

6. CHILD PROTECTION/SAFEGUARDING CHILDREN

Westwards Nursery works with children, parents, external agencies and the community to ensure children's welfare and safety and to give them the best start in life.

Children have the right to be treated with respect and to be safe from abuse. Staff are informed of child protection policy and procedures during induction, and are aware safeguarding is paramount. All those in contact with children and their families have a duty to safeguard and promote the welfare of children.

We safeguard and promote the welfare of the children in our care by protecting them from maltreatment and by having robust procedures to prevent impairment of children's health and development.

We strive to protect children from radicalisation and promote British Values and acceptance of other beliefs and cultures. This should be read in conjunction with the other policies and procedures, for examples the accident, incident and pre-existing injury policy and procedure.

POLICY INTENTION

To safeguard children and promote their welfare we will:

- Create an environment to encourage children's positive self-image, provide positive role models
- Develop a culture where staff are confident to raise concerns about professional conduct
- Encourage children to develop independence and autonomy appropriate to their stage of development
- Always listen to children, provide a safe and secure environment for all children
- Promote equality, tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role-modelling. 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 settings and agencies as appropriate

POLICY AIMS AND PRINCIPLES:

We ensure staff understand child protection, safeguarding and are aware of the ways children can be harmed, including by other children. The nursery is required to comply with the Statutory Framework for the EYFS which has been reformed for Sept 2021. All those in contact with children/parents should:

- Keep the child at the centre of all we do
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer 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 through bullying or discriminatory behaviour
- Our Induction training includes information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues, as stated in the EYFS (2021) (3.21 page 26).
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Leicestershire Local Authority
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest

- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times
- Ensure that children are never placed at risk while in the charge of nursery staff
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy. Staff suitability checks annually
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and 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
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Leicestershire Local Authority

This policy works alongside these other specific policies to cover all aspects of child protection:

- Online safety
- Human Trafficking and Modern Slavery
- Prevent Duty and Radicalisation
- Domestic Abuse, Honour Based Abuse (HBA) and Forced Marriage
- Looked After Children
- Monitoring staff behaviour
- Social networking
- Mobile phone and electronic device use
- Safe recruitment of staff
- Disciplinary
- Grievance
- Promoting positive behaviour

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) 2021
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2020
- 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
- Disability Discrimination Act 1995 and Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010

We recognise the needs of children from minority ethnic groups and those with disabilities. The policies and procedures of the nursery apply to all children, regardless of gender, ethnicity, disability, sexuality, religion or culture (and regardless of those of their parents).

DEFINING SAFEGUARDING AND CHILD PROTECTION

Safeguarding: protecting children from harm/preventing harm to their health or development, ensuring children grow up with safe and effective care and taking action to enable all children to have the best outcomes.

Child protection: part of the safeguarding process, focused on protecting individuals identified as suffering/likely to suffer significant harm.

STAFFING AND VOLUNTEERING

We always take a minimum of 2 references for all staff. Disclosure and Barring Service (DBS) suitability checks are carried out for all staff, students and volunteers in line with EYFS/Ofsted guidance. We also follow suitability checks for any non-UK residents in line with government guidance and work; 'Employer's right to work checklist'.

Applicants for nursery posts are informed of the need for checks before posts are confirmed, this is exempt from the Rehabilitation of Offenders Act 1974. Where applications are rejected because of information disclosed, applicants have the right to know and to challenge incorrect information. Staff members, volunteers and students are given regular opportunities to declare changes affecting their suitability to care for children. This includes their health, medication or changes in home life, including anyone in their household being involved in an incident disqualifying them from working with children. All staff have supervision meetings every term with opportunity to discuss issues, child protection and any need for further support. The deployment of staff within the nursery allows for supervision and support.

