



Tilbury Nursery,
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SAFEGUARDING CHILDREN YOUNG PEOPLE AND VULNERABLE ADULTS

(Including managing allegations of abuse against a member of staff)

POLICY STATEMENT

Our nursery will work with children, parents and the community to ensure the rights and safety of children, young people and vulnerable adults.

Safeguarding is defined as:

- Protecting children from maltreatment;
- Preventing impairment of health and/or development;
- Ensuring that children grow up in the provision of safe and effective care;
- Taking action to enable all children to have the best possible chances in life.

This policy forms part of a group of policies which relate to the safeguarding responsibilities of the nursery.

This policy should be read in particular in conjunction with the following policies:

- Safe Recruitment policy,
- Positive Behaviour policy [which includes details about Physical Intervention and anti bullying] ,
- Code of conduct policy for adults,
- ICT acceptable usage policy/e-safety,
- Mobile phone and camera policy,
- Whistle blowing policy,
- Inclusion policy,

- Health and Safety policy,
- Collection of Children Policy.
- Complaints Policy
- Sharing information Policy

Purpose of a child protection policy:

- To inform staff, parents, volunteers and committee about the nursery's responsibilities for safeguarding children.
- To enable everyone to have a clear understanding of how these responsibilities should be carried out.
- To comply with the safeguarding and welfare requirements of the Statutory Framework for the Early Years Foundation Stage- [section 3] published March 2014.
- To comply with Hertfordshire Safeguarding Children Board Inter agency child policy and safeguarding procedures [HSCB].
- To comply with Working together to Safeguard Children [DFE 2018].

In order to promote and safeguard the welfare of children our Nursery follows:

- Procedure established by the HSCB, a guide to procedure and practice for all agencies in Hertfordshire working with children and their families;
- The 3 commitments of the Early Years Learning Alliance.[EYLA];
- Keeping Children safe in Education [2018]
[includes the Prevent Duty and FGM]
- Further Legislation and guidance listed at the end of this procedure section.

Tilbury Nursery will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

We carry out the following procedures to ensure that we meet the three key commitments of the Early Years Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

Key commitment 1

The EYLA is committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our provision.

Our designated officer (a member of the management team) who oversees this work is **Mr Frank Palmer**. The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.

Our designated person who co-ordinates child, young person and vulnerable adults protection is Mrs. Daniela Drozd.

Our deputy designated person for safe guarding is Mrs. Susie Scutt.

Broad Responsibilities for the designated person/deputy:

- Manage Referrals
- Refer all cases of suspected abuse to:
 - a.The local authority children's social care [see attached proformas to complete];
 - b.The police [cases where a crime may have been committed].
- Liaise with the Nursery Committee Safeguarding Officer Mr Frank Palmer to inform him of issues especially ongoing enquiries under section 47 of the Children Act 1989.
- Act as a source of support and advice to staff on matters of safeguarding including the decision on when to make a referral by liaising with relevant agencies.

- Inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to children's social care, or where appropriate, the LADO, Ofsted or RIDDOR.

When the setting is open but the designated person is not on site, a suitably trained deputy who is in the process of being appointed is available at all times for staff to discuss safeguarding concerns.

The designated officer, the designated person and the deputy designated person ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding

The designated officer designated person and the deputy understands LSCB safeguarding procedures, attends relevant LSCB training at least every two years and refreshes their knowledge of safeguarding at least annually.

All staff and volunteers understand that safeguarding is their responsibility.

Safe Recruitment

(See Safe Recruitment policy)

- We abide by Ofsted requirements in respect of references and The Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at our nursery and has access to the children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need for us to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service www.gov.uk/disclosure-barring-service before posts can be confirmed. [see Employment Policy and procedures in policy document in nursery cupboard]

- Enhanced criminal records and barred lists checks and other suitable checks are carried out on volunteers' as well, prior to their post being confirmed.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by the Safeguarding Vulnerable Groups Act (2006) requirements and notify the Disclosure and Barring Service 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 concerns.

