

Safeguarding and Child protection Policy Statement

All children have the right to be strong, resilient and listened to, in an environment where they are protected from abuse and harm.

Safeguarding children - the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

Our aims

**** aims to provide a safe and secure environment where all children can learn and develop. All children will be protected from deliberate abuse neglect or harm. Where children display indicators that they are at risk or are suffering from abuse, neglect or harm then Preschool will take prompt and appropriate action in accordance with Preschool, local authority and statutory agency procedures.

We are aware that safeguarding action may be needed to protect children and vulnerable adults e.g. parents from:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying, including online bullying and prejudice based bullying
- Racist, disability and homophobic or transphobic abuse
- Gender based violence/violence against women and girls
- Radicalisation and/or extremist behaviour
- Child sexual exploitation and trafficking
- The impact of new technologies on sexual behaviour, for example, sexting and accessing pornography
- Teenage relationship abuse
- Substance misuse
- Issues that may be specific to a local area or population, for example gang activity and youth violence
- Domestic violence
- Female genital mutilation
- Forced marriage
- Fabricated or induced illness
- Poor parenting, particularly in relation to babies and young children
- Other issues not listed here but that pose a risk to children, young people and vulnerable adults.

We are also aware that safeguarding does not just involve protecting children from deliberate abuse neglect or harm, It also relates to boarder aspects of care and education, including:

- Children's and learners health and safety and well-being, including their mental health

- Meeting the needs of children who have special educational needs and/or disabilities
- The use of reasonable force
- Meeting the needs of children and learners with medical conditions
- Providing first aid
- Educational visits
- Intimate care and emotional well being
- Online safety and associated issues
- Appropriate arrangements to ensure children's and learner's security, taking into account the local context.

Difference between safeguarding and child protection

Safeguarding, and promoting the welfare of children, is a broader term than child protection. It encompasses protecting children from maltreatment, preventing impairment of children's health or development, and ensures children grow up in safe circumstances.

Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or likely to suffer, significant harm.

The Manor House Nursery is committed to creating and maintaining the safest possible environment for children in which to be cared and educated. We believe that it is always unacceptable for a child to experience abuse of any kind and we recognise our responsibility to safeguard the welfare of all children, by a commitment to practice which protects them.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from mistreatment;
- preventing impairment of children's physical condition or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Practitioners have a duty to safeguard and promote the welfare of children. Due to the many hours of care we provide, staff will often be the first people who sense that there is a problem. They may well be the first people in whom children confide about abuse. The nursery has a duty to be aware that abuse does occur in our society. This policy lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to welfare issues including physical, sexual, emotional abuse or neglect.

The purpose of this policy is to:

- provide protection for all the children who are in our care
- provide all staff with guidance on procedures they should adopt in the event that they suspect a child may be experiencing, or be at risk of, harm - including how to make a referral.
- provide all staff with guidance on what will happen if an allegation is made against them.

We ensure that designated safeguarding persons receive annual training in accordance with that recommended by the Derbyshire Safeguarding Children's Board.

We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the Derbyshire Safeguarding Children's Board guidelines for making referrals.

All staff will have their knowledge and skills refreshed annually and will receive up to date safeguarding training every two 2 years.

We ensure that all staff know and understand the policies and procedures for reporting and recording their concerns in the setting.

We ensure all parents know and understand safeguarding policies and procedures.

All staff have up to date knowledge of safeguarding issues.

We provide adequate and appropriate staffing resources to meet the needs of children.

Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.

All applicants for work within the Nursery, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up.

All applicants, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the Nursery is confident that the applicant can be safely entrusted with children.

In case of applicants with unexplained gaps in their employment history, applicants who have moved rapidly from one job to another or who have lived or worked outside of the UK will require more rigorous checks.

Applicants are informed of the need to carry out an enhanced disclosure checks with the Criminal Records Bureau before they start in post.

Where applications are rejected because of obtaining information that has been disclosed, applicants have the right to know and to challenge incorrect information.

