

Safeguarding & Child Protection Policy



Policy

Tiny Oaks Day Nursery believe that all those directly involved with our setting have an essential role to play in making it safe and secure. Our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential and we take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care.

The nursery acknowledges that this policy will incorporate a range of specific safeguarding issues including (but not limited to):

- Bullying (including cyberbullying)
- Children and the court system
- Children Missing Education (CME)
- Children with family members in prison
- Child missing from home or care
- Child Sexual Exploitation (CSE)
- Child criminal exploitation (County Lines)
- Domestic Abuse
- Drugs and alcohol misuse
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender-based abuse and violence against women and girls
- Hate
- Homelessness
- Honour based abuse (including breast ironing)
- Human trafficking and modern slavery
- Mental health
- Missing children and adults
- Online safety
- Peer on Peer Abuse
- Prevent duty (radicalisation and extremism)
- Private fostering
- Relationship abuse
- Sexual violence and sexual harassment between children
- Sexual Violence and Sexual Harassment
- 'Upskirting'
- Youth produced sexual imagery or "Sexting"

As part of the safeguarding ethos of the nursery, we are committed to:

- Maintaining children's welfare as our paramount concern;
- Providing an environment and culture in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to;
- Developing appropriate and positive relationships between children and the adults that care for them;

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- Providing suitable support and guidance so that children have a range of appropriate adults who they feel confident to approach if they are in difficulties;
- Using learning opportunities to increase self-awareness, self-esteem, assertiveness and decision making. This is so that young children develop a range of contacts and strategies to ensure their own protection and understand the importance of protecting others;
- Working with parents/carers to build an understanding of the nursery responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations;
- Ensuring all staff have regular and appropriate training (including induction) to enable them to recognise the signs and symptoms of abuse and ensure they are aware of the nursery procedures and reporting mechanisms;
- Monitoring children who have been identified as 'in need' including the need for protection, keeping confidential records which are stored securely and shared appropriately with other professionals.
- Developing effective and supportive liaison with other agencies.
- Adhere to the Local Safeguarding Children's Partnership procedures as outlined locally.

Safeguarding and Child Protection Procedures - Recording and Reporting concerns

The nursery adheres to the Local Safeguarding Partnership Procedures. LSP procedures and guidance can be found on the relevant Local Authority website.

The nursery must ensure that there is a fully trained Designated Safeguarding Lead on-site at all times whilst the nursery is in operation. This lead practitioner is responsible for liaison with local statutory children's services agencies, and with the LSCP. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect

It is the responsibility of the DSL to receive and collate information regarding individual children, to make immediate and on-going assessments of potential risk and to decide actions necessary (with parents/carers in most cases). This includes the need to make referrals to partner agencies and services.

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- Issues discussed during advice calls may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers are made aware of these

All Staff (including Management) must ensure the following is also adhered too:

- Make a referral as soon as possible to children's social care and/or the police if a child is in immediate danger or is at risk of harm. The role of the setting in situations where there are child protection concerns is NOT to investigate but to recognise and refer.
- Complete the Logging a Concern about a child's safety and Body Map if a staff member has a concern about a child that could be a child protection issue (including FGM).
- Make an entry in the Accident/Incident Book if a child enters the setting with any pre-existing injury. The parent/carer should be asked how the injury occurred and their response recorded. Their signature should also be obtained.
- Inform a member of the DSL team of any child's unauthorised absence. The DSL should contact the parent/carer to obtain an explanation. The DSL must assess risk and take relevant action in line with this policy.
- Be aware of the Early Help process, and understand their role within it. This includes identifying emerging problems, liaising with the DSL Team, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.
- Be aware of the process for making referrals for statutory assessments under the Children Act 1989 that may follow a referral, along with the role they might be expected to play in such assessments.
- If anyone other than the DSL Team makes a referral to external services, then they will inform the DSL Team as soon as possible. On occasion, staff may pass information about a child to the DSL Team but remain cautious about action subsequently taken. Staff should feel able to clarify with the DSL Team further progress, so that they can reassure themselves the child is safe and their welfare is being considered.
- If following this process, the staff member remains concerned that appropriate action is not being taken, they must escalate themselves by:
 - -Contacting The nursery Owner/ manager (where appropriate)
 - -If the Owner is the DSL ,staff can escalate directly to the LADO team
- If after a referral a child's situation does not appear to be improving then the DSL Team will press for reconsideration to ensure that the settings concerns have been

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addressed and most importantly, that the child's situation improves. Professional disagreements (escalation) will be responded to in line with the LSCB procedures.