All staff attend safeguarding training at regular staff meetings and receive initial information during their induction period with a safeguarding questionnaire to check what has been learnt. This includes procedures for spotting signs of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe, secure environment for the children, and contact details for the LADO (Local Authority Designated Office), the local authority children's services team, the Leicestershire Safeguarding Children Partnership (formerly known as Local Safeguarding Children Board) and Ofsted to enable them to report any safeguarding concerns independently, if they need to.

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 five 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 on duty at all times our provision is open. This will ensure that prompt action can be taken if concerns are raised.

Anna Tebbett is the first designated person, Emily Hunter the Deputy is second and also the owner Seijal Odedra. Additionally we have 2 other senior staff that are designated safeguarding leads; Tiffany Brooks and Sasha Miller. They will, if appropriate, discuss it with parents, and if necessary Social Services. Any parent worried about their child can talk to the team leader or manager. We have an NSPCC booklet available for parents.

Members of staff and volunteers are likely to be involved in three main ways:

- They may have concerns about a child. These must be made known to the child protection co-ordinator.
- They may be approached by social services and asked to provide information about a child or family, to be involved in an assessment or to attend a child protection conference.
- They may be asked to carry out a specific assessment or provide help or a specific service to the child or a member of their family as part of an agreed plan and contribute to reviewing of the child's progress.
- Children are only released from nursery to people nominated by parents.
- If a member of staff suspects abuse, they discuss this with the designated person.
- The visitor's book can be found in the reception, all visitors sign in and out, visitors/contractors are supervised whilst on the premises, especially when in areas the children use.
- 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 too to ensure any changes are reported to management, so we can 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
- 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.

INDEPENDENT SAFEGUARDING AUTHORITY (ISA) VETTING AND BARRING SCHEME

The Protection of Children Act 1999 introduced the Protection of Children Act (PoCA). The Secretary of State had a duty to list individuals considered unsuitable to work with children prior to November 2009. The Vetting and Barring Scheme (VBS) replaced the POCA List. From then, anyone working with children and young people weekly or more is required to register under the Vetting and Barring Scheme. Those on the POCA List and List 99 were transferred to the VBS List. Westwards nursery, as a child care organisation, has a statutory duty:

- To refer for possible inclusion in the VBS List individuals who are unsuitable to work with children.
- To check, with the DBS, if prospective employees/persons living on their premises, are on the VBS List.
- Not to employ a person in a child care position if that person is included on the VBS List.
- To cease to employ someone in a child care position if it is discovered they are included in the VBS List.

If a worker is dismissed because they have harmed a child, placed them at risk of harm, or if there are concerns about a person's conduct, since November 2009, we have a duty to inform the ISA. This is alongside our usual policies on safeguarding and dismissal of staff; Ofsted and the Children's Social Care/police will still be involved. More information on the ISA and a referral form can be found on www.isa.homeoffice.gov.uk

THE LEICESTERSHIRE AND RUTLAND SAFEGUARDING CHILDREN PARTNERSHIP (formerly known as LSCB)

The Leicestershire and Rutland Safeguarding Children Partnership has been established to oversee the new Multi-Agency Safeguarding Children arrangements as required by the government guidance Working Together 2018. These arrangements build on the strong foundation of the Local Safeguarding Children Board that they replace. The members of Leicestershire & Rutland Safeguarding Children Partnership and Leicestershire & Rutland Safeguarding Adults Board working together to deliver services to provide continued support and protection to the most vulnerable children and adults in our community. Concerns can be raised on the website and also by telephone. The Safeguarding Partnership publishes policies and procedures for child protection and provides training. Organisations represented include police, health services, probation, the youth offending team and CAFCASS (Children and Family Courts Advisory Service) and may include other organisations related to children e.g. NSPCC or Barnardos.

RECORDING DISCLOSURES OR SUSPICIONS OF ABUSE

We are required to have a designated safeguarding person on site at all times; observations or disclosures should be made to one of the following (in order of who is on site). Designated Safeguarding Lead person: **Anna Tebbett.**

Senior designated leads: Emily Hunte, Tiffany Brooks, Sasha Miller and Seijal Odedra. Supporting senior staff include Danielle Ringrose, Chrystal Gutteridge, Cheryl Roe and Jessica Piggins. Staff should make objective records of any observation or disclosure, signed by the person reporting and by the manager/designated person, dated and kept in a separate confidential file.

