

Safeguarding & Child Protection Policy

Safeguarding Children Statement – Keeping children safe from harm

The Nursery is required to set out a statement on safeguarding children in line with every child matters outcomes and Children's Acts 1989, 2004 and 2006 and takes regard of the document **Working Together to Safeguard Children 2018** to protect all the children and families we have contact with. Mrs Janet Kerry being the registered person accepts prime responsibility for the protection of the children we have contact with. Safeguarding children is everybody's responsibility. At Klever Kids, all staff, students and visitors are made aware of and adhere to, the policy.

Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006 (amended 2018)
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2019
- Data Protection Act 2018
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015.
- Inspecting Safeguarding in Early years, Education and Skills settings 2019
- Prevent Duty 2015

The Designated Safeguarding Leads (DSLs) within our setting who is responsible for safeguarding children are Jen Seddon and Lisa Gains (Ark Nursery 0115 9624594). Both Jen and Lisa have completed the courses: Role of The Key Person for Safeguarding Children & Prevent Duty for Early Years Practitioners. Jen and Lisa attend The Early Years Designated Leadership Network meetings to keep the nursery up to date with our Safeguarding. They will both continue to take additional training, attend meetings and study publications to ensure that their knowledge remains current at all times. They will ensure this knowledge is passed on to other staff members.

As a setting, we believe that sharing information between services is vital to ensure children and young people are safeguarded, we always aim to do this effectively. Our staff will attend safeguarding awareness raising training to ensure they fully understand when, why and how to share any information. This includes sharing information with any relevant agencies such as local authority services for Children's Social Care, family support, health professionals including health visitors or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

Practitioners will share information if:

- It is in the persons or child's interests
- If not sharing would put someone at serious risk
- We have consent (where there are safeguarding concerns consent doesn't need to be obtained but it is good practise to get consent.)
- We have a legal obligation to do so

It is better to share too much information, than withhold and place someone at risk.

Your "piece" may be part of a "jigsaw"

Our policy in respect to Safeguarding Children is: -

It is the policy of the Nursery to provide a secure and safe environment for all children and keep children safe from harm.

It is our aim to: -

- Ensure that children are never placed in risk while in the charge of the Nursery staff
- Ensure our safer recruitment policy is followed at all times
- Ensure that confidentiality is maintained at all times
- Ensure staff awareness to safeguarding children & child protection issues and procedures
- Ensure all staff are familiar with the Local Children's Social Care and Safeguarding children legislation
- Regularly review and update this policy
- Ensure that all visitors have their ID checked and are asked to sign in and are escorted around the building by a staff member. They will not be left alone with the children at any time.
- Ensure that all students DBS number and the date of their DBS is recorded. They have a full induction, which includes the safeguarding policies and procedures. They are never left unsupervised with the children.

The Nursery has a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be taken if we have reason to believe that a child in our care is subject to emotional, physical, sexual abuse or neglect. The harm or possible harm of a child may come to the attention of the staff in a number of different ways.

This may be by: -

- Information given by the child or another person
- The child's behaviour
- An injury which arouses suspicion
- Suspicion being raised
- Contact with a person known to pose a risk to children
- The parents' behaviour including before the birth of a child
- Substance or alcohol abuse, mental health and domestic violence

Our prime responsibility is the welfare and well-being of all children that we come in to contact with. As such we believe we have a duty to the children, parent/carers and staff to act quickly and responsibly in any instance that may come to our attention.

The Children Act 1989 places a duty on the Local Authority to investigate such matters.