In all but the most exceptional circumstances, parents /carers will be made aware of the concerns for their child at the earliest possible stage. In the event of a referral to Children Social Care being necessary, parents/carers will be informed. Consent will be sought unless there is a valid reason not to do so. For instance, if to do so would put a child at risk of harm and/or would undermine a criminal investigation.

Recording any concerns about possible child abuse. These reports must:

- Be factual and objective and be written by the person who has identified and acted upon the concerns. Record carefully and clearly any injuries which have been observed, or what a child has said as soon as possible once you have assured that the child is safe and has been comforted. It is also important to record any action taken as a result of concerns.
- Be handwritten clearly and legibly written in ink (not pencil), printing any names, addresses and telephone numbers.
- Have corrections made by crossing through errors and signing and dating, you must not use any correction fluid, i.e. Tippex or cover with sticky labels etc
- Have all pages numbered
- Include the time, date and place that any injuries were noted and/or what the child may have said that raised concerns that the child was at risk of abuse. Give as much detail as you can. Describe the behaviour of the child, his/her emotional state and what you said to the child.
- Record any action taken and details of when and who the information was shared with.
- Be signed and state the date and the time that the report was written. Beneath the signature print name in full.
- Share this report with a member of the DSL Team who will decide on the next steps, referring to the What to do if you have a concern about a child flowchart.
- The original handwritten completed Logging of Concern Form must be stored in a secure locked filing cabinet which only contains clearly identifiable Child Protection files which is only accessible by the DSL's. Or senior management if required.
- Once the original handwritten copy has been completed, a second copy of the original can then be typed up and signed to say that the typed version is an accurate copy of the original document. Any typed or scanned copies of reports saved on the setting computer must be password protected. Not reporting is an active decision. If you are going to go home and worry about the child, consider whether you should have taken action.

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Record Keeping

Staff will record any welfare concern that they have about a child on the nursery safeguarding Logging of concern form (with a body map if injuries have been observed) and pass them without delay to the DSL. Records will be completed as soon as possible after the incident/event, using the child's words and will be signed and dated by the member of staff.

All safeguarding concerns, discussions and decisions (and justifications for those decisions) will be recorded in writing on the 'DSL response to log form'. If members of staff are in any doubt about recording requirements, they should discuss their concerns with DSL.

It is best practice to obtain clarification from any existing and current settings where a child attends/attended (multiple settings or previous setting/s) to ask if there has been any safeguarding concerns raised about the child to ensure that records are kept up to date and relevant support is provided.

Blank Logging of concern forms must be available to staff at all times. Safeguarding records are kept for individual children and are maintained separately from all other records relating to the child in the nursery. Safeguarding records are kept in accordance with GDPR Policy legislation and are retained centrally and securely by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only as set out in our GDPR Policy.

The Management team of the nursery will be kept informed of any significant issues by the DSL (for example a referral of a child at risk of significant harm).

All safeguarding records will be transferred in accordance with GDPR Policy legislation to the child's subsequent school/setting, under confidential and separate cover. These will be given to the new DSL and a receipt of delivery will be obtained.

Children's privacy should be maintained and therefore staff must not take photos of children's injuries at any time. Settings should make parents aware that we do not accept photos of children's injuries. This includes for the use of online platforms. Where a child is subject to injury a medical record should be obtained. We recognise that any photos taken may jeopardise any legal proceedings.

Multi-Agency Working

The nursery recognises and is committed to its responsibility to work with other professionals and agencies both to ensure children's needs are met and to protect them

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from harm. All staff will endeavour to identify those children and families who may benefit from the intervention and support of external professionals and will seek to enable referrals, in discussion with parents/carers as appropriate.

We recognise that the nursery is not the investigating agency when child protection concerns arise and will, therefore, pass all relevant cases to statutory agencies. We will, however, contribute to the investigation and assessment processes as required and recognise that the nursery plays a crucial part in supporting the child while these take place.

The nursery recognises the importance of multi-agency working and will ensure that staff are enabled to attend relevant safeguarding meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings and Early Help meetings.

The Management team and DSL will work to establish strong and co-operative relationships with relevant professionals in other agencies.