The record should include:

- Child's name, address, age of child and date of birth, the date and time of observation or disclosure.
- Exact words spoken by the child and/or exact observation of any incident including any witnesses.
- Exact position and type of any injuries/marks seen.
- Name of person concern was reported to, date, time, and name/s of any other person present.
- Any discussion held with the parent(s) – where deemed appropriate.

INDICATORS OF CHILD ABUSE

These signs and symptoms may not indicate that a child has been abused but could help staff to recognise that something may be wrong, especially if a child shows a number of them, or any of them to a marked degree.

- Failure to meet developmental milestones
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries, unaddressed illnesses or injuries
- Significant changes to behaviour patterns, aggressive behaviour, fearful or withdrawn behaviour

TYPES OF ABUSE- PHYSICAL, EMOTIONAL, NEGLECT AND SEXUAL (P.E.N.S)

PHYSICAL ABUSE: may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Symptoms may include bruising or injuries in an area not usual for a child, e.g. fleshy parts of arms and legs, back, wrists, ankles and face. Physical harm may also be caused when a parent or carer feigns symptoms of, or deliberately causes ill health to, a child they look after.

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.

PHYSICAL ABUSE PROCEDURE

- Children often have cuts and grazes, signs of injuries are recorded when staff notice, and discussed with the team leader/manager. Burns/scalds are always logged and discussed with the manager.
- Parents are asked about pre-existing marks or injuries at the earliest opportunity; depending on the age of the child, the child is asked. Such discussions are recorded, and the parents will have access to these records.
- If there are queries regarding the injury, the local authority children's social care team will be notified in line with the procedures set out by the Leicestershire and Rutland Safeguarding Children Partnership.

PHYSICAL ABUSE- FEMALE GENITAL MUTILATION: a type of physical abuse practised as a cultural ritual by some ethnic groups. There is now more awareness of its prevalence in some communities, including effect on the child and siblings. Symptoms include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections, depression, and post-traumatic stress disorder. Concerns relating to this must be referred to the children's social care team like other physical abuse. There is 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, we will ensure this is followed in our setting.

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. Any concerns about a child or family, will be reported to the children's social care team in the same way as other types of physical abuse.

PHYSICAL ABUSE- FABRICATED ILLNESS

Illness fabricated by an adult carer, who may seek out unnecessary treatment or investigation. Signs may include a carer exaggerating a real illness or symptoms, complete fabrication, or inducing physical illness, by poisoning, starvation, inappropriate diet etc. This may also include false allegations of abuse or encouraging a child to appear ill to obtain treatment or specialist support.

EMOTIONAL ABUSE

Persistent emotional ill-treatment which could cause severe, persistent adverse effects on emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only if they meet the needs of another person. Inappropriate expectations for age or development may be

imposed. It may involve causing children to frequently feel frightened or in danger e.g. through witnessing domestic abuse, alcohol or drug misuse, or exploitation/corruption of children. Some emotional abuse is present in all types of ill-treatment of a child, although it may occur alone. This type of abuse is harder to identify as the child is not likely to show any physical signs. But may show extreme emotions including shying away from an adult, becoming withdrawn, aggressive or clingy in order to receive love and attention.

EMOTIONAL ABUSE PROCEDURE

- Any concern will be discussed with the manager or team leader.
- The concern will be discussed with parents, discussions recorded, and parent allowed access to records.
- A Common Assessment Framework (CAF) form may need to be completed.
- Queries regarding a concern the matter must be referred to the Safeguarding Children and /or social services.