We record information about:

- staff qualifications
- identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - the date the disclosure was obtained;
 - details of who obtained it;[see single central record
- The Honorary Treasurer is responsible for the DBS checks.
- a certificate of good conduct or equivalent, where a UK DBS check is not appropriate
- complaints We keep a written record of all complaints and concerns including details of how they were responded to[see file in filing cabinet in nursery store]

At Tilbury Nursery we:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to when they have a worry or concern;

- Establish and maintain an environment where nursery staff and volunteers feel safe, are encouraged to talk and are listened to when they have concerns about the well-being of a child;
- Ensure that the children know that they can approach any of the nursery team if they are worried;
- Ensure that any children who have been abused will be supported in line with a child protection plan, where deemed necessary;

Staff and volunteers:

- Are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff will always act in the interest of the child
- Have a responsibility to provide a safe environment in which children can learn. •
- Are informed that they are expected to disclose any of their-convictions, cautions, court orders, reprimands, or/and warnings, which may affect their suitability to work with children (whether received before or during their employment with us).
- Are aware that from 31 August 2018, staff and volunteers in childcare settings that are not based on domestic premises are not required to notify their line manager if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children.
- Are trained to understand our safeguarding policies and procedure
- Have an up-to-date knowledge of safeguarding issues receiving regular updates on safeguarding and at least annually.
- Are alert to potential indicators and signs of abuse and neglect
- Understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team or the local National Society for the Prevention of Cruelty to Children, (NSPCC) 0808 800 5000;

- Are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- Understand the principles of early help (as defined in *Working Together to Safeguard Children*, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.[see continuum of need thresholds in safeguarding folder stored in nursery cupboard]
- Understand the thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the LSCB or safeguarding partners in areas where the safeguarding partners have replaced the LSCB.
- Understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
- No volunteers will work unsupervised.

Tilbury Nursery staff :

- Will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
- Will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
- Will be transparent about how we lawfully process data.
- Understand how to escalate their concerns in the event that they feel either the local authority and/or their own nursery has not acted adequately to safeguard
- Know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.

- Understand what the Nursery Management expects of them in terms of their required behaviour and conduct, and follow the policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistleblowing **and dignity at work**.
- Understand that all children have a key person to build a relationship with, and to support them to articulate any worries, concerns or complaints that they may have
- Understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children; in an age appropriate way.

Adequate and appropriate staffing resources are provided to meet the needs of children.

Our volunteers must:

- be aged 17 or over;
- be considered competent and responsible;
- be familiar with all the nursery policies and procedures;
- be fully checked for suitability if they are to have unsupervised access to the children at any time

All staff receive:

- a robust induction and regular supervisory meetings which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.

In addition to induction and supervision,

- staff are provided with clear expectations in relation to their behaviour [see code of conduct in induction file]

Security Procedures are in place:

- to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Access

- The main door into the Church Foyer has a locking system which ensures that no unauthorised person is able to enter the Church Foyer which leads to the Nursery rooms. A bell needs to be rung and the door opened internally by a member of staff.
- All visitors must ring the bell to gain access to the Nursery rooms, which is internally secured at all times.
- There is additional entry via a door to the nursery at the rear of the building, which is locked. Access is gained by ringing a bell and waiting for a member of staff to unlock the door to allow access. There are safety glass windows in these external doors which affords extra security.
- A caretaker is regularly on the premises as additional security.

Details of visitors to the setting.

All visitors are asked to complete the 'visitors log' at the Nursery door, recording date and time of arrival and departure, showing identification lanyards or being issued with a visitors badge.

Restrictions on use of mobile phones.

There is signage displayed and a policy in place [see policy document in nursery cupboard] but it is reiterated verbally that mobile phones are not allowed to be used on the nursery premises.

ICT/E Safety/Social Media/Images

- The designated person and deputy in the setting has responsibility for ensuring that there is an adequate online safety policy in place. [see policy in policy document in nursery cupboard]
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by our nursery
- Staff do not use personal cameras or filming equipment to record images.
- Equipment is for sole use in the nursery and does not leave the premises.

Consent

- Parents sign a consent form and have access to records holding visual images of their child. Completed consent forms are kept in a file marked 'Accepted Applications' in the nursery cupboard and a duplicate kept in the children's individual files in the filing cabinet in the nursery store.
- All staff are informed of any lack of consent, with details, given by any parent/carer.
- Personal mobile phones are not used where children are present. All staff mobile phones are stored in the safe in the nursery cupboard during nursery sessions.
- Parents are informed about any current E.Safety Guidance available

Data Protection

- Any personal information relating to staff or children the secured nursery cupboard and in a secure filing cabinet in the Church Office. It is stored in line with the data protection act 1998 and the freedom of information Act 2000.