The Nursery will follow the procedures set out by the **Nottingham City Safeguarding Children Partnership.**

www.nottinghamcity.gov.uk/ncscb

Safeguarding Children and Child Protection Procedure

If you suspect that a child is being abused: -

- Seek an explanation for your concerns as appropriate, usually from the parent/carer and or the child, without raising the question of abuse, if you have any queries about your concerns and need advice you can ring **Children and Families Direct on 0115 8764800 or MASH 0300 500 8090 dependent on where the child lives** and they will help you.
- Carefully make a written signed & dated note of your observations using an 'Initial Concern Log' or 'Communication Record'
- If it is the child that is disclosing the harm, you must always believe the child, stay calm and reassure them, listen carefully and patiently to the child, do not press for further information.
- Never promise to keep a secret no matter how insistent the child may be.
- Tell the child that you are pleased that he/she has told you and explain that you going to report the disclosure.
- Report and write up the disclosure as soon as possible so it is fresh in your memory.
- When reporting the disclosure try to remember the words that the child used and be clear to separate out fact from opinion, record the disclosure using the child's own words.
- Inform the manager who will evaluate your assessment and advice on the appropriateness of a referral. The manager will keep the Nursery proprietor informed and updated.
- The Nursery Manager and the Nursery Proprietor are responsible for the information liaisons with all outside agencies.
- If you remain suspicious you have a personal responsibility to refer to Children and Family Services and they will ask "Is the child in danger now?" or you can contact the Police.
- Ensure that when you are making a referral, you have ready all the available details i.e. what have you seen or been told? Who is the child? Where the child was? What is the nature of the harm? What action do you think is necessary to safeguard the child? Does the child or family know about the referral?
- Follow up your referral in writing within 24 hours (signed & Dated)
- Discuss and clarify what action will be taken by Children's Services
- Record the actions in your records

You can ring a few days after the referral to follow up.

Policy for managing allegations against staff that work with children

The policy of the Nursery is to safeguard all the children it comes into contact with and with that in mind we have a clear procedure and guidance which we can follow should there be an allegation made against a staff member. It includes cases of allegations that might indicate that he/she is unsuitable to continue to work with children in their present position, or in any capacity.

It should be used in respect of all cases in which it is alleged that a person who works with children has: -

- 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; or
- Behaved towards a child or children in a way that indicates he/she is unsuitable to work with children.

There may be up to three strands in the consideration of an allegation: -

- A police investigation of a possible criminal offence;
- Enquires and assessment by children's social care about whether a child is in need of protection or in need of services
- Consideration by the employer of disciplinary action in respect of the individual.

Procedure for managing allegations against staff

Any allegation or concern about the conduct or behaviour of a person who works with children and or young people must be referred to the **Local Authority Designated Officer (LADO)**.

Ofsted must be informed when making a referral to LADO.

There are three strands of the allegation's management process:

- Potential Safeguarding Concerns
- Criminal Investigation
- Disciplinary Procedures

If an allegation has been made: -

- The allegation should be reported to the Manager immediately who will inform the Owner, unless that person is the subject of the allegation in which case it should be reported to the designated alternative (the owner Janet Kerry).
- If the allegation meets any of the criteria set out in the first bullet points the Manger or Owner will suspend the staff member with pay pending an investigation.
- The Manager or Owner will report it to the local authority designated officer within 1 working day.
- Ofsted will be notified immediately.

The local authority designated officer will discuss the matter with the manager and or owner and where necessary obtain further details of the allegation and the circumstances in which it was made.

The discussion should also consider whether there is evidence/information that establishes that the allegation is false or unfounded.

If the allegation is not false and there is a cause to suspect that a child is suffering or is likely to suffer significant harm, the LADO will immediately refer to children's social care and ask for a strategy discussion to be convened straight away, the strategy discussion should involve the LADO and a representative of the nursery.

If there is not a cause to suspect that 'significant harm' is an issue, but a criminal offence might have been committed, then LADO should immediately inform the police and convene a similar discussion to decide whether a police investigation is needed, that discussion should also involve the owner (Janet Kerry)

Where the initial evaluation decides that the allegation does not involve a possible criminal offence it will be dealt with by the Manager or Owner. In such cases, if the nature of the allegation does not require formal disciplinary action, appropriate action should be instigated within 3 working days.

