

Child Protection Policy

1. Introduction

1.1. Child Protection and promoting the welfare of children, for the sake of this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

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

1.2. Child Protection is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the other nursery policies and procedures, including the whistle blowing and mobile phone, camera and social networking policies.

1.3. Child protection also relates to broader aspects of education such as: children's health and safety and well-being, including their mental health and emotional well being, meeting the needs of children who have special educational needs and disabilities and medical conditions, the use of reasonable force, providing first aid and intimate care, online safety and children's security.

2. Aims

2.1. We aim to:

2.1.1. Create an environment to encourage children to develop a positive self-image.

2.1.2. Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development.

2.1.3. Encourage children to establish and sustain satisfying relationships within their families, with peers and with other adults.



- 2.1.4. Work with parents to build their understanding of and commitment to the welfare of all our children.
- 2.1.5. Enable children to have the self-confidence and vocabulary to resist inappropriate approaches.
- 2.1.6. Provide a safe and secure environment for all children.
- 2.1.7. Always listen to children.
- 2.2. In order to fulfil these aims:
 - 2.2.1. During their induction all staff are made aware of the systems within the setting which support child protection.
 - 2.2.2. All staff are trained to be alert to the signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed including by other children i.e. bullying, discriminatory behaviour.
 - 2.2.3. All staff are familiar and updated at least annually with child protection issues and procedures.
 - 2.2.4. 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.
 - 2.2.5. The child is kept at the centre of all we do.
 - 2.2.6. This policy is regularly reviewed and updated.
 - 2.2.7. A copy of *Working Together to Safeguard Children 2015* is available for all staff.
 - 2.2.8. A copy of the latest version of *Keeping Children Safe in Education* is available for all staff and all staff will read at least Part One of this document.
 - 2.2.9. The Designated Officer (DO) receives training every three years.
 - 2.2.10. We refer children for additional help through the Early Help Assessment with the support of professionals and in consultation with the family.



- 2.2.11. OFSTED are notified of any incident which affects the wellbeing of children.
- 2.2.12. We have procedures for contacting the Local Authority's Intake and Assessment team on safeguarding children issues.
- 2.2.13. We take advice from the Intake and Assessment team if a report is to be made to the authorities.
- 2.2.14. Suitable filtering is in place ensuring children cannot access inappropriate material when using the Internet.
- 2.2.15. Children are taught about Child Protection issues at an age appropriate level through PSHE lessons, assemblies and circle time.

3. Staff Child Protection duties

- 3.1. All staff have a responsibility to protect and promote the welfare of children. Staff should:
 - 3.1.1. Read Part 1 of *Keeping Children Safe in Education*.
 - 3.1.2. Be aware that abuse does occur in our society.
 - 3.1.3. Have a good understanding of different types of abuse and signs to look for.
 - 3.1.4. Identify children who may need extra help or who have suffered or are likely to suffer significant harm.
 - 3.1.5. Act quickly and responsibly in recording and reporting any concerns.
 - 3.1.6. Support children and families through sensitive situations.
 - 3.1.7. Inform the DO of any child who fails to attend regularly or has been absent for more than 10 days without permission.
 - 3.1.8. Work as part of a multi-agency team where needed in the best interest of the child.

4. Reporting concerns



- 4.1. Staff should be fully aware that abuse of children can take many different forms including physical abuse, emotional abuse, sexual abuse and neglect.
- 4.2. All staff are aware of signs of abuse (found in reporting concerns procedure in Child Protection file). Where symptoms of abuse occur and cause concern staff should fill out a Reporting Concerns Form and give to DO.
- 4.3. Any concerns regarding FGM, risk of radicalisation or peer-to-peer abuse should be treated in this way.
- 4.4. Children should not be asked leading questions about these concerns.
- 4.5. The DO will file the concern in a confidential folder and discuss the concern with staff members as appropriate.
- 4.6. The DO or Nursery Manager will always discuss concerns with parents/carers unless it is felt that doing so would put the child's welfare at risk.
- 4.7. Should the DO feel there is a risk of harm to the child, the Intake and Assessment Team and OFSTED will be contacted.
- 4.8. Where a child shows signs of failure to thrive or neglect, appropriate referrals will be made and if necessary an EHA or BIC 100 will be completed. We seek parent's permission before making a referral unless by seeking this permission we put a child at risk.
- 4.9. If a referral to Children's Services is not deemed necessary the situation will be monitored using a diary of incidents. If the situation does not appear to improve or worsens a referral will be reconsidered.
- 4.10. Our aim is to spot early indicators of abuse and provide support before the situation escalates. However, if at any point, there is a risk of serious immediate harm to a child a referral should be made immediately and can be made by anybody.

