

Little Rainbow Nursery

Safeguarding and Child Protection Policy

Safeguarding and promoting the welfare of children, for the sake of this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children 2018')

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. Safeguarding is a much wider subject than the elements covered within this policy, therefore this document should be used in conjunction with the other nursery policies and procedures.

Little Rainbow Nursery will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect and to be safe from any abuse in whatever form.

To this end we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities

- Help children understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

Little Rainbow Nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the nursery manager/owner at the earliest opportunity.

The legal framework for this policy is based on:

- Children Acts 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- EYFS Statutory Framework 2017
- Working Together to Safeguard Children 2018
- Female Genital Mutilation Act 2003
- The Counter-Terrorism & Security Act 2015 - The Prevent Duty Sec. 29
- Serious Crime Act 2015
- 'Child Sexual Exploitation - Definition and guide for local practitioners (2017)
- Private Arrangements for Fostering Regulation 2005
- What to do if you are worried a child is being abused – advice for practitioners (2015)
- Newham Female Genital Mutilation Protocol

Practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff will often be the first people to 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 statement 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 or emotional 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 and staff to act quickly and responsibly in any instance that may come to our attention. All staff will work as part of a multi-agency team where needed in the best interests of the child.

The nursery aims to:

- Ensure that children are never placed at risk while in the charge of nursery staff
- Ensure that confidentiality is maintained at all times
- Ensure that all staff are alert to the signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed including by other children i.e. bullying, discriminatory behaviour
- Ensure staff understand how to identify early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures.
- Ensure that all staff are familiar and updated regularly with child protection issues and procedures.
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out.
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate.
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek help that the child may need.
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or working on the nursery premises including reporting such allegations to the LADO and Ofsted and any other relevant authorities.
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur.
- Keep the child at the centre of all we do.

- Regularly review and update this policy with staff and parents where appropriate.

Children will be supported by offering reassurance, comfort and sensitive interactions. Activities will be devised according to individual circumstances to enable children to develop confidence within their peer group.

Contact telephone numbers

- Newham Children's Services MASH (for advice or to make a referral): **020 3373 4600**
email: MASH@newham.gcsx.gov.uk,
online reporting via www.newham.gov.uk/MASH
- Local Authority Designated Officer (LADO): Nick Pratt (**020 3373 3803 /**
nick.pratt@newham.gov.uk)
- Non-emergency police **101**
- Immediate danger **999**
- Ofsted **0300 123 1231**
- Government telephone helpline for extremism concerns: **020 7340 7264**
- Government email for extremism concerns:
counter.extremism@education.gsi.gov.uk

What is abuse?

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, community setting or online. They could be abused by someone known to them or by a stranger; this could be an adult or adults, another child or children. Abuse may take different forms, as outlined on the following pages.

The possible 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 possible child abuse or neglect

As outlined in section 3.6 of the Statutory Framework for the Early Years Foundation Stage (2017), signs of possible abuse or neglect may include:

- significant changes in children's behaviour
- deterioration in children's general well-being
- unexplained bruising, marks or signs of possible abuse or neglect
- children's comments which give cause for concern
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) female genital mutilation
- inappropriate behaviour displayed by other members of staff, or any other person working with the children, for example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images

Disclosures

The adult should reassure the child and listen without interrupting if the child wishes to talk. If a child starts to talk to an adult about potential abuse, it is important **not** to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or leading questions asked. As soon as possible after the disclosure it is vital details are recorded accurately and this is given to the DSO immediately.

Recording and referring concerns about possible abuse and disclosures

Any disclosure or any concern of possible abuse or neglect must be recorded at the earliest opportunity by the member of staff (supported by the nursery manager or Designated Safeguarding Officer (DSO) using the appropriate form to Records of concerns must be objective and should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure

- Exact words spoken by the child
- Exact position and type of injuries or marks seen
- Exact observation of an incident including any other witnesses
- Name of the person to whom the concern was reported, with date and time
- The names of any other person present at the time.
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the manager or DSO, dated and kept in a separate confidential file. The record must be given to the DSO straight away.

In accordance with local authority thresholds and procedures, the DSCO will consider whether to make a referral to Newham Children's Services MASH team. If there is any doubt, the DSO will telephone the MASH team for advice on whether a referral needs to be made. If a written referral is required, staff involved may be required to supply further details of their concerns. The DSO will use the appropriate referral form, as advised by MASH.

Staff must not make any comments either publicly or in private about a parent's or staff member's alleged or actual behaviour.

If a referral is required, the Newham Children's Services Mash team will advise the DSO on whether the parent/carer of the child should be informed of the referral or not, and whether parental consent is required or not. In most cases the parent/carer will be informed. A referral would be made without informing the parent/carer only in circumstances where it is believed that doing so would place the child at increased risk.