If a disciplinary hearing is required and can be held without further investigation, the hearing will be held within 15 working days. Where further investigation is required to inform consideration of disciplinary action the manager and or owner will discuss who will undertake that with the LADO. The investigating officer should aim to provide a report to the nursery within 10 working days.

On receipt of the report of the disciplinary investigation, the nursery will decide whether a disciplinary hearing is needed within 2 working days, and if a hearing is needed it should be held within 15 working days.

In any case where enquiries were undertaken to determine whether the child or children are in need of protection, the nursery will take account of any relevant information obtained in the course of those enquiries when considering disciplinary action.

The Local Authority Designated Officer (LADO) should continue to liaise with the nursery to monitor progress of the case and provide advice/support when required/requested.

If the allegation is substantiated and on conclusion of the case the nursery manager and or owner dismisses the person or ceases to use the person's services, or the person ceases to provide his/her services, the nursery manager and or owner will consult with LADO about whether a referral to the Disclosure and Barring Service (DBS) and Ofsted is required. If a referral is appropriate the report should be made within one month. A referral must always be made if the nursery thinks that the individual has harmed a child or poses a risk of harm to children.

In Nottingham City – Our safeguarding co-ordinator role is undertaken by:

Name	Role	Contact Details
Karen Shead	Supporting childcare (0-19) settings in relation to safeguarding & allegations	0115 8764725 karen.shead@nottinghamcity.gov.uk
If there is no contact made, then we refer to:	Nottingham City Safeguarding Children Partnership	0115 8764762

Other contacts for Safeguarding

Children and Families Direct	0115 8764800 candfdirect@nottinghamcity.gov.uk
County Multi Agency Safeguarding Hub (MASH)	0300 500 8090
Police Non-Emergency	101
Police Emergency	999
Ofsted Early Years	0300 1231231 enquiries@ofsted.gov.uk
NSPCC	www.nspcc.org.uk

There are other roles within the Nottingham City that may be undertaken, and this information can be obtained from the office.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children.

All senior staff will attend child protection training and all staff receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given our procedures on reporting safeguarding concerns and where the contact details for children's social care, for LADO and Ofsted are displayed to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Leads (DSL), there is always at least one designated person available during all opening hours of the setting. These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year. The nursery DSL's liaise with the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

Although, under the EYFS, we are only required to have one designated lead for safeguarding, for best practice and to ensure cover at all times, we have two/three designated leads in place. This enables safeguarding to stay high on our priorities at all times. There will always be at least one designated lead available at all times our provision is open. This will ensure that prompt action can be taken if concerns are raised.

Our DSL (Designated Safeguarding Lead) will ensure that:

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone has committed an offence or been involved in an incident that means they are disqualified from working with children
- This information is also stated within every member of staff's contract
- It is recommended that DBS checks are reviewed **every 3 years**, however our policy is for all staff to sign a compliance request at their review which is every 4 months or 6 months depending on their position. We may request one beforehand if we feel it necessary. If staff have signed up for the DBS update service (with staff consent) we will use this service to re-check staff's criminal history and suitability to work with children if it deems necessary.
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- We ensure we receive at least two written references when a new member of staff commences employment with us
- All students will have enhanced DBS checks conducted on them before their placement starts
- Apprentices, Volunteers, including students, do not work unsupervised

- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- As a staff team we will be fully aware of how to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones or strangers lingering. We will ensure the children remain safe at all times
- The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy to ensure any changes are reported to management, so we are able to support the individual staff member and ensure the safety and care of the children is not compromised
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- We use peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly highlighted. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff are able to share any concerns they may have. Any concerns are raised with the designated lead and dealt with in an appropriate and timely manner
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

Employees, students or volunteers of the nursery

We have a Staff Behaviour Policy in place that supports us to monitor staff and changes in their character. Staff are aware of the need to disclose changes to circumstance and use the whistle blowing policy where required.