5. Female Genital Mutilation (FGM)

- 5.1. Female Genital Mutilation is the partial or total removal of external female genitalia for non-medical reasons.



- 5.1.1. Staff are made aware of the definition of FGM and the signs that it may be about to occur or has occurred.
- 5.1.2. Any concerns that FGM may be about to occur or has occurred should be reported to the DO following the steps above and reported to the Police.
- 5.1.3. All staff understand their legal responsibility in terms of reporting cases of FGM.

6. Prevent Duty

- 6.1. All staff will read the Prevent Duty and understand their responsibilities in terms of preventing children from being drawn into extremist views.
- 6.2. Any indicators of radicalisation will be reported to the DO through the means outlined above and, if necessary, reported to Channel.
- 6.3. All staff will promote the Fundamental British Values of Rule of Law, Democracy, Individual Liberty and Mutual Respect and tolerance and behaviour shown by any member of the school community that contradicts these values will not be tolerated.
- 6.4. To help build children's resilience to being drawn into radicalisation a different 'Safe and Happy' Topic will be promoted each half term.

7. Peer-on-peer abuse (to be read in conjunction with our behaviour policy)

- 7.1. Most cases of misconduct from one child to another will be encompassed by our behaviour policy.
- 7.2. Peer-on-peer abuse refers to cases whereby one child is seriously harming the learning or emotional or physical well being of another child. Factors used to distinguish between misconduct and peer-on-peer abuse will be:
 - 7.2.1. the ages of the children
 - 7.2.2. the location of the incidents
 - 7.2.3. whether the incident has been repeated



- 7.2.4. the seriousness of the actions
- 7.2.5. the effect on each child involved
- 7.3. If it is suspected or concluded that peer-on-peer abuse has occurred this should be reported in line with the reporting procedures outlined above.
- 7.4. Children have the right to attend school and learn in a safe environment without the fear of being harmed by their peers.
- 7.5. It is important that all children in these circumstances are offered appropriate support.

Bullying

- 7.6. Cases of emotional, physical or cyber bullying on or off the premises from one child to another will be dealt with in accordance with our anti-bullying policy.

Peer-on-peer sexual abuse

- 7.7. Sexually harmful behaviour may range from inappropriate language, inappropriate role play, sexually touching another or sexual abuse.
- 7.8. All concerns regarding peer-on-peer sexual abuse will be considered with relation to all involved children's ages and stages of development.
- 7.9. It is important to understand that a certain amount of exploration is a normal part of development.

Peer-on-peer physical abuse

- 7.10. This may include hitting, kicking, biting etc. and will, in most cases, be covered by our behaviour policy.
- 7.11. Very serious cases will be dealt with using Child Protection procedures.

8. Disclosures

- 8.1. Where a child has made a disclosure to a member of staff, that member of staff should:
 - Offer reassurance to the child.



- Actively listen to the child.
 - Explain to the child in age appropriate language what will happen next.
 - **Not ask leading questions.**
- 8.2. Staff should make a record of all disclosures of abuse by children on a Reporting Safeguarding Concerns Form (supported by the DO). This should include:
- Child's name.
 - Age of the child and date of birth.
 - Date and time of the observation or the disclosure.
 - Exact words spoken by the child.
 - Exact position and type of injuries or marks seen.
 - Exact observation of an incident including any other witnesses.
 - Name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time.
- 8.3. These records should be signed by the person reporting this, dated and given to the DO who will file in a separate confidential file. If a child's safety is at risk the DO will then report to the Intake and Assessment desk and take further advice from them regarding discussion with the family and reporting to other bodies.
- 8.4. Full, open and honest discussions will be held with the parents/carers of the child unless this would put the child at risk of harm. The DO will keep full records of conversations with parents and other agencies throughout the referral process.
- 8.5. It may be necessary that the matter needs to be raised with other bodies and/or an EHA needs to be initiated or a BIC100 completed. The nursery expects all members of staff to co-operate with the LSCB, OFSTED and any other investigative bodies in any way necessary to ensure the safety of the children.

