



## **Safeguarding Children and Child protection Policy**

### **Statement of intent**

Our setting will work with children, parents, and the community to ensure the safety of children and to give them the very best start in life. Puss 'n' Boots is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas.

The nursery is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures set in 'What to do if you are worried a child is being abused' (March 2015)

The nursery is committed to promoting awareness of child abuse issues throughout its training for practitioners. It is committed to empowering young children, through its Early Years Foundation Stage Curriculum, promoting their right to be strong, resilient, and listened to.

In our setting we strive to protect children from the risk of radicalisation, and we accept other beliefs and cultures. Safeguarding is not just covered with this policy alone; it is used in conjunction with the following policies:

- E-safety Policy
- Prevent duty and radicalisation.
- Looked after children.
- Whistle-blowing policy.
- Recruitment, selection and suitability of staff policy
- Attendance policy

All Nursery staff, representing Puss 'n' Boots Day Nursery have agreed this policy.

### **Aims**

Our aims are to carry out this policy by:

- Always listen to the children
- Keep the child at the centre of what we all do.
- Provide a positive role-model.
- promoting children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
- promoting children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence.
- promoting children's right to be strong, resilient and listened to by enabling children to have the self confidence and the vocabulary to resist inappropriate approaches.

- helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults; and
- Ensure staff are trained right at induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through any bullying or discriminatory behaviour.
- Be aware of the increased risk to children with special educational needs and disabilities and are aware of vulnerable or isolated families and children.
- Ensure that all staff feel confident and supported to act in the best interest of the children in their care and seek help if needed.
- Ensure all staff are familiar and updated regularly with child protection training and procedures.
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by BCP Authority
- Take any appropriate action relating of serious harm or abuse against any person working with children or living or working on the premises including reporting allegations to Ofsted and other relevant authorities.
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.
- Help children to understand how they can influence and participate in decision making and how to promote British Values through play, discussion, role modelling and our 'Golden Rules'
- Share information with other agencies as appropriate.

### **Statutory Framework:**

This policy has been formulated together using the below legal framework:

Nurseries should have procedures (of which all staff are aware) for handling suspected cases of abuse, including procedures to be followed if a member of staff should be alerted to signs of abuse and know to whom they should report any concerns or suspicions.

The designated Safeguarding Officer (Fiona Garvey, Kirsty Woodland, Rachael Alderson, Courtney Millward and Hana Williams) should have responsibility for coordinating action within the Nursery and liaise with other agencies.

All practitioners receive safeguarding training (at least every two years) and regularly update their knowledge.

### **The legal framework for this work is:**

#### *Primary legislation*

The Children Act 1989 - s 47

The Protection of Children Act 1999

Data Protection Act 1998

The Children Act 2004 (Every Child Matters)

Childcare Act 2006 (amended 2018)

Safeguarding Vulnerable Groups Act 2006

The Children (NI) Order  
The Children (Scotland) Order  
Children and Social Work Act 2017  
Working together to safeguard Children 2018  
Early Years Foundation Stage 2023  
Keeping children safe in education 2021  
Domestic Abuse Act 2021  
Working Together to Safeguard Children

### **Guidance**

What to Do if You are Worried a Child is Being Abused (2004)  
The Framework for the Assessment of children in Need and Their Families (2000)  
What to do if you're worried a child is being abused (2015)  
The Common Assessment Framework 2015  
Prevent Duty 2024

### **Secondary Legislation**

Sexual Offences Act (2003)  
Criminal Justice and Court Services Act (2000)  
Human Rights Act (1999)  
Race Relations (Amendment) Act (2000)  
Race Relations (Amendment) Act (1976) Regulations  
Rehabilitation of Offenders Act 1974  
Counter-Terrorism and security Act 2015  
Data Protection Act 2018

### **Liaison with other bodies**

- We work within the Local Safeguarding Children Board (LSCB).
- We have a copy of 'What to do if you a worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns'.
- We have procedures for contacting the local authority on child protection issues, 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 social services to work well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Details of the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

- If a referral is to be made to the local authority social services department, we act within the LSCB guidelines in deciding whether we must inform the child's parents at the same time.
- Parents are made aware of the safeguarding policy and the fact that this may require cases to be referred to the investigative agencies without prior consent from carers/parents in the interests of the child.