We operate a NO Phones Policy and Other Electronic Devices and A Social Media policy which states how we will keep children safe from these devices whilst at nursery. This also links to our Online Safety policy.

Safeguarding & Promoting Children's Welfare

It is the policy of the Nursery to provide a secure and safe environment encompassing the regard for welfare & wellbeing of children. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

What to do if you're worried a child is being abused (advice for practitioners) 2015.

The signs and indicators listed below may not necessarily indicate that a child has been abused but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

Emotional states:

- Fearful
- Withdrawn
- Low self-esteem.

Behaviour:

- Aggressive
- Oppositional habitual body rocking.

Interpersonal behaviours:

- Indiscriminate contact or affection seeking
- Over-friendliness to strangers including healthcare professionals
- Excessive clinginess, persistently resorting to gaining attention
- Demonstrating excessively 'good' behaviour to prevent parental or carer disapproval
- Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed
- Coercive controlling behaviour towards parents or carers
- Lack of ability to understand and recognise emotions
- Very young children showing excessive comforting behaviours when witnessing parental or carer distress

It is our aim to:

- Ensure that children are never placed in risk while in the charge of the Nursery staff
- Ensure that confidentiality is maintained at all times
- Ensure staff awareness to Safeguarding Children policies and procedures
- Ensure all staff are familiar with Safeguarding children legislation as outlined in The Children's Act 2004
- Regularly review and update this policy

The Nursery has a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be taken if we have reason to believe that a child in our care is subject to emotional, physical, sexual abuse or neglect.

Our prime responsibility is the welfare and well-being of all children in our care. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention.

The Nursery has a responsibility to report any suspicions around abuse to Ofsted without delay.

Types of Abuse

1) Physical Abuse

Action will be taken if the staff has reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or a reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face. Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the designated safeguarding lead (DSL) and/or nursery manager.

Procedure:

- Any sign of a mark/injury to a child when they come into Nursery will be recorded in the incident book and signed by the parent/carer
- The incident will be discussed with the parent/carer
- Such discussions will be recorded, and the parent/carer will have access to such records
- If there appears to be any queries regarding the injury, then LADO, Ofsted (and local police if advised) will be notified

a) Peer on peer abuse

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children and will take advice from the appropriate bodies on this area; to support for both the victim and the perpetrator, as they could also be a victim of abuse. We know that children who develop harmful sexual behaviour have often experienced abuse and neglect themselves.

b) Female genital mutilation

FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. Some ethnic groups practise this form of physical abuse as a cultural ritual. When the procedure happens is dependent on the community and it may occur shortly after birth, during childhood; during adolescence, just before marriage or during a woman's first pregnancy. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, urinary infection, septicaemia, incontinence; difficulties in childbirth, causing danger to the child and mother; and/or death. If you have concerns about a child or family, you should contact children's social care team in the same way as other types of physical abuse. We have a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18.

c) Breast Ironing

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage. Although this is unlikely to happen to children in the nursery due to their age, we will ensure any signs of this in young adults or older children are followed up using the usual safeguarding referral process.

d) Fabricated illness

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. The parent or carer may seek out unnecessary medical treatment or investigation; they may exaggerate a real illness and symptoms or deliberately induce an illness through poisoning with medication or other substances or they may interfere with medical treatments. Fabricated illness is a form of physical abuse and any concerns will be reported, in line with our safeguarding procedures.

2) Sexual Abuse

Action will be taken if the staff team have witnessed occasions where a child indicated sexual activity through words, play, drawing or had an excessive pre-occupation sexual matters or inappropriate knowledge of adult sexual behaviour.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser, so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse, they may be experiencing the procedure below will be followed:

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the nursery manager or DSL
- The matter will be referred to the local authority children's social care team (see reporting procedures).

Child sexual exploitation (CSE)

Working Together to Safeguard Children defines CSE as "...a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity

- (a) in exchange for something the victim needs or wants, and/or
- (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology."

We must be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns, we will follow the same procedures as for other concerns and we will record and refer as appropriate.