Also see The EYFS statutory Welfare and Learning Requirements point 3.68.

Risk assessment

- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- Daily, weekly, monthly and yearly risk assessments are completed.

Complaints

- We keep a written record of all complaints and concerns including details of how they were responded to. These are stored in the filing cabinet in the secured nursery store.

The EYLA is committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with the necessary statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' [HMG 2015] and the Care Act 2014

Responding to suspicions of abuse

- Staff are alert to signs of abuse and know to whom they should report any concerns or suspicions.
- All staff are aware of procedures for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff is accused of abuse or suspected of abuse.
- All staff and volunteers are aware that the **main categories of abuse are:**
 - Physical
 - Emotional
 - Sexual
 - Neglect

We ensure that

- **All staffs and volunteers** will be concerned about a child if he/she presents with indicators of possible harm. [-see Appendix 1 for details]
- **All staff have an understanding of the additional vulnerabilities that arise from special educational needs and or disabilities, plus inequalities of race, gender language , religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.**

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

- Significant changes in behaviour;
- Deterioration in general well-being;

- Comments which may give cause for concern, or the things they say (direct or indirect disclosure); **see 'dealing with a disclosure'**
- Changes in appearance, behaviour, or their play;
- Unexplained bruising, marks or signs of possible abuse or neglect; and
- Any reason to suspect neglect or abuse outside the nursery
- In an abusive relationship the child may:
- Be frightened of the parent/s or other household members e.g. siblings or others outside the home;
- Act in a way that is inappropriate to her/his age and development[full account needs to be taken of different patterns of development and different ethnic groups];
- Display insufficient sense of 'boundaries', lack stranger awareness;
- Appear wary of adults and display 'frozen watchfulness'.
- We are aware of the 'hidden harm' agenda concerning parents and we consider factors affecting parental capacity and risk such as with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care department Sue Tanton susan.tanton@hertsforlearning.co.uk is the Virtual School Looked After Children [LAC] Lead.
- We understand how to identify children who may be in need of early help, how to access services for them
- We understand that we should refer a child who meets the Children Act 1989 child in need definition to local authority children's social work services

- We understand that we should refer any child who may be at risk of significant harm to local authority children's social work services.

We are prepared to take action if

- we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and LSCB procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.

We are aware of

- other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.

In relation to radicalisation and extremism we

- follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCB procedures on responding to radicalisation.
- The designated officer, designated person and deputy complete online Channel training, online Prevent training and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation. All staff are encouraged to do so.

- We are aware of the mandatory duty that applies to teachers, and health workers to report cases of Female Genital Mutilation to the police. We are also aware that early years practitioners should follow local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- If we become concerned that a child may be a victim of modern slavery or human trafficking we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice to the local authority children's social work service and/or police.
- We will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors ;
We follow the procedures below
- for reporting child protection and child in need concerns and follow the LSCB procedures, or when they come into force replacing the LSCB, we will follow the local procedures as published by the local safeguarding partners.
- Where such indicators are apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the designated person. The information is stored on the child's personal file.

- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.

We refer concerns about children's welfare

- To the local authority children's social care team and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board (or the local safeguarding partners when their published safeguarding arrangements take over from the LSCB)
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989.
- This may include students or school children on work placement, young employees or young parents.

Where abuse or neglect is suspected

- We follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account in an age appropriate way, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult.

Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.

All staff know that

- they can contact the NSPCC whistleblowing helpline if they feel that an organisation and the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
- We have a whistleblowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas.

We are also aware of other factors that affect children's vulnerability

For example:

- Abuse of disabled children;
 - Fabricated or induced illness;
 - Child abuse linked to beliefs in spirit possession;
 - Sexual exploitation of children such as through internet abuse;
 - Female Genital Mutilation; **see Appendix 2**
 - Radicalization; that may affect or may have affected children and young people using our nursery; **see Appendix 2**
 - Gang activity;
 - Complex, multiple or organized abuse;
 - Forced marriage;
 - Honour based violence;
- or may be
- Victims of child trafficking.

