

## **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.



**Safeguarding children and child protection** (Including managing allegations of abuse against a member of staff)

### **Policy statement**

Our setting 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.

### **Purpose and Aims**

The purpose of Ladybirds Day Nursery's safeguarding policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those children who attend our setting. The policy aims to ensure that:

- all our children are safe and protected from harm
- other procedures and policies are in place to enable children to feel safe and adopt safe practices
- Staff, children, visitors, volunteers and parents are aware of the expected behaviours and the setting's legal responsibilities in relation to promoting the safeguarding and welfare of our children.

### **Ethos**

'Every child deserves the best possible start in life and the support that enable them to fulfil their potential. A secure, safe and happy childhood is important in its own right.' Statutory Framework for the Early Years Foundation Stage (EYFS).

Safeguarding in Ladybirds Day Nursery is considered everyone's responsibility and as such our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential. Ladybirds Day Nursery recognizes the contribution it can make to ensure that all children who use our setting feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies in accordance with 'Working Together to Safeguard Children - March 2013' and seeking to establish effective working relationships with parents, carers and colleagues to develop and provide activities and opportunities that will help to equip our children with the skills they

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need. This will include resources and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

### **Responsibilities and expectations**

Ladybirds has a proprietor whose legal responsibility it is to make sure that the setting has an effective safeguarding policy and procedures in place and monitors that the setting complies with them. The proprietor should also ensure that the policy is made available to parents and carers if requested. It is the responsibility of the proprietor to ensure that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting, that the setting has procedures for handling allegations of abuse made against members of staff (including the Manager) or volunteers and ensure the safe and appropriate use of cameras, mobile phones, technology and on line equipment within the setting. The proprietor has appointed a Safeguarding Designated Officer (SDO) who has lead responsibility for dealing with all safeguarding issues in our setting.

The **Safeguarding Designated Officer** is **Kayleigh Easton**, Kayleigh works every day of the week.

The named safeguarding 'Champion' is **Janine Lissack**.

It is the responsibility of the SDO to ensure that all safeguarding issues raised in setting are effectively responded to, recorded and referred to the appropriate agency. They are also responsible for arranging the whole settings safeguarding training for all staff and volunteers who work with children and young people in our setting. The SDO must ensure that the whole settings safeguarding training takes place at least every three years; which they can deliver within setting provided they are linked in to the support and quality assurance process offered by the Local Authority.

The SDO is required to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child at our setting and to contribute to multi-agency discussions to safeguard and promote the child's welfare.

The SDO is responsible for ensuring the acceptable, safe use and storage of all camera technology, images, and mobile phones through the implementation, monitoring and reviewing of the appropriate policies and procedures. This includes the E-safety Policy which includes Camera & Image Policy, Mobile Phone Policy, Acceptable Use Policy.

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All Child Protection concerns need to be acted on immediately. If you are concerned that a child may be at risk or is actually suffering abuse, you must tell the Safeguarding Designated Officer.

All Adults, including the SDO, have a duty to refer all known or suspected cases of abuse to the relevant agency including MASH (Multi Agency Safeguarding Hub), Children and Young Peoples Service (CYPS) – Social Care, or the Police. Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the Setting's Designated Person in the first instance. Any records made should be kept securely on the Child's Protection file. If sharing any information or records about a child with any other professionals or outside agencies (E.g. MASH), then parents' permission to share will be requested, unless there is concern or we are advised not to as this could cause more harm to the child. We will follow the procedures for sharing information with reference to the 'Golden rules for sharing information'. When considering sharing information or recording children's/ families details we will be making sure that data protection is in place and any confidential information is kept secure.

### **Recognising concerns, signs and indicators of abuse**

Safeguarding is not just about protecting children from deliberate harm. For our setting it includes such things as child safety, bullying, racist abuse and harassment, visits, intimate care and internet safety etc. However it must be acknowledged that technology itself will not present the greatest risk, but the behaviours of individuals using such equipment will. The witnessing of abuse can have a damaging effect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the need to consult further.

### **Physical Abuse**

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill

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health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchausen's Syndrome by Proxy.

### **Emotional Abuse**

Emotional Abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention seeking.
- Very low self-esteem or excessive self-criticism.
- Withdrawn behaviour or fearfulness.
- Lack of appropriate boundaries with strangers; too eager to please.
- Eating disorders or self-harm

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact both penetrative and non-penetrative, or viewing pornographic material including through the use of the internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

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### **What to do if you are concerned**

If a child or vulnerable adult makes a disclosure or allegation of abuse against an adult or other child or young person, it is important that you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform your Safeguarding Designated Officer as soon as possible.
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the setting safeguarding record log forms.

If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the Safeguarding Designated Officer. Where those concerns relate to the Safeguarding Designated Officer however, this should be reported to the Proprietor using the settings 'Whistle blowing' policy.