3) Emotional Abuse

Action will be taken if the staff team has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Procedure:

- The concern will be discussed with the parent/carers
- Such discussion will be recorded, and the parent/carers will have access to such records
- If there appear to be any queries regarding the circumstances, the matter will be reported to the LADO and Ofsted

4) Neglect

Action will be taken if the staff team has reason to believe that there has been persistent or severe neglect of a child (e.g. exposure to any kind of danger, including cold and starvation) which results in the impairment of the child's health or development and the failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or messy, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Procedure:

- The concern will be discussed with the parent/carer
- Such discussions will be recorded, and the parent/carer will have access to such records
- If there appear to any queries regarding the circumstances the LSCB and Ofsted will be notified – refer to Children and Families Direct

Child Criminal Exploitation (CCE)

Child Criminal Exploitation (CCE) can be described as when an individual, or group, takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

They are likely to exploit children and vulnerable adults to move the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Signs that a child may be involved in county lines could be a change in behaviour, suddenly having more money or possessions; change in friendship group, withdrawing from family life, sudden change in appearance; unexplained physical injuries, staying out late or a lack of interest in school and previous positive activities.

Cuckooing

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home.

If we recognise any of these signs, we will report our concerns as per our reporting process.

Contextual safeguarding-

As young people grow and develop, they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

As part of our safeguarding procedures we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

Prevent Duty and Radicalisation policy

- **Extremism – the Prevent Duty** - Working Together to Safeguard Children (2018) defines extremism.

"Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist"

Under the Counterterrorism 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, family member or adult working with the children in the setting, comments causing concern or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act, and document all concerns when reporting further.

The NSPCC states that signs of radicalisation may be:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use.

We will tackle radicalisation by:

- Training all staff to understand what is meant by the Prevent Duty and radicalisation
- Ensuring staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensure our nursery is an inclusive environment, tackle inequalities and negative points of view and teach children about tolerance through British Values
- Using the Government document Prevent Duty Guidance for England and Wales
- **Teaching British Values**
 - Learning right from wrong; learning to take turns and share; and challenging negative views and stereotypes. These are already implicitly embedded in the Early Years Foundation Stage. By promoting British values, we can build children's resilience to radicalisation, as well as enabling them to challenge extremist views. Teaching British values is about teaching children to be proud to be British and ensuring they are not being radicalised at an early age. It is our responsibility to ensure children are safe and healthy, always aspiring to be the best they can possibly be. British values are embedded in everything we do.

Domestic Abuse, Honour Based Violence and Forced Marriage policy

Where domestic abuse is taking place in a child's home the child is at risk of harm, whether they witness the violence or not. This may take the form of physical abuse, sexual abuse, emotional abuse or neglect. At nursery we ensure that if there are any signs or symptoms that domestic abuse may be occurring, we act without haste and follow our main safeguarding / child protection policy

Signs may include:

- Visible signs of injury on the adult being abused
- Changes in behaviour of the adult(s) and child – e.g. the abused adult may become withdrawn, show low levels of self-esteem
- One adult being visibly worried about what their partner may say in a certain situation (e.g. if the child has become dirty or injured at nursery)
- One adult becoming scared of their partner
- Adults becoming isolated from their friends or family
- Signs of abuse in the child (as per the main safeguarding policy).

Honour based Violence

'Honour' based violence (HBV) is a type of domestic abuse which occurs in the name of so called 'honour'. Some families believe that certain actions bring shame on the family and may react with punishment. This may be rejecting a forced marriage, having a relationship not approved by the family, wearing the wrong clothing or wearing makeup. This can happen in families from a variety of cultures and countries and also happens within the UK.

Signs of HBV may include changes in behaviour of the person undergoing the violence, changes in how they dress or act and also in comments they make.

If signs of HBV are present in a parent or staff member within the nursery then we will act and follow our safeguarding policy to keep children safe in the environment as well as seeking support for the adult involved.

