Take appropriate action relating to allegations of serious harm or abuse against any person working with children.
- Ensure parents are fully aware of Safeguarding policies and procedures when they register their child with the nursery, and are kept informed of any updates that occur

All staff members have a duty to inform the Designated Safeguarding Lead (DSL) or a senior member of staff if they suspect that a child is being or is at risk of being abused.

**Procedures for dealing with suspected abuse:**

If a child appearance or behaviour gives the nursery a cause for concern this will be confidentially recorded and monitored by staff members. If abuse is suspected the nursery will follow college procedure. They will contact one of the college's



Safeguarding team. Who are Andrea Packer, (EXT 7051) Kit Rennie (EXT 7075), or the nursery Manager Gemma Earp or Lisa Small Deputy Nursery Manager (EXT 7062) who will contact the local Safeguarding team, where further action will be agreed.

- 1) All concerns, issues and suspicions relating to Safeguarding will be kept confidential and shared only with appropriate people.
- 2) Clear documentation will be kept about all concerns raised. These will be stored in the nursery Safeguarding file within the lockable cabinet in the office.
- 3) If a staff member suspects a child is being abused or at risk of being abused they will discuss their concerns immediately with the Designated Safeguarding Lead.
- 4) Any concerns about a child will in the first instance normally be discussed with the child's parent, unless this would put the child at risk, (in some cases staff members may wish to seek advice from their manager before they speak to parent.)
- 5) Concerns will be recorded on the Cause for Concern sheets. This will be factual information, not opinion. Parents will normally be asked to sign this form. These concerns will then be logged onto the College Child protection Data Base.
- 6) Staff are to complete existing injury forms for all children who come to nursery with an injury sustained at home, with parental explanation outlined. These forms will be stored on the EyLog, and reviewed regularly.
- 7) The Manager and the member of staff concerned will discuss their concerns and agree what action to take next.
- 8) If, following these discussions, there are still concerns that the child is being abused or at risk of being abused the Designated Safeguarding Lead will, in consultation with the staff members concerned, contact Social Services, outline their concerns and ask for advice.
- 9) If it becomes necessary to refer these concerns to Social Services, parents will be informed, unless the opinion of the Designated Safeguarding Lead, it would put the child at further risk.
- 10) Once a referral has been made the Designated Safeguarding Lead will complete a MARF form in consultation with the staff member concerned, (within 48 hours of the referral.)
- 11) The Designated Safeguarding Lead and staff concerned will fully support and co-operate with any investigations undertaken by Social Services, Ofsted or the Police.
- 12) In all suspected cases of abuse the Designated Safeguarding Lead will keep in close contact with Social Services, the Police and Ofsted.
- 13) Staff members dealing with cases of abuse or suspected abuse will be supported throughout by the Designated Safeguarding Lead and appropriate help sought for them, if necessary.
- 14) If necessary an Early Help Assessment will be implemented in response to the child's individual needs.

## **ALL REFERRALS MUST BE REPORTED TO OFSTED**

**Footnote; if Manager or Duty officer not available staff must take it upon themselves to contact Social Services themselves. Confidentiality must be maintained at all times and only staff directly concerned with the child allegations must be kept up to date. In the case of investigations of staff, college disciplinary procedures will be followed.**

**Contact numbers for Social Services are posted on the office wall, and copies of referral forms are available in the safeguarding file on the Nursery shared drive.**

**All staff should have a copy of what to do if they are worried a child is being abused, a spare copy is available in the Safeguarding folder in the office.**

### **Your child's welfare is paramount**

Any abusive/aggressive behaviour shown by parents/carers in the nursery grounds will be considered unacceptable and will be challenged and we will be liable to follow Child Protection Procedures. Parents of children who are collected more than 30 minutes late without notification to the nursery will be subject to Child Protection Procedures.

Besides taking responsibility for reporting suspected cases of abuse to protect children in the nursery we will endeavour to offer positive support to the family if the need arises.

If a child is involved in a child protection issue, the nursery staff will ensure that the treatment of child will not change; ensuring equality and diversity. Staff will however be more observant and vigilant, and record any matters that they feel might be of relevance. Staff will also ensure that they work alongside parents/carers, staff will ensure that they are always available to talk to the parent/carer about any worries or concerns they may have. Parents/carers will also be made aware that the college offers a free counselling service that they could access. The nursery can also look at offering additional hours for the children as an additional support for the parents.