Confidentiality and Information Sharing

We recognise that all matters relating to child protection are confidential. The DSL will only disclose information about a child to other members of staff on a need to know basis.

All staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. Further advice is available in the document Information Sharing advice for safeguarding practitioners (2015).

Safe Working Practice

All members of staff (including temporary staff and volunteers) are required to work within clear guidelines which are set out in the Staff Code of Conduct Policy.

Staff understand that children may make allegations against staff in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, all staff should take care not to place themselves in a vulnerable position regarding child protection or potential allegations. For example, it is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

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Physical intervention should only be used when the child is endangering him/herself or others and such events should be recorded and signed by a witness. Staff should be aware of the nursery's Promoting Positive Behaviour & Self-Regulation Policy and the Intimate Care Policy and any physical interventions must be in line with agreed policy and procedure in which appropriate training should be provided.

Staff are made aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should familiarise themselves with advice and professional expectations outlined in E-Safety Policy.

The Prevent Duty

From 1 July 2015 all schools and registered Early Years providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015. This duty is known as the "Prevent Duty". The functions are the need to have due regard to the need to prevent people from being drawn into terrorism/ extremism.

The understanding of the British Values in early years settings is set out in our standards for learning, development and care. This is implemented by helping children to develop their personal, social and emotional development and their understanding of the world. Tiny Oaks Day Nursery has robust arrangements in place to promote children's safety and wellbeing. This is embedded through strict risk assessment, working in partnership, staff training and our policy for IT and social media.

Tiny Oaks Day Nursery staff receive training to ensure they have a specific understanding of how to identify children who may be at risk of radicalisation. General safeguarding principles have been applied and set out in the relevant statutory guidance; "Working Together to Safeguard Children" (2018) and "Keeping Children Safe in Education" (2018). All Local Safeguarding Children's Boards are responsible for co-ordinating what is done by local agencies for the purpose of safeguarding and promoting the welfare of children in their local area.

Any child protection or safeguarding concerns are shared immediately with the safeguarding board and local authority or relevant agency in the area where the concerned professional is working and a record of the referral is made. Tiny Oaks Day Nursery staff have an understanding of procedures on how to make referrals when there are issues concerning radicalisation and extremism once they have received sufficient additional advice and support.

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To enhance our robust Safeguarding practices, we endeavour to work with our families to spot signs of radicalisation and to signpost them to the relevant areas for additional support.

As part of our induction procedures and continuous professional development all staff should have knowledge of the Channel programme which focuses on providing support at an early age to people who are identified as vulnerable to radicalisation. At Tiny Oaks Day Nursery we ensure that our Designated Safeguarding Lead undertakes training to enable them to support other members of staff on protecting children from radicalisation.

Supervision and Support

The leadership team will ensure that members of staff are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage 2021.

Tiny Oaks Day Nursery recognise regular, planned and accountable supervision, which is a two-way process, offers support and develops the knowledge, skills and values of an individual, group or team. We see its purpose is to monitor the progress of professional practice and to help staff to improve the quality of the work they do, thus improving outcomes for children as well as achieving agreed objectives. Supervision also provides an opportunity to discuss sensitive issues including the safeguarding of children and any concerns raised about an individual or colleague's practice.

All staff and volunteers will receive regular and planned supervision sessions. Uninterrupted time will be set aside to ensure any supervision sessions are effective for both practitioner and management. Staff can request supervisions at any time, if concerns arise then they should refer to the Whistleblowing Policy.

Safeguarding Children with Special Educational Needs and Disabilities

The nursery acknowledges that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening.

The nursery will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.

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Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.

Monitoring and Review

This policy has been written to reflect the new guidance and legislation issued in relation to safeguarding children and promoting their welfare.

All staff should have access to this policy and sign to the effect that they have read and understood its contents.

All Management/ DSL's will ensure that the Safeguarding & Child Protection Policy is compliant with their Local Safeguarding Children's Partnership arrangements.

The DSL will review the policy following any child protection concerns (including following learning identified from serious case reviews) or allegations against staff to ensure that it reflects appropriate, accurate and up-to-date safeguarding practice.

Linked Policies

Allegations against a member of staff policy
Whistle blowing policy
Self-reg
Intimate care
Staff Code of conduct
GDPR Policy

<i>This policy was adopted on</i>	<i>Signed on behalf of the nursery</i>	<i>Date for review</i>
<i>16/1/2023</i>	<i>m khaira</i>	<i>16/01/2024</i>