Forced Marriage

We are aware arranged marriages are part of some cultural practices. We also recognise there is a clear distinction between a marriage in which the both parties are willing and able to give an informed consent to, and a marriage which is forced. Forced marriage is a criminal offence.

A forced marriage is a marriage in which one or both spouses do not and/or cannot consent to the marriage and duress is involved. If we become aware of a forced marriage occurring, then we will report it to the appropriate body. If the person is under the age of 18 then we will report it to the children's social care team as this is a child protection issue. We will follow our safeguarding reporting procedure.

Modern Slavery and Human Trafficking Policy

Child trafficking and modern slavery is becoming a more frequent form of child abuse. Children are recruited, moved, transported and then exploited, forced to work or are sold on.

When a concern is raised about slavery or trafficking then we will follow our safeguarding procedure. If the child (or adult) is at risk of immediate harm then the police will be called, otherwise the local authority will be contacted, and the referral process will be followed as per the safeguarding procedure.

Adult sexual exploitation

As part of our safeguarding procedures we will also ensure that staff and students are safeguarded from sexual exploitation.

Up skirting

Up skirting involves taking a picture of someone's genitals or buttocks under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual. This is a criminal offence and any such action would be reported following our reporting procedures.

Child abuse linked to faith or belief (CALFB)

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

With any abuse the child's well-being is paramount! We **must** consider the child's safety and emotional well-being at all times. Never put ideas into the child's head, leave the questioning to the experts!

We are here to care for children and ensure that they are safe at all times. If you have any concerns in any way about a child, please report it manager

Our Childcare protection procedure is:

Part 1

Any member of staff having a concern for the welfare of a child and who believes it could be a protection issue should at once raise the matter with the **DSL** and in her absence the owner, Janet Kerry.

The manager or Janet Kerry will arrange a preliminary investigation meeting between themselves and the person or people who have highlighted the concern and minutes will be recorded

Following a full discussion, one of two decisions will be reached, either that all concerned do not believe it to be a protection issue, but the matter should be kept under review or, that there is a protection issue refer to Children and Families Direct

Part 2

Safeguarding Children matters are very delicate and must always be handled with great care.

Not all staff will have great experience in handling such issues and confidentiality being of such great importance, action must be taken with care and the Designated Safeguarding Person (Lisa Gains & **Jen Seddon**) will contact Karen Shead in all circumstances. If a member of the team is not available then the nursery management will first assess the degree of urgency.

The manager will see that staff only take such action with the support from the DSP as seems appropriate to minimise any further risk to the child and maintain confidentiality at all times.

Confidentiality being of such importance, guidance will be sought from Karen Shead and/or LADO prior to passing any information to parents / carers or any third party.

If the events under investigation involve a member of staff, then the procedures above regarding Procedure for managing allegations against staff will be followed. Should the events involve a volunteer, trainee or similar person, then they will be excluded from the premises immediately. ***In any instance LADO and Ofsted will be notified.***

The manager will maintain accurate records of all telephone calls, minutes and outcomes of meetings etc relevant to the matter, treating these records as highly confidential and keeping them in a locked filing cabinet in the office, the place maintained by the manager for such important documentation.

Keeping Children Safe within Our Nursery Environment

We as a nursery support all children within our care, protect them have robust policies and procedures in place to keep them safe from harm. Safeguarding is much wider than the elements covered in our Child Protection Policies. This document is to be used in conjunction with all other nursery policies and procedures.

Each room is detailed and contoured to specific age group that it contains. It is expected from each room that all children in our care are kept safe from harm in any way.

We have individual policies of many categories; all policies work alongside and in conjunction with our Safeguarding Policy. The following is only a few of the categories that are directly linked to the safeguarding policy. These are a requirement and to be adhered to all times no exceptions!!