While some of the above **may** be less likely to affect young children in our care we may become aware of some of these factors affecting older children and young people of whom we may come into contact.

- Where we believe a child in our care or a child who is known to us may be affected by any of these factors, we follow the procedure below for reporting child protection concerns and follow the LSCB

procedures. [See details attached to this policy on the interior and external notice boards and inside the door of the nursery cupboard].

Procedure for reporting child protection concerns

- The child's key person makes a dated record of the details of the concern **see 'record of concern sheet 'attached** and discusses what to do with the designated person. The information is stored on the child's personal file.

Also see 'dealing with a disclosure' section.

As well as the very young children in our care we also take account of

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

Also refer to our whistle blowing policy in place. [See policy document in nursery cupboard.

Dealing with a disclosure

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), or a member of staff observes signs or signals that gives cause for concern or a member of staff observes such as significant changes in behaviour; deterioration in

general well- wellbeing; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff: **[see previous section]**,

- listens to what is being said without displaying shock or disbelief,
- listens, only asking questions when necessary to clarify,
- accepts what is being said,
- does not criticise the alleged perpetrator,
- allows the child to talk freely,
- reassures the child, gives assurance that she/ he will take some action but do not make promises which it might not be possible to keep,
- does not promise confidentiality -as it may be necessary to refer to Children's Services,
- reassures him or her that what has happened is not his/her fault,
- stresses that it was the right thing to tell,
- if appropriate explains what has to be done next and who has to be told.
- takes care not to influence the outcome either through the way we speak to children or by asking questions of children.

The Designated Safeguarding Person is informed of the concern without delay:

Record Keeping

Recording suspicions of abuse and disclosures

Use the 'record of concern form attached-also available on the **Hertfordshire Grid for Learning website**

The member of staff to whom the disclosure has been made or the member of staff who has suspicions of abuse makes a written record of statements and observations rather than interpretations or assumptions i.e. an objective record of the observation or disclosure which is recorded as soon as possible, specifically after a disclosure to include:

- the date and time of the observation or the disclosure;

- any significant non-verbal behavior and the exact words as far as possible used by the child.
- Any visible injuries on the attached diagram to indicate their location
- The names of any other persons present at the observation/ disclosure
- the name of the person to whom the concern was reported, with the date and time;
- File the original notes in the child's individual file which is kept securely and confidentially in the nursery store incase they are needed in court.

All records:

- To be given to the designated person promptly
- No copies should be retained by the member of staff or volunteer.

The designated person and the Designated Officer are informed of the issue at the earliest opportunity, and always within one working day.

These records are signed and dated and kept in a main file[records of concern] which is kept securely and confidentially, in the nursery filing cabinet in the store. See record keeping section.

- Where the Local Safeguarding Children Partnership or local safeguarding partners safeguarding procedures stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

Making a referral to the local authority children's social care team

- The Early Years Learning Alliance's publication Safeguarding Children contains procedures to help in making a referral to the local children's social care team.

- We keep a copy of this document alongside the procedures for recording and reporting set down by our Local Safeguarding Children Partnership which we follow where local procedures differ from those of the Early Years Learning Alliance.

Escalation Procedures

- We ensure that staff are aware of how to escalate concerns.
- In the event that a staff member or volunteer is unhappy with the decision made by the designated person/deputy designated person in relation to whether to make a safeguarding referral they must follow the LSCP Escalation Procedures.
- We will refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation.
- NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Partnership.
- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will again follow the LSCP or safeguarding partners procedure to resolve professional disputes

Communication with and informing parents

Tilbury Nursery will:

- Make the Child Protection Policy available on the website
- Have a hard copy on the parent's table in the foyer.
- Inform Parents prior to referral through the Channel Referral Process [attached],

23.

Unless:

- It is considered that to do so might place the child at increased risk or significant harm by-

- The behavioural response it prompts, e.g. a child being subject to abuse, maltreatment or threats and could be forced to remain silent if alleged abuser informed.

Leading to

- an unreasonable delay;
- Leading to the risk of loss of evidential material;
- Placing a member of staff from any agency at risk.