SEXUAL ABUSE

Involves forcing or enticing a child to take part in sexual activities, whether or not aware what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts, non-contact activities such as looking at or the production of pornographic material, watching sexual activities, and encouraging children to behave inappropriately. A child may have an age-inappropriate knowledge of sexual behaviour and language, including acting out sexual activity on toys, talking about sexual activities including inappropriate language and may become worried when clothes are removed for nappy changes. They may become withdrawn, or extroverted and outgoing. They may withdraw from/be distressed by a particular adult, or may also be clingy to an abuser, so symptoms and signs should be assessed as a whole.

SEXUAL ABUSE PROCEDURE

- The member of staff should reassure the child and listen without interrupting if the child wishes to talk.
- Observed instances will be reported to the manager and recorded in a confidential Record of Concern.
- The matter will be referred to the Leicestershire Safeguarding Children Partnership.

NEGLECT

Persistent failure to meet basic physical or psychological needs, likely to result in serious impairment of health or development. It may involve failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or failing to ensure access to medical 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 which may restrict growth, arriving at nursery in the nappy they went home in, or having an illness not addressed by the parent. The child may have persistent hunger if food is withheld, or not enough is provided. Neglect may result in emotional signs, e.g. a child not receiving attention at home may crave attention at nursery and may be clingy and emotional.

NEGLECT PROCEDURE

- Any concern is discussed with parents, discussions are recorded, and parents have access to records.
- A CAF form may need to be completed.
- The Leicestershire Safeguarding Children Partnership or the social services will be notified in the event of queries surrounding a concern.

HUMAN TRAFFICKING AND MODERN SLAVERY

Human trafficking involves men, women and children being recruited, harboured or brought into a situation of exploitation through the use of violence, deception or coercion and forced to work against their will.

Someone is in modern slavery if they are forced to work through mental or physical threat, are owned or controlled by an employer, are dehumanised, treated as a commodity, or bought or sold as property or are physically constrained or have restrictions placed on his or her freedom.

The Modern Slavery Act came into force in March 2015 to tackle the issues of human trafficking and to support child victims of trafficking.

Ofsted requires all early year's practitioners to have a good understanding of safeguarding, to know the signs of abuse and neglect and to understand the issues around child sexual exploitation and children going missing.

What to look out for:

- Signs of physical or psychological abuse, look malnourished or unkempt or appear withdrawn
- They are likely to be isolated, have poor living conditions, few or no personal effects, restricted freedom of movement and be reluctant or frightened to seek help.

Signs specific to child victims

- Absent parent or legal guardian – Is the child being cared for by an adult who is not their parent or legal guardian?
- Multiple (unrelated) children – Are there several unrelated children living at one address? Does the child move location frequently?
- Issues around identity documents – missing, altered or fake documentation is common
- Absences and disappearances – Children who come into contact with authorities often disappear and are re-trafficked.
- Signs of grooming – Children may not always demonstrate outward signs of distress and may have a 'bond' with those exploiting them. They may have been groomed not to disclose their abuse but are likely to be very frightened and traumatised.

What to do if you have concerns about a child:

- Report any concerns to one of the designated safeguarding officers.
- The DSL will report any concerns about children or vulnerable adults to the local authority children's services teams and Leicestershire Safeguarding Children Partnership procedures should be followed.

CHILD SEXUAL EXPLOITATION

The signs and symptoms of child all forms of abuse can be difficult to detect and child sexual exploitation is no exception. Many children who are sexually exploited may have been victims of other forms of abuse; the grooming methods that may be used can mean that children who are sexually exploited do not always recognised they are being abused. What is clear is that child sexual exploitation can occur in all communities, amongst all social groups and can affect girls and boys.