Physical abuse

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child (including deliberate poisoning) and there is knowledge or reasonable suspicion that the injury was deliberately 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. Parents/carers must inform their child's key person or other staff member of any injury that occurred outside of nursery at the earliest opportunity. The member of staff will log this in the pre-existing injuries book.

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 nursery manager.

All signs of marks/injuries to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member. The incident will be discussed with the parent at the earliest opportunity. Such discussions will be recorded and the parent will have access to such records. If there appear to be any concerns regarding the injury, a referral will be made to MASH.

Sexual abuse

Possible indicators of sexual abuse include sexualised language (talking about sexual activities or using sexual words); sexualised play (such as acting out sexual activity on dolls/toys or in the role play area with their peers); drawing pictures that are inappropriate for a child; an excessive pre-occupation with sexual matters, or an inappropriate knowledge of adult sexual behaviour. The child may become worried when their clothes are removed, e.g. for nappy changes. Physical symptoms may include genital trauma, discharge and bruises between the legs or possible signs of a sexually transmitted disease (STD). Emotional symptoms may include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser. Therefore 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 stated above under 'Recording suspicions of abuse and disclosures' will be followed.

If a child demonstrates possible sexual behaviour, staff should refer to Brook's Traffic Light Tool and Guide (<https://www.brook.org.uk/our-work/the-sexual-behaviours-traffic-light-tool>) to understand whether the behaviour may be harmful. If the behaviour is identified as 'amber' or 'red', the DSO will contact the MASH team to make a referral or ask for advice.

See also NSPCC guidance on harmful sexual behaviour: <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/harmful-sexual-behaviour/>

Any concerns about sexual behaviour must be recorded and referred to MASH.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child. It can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. Emotional abuse may involve serious bullying – including online bullying – by a child's peers. It 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.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or 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 a parent or carer failing to provide adequate food, clothing and shelter; protect a child from physical and emotional harm or danger; ensure adequate supervision; or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs may include a child persistently arriving at nursery unwashed or unkempt, 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 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.

Concerns about possible neglect will usually be discussed with the parent in the first instance. If the child is believed to be suffering, or at risk of suffering, significant harm, a referral will be made to MASH.

See also Newham's Neglect Strategy 2017-2019: <http://www.newhamlscb.org.uk/wp-content/uploads/2017/06/Newham-LSCB-Neglect-Strategy2.pdf>

Female genital mutilation

Female genital mutilation (FGM) is a crime in this country. It is also a crime to take a British national or permanent resident abroad for FGM or to help someone trying to do this. FGM is any procedure that is meant to change or injure a girl's or woman's genital organs for non-medical reasons. It is sometimes called 'female circumcision' or 'female genital cutting'. It is mostly carried out on young girls. FGM procedures can cause severe bleeding, infections

and problems with giving birth later in life, including the death of the baby. FGM can also lead to depression and post-traumatic stress disorder.

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. Any concerns that a girl may be at risk of FGM will be reported to MASH, or to the police if the child appears to be at immediate risk. If a girl at our nursery is known to have undergone FGM, we will inform the Newham Children's Services MASH team who will advise us on the procedure for reporting this to the police.

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Child Sexual Exploitation

'Child sexual exploitation is 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.' (Department for Education, 2017)

Child Criminal Exploitation and County Lines

'Criminal exploitation involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive something (eg food, accommodation,

drugs, alcohol, cigarettes, affection, gifts, money) as a result of them completing a task on behalf of another individual or group of individuals; this is often of a criminal nature.'

County lines: 'Gangs typically recruit and exploit children and vulnerable young people to courier drugs and cash. Typically, users ask for drugs via a mobile phone line used by the gang. Couriers travel between the gang's urban base and the county or coastal locations on a regular basis to collect cash and deliver drugs. Gangs recruit children and young people through deception, intimidation, violence, debt bondage and/or grooming. Gangs also use local property as a base for their activities, and this often involves taking over the home of a vulnerable adult who is unable to challenge them.' (cited in Children's Society, 2018)

Child trafficking and modern slavery

Children are recruited, moved or transported and then exploited, forced to work or sold. Children may be trafficked for [child sexual exploitation](#), benefit fraud, forced marriage, domestic servitude, forced labour in factories or agriculture, or criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms. Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another. (NSPCC, 2019)

Radicalisation

Extremism is 'the promotion of hatred or violence as a means to achieve an ideological goal. Typically, the ideology in question would be one that is hostile to the core values that we as a country seek to uphold, values such as free speech, individual liberty, equality, human rights and democracy.' (Newham Community Resilience Team).

CONTEST is the government's counter-terrorism strategy launched 2006 to combat violent and non-violent extremism. It has four strands, including 'Prevent'. This became a duty under the Counter-Terrorism and Security Act 2015), which means we are now obliged by law to have "due regard to the need to prevent people from being drawn into terrorism".