### **Managing Allegations**

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our setting. Allegations will usually be that some kind of abuse has taken place. This could include inappropriate behaviour displayed by members of staff or other persons working with the children such as inappropriate sexual comments, excessive one to one attention beyond the requirements their role and responsibilities, inappropriate sharing of images. They can be made by children and young people or other concerned adults. Allegations are made for a variety of reasons:

- Abuse has actually taken place.
- Something has happened to the child that reminds them of a past event – the child is unable to recognize that the situation and people are different; Children can misinterpret your language or your actions.

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- Some children recognise that allegations can be powerful and if they are angry with you about something they can make an allegation as a way of hitting out.
- An allegation can be a way of seeking attention.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the SDO who will advise the Proprietor. In the case of the allegation being made against the SDO this will be brought to the immediate attention of the Proprietor. The SDO and/or the Proprietor will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegations made against the adult, in order for the appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made. Proprietor will need to:

- Refer to the Local Authority Designated Officer (LADO) immediately and follow up in writing within 48 hours. Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Advise Ofsted of allegation within 14 days of the allegation
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation if this is deemed necessary.
- Act on any decision made in any strategy meeting.
- Advise the Independent Safeguarding Authority where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

A copy of "What to do if you're worried a child is being abused" booklet is kept with this policy. This sets out the guidelines on dealing with incidents, disclosures and the procedures that must be followed.

### **Training**

All members of staff and volunteers will have access to whole setting safeguarding training at least every three years in line with Devon Safeguarding Children's Board (DSCB). We will also, as part of our induction, issue information in relation to our Safeguarding policy and any policy related to safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers.

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Our Safeguarding Designated Officer will undertake further safeguarding training, Group 3 DSCB Multi-agency Safeguarding course or Group 3 Refresher Courses, in addition to the whole setting training. This will be undertaken at least every three years which updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. This will support both the SDO to be able to better undertake their role and support the setting in ensuring our safeguarding arrangements are robust and achieving better outcomes for the children in our setting. This includes taking part in multi-agency training in addition to safeguarding training.

Our Proprietor will have access to safeguarding training at least every three years. They will also be advised to undertake additional training to support their employers' role in Handling Allegations against adults who work with children and young people, including our staff and volunteers.

Our safeguarding arrangements are reported on an annual basis to our Proprietor and our Safeguarding policy is reviewed annually, in order to keep it updated in line with local and national guidance/legislation.

We will include our Safeguarding Policy in our settings prospectus/website and will post copies of our policy throughout the setting. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.

### **Mobile Phones and Cameras**

Ladybirds has policies and procedures in place with regard to the use of mobile phones and cameras in the setting and on visits etc . The policy 'Use of Mobile phones and Camera's' is found in the policy booklet. The 'Online Safety – A Toolkit for Early Years Settings' is a useful guide to assist the setting with developing appropriate policies and procedures.

### **Related Setting Policies**

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as child health and safety, bullying and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, setting security, drugs and substance misuse, etc.

There may also be other safeguarding issues that are specific to the local area or population'

Safeguarding Children and Safer Recruitment in Education DfES 2007

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This policy will cross reference to related setting policies and other protocol especially those listed below:

- Whistle blowing
- Children's Rights and Entitlements
- Uncollected Child
- Missing Child
- Use of Mobile Phones and Camera's
- Employment
- Student Placements
- Valuing Diversity and Promoting Equality
- Supporting Children with Special Educational Needs and Disabilities
- Children's Records
- Confidentiality and Client Access to Records
- Working in Partnership with other Agencies
- Information Sharing
- Internet Safety

### **Current Safeguarding Issues**

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law of England. Ladybirds do not condone practices that are illegal and which are harmful to children.

### **Safeguarding Disabled Children**

Disabled children have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve the Every Child Matters outcomes as non-disabled children.

Disabled children do however require additional action. This is because they experience greater risks and 'created vulnerability' as a result of negative attitudes about disabled children and unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairment (Safeguarding Children, DCSF, July 2009) Ladybirds will ensure that our disabled children are listen to and responded to appropriately where they have concerns regarding abuse. In order to do this we will ensure that our staff and volunteers receive the relevant training to



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raise awareness and have access to specialist staff in the event they have concerns regarding abuse of a child.

### **Safer Recruitment and Selection**

It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked. At Ladybirds we will ensure that we have a member on every recruitment panel who has received the appropriate recruitment and selection training. That all of our staff are appropriately qualified and have the relevant employment history and checks to ensure they are safe to work with children in compliance with the Key Safeguarding Employment Standards.

### **Domestic Abuse**

The Government defines domestic abuse as “Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality”.

Staff need to understand what is required of them if children are members of the household where domestic abuse is known or suspected to be taking place. Our policy includes action to be taken regarding referrals to the Police and Children and Young People’s Services and any action to be taken where a member of staff is the alleged perpetrator or victim of domestic abuse. At Ladybirds we will follow our safeguarding policy and report any suspected concerns regarding Domestic Abuse to the relevant agency.

### **Private Fostering**

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- A parent.
- A person who is not a parent but has parental responsibility.
- A close relative.
- A Local Authority.

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for more than 28 days and where the care is intended to continue. It is a statutory duty for us at Ladybirds to inform the Local Authority via MASH where we are made aware of a child or young person who may be subject to private fostering arrangements.