We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to children.

All staff also sign a 'disclosure' form on a regular basis to ensure the on-going suitability of staff.

We record information about staff qualifications, and identify checks and vetting processes that have been completed including:

- The disclosure and barring service reference number,
- The date the disclosure was obtained and details of who obtained it.

We inform all staff that they are expected to disclose any convictions, court orders, reprimands and warnings (whether received before or during your employment at the setting) or any prosecution proceedings/police investigations pending.

We inform all staff that they are expected to disclose any changes to their health (including mental health) or changes to medication. All staff medication is securely stored and out of reach of children at all times.

We inform all staff that they are not to work under the influence of alcohol or any other substance which may affect their ability to care for children.

Responding to suspicions of abuse

We acknowledge that abuse of children can take different forms e.g. physical, emotional, and sexual, as well as neglect.

When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through:

- significant changes in their behaviour;
- deterioration in their general well-being;
- their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
- changes in their appearance, their behaviour, or their play;
- unexplained bruising, marks or signs of possible abuse or neglect, and any reason to suspect neglect or abuse outside the setting.

We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, substance misuse, mental or physical illness or parent's learning disability.

All staff are aware that the CAF/Early Help (single assessment) is the starting point for a family to receive services and will be the starting point of the working together assessment and threshold protocol.

We ensure all staff are trained to fulfil the Prevent Duty and will keep up to date with relevant training needs.

Our staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation should be seen as part of our settings wider safeguarding duties, and is similar in nature to protecting children from other harms, whether these come from within their family or are the product of outside influences.

We build children's resilience to radicalisation by promoting fundamental British values and enable them to challenge extremism. As a setting we ensure that fundamental British values are embedded within all areas of learning.

We are aware of other factors that affect children's vulnerability such as racism, homophobic or transphobic abuse, abuse of children with SEND, with a disability, bullying (see separate Behaviour Policy), on-line harm, fabricated or induced illness, child abuse linked to beliefs in spirit possession, gender-based violence/violence against women, sexual exploitation of children such as through internet abuse and Female Genital Mutilation, may affect or may have affected children and young people using our provision.

We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child sexual exploitation and trafficking. While this may be less likely to affect young children in our care we may become aware of any of these factors affecting older children and young people who we may come into contact with.

We are also aware that children are vulnerable to physical, sexual and emotional bullying and abuse by their peers. Such abuse should always be taken as seriously as abuse perpetrated by an adult, and should be subject to the same safeguarding children procedures. If a child or young person has harmed someone, the setting is aware of their responsibilities to both the victim and the alleged abuser.

Where we believe a child in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection concerns, we also understand it is our mandatory duty to report known cases of Female Genital Mutilation.

Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the Designated Safeguarding Lead. The information is stored in the Safeguarding book.

We refer concerns to the Derbyshire safeguarding Children's Board service and co-operate fully in any subsequent investigation. In some cases this may mean the police or another agency identified by the Derbyshire Safeguarding Children's Board.

We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

We monitor the attendance of children at Nursery. If a child is absent from Nursery it is the parent/carers responsibility to contact Nursery and inform a member of staff about their child's absence. If the setting doesn't receive information from the parent/carer then setting will make contact with the parent/carer on the day of the absence and record reason for the absence.

If contact isn't made with the parent/carer on the day of absence the DSL will continue to try and make contact with the parent/carer or other emergency contacts over the next few days (depending upon individual circumstances). If contact isn't made the DSL will make contact with Call Derbyshire/Starting Point for further advise.

Regular contact will be maintained with the absent child's family until the child returns to Preschool.

We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

This policy applies to all staff including nursery, office, supply staff as well as students, volunteers and anyone working on behalf of the company.

We recognise that:

- the welfare of the child is paramount
- all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse and have the right to freedom from abuse
- working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare
- All our staff need to be carefully selected and trained, and accept responsibility for safeguarding children in their care.