In Newham, the Community Resilience Team leads on implementing Prevent. There is information on their website about the radicalisation process and vulnerability factors: <http://www.newhamconnect.uk/Services/3288>

Concerns about a child who may be at risk of radicalisation should be referred to MASH following the normal procedures. Concerns about an adult can be referred directly to the Channel Panel: Community.ResilienceTeam@newham.gov.uk

To report concerns about suspicious activity anonymously, call the anti-terrorist hotline on 0800 789 321.

Online safety

The nursery is aware of the growth of internet use and the advantages this can bring. However, we are also aware of the dangers and we strive to support children, staff and families in using the internet safely.

Within the nursery we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly
- Using approved devices to record/photograph in the setting
- Reporting emails with inappropriate content to the Internet Watch Foundation (IWF www.iwf.org.uk/)
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices
- Integrating e-safety into nursery daily practice by discussing computer usage rules - deciding together what is safe and what is not safe to do online
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'
- Talking to parents about online safety and helping them to put strategies in place to keep their children safe online at home.

Risk and vulnerability factors

- **Children with SEND**

Children with special educational needs, a disability, other additional needs and/or communication difficulties may be vulnerable to abuse because they may be unable, or less able, to express themselves to others. Instead such children may exhibit changes in behaviours or signs and indicators of abuse recognised by staff with a good knowledge of the child.

As part of the PSED curriculum, staff will teach all children personal safety skills commensurate with their ability and needs. Children will be taught personal safety skills such as telling and who to tell, good and bad touches and good and bad secrets. The lesson and activity plans will be shared with parents/carers so that these skills can be supported at home.

We ensure that all children have access to a range of adults with whom they can communicate confidently.

- **Domestic abuse**

All the outcomes for children can be adversely affected if they are living with domestic abuse - the impact is usually on every aspect of a child's life. The impact of domestic abuse and abuse on an individual child will vary according to the child's resilience and the strengths and weaknesses of their particular circumstances.

The three central imperatives of any intervention for children living with domestic abuse are:

- To protect the child/ren;
- To support the mother to assist her to protect herself and the child/ren; and
- To hold the abusive partner accountable for the violence and provide him with opportunities to change.

The Home Office defines domestic abuse as:

"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality. The abuse can encompass, but is not limited to:

- Psychological;

- Physical;
- Sexual;
- Financial;
- Emotional.

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim."

See http://www.londoncp.co.uk/chapters/sg_ch_dom_abuse.html#introduction; Newham's Domestic Abuse Protocol (<http://www.newhamlscb.org.uk/wp-content/uploads/2017/10/Domestic-Abuse-Protocol-Updated-October-17.pdf>)) for more information on best practice in working with children who are affected by domestic abuse.

If we believe a child is at risk of significant harm, we will refer this to Children's Triage.

Organisations that can provide support to adults suffering domestic abuse include Women's Aid, Refuge, the National Domestic Violence Helpline (0800 2000 247) and Victim Support.

- **Substance misuse**

Although there are some parents who are able to care for and safeguard their child/ren despite their dependence on drugs or alcohol, parental substance misuse can cause significant harm to children at all stages of development. Where a parent has enduring and / or severe substance misuse problems, children in the household are likely to suffer significant harm primarily through emotional abuse and neglect. The child/ren may also not be well protected from physical or sexual abuse. See http://www.londoncp.co.uk/chapters/par_misuse_substance.html#intro for more information. If there are concerns about the risk of significant harm to a child, we will refer this to MASH. Organisations that can provide support include GPs and Newham Drug and Alcohol Service (0800 652 3879).

- **Mental health needs**

Parental mental illness does not necessarily have an adverse impact on a child's developmental needs, but it is essential to always assess its implications for each child in the family. Some children in this situation may have additional needs requiring professional support, and in these circumstances the need for a common assessment should be considered. Where a parent has enduring and/or severe mental ill-health, children in the household are more likely to suffer significant harm. This could be through physical, sexual or emotional abuse, and/or neglect. For more information, see http://www.londoncp.co.uk/chapters/par_cap_ment_illness.html

If a child or parent discloses mental health issues, staff will provide appropriate support. The DSO will talk with the parent/carer and will refer/signpost to appropriate organisations. If the child is believed to be at risk of harm, a referral will be made to MASH. Organisations that can provide support with mental health issues include GPs, Adult Mental Health Services and MIND (www.mind.org.uk).

- **Private fostering**

A private fostering arrangement is an arrangement between families/households, without the involvement of a local authority, for the care of a child under the age of 16 (under 18 if disabled) by someone other than a parent or close relative (close relatives are parents, step-parents, siblings, siblings of a parent and grandparents) for 28 days or more. Private foster carers and those with parental responsibility are required to notify LA children's social care of their intention to privately foster or to have a child privately fostered or where a child has been privately fostered in an emergency.