### **Extremism and Radicalisation**

Ladybirds Day Nursery has a legal duty to protect children from risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, including:

- Feeling alienated or alone.
- Seeking a sense of identity or individuality.
- Suffering from mental health issues such as depression.
- Desire for adventure or wanting to be part of a larger cause.
- Associating with others who may hold extremist beliefs.

### **Signs of radicalisation**

Signs that a child might be at risk of radicalisation include:

- Changes in behaviour, for example becoming withdrawn or aggressive.
- Claiming that terrorist attacks and violence are justified.
- Viewing violent extremist material online.
- Possessing or sharing violent extremist material.

If a member of staff suspects that a child is at risk of becoming radicalised, they will refer their concerns to the Setting Safeguarding Lead who will in turn refer them to the LADO.

### **Prevent Duty**

One of the provisions of the Counter Terrorism and Security Act 2015 is to place a duty on certain specified authorities and organisations to prevent people from being drawn into terrorism. This duty is known as the 'Prevent Duty' and (somewhat surprisingly) as well as applying to schools, colleges, hospitals etc, it also applies to all Ofsted-registered childcare settings, including out of school clubs.

The Prevent Duty came into force on 1 July 2015 and will be included in Ofsted inspections from September 2015. For more information on what to do if you are worried or information on the role of Channel and how to refer please see The Prevent Duty (June 2015) documentation online or in the safeguarding file.

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**Meeting the Duty**

In order to comply with the Home Office direction in meeting the duty, Ladybirds Day Nursery has taken the following steps:

- All staff will undertake Prevent Duty Awareness training.
- The Nursery will actively build children’s resilience to radicalisation by promoting fundamental British values. This will be delivered in a number of ways including displays for the children to view, team games and a range of multi ability and culture resources.
- Conduct a full Risk Assessment, reviewed at yearly intervals.

**Legislation relating to this policy:**

Children Act 1989, 2004

Education Act 1996, 2002 (Section 175)

School Standards and Framework act 1998

Safeguarding Children and Safer Recruitment in Education Guidance DfES 2007

Every Child Matters

Statutory Framework for the Early Years Foundation Stage 2014

Working Together to Safeguard Children 2015

The Prevent Duty 2015

**Manuals kept in setting:**

What to do if you’re worried a child is being abused 2015

Working Together to Safeguard Children 2015

This policy was adopted at a meeting of	Ladybirds Day Nursery
Held on	<hr/> 25/01/19
Date to be reviewed	<hr/> 25/01/20
Signed on behalf of the management	<hr/>
Name of signatory	<hr/> Janine Lissack

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Role of signatory

Owner

### Useful Contacts:

For further information regarding any child protection procedure [www.swcpp.org.uk](http://www.swcpp.org.uk)

Devon Safeguarding Children Board [www.devonsafeguarding.org](http://www.devonsafeguarding.org)

South West Child Protection Procedures [www.swcpp.org.uk](http://www.swcpp.org.uk)

Devon Early Years and Childcare Service [www.devon.gov.uk/eys](http://www.devon.gov.uk/eys)

Child Exploitation and Online Protection Agency [www.ceop.org.uk](http://www.ceop.org.uk)

NSPCC Safe (Safe Activities for Everyone) Network [www.safenetwork.org.uk](http://www.safenetwork.org.uk)

- **CYPS area contact number: 01392 384444** (Totnes)  
(9am - 5pm Monday to Thursday, 9am – 4pm Friday)  
Teignbridge, South & West Devon CYPS - **01392 386 000**
- **Out of hours for CYPS (Social Care):**  
5pm -9am and at weekends and public holidays, please contact:  
Emergency Duty Service **0845 6000 388** (low-rate call)
- **Multi-agency Safeguarding Hub (MASH) 0345 155 1071**  
Email: [mashsecure@devon.gcsx.gov.uk](mailto:mashsecure@devon.gcsx.gov.uk)  
MASH Consultation Line **01392 388361/2**  
\*See MASH posters for more information
- **Police Central Referral Unit: 0845 605 116**
- **EYCS Consultation Service:** If you have concerns about a child but are unsure whether to make a Social Care referral. The number is: Susan Bolt - Locality Manager for South West Devon **01626 324982**
- **DSCB- Head of Safeguarding: 01392 386091**  
DSCB Office: Christina Ashforth 01392 **386067**
- **Ofsted Whistleblowing Hotline**  
Ofsted's dedicated Whistleblowing Hotline (**0300 1233155**) It is staffed from 8am to 6pm, Monday to Friday.

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Whistleblowing disclosures can also be submitted to Ofsted by email to the Ofsted whistleblowing team ([whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)) or by post to:

WBHL

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

### **Child Protection Chairs and Local Authority Designated Officers (LADO) for managing allegations against staff:**

Allegations against staff Referral Co-ordinator **01392 384964**

### **South West Child Protection Procedures**

[www.online-procedures.co.uk/swcpp](http://www.online-procedures.co.uk/swcpp)

There is more information and flowcharts included in the settings Safeguarding file and displayed on the board in the office.