Supervision

- No child is to be left alone in a room without supervision – **NO EXCEPTIONS!**
- At least one member of staff is to be present at all times whilst children are sleeping
 - Once the children are asleep – CHECK that all children are safe!
 - If the child must have a bottle to go to sleep, then a member of staff sits with that child until they safely fall asleep. Then the bottle is taken away
 - No child is to be left with a bottle in their mouth – **NO EXCEPTIONS!**

Staff – Left Alone

- There should always be visual of any staff by another staff when changing or toileting children
- If staff need to be left in the room on their own, the office is to be notified **before** they are left alone, and they are able to be watched and monitored by the CCTV in the office
- All apprentices, and unqualified staff are never to be left alone with the children.
- Ensure that all staff are aware of our Lone Working Policy

Keep Track of The Children

- Always know the number of children that are in your room
- Always know where your children are
- When going outside of the room – make sure that all children are present and accounted for before you go
- Make sure that all staff know where they need to be when children are moving
- Check that all doors are closed in route (if applicable) i.e.: resource room, office door, kitchen, staff room etc.

Secure Environment

- All external doors to be shut securely
- Ensure that the handles and locks are in working order
- All gates to be kept closed
- Ensure that the gate locks are in working order
- Never let anyone in the nursery that is unknown to you
- Make sure that parents/carers do not let the person behind them enter without authorisation (including the owner)

Intimate Care Policy

At nursery we believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to meet children's basic needs. This may include nappy changing, supporting children with toileting, changing clothes, and giving first aid treatment and specialist medical support, where required.

We have an 'Intimate Care Policy' for all staff to ensure they understand the importance of upholding our safeguarding policy when it comes to Intimate Care with children

Safe and Respectful Care

The safe and respectful care policy complements the Intimate Care Policy.

At nursery we believe that all children need to feel safe, secure and happy. This involves nursery staff being responsive to children's needs, whilst maintaining professionalism. This includes giving children cuddles and changing children's nappies or clothes.

To promote good practice and to minimise the risk of allegations we have the following guidelines:

- Although we recognise it is appropriate to cuddle children, we give cuddles only when sought by children needing comfort to support their emotional development.
- Staff are advised to do this in view of other children and practitioners, whenever possible. We recognise that there may be occasions where it is appropriate for this to happen away from others, such as when a child is ill. In these circumstances, staff are advised to leave the door open. It is the duty of all staff and the manager to ensure that children are appropriately comforted and to monitor practice
- When changing children's nappies or soiled/wet clothing, we leave the doors open, where appropriate
- We discourage inappropriate behaviour such as over tickling, over boisterous play or inappropriate questions such as asking children to tell them they love them, and we advise staff to report any such observed practice
- Staff are respectful of each other and the children and families in the nursery and do not use inappropriate language or behaviour, including during breaks

All staff are aware of the whistleblowing procedures and the manager carries out random checks throughout the day to ensure safe practices.

If a parent or member of staff has concerns or questions about safe care and practice procedures or behaviour they consider as inappropriate, including between staff members, they are urged to see the manager at the earliest opportunity. Management will challenge inappropriate behaviour in line with the supervision/ disciplinary or whistleblowing procedures. If the concern relates to the manager and/or nursery owner, then parents should contact Ofsted **03001231231** or the local authority Safeguarding Children's Partnership (number listed above)

Looked After Children

The description 'looked after' is generally used to describe a child who is looked after by the local authority. This includes children who are subject to a care order or temporarily classed as looked after on a planned basis for short breaks or respite care. Most looked after children will be cared for by foster carers with a small minority in children's homes, looked after by family members or even placed back within the family home. Our policy for Looked after Children explains our position in Safeguarding those children that may or may not fall within this category

Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day, so the nursery management are able to account for a child's absence.

If a child has not arrived at nursery within one hour of their normal start time the parents must be called to ensure the child is safe and healthy. If the parents are not contactable then the further 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 children's social care team to ensure the child remains safeguarded.