We will endeavour to safeguard children by:

- valuing them, listening to and respecting them
- adopting child protection guidelines and statutory requirements through detailed procedures
- adopting a code of conduct for staff, parents and visitors
- responding quickly and appropriately to all suspicions or allegations of abuse or issues relating to child welfare
- working in partnership with parents, carers, families and children and providing them with the opportunities to voice any concerns they may have
- recruiting staff safely and ensuring all necessary checks are made
- sharing information about child protection and good practice with parents and staff
- sharing information about concerns with agencies that need to know, and involving parents and children appropriately. Everyone who works with children - including teachers, GPs, nurses, midwives, health visitors, early years professionals, youth workers, police, Accident and Emergency staff, paediatricians, voluntary and community workers and social workers - has a responsibility for keeping them safe. Effective sharing of information between professionals and local agencies is essential for effective identification, assessment and service provision.
- providing effective management for all staff through induction, supervision, support and appropriate safeguarding training
- ensuring that confidential information is stored and managed in accordance with national guidance

What is child abuse?

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Staff in the nursery recognise that child abuse can and does happen in all types of families. The different social and cultural backgrounds of the children do not constitute barriers to child abuse and in most cases children are abused by individuals known to them, rather than strangers. Child abuse can take many formats, but all instances can be broadly categorised under one of four headings; neglect, physical abuse, sexual abuse and emotional abuse. The following identifies some possible manifestations of child abuse; however these lists are not exhaustive.

Neglect - is the persistent failure to meet basic physical and psychological needs, which may result in the serious impairment of the child's health and development. For example; poor hygiene, untreated medical problems, emaciation or under nourishment. Staff may notice behavioural signs such as a child who always seems to be hungry, is constantly tired or talks of being left alone.

Procedure:

The concern should 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 circumstances or this happens again the local safeguarding board will be notified.

Physical abuse - physical signs may involve unexplained bruising in unlikely areas, facial bruising, hand/finger marks, bite marks, burns, lacerations or abrasions. Staff may notice certain behavioural signs that also indicate physical abuse such as a child that shy's away from physical contact, is withdrawn or aggressive towards others or their behaviour changes suddenly.

Procedure:

- All signs of marks/injuries to a child when they come into nursery will be recorded as soon as noticed by a staff member
- The incident will be discussed with the parent/carer at the earliest opportunity.
- Such discussions will be recorded and a signature obtained from the parent/carer who will have access to such records.
- If there appears to be any queries regarding the injury, the local safeguarding board should be informed immediately.

Sexual Abuse - Physical signs may include bruising consistent with being held firmly, discomfort in walking/sitting, pain or itching in the genital area, discharge or blood on under clothes, or loss of appetite. Behavioural signs may include drawings or play showing indicators of sexual activity, sexual explicit language, knowledge of adult sexual behaviour, seductive behaviour towards others, poor self esteem and a child who is withdrawn.

Procedure:

- The observed instances will be detailed in a confidential report.
- The observed instances will be reported to the Nursery manager and safeguarding leader.
- The matter will be referred to the local safeguarding board immediately.

Emotional Abuse - Physical signs of emotional abuse may include a general failure to thrive, not meeting expected developmental milestones and behaviourally a child may be attention seeking tells lies, have an inability to have fun, low self esteem, speech disorders, and be inappropriately affectionate towards others.

Procedure:

- The concerns should be discussed with the parent/carer by the safeguarding leader and setting Manger.
- Such discussions will be recorded and the parent/carer will have access to such records.
- If there appears to be any queries regarding the circumstances, the local safeguarding board will be notified.

However, when identifying any potential instances of abuse, staff must at all times be aware that children may demonstrate individual or combinations of the indicators detailed, but may not be the subject of abuse. Individual or isolated incidents do not necessarily indicate abuse. However, staff should always

remain vigilant and must not ignore warnings signs and contact local safeguarding board at any stage for support.