9. Staffing and volunteering

- 9.1. All staff will receive safeguarding training within their first year of employment, and receive initial basic training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers,



recording and reporting concerns and creating a safe and secure environment for the children in the nursery. The Child Protection Policy and Code of Conduct will be given to any staff, students or volunteers during their induction.

- 9.2. We have a named Designated Officer within the nursery who co-ordinates child protection and welfare issues. The nursery DO undertakes specific training and accesses regular updates to developments within this field.
- 9.3. The Designated Officer (DO) at the nursery is:
Ellie Graham
- 9.4. The Designated Officer is available at all times that the school is open for staff to discuss concerns and when not on site can be contacted on the telephone number 07736 769711.

10. Providing a safe environment

To ensure a secure and safe environment for all children:

- 10.1. We provide adequate and appropriate staffing resources to meet the needs of children.
- 10.2. No adult will be left alone with a child who has not received enhanced DBS clearance.
- 10.3. Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- 10.4. All enhanced DBS checks for staff, students and volunteers will be stored on a central record of checks to ensure the suitability of the adults caring for the children.
- 10.5. We abide by OFSTED requirements in respect of references and suitability checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children.
- 10.6. We ensure we receive at least two written references before a



new member of staff commences employment with us.

- 10.7. All students will have enhanced DSB checks conducted before their placement starts.
- 10.8. We abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- 10.9. We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children.
- 10.10. All staff have access to a whistle blowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner.
- 10.11. All staff will receive regular supervision meetings where opportunities will be made available to discuss child protection training and any needs for further support.
- 10.12. We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of safeguarding children concern.

11. Complaints against employees or volunteers of the nursery

- 11.1. If an allegation is made against a member of staff or volunteer, we will follow the HM Government guidance in '*Working together to safeguard children*'.
- 11.2. The allegation should be reported to the DO or Nursery Manager using a Reporting Safeguarding Concerns Form.
- 11.3. LADO will be informed immediately for advice and guidance.
- 11.4. A full investigation will be carried out by the appropriate professionals (LADO, OFSTED, LSCB) to determine how this will be handled.



- 11.5. The nursery will follow all instructions from the LADO, OFSTED, LSCB and asks all staff members to do the same and co-operate where required.
- 11.6. If the allegation could possibly interfere with the normal working of the nursery, the member of staff or volunteer will be allocated to another area, after due consultation with all parties and professionals, including the LADO.
- 11.7. Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice.
- 11.8. The nursery reserves the right to suspend any member of staff on full pay during an investigation.
- 11.9. All enquiries / external investigations / interviews will be documented and kept in a locked file.
- 11.10. Unfounded allegations will result in all rights being reinstated.
- 11.11. Founded allegations will be passed on to the relevant organisations and will result in the termination of employment. OFSTED will be notified immediately of this decision. The nursery is also required to notify the Independent Safeguarding Authority (ISA) to ensure their records are updated.
- 11.12. All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoid any unnecessary re-investigation.
- 11.13. The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry.
- 11.14. Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.
- 11.15. The Principal will act to manage and minimise the stress inherent in the allegations process.



12. Disciplinary action

12.1. Where a member of staff or a volunteer is dismissed from the nursery or internally disciplined because of misconduct relating to a child, we notify OFSTED, the LSCB and if required the DBS. We are under a legal duty of the Safeguarding Vulnerable Groups Act 2006 to notify the DBS of relevant information, so that individuals who pose a threat to vulnerable children can be identified and barred from working with these groups.

13. Informing parents

13.1. Full, open and honest discussions regarding all concerns are normally conducted with parents. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LSCB does not allow this. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

14. Support to families

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

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

14.3. Confidential records regarding a child are shared with their parents or those who have parental responsibility for them, only if appropriate under the guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

15. Confidentiality

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



15.2. Staff should not discuss the actual or alleged behaviour of another person publically or in private, unless during a safeguarding meeting.

16. Case conclusions

16.1. At the conclusion of all Child Protection cases, the DO will review the circumstances of the case and how review the Child Protection practises.

17. Contact telephone numbers

- OFSTED 0300 123 1231
- Local Safeguarding Children's intake and assessment team: 0300 300 4749/4750
- NSPCC 24hr helpline 0808 800 5000
- Local Authority social services: 0300 300 8142
- Local Authority Designated Officer: 0300 300 8142
- Local safeguarding children board website: www.bedfordshirelscb.org.uk

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Ellie Graham, Designated Officer (DO)