Nursery staff will liaise with any agencies that may be involved in a child protection case, and will ensure that any action that needs to be taken within the nursery is carried out correctly, ensuring that the best interests of the child are maintained at all time. Staff may be required to attend a Case Conferences, and core group meetings, staff will ensure that they have the correct knowledge of the child, the case, and ensuring that they are putting the needs of the child across.

All information that is gathered on a child protection issue will be confidentially recorded, stored in a locked filing cabinet, and only staff that have direct links with the child, parent/carer will be aware of the case.

## **Safeguarding Staff**

All staff members will receive Safeguarding training delivered through Walsall College before they begin work within the Nursery. This training will be refreshed every 2 years. Staff will also be required to attend Safeguarding level 2 training, which will need to be refreshed every 2 years.

All staff have a duty to inform the Designated Safeguarding Lead or a senior member of staff if they suspect that a child is being or is at risk of being abused by another staff member. If staff felt that inappropriate behaviour, inappropriate sexual comments, excessive 1:1 attention beyond the requirements of their role and responsibilities, or inappropriate sharing of images, they must contact a member of the College Safeguarding team, (HR representative to deal with allegations against staff.) Any allegations against staff will be dealt with following the College safeguarding Procedure. A copy of this can be found on the College internet.

## **What is abuse and neglect?**

The Children Act 1989 refers to “Significant Harm” rather than abuse. However, abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institution or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

## **Physical abuse**

A form of abuse which 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.

## **Female Genital Mutilation (FGM)**

This type of physical abuse is practiced as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effects on the child and any other siblings involved. This procedure may be carried out shortly after birth and during childhood, as well as adolescence, just before marriage or during a woman’s first pregnancy and varies widely according to the community. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection septicaemia, incontinence, vaginal and pelvic infections with depression, and post-traumatic stress disorder, as well as physiological concerns.

## **Emotional abuse**

Emotional abuse is 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. It may include not giving the child opportunities to express their views, deliberately silencing them or





'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of expectation and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person 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, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult male. Women can also commit acts of sexual abuse, as can other children.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment 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 the parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers) or
- Ensure access to appropriate medical care or treatment.

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## What may give cause for concern?

- Failure to thrive and meet developmental milestones
- Bruising on parts of the body which do not usually get bruised accidentally, e.g. around the eyes, behind the ears, back of the legs, stomach, chest, cheek and mouth (especially in a young baby), etc
- Any bruising or injury to a very young, immobile baby
- Burns or scalds
- Bite marks
- Any injury or swellings, which do not have plausible explanation
- Bruising or soreness to the genital area
- Faltering growth, weight loss and slow development
- Unusual lethargy
- Any sudden uncharacteristic change in behaviour, e.g. child becomes either very aggressive or withdrawn
- A child whose play and language indicates a sexual knowledge beyond his/her years
- A child who flinches away from sudden movement
- A child who gives over rehearsed answers to explain how his/ her injuries were caused
- An accumulation of a number of minor injuries and/or concerns
- A child who discloses something which may indicate he/she is being abused

## How to respond to a child who discloses something to you.

If a child tells you something, it is important that you respond appropriately:

- Do listen to the child and avoid interrupting except to clarify
- Allow the child or young person to make the disclosure at their own pace and in their own way
- Do not interrogate the child. It is alright to ask for clarification, but you should not ask leading questions. Misguided or inappropriate questioning in the first instance can do more harm than good, and may contaminate evidence, which could be needed in an investigation. The interviewing of children must be undertaken by a trained social worker or Police Officer.
- Do not make any promises to the child about passing on the information – the child needs to know that you have to talk to someone who will be able to help them
- Record the information as accurately as you can, including the timing, setting and those present, as well as what was said. Do not exaggerate or embellish what you have heard in any way
- Inform the Designated Safeguarding Lead
- Where the disclosure is made to a member of visiting staff from another agency, this should be passed to the Designated Safeguarding Lead, so that the Nurseries policy and procedure can be implemented.

## **Informing parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance received does not allow this, or will put the child in danger. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases the investigating officer will inform the parents.