Female Genital Mutilation (FGM)

It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM. It is mandatory for teachers to report to the police cases where they discover that an act of FGM appears to have been carried out. Unless a practitioner has good reason not to, they should still consider and discuss such a case with the nursery DSL and involve children's social care as appropriate. What is FGM? It involves procedures that intentionally alter/injure the female genital organs for non-medical reasons.

The Child - Signs to look

- Cuts, bite marks, bruises or burns on parts of the body where they are not usually, found as a result of an accident. (in inaccessible sites like the neck, behind the ears, on the soles of feet)
- Apparent age of injuries not being consistent with account given
- Evidence of injuries being repeated
- Loss of weight, over-eating, or loss of appetite
- Pains and soreness around the genital areas and bottom, with no adequate medical explanation
- Evidence of poor overall care and a failure to thrive, changes in style of dress or deterioration in clothing, such as becoming dirty and smelly
- Unexplained deterioration in performance at nursery
- Significant changes in behaviour such as : - Quieter - Noisier - Too good - Reverting to younger behaviour - More detached - Depressed - Withdrawn - Disinterested in their surroundings
- Distrust of adults, including those to whom they are normally closest, or only seeming happy when with substitute carers
- Absence from nursery, or irregular attendance without explanation
- Sexually explicit behaviour, eg playing games and showing awareness which is inappropriate for their age
- Disturbed sleep and/or nightmares demonstrated through words, actions and pictures

It is important to listen to what children say. Do their words express or explain underlying worries?

Prevent Duty

Prevent Duty means protecting children from being drawn into terrorism.

It is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. In order to protect children from the risk of radicalisation staff must be alert to changes of behaviour and any reason for concern in the child's home life. We as a setting should listen to children, parents, report concerns, challenge negative behaviour and support children's Personal, Social and Emotional Development.

We build resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. At The Manor House Nursery we use the statutory framework for the Early Years Foundation Stage sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world.

What to do if you have a concern- If a staff member at nursery has a concern about a particular child they should follow the Nursery normal safeguarding procedures, including discussing with the designated safeguarding lead, and where deemed necessary, with children's social care. The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff and governors to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk. Please note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal

emergency procedures should be followed. You can also contact your local police force or dial 101 (the non-emergency number). They can talk to you in confidence about your concerns and help you gain access to support and advice.

Recording suspicions of abuse and disclosures

Staff will make an objective record of any observation or disclosure and include:

- Child's name.
- Child's address
- Child's age and date of birth
- Date and time of the observation or the disclosure
- EXACT words spoken by the child/injuries or marks seen

Name of person to whom the concern was reported, with date and time and the names of any other person present at the time.

- Any discussion held with the parent/carer.

These records are signed and dated and kept in a separate confidential file. All members of staff must know the procedures for recording information. It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local safeguarding board and OFSTED. Staff involved may be asked to supply details of any information they have of concerns with regard to a child. The nursery expects all members of staff to co-operate with the Local Safeguarding board and OFSTED in any way necessary to ensure the safety of the children.

All staff will attend Safeguarding Training or complete the E Learning training and receive basic training as part of their induction.

Whistle-blowing (We have a separate Whistleblowing Policy).

Physical Restraint Policy (we have a separate policy).

Bullying peer on peer abuse (we have a separate policy).

Staff and Volunteering

A member of staff is identified within the nursery as the 'Designated safeguarding leader', We also have a deputy safeguarding leader, that are available at all times during open hours. In their absence then one of the managers or Deputy manager assumes this responsibility. The designated person will undertake specific training and accesses regular updates to developments within this field.

- We provide adequate and appropriate staffing resources to meet the needs of the children
- Applicants for the post within the nursery are clearly informed that their positions are exempt from Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applicants are rejected because of information that has been disclosed, applicants have the right to know and challenge incorrect information.
- All applicants must have an enhanced Criminal Records Bureau disclosure check.
- We abide by OFSTED requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children.
- Volunteers, including students do not work unsupervised.