We ensure that parents:

- Have an understanding of the responsibilities of the nursery and staff for safeguarding children;
- Are normally the first points of contact. We discuss concerns with parents to gain their view of events unless we feel this may put the child or other person at risk in or may interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where necessary.
- Are informed when we make a record of concern in their child's file and that we also make a note of any discussion we have had with the parents regarding a concern;
- Are informed at the same time that a referral is made;
- Are informed if a suspicion of abuse warrants referral to social care, except where the guidance of the Local Safeguarding Children Partnership does not allow this, for example, where it is believed that the child may be placed at risk.

This will usually be the case where the parent is the likely abuser or where sexual abuse may have occurred. In these cases the social workers will inform parents beforehand, unless there is a possibility that advising a parent beforehand may place a child at greater risk[or interfere with a police response]. The designated person for Safeguarding or deputy designated person should seek advice from

children's social services, about whether or not to advise parents beforehand, and should record and follow the advice given.

Liaison with other agencies and multi-agency working

Tilbury Nursery:

- Work within the Local Safeguarding Children Partnership/Local Safeguarding Partners guidelines.
- Have the current version of 'What to do if you're worried a child is being abused' and the Recognise, respond, refer poster on our nursery wall available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- The Local authority Social Care Team Children's Services are contacted on child protection issues; see contact details at end of document.
- We have procedures for contacting the local authority regarding child protection issues and concerns about children's welfare, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together. •
- The Local Authority Social Care Team Children's Services are contacted on child protection issues:
 - 24 hour telephone line 0300 1234043.
 - refer to: www.hertssafeguarding.org.uk
 - Ofsted are notified (0300 1231231) of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

- The local National Society for the Prevention of Cruelty to Children (NSPCC) 0808 800 5000
- The Early Years Learning Alliance's publication Safeguarding Children 2013 stored in Nursery Cupboard contains procedures for making a referral to the local children's social care team, as well as a template form for recording concerns and making a referral. This is based on 'What to do if you are worried a child is being abused' DFE April 2015]
- We keep a copy of this document in the secure nursery cupboard and refer to procedures set down by our Local Safeguarding Children Board (LSCP) which we follow where local procedures differ from those of the Early Years Learning Alliance.

Support

Dealing with a disclosure from a child, and safeguarding issues can be stressful. The member of staff/volunteer should therefore consider seeking support for him/herself and discuss this with the designated person /doctor to be referred for counselling and or go directly to the local Safeguarding Children's Board.

Confidentiality

Safeguarding issues raise issues of confidentiality which are clearly understood by all staff/volunteers in nursery.

- All staff in the nursery - management, key people, casual workers and volunteers have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies [Children's Services, Safeguarding and Specialist Services and the Police as necessary].
- If a child confides in a member of staff/volunteer and requests that the information is kept secret - [see '**dealing with a disclosure**'] - it is important that the member of staff/volunteer tell the child in a manner appropriate to the child's age/stage of development that they cannot promise complete confidentiality-

instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe. Staff/volunteers who receive information about children and their families in the course of their work should share information only within appropriate professional contexts.

Allegations against staff and persons in positions of trust

[See 'Complaints' Policy and Procedures' and 'Discipline' Policy and Procedures in policy document in nursery cupboard]

Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

We have a complaints procedure document on the parents table and collectively we ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within our nursery, or anyone working on the premises occupied by the nursery, which may include an allegation of abuse.

We ensure that all staff, volunteers and anyone else working in the nursery knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues

We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.

We respond to any inappropriate behaviour displayed by members of staff, volunteers or any other person working on the premises, which includes:

- inappropriate sexual comments,
- Excessive one- to- one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images

We will recognise and respond to any allegations that a person who works with children has

- Behaved in a way that has, or may have harmed a child,
- Possibly committed a criminal offence against/related to a child

- Behaved towards child/children in a way which indicates that he/she may pose a risk of harm to children.

This also applies to any child the member of staff/volunteer has contact within their personal life.

We respond to any concerns raised by staff or volunteers who know how to escalate their concerns if they are not satisfied with the designated person or deputy's response.

We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the nursery or working on the premises occupied by the nursery, may have taken or is taking place, by first recording the details of any such alleged incident.

All staff and volunteers refer any such complaint immediately to a member of the senior Management team the Manager Mrs. Daniela Drozd or The Deputy Manager Mrs Susie Scutt and the Local Authority Designated Officer (LADO) as necessary to investigate and/or offer advice without delay.