Vulnerabilities

- Having prior experience of neglect, physical and/or sexual abuse
- Lack of safe/stable home environment
- Recent bereavement or loss
- Social isolation/difficulties
- Connections with other children who are being sexually exploited
- Having a physical or learning difficulty
- Being in care

Potential Indicators of Child Sexual Exploitation

- Acquisition of money, clothes, mobile phone without plausible explanation
- Gang association/isolation from peers/social networks
- Leaving home or care without explanation; persistently missing or returning late
- Excessive receipt of texts/phone calls
- Returning home under the effects of drugs/alcohol
- Inappropriate sexualised behaviour
- Evidence of physical or sexual assault
- Self-harm or significant changes in emotional well-being
- Relationships with controlling/older individuals

How to respond:

- Early sharing of information is key to providing effective help, and wherever possible practitioners should share confidential personal information with (parental) consent. Where there are concerns that a child is suffering or is likely to suffer significant harm, practitioners should disclose information without consent; protecting the child from harm outweighs the duty of confidentiality.
- Safeguarding is everyone's business; any concerns should be reported to one of the designated officers in the nursery.

Adult sexual exploitation

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

Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

County Lines

The National Crime Agency (NCA) describe county lines as 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.

Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

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.

If staff have any concerns regarding county lines/cuckooing they will be reported in the usual way.

MONITORING CHILDREN'S ATTENDANCE

We record attendance as part of our safeguarding responsibilities. 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.

We ask parents to inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day so the nursery management are able to account for a child's absence.

This should not stop parents taking precious time with their children, by keeping us informed parents can help us to meet our statutory requirements and let us know that children are safe.

If a child has not arrived at nursery within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family. It is a parent's responsibility to keep their emergency contact details updated. If contact cannot be established then we would

assess if a home visit is required to establish all parties are safe. If contact is still not established, we would assess if it would be appropriate to contact relevant authorities in order to them to investigate further.

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 safe and well.

STAFF WHISTLE BLOWING

Should any member of staff see anything within the setting that they feel is inappropriate they MUST speak to a designated person. Any member of staff is entitled to make a 'protected disclosure' (known as whistleblowing) in some circumstances. A whistle-blower is protected as it is a 'qualifying disclosure', which means one of the following has taken place/is taking place/is likely to take place:

- A criminal offence or failure to comply with a legal obligation.
- Miscarriage of justice.
- Danger to the health and safety of an individual or damage to the environment.
- Deliberately concealing any of the above.

A disclosure is still 'qualifying' if a member of staff is mistaken in their belief, but reasonably believes it to be one of the above. To be protected the 'qualifying disclosure' must be made in good faith, or it will not be protected. There is an Ofsted whistle blower hotline of which all staff should be aware: 0300 123 3155.

STAFF CONCERNS LOG

In the event that a concern is raised about a member of staff, a staff concerns log must be completed. These are stored in the locked filing cabinet in the office.

PROCEDURE FOR RESPONDING TO DISCLOSURES:

- Do not question the child except to clarify what they say, do not suggest what might have happened.
- Listen to what the child says. Be comforting and sympathetic.
- Tell the child you are glad they've been able to talk to you; you will need to talk to people who can help.
- Avoid saying anything that may make them feel they are responsible for what has happened.
- Do not discuss concerns within the child's hearing, ensure you record what was said/observed as soon as possible. A Record of Concern must be completed. This can be obtained from the designated people. The completed form should be given to the designated person to store in a locked filing cabinet in the office.
- The matter will be reported to the Local Safeguarding Child Board in the local authority.
- A CAF may need to be completed in some instances of emotional abuse or neglect.
- Staff must not undertake physical examination of a child. If, during care routines, signs of injury that give cause for concern are observed, staff must write down what they have seen and follow child protection procedures. It is the job of other professionals to undertake medical examinations.

ALLEGATIONS PROCEDURE

While it may be an unusual situation, it is possible any member of staff/a student/a volunteer/any other person living or working on nursery premises could be accused of abusing a child. This allegation will be immediately reported to Ofsted, the Leicestershire Safeguarding Children Partnership and the Local Authority Designated Officer (LADO). It is possible the subject of the allegation will be suspended during investigation. Investigations are similar to allegations involving parents. Enquiries will be documented and kept in a locked file. The investigating Social Worker will ensure you understand any allegations and concerns and will listen to your response. Unfounded allegations result in all rights being reinstated. Founded allegations are passed to relevant organisations including the LA social care team, and where an offence is believed to have been committed, the police. This will result in termination of employment. The nursery has the right to dismiss any member of staff in connection with founded allegations following an inquiry. At any stage during the investigation, legal advice can be sought.