This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

Emergency Evacuations

- All children and staff are to evacuate – NO EXCEPTIONS!!
- Each room is supplied with an evacuation box with the details for the children. Designate a person responsible to collect this on evacuation
- All rooms, toilets and sleeping areas are to be checked to ensure that no child has been left behind
- Follow the emergency evacuation for your room or the room that you may be working in
- In you are not in the rooms, please go directly to the evacuation area.
- Children with additional mobility needs are to be evacuated last

Fire Safety

At nursery we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The manager has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every month or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals. Please see our full policy on fire safety for the guidelines for each room

Critical Incident Policy & Procedures

This policy is designed to cover possible incidents that may affect the care of the children in our nursery. These areas include:

- Weather Conditions i.e.: Flood, Snow
- Electricity – Black out
- Gas - Leak
- Fire
- Burglary
- Abduction or threatened abduction of a child
- Bomb threat/terrorism attack
- Any other incident that may affect the care of the children in the nursery.

Lock Down Procedure

An evacuation or lockdown occurs when circumstances dictate that the safety of the children and staff is better ensured inside current buildings, with doors and windows locked and blinds/curtains drawn. Lock down procedures may be activated in response to any number of situations, our policy outlines the what may occur and how we manage it to keep the children safe

Visitors

- All visitors must sign the visitors log and sign out when they leave
- Never let anyone in the door unless they are identified
- Ask for their full name, who are they there to collect or see and find someone who can identify by visual or parent password or confirm their appointment
- A child will only be released if the parent has notified the nursery that this person will be collecting
- Anyone coming for a look around or visit must not enter until the manager is notified and varication of the appointment is confirmed – identification required
- If the viewing is spontaneous – then full identification will be required and the name and age of the child for which they are enquiring
- Students, new staff and apprentices are not authorised to answer the door. When possible – use your intercom!
- Have a clear understanding of procedures for visitors under the Supervision of Visitors and Critical Incident Policy
- Follow all procedures in line with the Supervision of Visitors Policy

Online safety

Our nursery is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely. We have an extensive Online Safety Policy in our GDPR Document

Whistle Blowing - Disclosure procedure

If information relates to child protection/safeguarding then the nursery *child protection/*safeguarding children policy should be followed, with particular reference to the staff and /or volunteering section.

Where you reasonably believe that someone is in breach, you should promptly disclose this to your manager so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to your manager (i.e. because it relates to your manager) you should speak to **Janet Kerry (owner)**. We have a Whistleblowing policy that includes the safeguarding and welfare of the child

Mobile Phone and Electronic Device Use

We have strict policies in place that relays to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world. We will adapt, monitor and review the policy as and when needed to include all devices we deem required to safeguard children.

Social Networking

Social Networking is becoming a large part of the world we live in. We need to make sure that we protect our children by having procedures in place that outlines the importance of the misuse of social networking. We have multiple policies that include Facebook, Twitter, Instagram, photographs, video recording and the sharing of this information. All our policies work together with the GDPR compliance to ensure that your children are being protected from any abuse of social networking.

Our list of policies that we have in place to support the safeguarding of children are extensive, but not exhausted. We take safeguarding very seriously and our policies are in place to create a greater awareness of the world we live in and we have procedures in place to support this.

Early help services

When a child and/or family would benefit from support but do not meet the threshold for Local Authority Social Care Team, a discussion will take place with the family around early help services.

Early help provides support as soon as a concern/area of need emerges, helping to improve outcomes and prevent escalation onto local authority services. Sometimes concerns about a child may not be of a safeguarding nature and relate more to their individual family circumstances.

The nursery will work in partnership with parents/carers to identify any early help services that would benefit your child or your individual circumstances, with your consent, this may include family support, foodbank support, counselling or parenting services.

**We always consider all areas when there is a child protection concern
Please refer to our separate policies for further details on these**

Our Safeguarding Policy is a working document of which we maintain and review on an as need rotation, all staff are kept up to date when these changes are made through a Staff General Meeting