The Local Designated Officer (LDO) 01992 556935/01992 556936

We also report any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold-see appendix as well as what measures we have taken. We are aware that it is an offence not to do this.

We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.

Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families, throughout the process.

Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

The recipient of an allegation must not unilaterally determine its validity, and failure to report it in accordance with procedures is a potentially disciplinary matter.

The Chair/deputy chair will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer the concern to the Local Authority Designated Officer.

If the allegation meets any of the three criteria set out at the start of this section *, contact should always be made with

The Local Designated Officer (LDO) without delay 01992 556935/01992 556936

If it is decided that the allegation meets the threshold for safeguarding, this will take place in accordance with section 4.1 of the Hertfordshire Safeguarding Children Board Inter-agency Child Protection and Safeguarding Children Procedures.

If it is decided that that the allegation does not meet the threshold for safeguarding, it will be handed back to the employer for consideration under their complaints and disciplinary policies and procedures.[see-10.12.10.12a and 10.12b] in the Policy Document in the Nursery Cupboard.

The Designated Person supported by the deputy and

The Safeguarding Officer will as soon as possible follow briefing from the Local Authority Designated Officer; inform the subject of the allegation.

For further information see:

HSCB Inter-agency Child Protection and Safeguarding Children's Procedures [Electronic] Section 4.1 Managing Allegations Against adults who work with Children and Young People

Parent/carer concerns about members of staff

We ensure that all parents know how to raise concerns about the behaviour or actions of staff or volunteers within the provision [see complaints procedure in policy document on parents table in nursery foyer], or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse. See Recognise, Respond, and Refer poster on notice board .

We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the provision, or anyone living or working on the premises occupied by the setting, has abused a child.

All staff and volunteers know how to raise concerns about a member of staff or volunteer within the nursery.

Staff and volunteers will escalate their concerns if they are not satisfied with the response when concerns are raised with the designated person or the deputy designated person.

Staff respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the Nursery, or anyone living or working on the premises occupied by the Nursery, may have taken, or is taking place, by

Recording the details of any such alleged incident,

see 'recording a concern' section and contacting the Local Authority Designated Officer [LADO] 01992 556936 or 01992 556935 for clarification of severity of concern.

Following advice from the Lado any such alleged incident is reported to Ofsted (Tel No: 0300 123 1231 Registered No.130596) giving details of what measures we have taken.

We are aware that it is an offence not to do this.

We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.

Where the management team and children's social care agree it is appropriate in the circumstances, the Nursery Management Committee will suspend the member of staff or the volunteer for the duration of the investigation.

This is not an indication of admission that the alleged incident has taken place, but is to protect the staff member as well as children and families throughout the process.

Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

Disciplinary action

Where a member of staff or a volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we notify the Independent Safeguarding Authority (ISA) we will notify the Disclosure and Barring Service of relevant information. www.gov.uk/disclosure-barring-service so that individuals who pose a threat to children can be identified and barred from working in this area. [see Discipline policy and procedures in policy document.]

The person to whom an allegation is first reported should take the matter seriously and keep an open mind. She/he should not investigate or ask leading questions if seeking clarification; it is important not to make assumptions. Confidentiality should not be promised and the person should be advised that the concern will be shared on a 'need to know' basis only.

Action to be taken includes making an immediate written record of the allegation using the informants words- including date, time and place where the alleged incident took place, brief details of what happened, what was said and who was present. This record should be signed, dated and immediately passed to the Designated Person

If the concerns are about the Manager, then the Chair of the Nursery Committee **Mr. Frank Palmer** should be contacted

In the absence of the Chair of the Nursery Committee the deputy chair Mrs Jane Dellershould be contacted:

The recipient of an allegation must not unilaterally determine its validity, and failure to report it in accordance with procedures is a potentially disciplinary matter.

To reduce the risk of allegations, all staff should be aware of safer working practice and should be familiar with the guidance in:

- The nursery code of conduct policy
- Nursery Managing Positive Behaviour Policy [7.0,7.1, 71 in Policy Document in Nursery Cupboard]
- Government document 'Guidance for safer working practice with adults who work with Children and young children in Education Settings
- Refer to: www.hertssafeguarding.org.uk.