SAFEGUARDING WORKERS- STAFF MUST:

- Avoid corporal punishment- *emotional/physical punishments may not be used, all staff, volunteers and students are aware and understand what constitutes emotional/physical punishment. Shaking is never used.*
- Never go out and leave children unattended/with an unregistered carer- *all nursery staff are cleared by Ofsted to work with children under 12. DBS checks cannot be carried out on young persons under 17.*

- Never give medicines to a child without written consent from parents- *administration of medication will have regard for the Statutory Framework for the Early Years Foundation Stage. The greatest care is taken to ensure medicines are administered according to instructions and a signed record of medication administered made in the medicine book and signed by another member of staff.*
- Be aware of how a child may interpret your verbal or body language - *show them respect.*
- Keep records up to date, especially accident /incident books - *all injuries sustained at nursery, or existing injuries noticed on arrival are recorded, and parents are asked to confirm with their signature.*
- Have due regard for mobile phone and social media policies; *these are to protect staff as well as children.*

CONFIDENTIALITY

Information held on children and families is confidential. Members of staff will not discuss individual children with others except for curriculum planning and group management. Concerns are shared only with others who need to know. Sensitive information is treated with care and respect, if someone is consulted for advice or guidance, they *should not be able to guess* the identity of the child involved. The family will be told who knows about the situation. Staff must not make comments publicly or in private about supposed or actual behaviour of a parent or member of staff.

THE ROLE OF THE CHILD PROTECTION CO-ORDINATOR

The designated person who has responsibility for liaising with child protection agencies is Anna Tebbett, the manager, who is trained in child protection, and responsible for liaising with parents, local child protection agencies and Ofsted in a child protection situation. There are other senior staff who are also designated safeguarding leads; Emily Hunter, Tiffany Brooks, Sasha Miller and Seijal Odedra. Staff with CAF training are Anna Tebbett. The role of the DSL is;

- Ensure that the settings safeguarding policy and procedures are reviewed and developed in line with current guidance; and develop staff understanding of the settings safeguarding policies
- Take the lead on responding to information from the staff team relating to child protection concerns
- Provide advice, support and guidance on an on-going basis to staff, students and volunteers.
- To identify children who may need early help or who are at risk of abuse
- To help staff to ensure the right support is provided to families
- To liaise with the local authority and other agencies with regard to child protection concerns
- Ensure the setting is meeting the requirements of the EYFS Safeguarding and welfare requirements
- To ensure policies are in line with the local safeguarding procedures and details
- Disseminate updates to legislation to ensure all staff are kept up to date with safeguarding practices
- To manage and monitor accidents, incidents and existing injuries; ensuring accurate and appropriate records are kept
- Attend meetings with the child's key person
- Attend case conferences and external safeguarding meetings, as requested, by external agencies
- Concerns about a child's welfare should be discussed with the designated people. Agencies (Social Services, NSPCC, Childline) can be contacted to discuss concerns and get guidance without identifying the child.
- If, after discussion, there are still concerns, the child protection co-ordinator decides which agency to make a referral to. If the child is considered to be in need, they and their family will be referred to social services.

INFORMING PARENTS: Parents are normally the first point of contact. If suspicion of abuse is recorded parents are informed at the same time the report is made, except where the guidance of the Leicestershire Safeguarding Children Partnership/local authority children's care team/police does not allow this. This is usually the case if the parent/family member is the likely abuser, or if a child may be endangered. In these cases, investigating officers will inform the parents.

SUPPORT TO FAMILIES: A child and their family are welcome at nursery while enquiries are made in relation to abuse at home. Families are treated in a respectful, non-judgmental way while external investigations happen.