We are required to make a referral to LA children's social care and the police if we become aware of a private fostering arrangement which is not likely to be notified to the local authority; or we have doubts about whether a child's carers are actually their parents, and there is any evidence to support these doubts (including concerns about the child/ren's welfare). See http://www.londoncp.co.uk/chapters/ch_living_away.html#private_fost for more information.

- **Children with a child protection plan or a child in need plan or who are looked after**

We ensure that any children at our nursery who have a child protection plan or a child in need plan, or who are looked after, have a written plan and that we are fully involved in supporting them to achieve their potential at nursery. We will work in partnership with key agencies to support the child and their family.

Attendance at nursery

We ask all parents to inform us as soon as possible by telephone if their child will not be attending nursery on any particular day. We have a duty to monitor children's attendance, safeguarding being one reason for this. If your child does not arrive for nursery, we will try calling the parent(s)/carer(s); if we cannot reach them, we will try calling the child's alternative emergency contact(s). We may need to take further action if we cannot reach any of these contacts, such as visiting the child's home and/or contacting the Children Missing Education Team.

Staffing and volunteering

It is the policy of the nursery to provide a secure and safe environment for all children. Little Rainbow Nursery will therefore not allow an adult to be left alone with a child who has not received enhanced clearance from the Disclosure and Barring Service (DBS).

All staff will attend child protection training within their first six months of employment and will receive initial basic training during their induction period. This will include the procedures for spotting possible signs of abuse and behaviours of abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO, the local authority children's services team, the Local Safeguarding Children Board and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have a named person within the nursery that co-ordinates child protection and welfare issues. The nursery DSO undertakes specific training and accesses regular updates to developments within this field.

The Designated Safeguarding Co-ordinator's (DSO) at the nursery are: Neela Bibi, Grace Fagan and Zafran Hussain. The deputy DSOs at the Nursery are Humera and Wahida.

Safer Recruitment

- We provide adequate and appropriate staffing resources to meet the needs of 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 children. This includes information about their health, medication or any recent cautions or convictions. All enhanced DBS checks will be updated on a regular basis to ensure the suitability of the adults caring for the children
- We abide by EYFS and Ofsted requirements in respect of references and suitability checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us
- All students will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the Safeguarding Vulnerable Groups Act (2006) and Childcare Act (2006) requirements in respect of any person who 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 contractors/external workers will be enhanced DBS checked and the manager will request this before allowing them access to the nursery. All visitors/contractors will still be accompanied whilst on the premises, especially when in the areas the children use
- All staff have access to a whistle blowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- All staff will receive regular supervision meetings where opportunities will be made available to discuss child protection training and any needs for further support
- 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 safeguards will be put in place to ensure the safety of the child and the adult.

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 of MASH does not allow this. 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 officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of MASH.

Support to families

The nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interests of the child

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, **only** if appropriate under the guidance of the MASH team

the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

Allegations against employees or volunteers of the nursery

If an allegation is made against a member of staff or volunteer, we will follow the HM Government guidance in '*Working together to safeguard children 2018*'.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to the registered person, deputy manager instead.

The Local Authority Designated Officer (LADO) and Ofsted will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- LADO will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals - LADO, Ofsted, police to determine how this will be handled
- The nursery will follow all instructions from the LADO, Police and Ofsted and asks all staff members to do the same and co-operate where required
- It may be necessary for the member of staff or volunteer to be allocated to another area, or to be suspended on full pay during an investigation
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The nursery reserves the right to suspend any member of staff on full pay during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file
- Unfounded allegations will result in all rights being re-instated
- Substantiated allegations will be passed on to the relevant organisation (police) and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery is also required to notify the Disclosure and Barring Service (DBS) to ensure their records are updated. See Local LADO Procedures ([Newham](#)).

- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoid any unnecessary re-investigation
- The nursery retains the right to dismiss any member of staff in connection with substantiated allegations following an inquiry
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

Local authority thresholds and procedures

Newham's Practice Guide, 'Help for Children, Young People and Families', identifies different levels of need and identifies corresponding levels of support, from universal to early help and statutory intervention (involving social care). See:

http://www.newhamlscb.org.uk/wp-content/uploads/2016/05/8ac05dd7-facd-4108-8d3b-b84468ae360b_Help-and-protection-for-children-young-people-and-families.pdf

Reference will be made to these documents when considering a child's/family's level of need and what action the nursery may need to take to provide appropriate support.

Other relevant policies

This policy should be read alongside other policies relevant to safeguarding, in particular:

- Mobile phone and social networking policy
- Data Protection policy
- Whistleblowing policy
- Managing Allegations Against Staff
- Staff code of conduct
- Behaviour policy

This policy was adopted on: April 2021

Date for review; April 2022