PSLA Key commitment 3

The PSLA is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Any safeguarding issues that arise from practice or information received from HSCB or County Advisors/consultants will be cascaded at nursery weekly team meetings as they arise.

The Designated Safeguarding Lead and the Deputy Safeguarding Lead:

- Ensure that each member of staff has access to and understands the Nursery's safeguarding and child protection policy, especially new key staff, casual workers and volunteers;
- Are alert to the specific needs of children in need, to include CLA, those with special educational needs and young carers;
- Ensure that all staff know the procedures for reporting and recording their concerns in the Nursery;

- Are able to keep detailed, accurate, secure written records of concerns and referrals;
- Obtain access to resources and attend any relevant or refresher training courses;
- Encourage a culture of listening to children and taking account of their wishes and feelings among all staff, in any measures the nursery puts in place to protect them.

Raising Awareness

The Designated Safeguarding Lead ensures:

- That **all** Nursery Policies are known and used appropriately;
- Ensures that the Nursery Safeguarding and Child Protection Policy is reviewed annually and the procedures and implementations are updated and reviewed regularly, working with the Nursery Committee regarding this;
- Ensures that the Child Protection Policy is available to parents and carers. That they are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the nursery in this;
- Link with the LSCP to make sure staff are aware of training opportunities and the latest local policies on safeguarding;
- Where children leave the nursery ensure that the social worker responsible for the case is informed and that the child's child protection file is copied for any new setting as soon as possible but transferred to the Designated Safeguarding Lead at that setting separately in a secure manner and separately from the main child transition documents.

Staff Responsibilities

- All staff understand that they have a duty of care.
- This includes keeping updated with and implementing, all areas of the Nursery Safeguarding and Child Protection Policy. Seeking advice and locating/attending courses to enable them to feel confident to deal with any concerns that arise with any children with whom they come into contact with. This includes recognising the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they remain aware of the local authority guidelines for making referrals.
- Particular attention will be paid to the attendance and development of any child about whom the nursery has concerns, or has been identified as being the subject of a child protection plan.
-see **Hertfordshire Child Protection Referral** form attached, and lists of contacts to use at the end of this document.

Mandatory Reporting Duty

Section 5B of the Female Genital Mutilation Act 2003[as inserted by section 74 of the Serious Crime Act 2015] places a duty on teachers, along with social workers and healthcare professionals, to report to the police where they discover [either by disclosure by the victim or visual evidence] that FGM appears to have been carried out on a girl under 18. **Those failing to report** such cases will face disciplinary sanctions.

All staff are trained to ensure

- that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and
- that they are aware of the local authority guidelines for making referrals and extra familial threats such as online risks, radicalisation and grooming, and
- how to identify and respond to families who may be in need of early help, and all nursery safeguarding procedures.

The Designated persons receive appropriate training, as recommended by the Hertfordshire Safeguarding Children Board, every two years and refresh their knowledge and skills at least annually.

In the interim they are updated as necessary, through the HSCB termly PVI briefings, from Early Years Consultants: bite size training organised by Hertsforlearning, Educare(on line training)local cluster and networking meetings.

All the key staff undertake specific safeguarding training every 3 years in line with the HSCB and Statutory Requirements-**CHECK**

We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at team meetings at least once a year. Safeguarding is an item on all our team meeting agendas

We ensure that all staff

- know the procedures for reporting and recording any concerns they may have about the provision
- all staff have a copy of the Recognise, Respond and Refer information, and this is also on the Nursery notice board.
- Temporary staff and volunteers will be made aware of the safeguarding policies and procedures by the designated person for safeguarding at Induction and updated as necessary.

Refer to policy document and induction file as appropriate which are stored in Nursery Cupboard.

Planning/Environment

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and or hearing of other staff or volunteers.
- The access door to the toilet area is open at all times; therefore, two members of staff are always in the vicinity when children are toileting.
- Two members of staff are always in the vicinity when changing children in the toilet area or at the entrance to the store, where

both doors are opened so that they are visible to other staff. The child is shielded to protect their dignity.

Curriculum

Opportunities are included in the EYFS curriculum for children to develop the skills they need to recognise and stay safe from abuse.