THE ROLE OF THE REGISTERED PERSON- ENSURING THAT:

- Designated members of staff have attended a child protection training course.

- Other staff are aware of child protection issues, have received training, are kept updated in child protection and cultural/ethnicity issues (e.g. Mongolian Blue Spot) and are able to implement policies and procedures in the absence of the designated member of staff and complete yearly competency logs.
- Staff are aware of signs and symptoms of children at risk and aware of their responsibility to report concerns to police or social services, in accordance with Local Safeguarding Children Board, without delay.
- The designated persons will inform the local authority and Ofsted of child protection issues as necessary.

CONTACT NAMES FOR SAFEGUARDING	CONTACT DETAILS
Ofsted Early Years	0300 123 4666
Ofsted Whistleblower Hotline	0300 123 3155
Police	0116 222 2222 or 999
Non-emergency Police	101
First Response (LCC Children's Duty)	0116 305 0005 childrenduty@leics.gov.uk
Advice Line	07966 111058 or 0116 3055500
Local Authority Designated Officer (LADO)	0116 305 7597
Government Helpline for Extremism Concerns	020 7340 7264

7. EXTREMISM-THE PREVENT DUTY

The Counter Terrorism and Security Act 2015 places a duty - 'PREVENT Duty' - on certain authorities and organisations to prevent people being drawn into terrorism. This came into force in July 2015 and states what an early years provider should do if they have concerns. Under the Act, nursery staff have a duty to refer extremism concerns to police (in PREVENT priority areas the local authority will have a PREVENT lead who can provide support).

The guidance states that "early years providers serve arguably the most vulnerable and impressionable members of society". The EYFS places clear duties on providers to keep children safe. It makes clear that providers must be alert to any safeguarding and child protection issues in the child's life. Even young children may be vulnerable to radicalisation, in the family or outside. They may be victims, being taken out of the country or away from families.

As with other child protection concerns, early years providers must take action to protect children and should be alert to harmful adult behaviour. We should be able to identify children vulnerable to radicalisation and know what to do when they are identified. Contact numbers for advice are listed in the safeguarding policy. There is a risk of online radicalisation; children at Westwards never have unsupervised internet access.

WE SHOULD LOOK FOR:

- Changes in family behaviour or changes in the children's behaviour, e.g. aggression towards others.
- Comments made by a child, e.g. what Mummy/Daddy has said, 'fighting for the cause' etc.
- Comments made by family members, e.g. about certain faiths, beliefs, cultures.
- Any other signs that family members may be showing extremism.

WHAT TO DO IF YOU HAVE CONCERNS:

Concerns about the behaviour of any individual in the nursery should be reported to one of the designated safeguarding leads who may use the steps below. **If you are at all worried about the safety of a child, you must follow the child protection procedure to safeguard the child.**

- NW Leicestershire is a PREVENT priority area, we can seek advice from the PREVENT lead accordingly.
- If a child is not in immediate danger, we would call 101 (non-emergency police phone number).
- If a child is in immediate danger, we would call 999.
- We could call the DfE helpline (020 7340 7264) or email counter.extremism@education.gsi.gov.uk.
- The Channel programme focuses on providing support at an early stage to people who are identified as vulnerable to radicalisation. Providers can make a referral if they are concerned.

WHAT CAN WE DO TO ELIMINATE EXTREMISM AND PROMOTE ACCEPTANCE IN OUR SETTING?

Support children by teaching personal, social and emotional skills and enabling children to be accepting and tolerant of other's views and beliefs while constructively challenging what they disagree with. For example:

- Working through disagreements with their peers over sharing and turn-taking.
- Role-modelling desired behaviours and mannerisms and talking about feelings and opinions.
- Celebrating all faiths and beliefs
- Supporting British Values: Democracy (making decisions together), rule of law (understanding rules matter), individual liberty (freedom for all), mutual respect and tolerance (treat others as you want to be treated)