## **What to do if you need to take emergency action to protect a child.**

On very rare occasions, it may be necessary to act quickly, for example, to protect a child from a drunken or violent parent. In these circumstances, it would be appropriate to discuss with the Nursery Manager, or Person in Charge immediately, who should telephone the police

In an unlikely event that a child is brought to the Nursery with serious injuries, it would be appropriate to discuss with Nursery Manager or Person in Charge immediately who should telephone for an ambulance.

**However, it is important to remember that these types of scenarios are very unlikely to happen.**

## **What support is available to you?**

Any member of the team affected by issues arising from concerns for children's welfare or safety can seek support from their Designated Safeguarding Lead, college councillor or a member of the College Safeguarding Board.

The Designated Safeguarding Lead can put staff and parents in touch with outside agencies for professional support if they wish so.

## **Allegations against adults working or volunteering with children**

If an allegation is made against a member of staff, or student, regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below:

- The allegation should be reported the Designated Safeguarding Lead, and college HR department. If this person is the subject of the allegation Andrea Packer EXT 7051 College Safeguarding Lead should be contacted.
- The LADO and Ofsted will be informed immediately for advice and guidance
- If as an individual you feel this will not be taken seriously or are worried about the allegation getting back to the person in question, then it is your duty to contact the LADO yourself directly (number can be found on the noticeboard in the office)



- A full investigation will be carried out by the appropriate professionals to determine how this is to be handled.
- The nursery will follow all instructions and ask all staff members to do the same, and co-operate where required.
- The nursery reserves the right to suspend any member of staff during an investigation
- Counselling will be available for any staff member who is affected by an allegation, their colleagues in the nursery and the parents.

### **Monitoring children's attendance**

As part of our requirements under the Statutory Framework we are required to monitor children's attendance patterns to ensure they are consistent, and no cause for concern.

Parents are required to inform the nursery if their child is not going to be attending for any reason, e.g. holidays, no classes, or sickness. All absences will need to be recorded in the nursery diary.

If a child has not arrived at nursery within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts will be used, to ensure all parties are safe.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority, to ensure the child remains safeguarded.

### **Looked after children**

As part of our safeguarding practices we will ensure our staff are aware of how to keep looked after children safe. In order to do this, we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after them
- The details of the child's social worker and any other support agencies involved
- Any child protection plan, or care plan in place for the child.

Please refer to the Looked After Child policy for further details.

## **Extremism – The Prevent Duty**

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead, who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or the persons in the setting) or actions that lead staff to be worried about the safety of a child in their care. We have a prevent duty policy in place. Please refer to this for specific details.



## **Mobile Phone Policy**

The welfare, protection and safety of every child in our care is of paramount importance, and we take our responsibility to safeguard children seriously. We have procedures in place which we ask everyone to respect, to help promote the safety of the children in our care.

We believe our staff should be completely attentive during their hours of work to ensure all children in the nursery receive good quality care and education.

Mobile phones must not be used during working hours.

- Mobile phones to be locked in the phone cupboard during working hours.
- Mobiles may only be used on designated break time, and only in a child free area of the Nursery.
- If you have an emergency and need to use your mobile phone Please speak to a member of the management team.
- The nursery mobile should be used on outings.
- Mobiles must never be used to take photographs of any of the children or any area of the nursery or the work of any members of staff at work.
- Nursery tablets only to be used, and never taken out the setting.

Anyone who is found to have a mobile phone on their persons without permission from the Management while working will result in disciplinary action.

Under No circumstances will the Management Team allow staff members to have their mobile phone on hand. If someone needs to contact you please give them the office Mobile Number 01922 657062

It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager.

Concerns will be taken seriously, logged and investigated appropriately.

The Manager or Deputy's in her absence reserve the rights to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.

Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate action to be taken.

This policy is to protect you from any safeguarding allegations



Cause for Concern forms

Childs name: \_\_\_\_\_

D.O.B: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Details of concern:

Parent's comments:

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_



Child's Comments:

Further Actions:

Staff Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Safeguarding Officer's Name \_\_\_\_\_

Safeguarding Officers signature \_\_\_\_\_

Date \_\_\_\_\_



Accident at home forms

Childs name: \_\_\_\_\_

D.O.B: \_\_\_\_\_

Date: \_\_\_\_\_

Details of injury:

Parent's comments:

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_





Child's Comments:

Further Actions:

Staff Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Safeguarding Officer's Name \_\_\_\_\_

Safeguarding Officers signature \_\_\_\_\_

Date \_\_\_\_\_