The 5 outcomes that are key to children's wellbeing are:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Wellbeing

We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and that they develop an understanding of why and how to keep safe.

We create within the nursery a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.

We ensure that this is carried out in a way that is developmentally appropriate for the children. Refer to 5 outcomes above.

At regular team meetings we consider how children may learn about safeguarding, including online safety, when appropriate, through effective teaching and learning experiences, as part of providing a broad and balanced curriculum. See EYFS Statutory Welfare and Learning Requirements 2014.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local safeguarding Children's Partnership/Local safeguarding partners and in line with GDPR, Data Protection Act 2018, and Working Together to Safeguard Children document 2018

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the Nursery.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- We will engage with any child in need plan or early help plan as agreed.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure but only if appropriate under the guidance of the Local Safeguarding Children Board.

Implementing, monitoring and Review of this Child Protection Policy

The policy will be reviewed annually by the nursery committee and the nursery staff. It will be implemented into the nursery's induction training programmes, and as part of day to day practice. Compliance with the policy will be monitored by the Designated Safeguarding Officer Mr. Frank Palmer and the Nursery Designated person and Deputy. Also, through staff performance measures at team meetings and individual staff supervision and appraisal meetings. Also at more regular intervals as/when necessary/to ensure sound safeguarding of our children.

Attached:

- Hertfordshire Child Protection Referral Form

- Channel referral form-[radicalisation /terrorist concerns]
- Child Protection Service Record Of Concern Form

Appendix 1 Indicators of Harm

Appendix 2 Keeping Children Safe In Education [DFE 2015]

Appendix 3 The Prevent Duty

Appendix 4. Multi Agency statutory guidance on female genital mutilation[FGM] {HM Government 2016}

Legal framework

- **Education Act 2002 [section 175]**
- Working together to Safeguard Children [DFE 2018]
- What to do if you think a child is being abused? [March 2015]
- Keeping Children Safe in Education [July 2015]
- Female Genital Mutilation Act [2003]
- Serious Crime Act [2003]
- Counter Terrorism and Security Act 2015[section 26]
- Hertfordshire Safeguarding Children Board Inter Agency Child Protection and Safeguarding Children Procedures-Electronic

Primary legislation

Children Act (1989 s47)

Protection of Children Act (1999)

The Children Act (Every Child Matters) (2004)

Children and Social Work Act [2006]

Safeguarding Vulnerable Groups Act (2006)

Childcare Act [2006]

Child Safeguarding Practice Review and Relevant Agency [England] Regulations 2018

Secondary legislation

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Equalities Act (2010)

General Data Protection Regulations 2018

Childcare [Disqualification] Regulations 2009

Children and Families Act 2014

Care Act 2014

Serious Crime Act 2015

Counter Terrorism and Security Act [2015]

Further Guidance

- Working Together to Safeguard Children[HMG 2018]
- What to do if you are Worried a Child is Being Abused[HMG 2015]
- Framework for the Assessment of Children in Need and their Families (2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm-Responding to the Needs of Children of Problem Drug Users[ACMD,2003]
- Information Sharing: Advice for Practitioners and Managers (DFE 2018)
- HSCB Neglect Strategy [April 2016]
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales[HMG, 2015]
- Inspecting Safeguarding In Early Years, Education and Skills Settings,[Ofsted 2016]

Other useful Early Years Learning Alliance publications

Safeguarding Children[2013]

Safeguarding through Effective Supervision [2013]

The New Early Years Employee Handbook [2016]

People Management in the Early Years [2016]

Local Useful contacts

Potters Bar Health Visitors team 01707 653286 ext.4069

Furzefield Children's Centre Outreach Coordinator: Juliet O'Carroll
01707 850566

PB1 Children's Centre Outreach Coordinator: Ellen 01707 658547/
02083864038

Local Social Workers: contact County Hall Social Services, Pegs Lane,
Hertford, SG13 8DF. Telephone: 01992 555555. Website:
www.hertsdirect.org/safeguarding

This policy was adopted at a Management Committee meeting of Pott
Bar URC Nursery

Held on	<hr/>	(date)
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Date to be reviewed	<hr/>	(date)
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Signed on behalf of the
Management Committee

Name of signatory	<hr/>	Mr Frank Palmer
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Role of signatory	<hr/>	Chair of Management Committee
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