Employees of the Nursery/ Allegations of abuse by member of staff

If an allegation is made against a member of staff the safeguarding leader will immediately inform the local safeguarding board. It is important to take a name of the person spoken to and they will advise on the next steps to be taken. The Local Authority Designated Officer (LADO) will also be on hand to convene a strategy meeting and offer advice and support. OFSTED and the Independent Safeguarding Authority will also need to be informed and this will be investigated.

- Staff will cooperate with the investigating authority.
- The nursery reserves the right to suspend any member of staff on full pay during an investigation
- All investigation/interviews will be documented and kept in a locked file. Records on the alleged perpetrator will be kept until they reach normal retirement age or for 10 years if that period of time is longer. This includes records of people no longer associated with the provision.
- Unfounded allegations will result in all rights being re-instated.
- All allegations will be passed on to the relevant organisation (Children's service access centre) and will result in the termination of employment. OFSTED may be notified immediately of the allegation. The nursery will also be required to notify the Independent Safeguarding Authority (ISA) to ensure their records are updated.
- Counselling will be available for any member of the nursery who is affected by the allegation, their colleagues in the nursery and the parents.
- If an allegation of abuse is made about the nursery manager /registered person, the person making the complaint is likely to contact OFSTED, Children's services or the police directly.

Ultimately, effective safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of our most vulnerable children.

We are also committed to ensuring that our Safeguarding Children policies and procedures are live documents that are continually reviewed and updated.

This policy has been produced in line with the Government publication *Working together to Safeguard Children(2013)* and the statutory safeguarding and welfare requirements set out in *The Early Years Foundation Stage*.

Reporting concerns Safeguarding Contact Details

Derbyshire Safeguarding Children Board

- Starting Point -
- www.derbyshirescb.org.uk
- 01629 533190
- **Advice line for professionals working with children: 01629 535353 should I include this number or not?**

Nottinghamshire Safeguarding Children Board

- 0115 977 3935
- info.nscb@nottscc.gov.uk

Sheffield Safeguarding Children Board:

- 0114 273 4934
- www.safeguardingsheffieldchildren.org.uk

Rotherham Safeguarding Children Board:

- 01709 382121
- CYPs-SafeguardingBoard@rotherham.gcsx.gov.uk

Ofsted telephone number 0300 123 1231

Police telephone number: 101 for non-emergencies 999 for emergencies

The role of the Designated Safeguarding Lead

To enable the setting to meet the safeguarding responsibilities set out in this document, the Designated Safeguarding Lead should:

Supervision, Support and Training

- Provide support, supervision and advice for any staff member, volunteer or student with a safeguarding or child protection concern
- Ensure own safeguarding training is up to date by completing the Early Years Safeguarding and Child Protection Training Strategy and Pathway annually.
- Provide safeguarding induction for new staff, students and volunteers
- Ensure that the whole staff group is appropriately trained and that a register is kept of staff who have completed Induction, Introductory and Advanced safeguarding and child protection training

Integrated Practice

- Co-ordinate the early identification of vulnerable children and families and the involvement of mothers, fathers and carers
- Co-ordinate the development of integrated practice for vulnerable children and families including using the Family Common Assessment Framework (FCAF), and the Sheffield Thresholds of Need Guidance (2012)
- Liaise with, and make referrals to, appropriate agencies about children where there are safeguarding or child protection concerns, including as appropriate Prevention and Assessment Teams, Multi-Agency Support Teams (MAST), Children and Families Social Care Teams, South Yorkshire Police and the Local Authority Designated Officer (LADO)
- Co-ordinate and support the setting when working with a child who has a Child in Need or a Child Protection Plan

Ensure that the setting is meeting its legal and statutory requirements, in liaison with the registered person

- Regularly update the Registered Person of changes to legal and statutory requirements in relation to safeguarding
- Undertake an annual review and update of safeguarding and child protection policies and procedures
- Ensure that policies and procedures relating to safeguarding are fully implemented by the setting and followed by staff, students and volunteers
- Liaise with OFSTED about safeguarding concerns
- Set up and managing clear, accurate and secure record keeping systems.