### **Designated Safeguarding Lead (DSL)**

The DSL has overall responsibility for safeguarding children and child protection policy and procedures. It is their role to ensure that the policy and procedures are implemented to safeguard and promote the welfare of children. They are responsible for coordinating safeguarding and child protection training for staff across the organisation.

#### **The role of the DSL**

The role of the DSL is to:

- Update the safeguarding children and child protection policy and procedures in line with new legislation and in response to any incidents
- Carry out ongoing monitoring of the settings policies and procedures to ensure they remain effective.
- Ensure updates and new legislation are reflected in our services as soon as they are known.
- Act as a source of support, advice and expertise for all staff, students, volunteers, children and parents who have safeguarding concerns
- Ensure detailed, accurate, secure written records of concerns and referrals
- Review all written safeguarding reports
- Access information provided promptly, carefully and refer as appropriate to external agencies
- Provide signposting to other organisations
- Consult with statutory child protection agencies and regulatory bodies when required
- Make formal referrals to statutory child protection agencies or the police, as required.

In addition, the DSL is required to:

- Keep up to date with good practice and national requirements for safeguarding and child protection
- Provide information on safeguarding and child protection for the setting
- Have an ongoing responsibility to ensure all staff understand the correct procedures and are aware of their safeguarding responsibilities
- Raise awareness of any safeguarding and child protection training needs and implement where necessary.

The DSL does not investigate whether or not a child has been abused or investigate an allegation or disclosure. Investigations are for the appropriate authorities, usually the police and social services.

### **Methods**

Staffing and volunteering

- Our designated Safeguarding Leads are Kirsty Woodland, Fiona Garvey, Rachael Alderson, Courtney Millward and Hana Williams who co-ordinates child protection issues and is located within our Staff Structure.

- We prevent abuse by means of good practice:
- Adults will never be left alone for any period of time with individual children or small groups.
- All staff fill out a staff suitability form when first being employed and this is updated on a yearly basis during their appraisal. The staff will then be aware of disclosing anything they deem suitable for the manager or safeguarding officers which will then be discussed confidentially and decided if they are still safe to hold their position.
- Adults who do not hold a DBS/CRB certificate or any relevant childcare qualifications will never be left alone, this includes agency staff who hold a DBS/CRB with the Agency but are not known to the setting.
- Children receive regular stories, circle times, visitors from the fire or police service to learn about how to keep safe.
- Provide adequate and appropriate staffing resources to meet the needs of 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 to carry out 'enhanced disclosure' checks with the Criminal Records Bureau 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.
- We abide by Ofsted requirements in respect of references and Criminal Record Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- 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 child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Be aware of increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children.
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## **Areas of abuse**

**Physical Abuse** – Physical injury to a child including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented.

**Emotional Abuse** – Severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection.

The domestic Abuse Act 2021 recognises in law, that children are victims if they see, hear or experience any effect of domestic abuse. This comes under Emotional abuse.

**Neglect** – Persistent or severe neglect of a child which results in serious impairment of the child's health or development, including failure to thrive.

**Sexual Abuse** – Sexual injury to the child and action taken if a child indicated sexual activity through words, play, drawing or role play.

### **Female genital mutilation**

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. Symptoms may include bleeding, painful areas. Acute urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections, depression and post-traumatic stress disorder.

The procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community.

FGM is child abuse and is illegal in the UK. It can be extremely dangerous and can cause:

- Severe pain
- Shock
- Bleeding
- Infection such as tetanus, HIV and hepatitis B and C
- Organ damage
- Blood loss and infections
- Death in some cases

Any concerns about a child or family, will be reported to the children's social care team in the same way as other types of physical abuse. We have a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18.

### **Breast Ironing**

Breast Ironing also known as 'breast flattening' is the process where young girls' breasts are ironed, massaged and or punched down through the use of hard heated objects in order for the breast to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction, and early forced marriage. Although this is unlikely to happen to children in the nursery due to their age, we will ensure any signs of this in young adults or older children are followed up using the usual safeguarding referral process.

### **Child sexual exploitation (CSE)**

Working Together to safeguard Children defines (CSE) as "... a form of child sexual abuse. It occurs where an individual or group takes of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact: it can also occur through the use of technology.

### **Child Criminal Exploitation (CCE)**

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

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people. Some of the following can be indicators of CCE:

- Children who appear with unexplained gifts or new possessions.
- Children who associate with other young people are involved in exploitation.
- Children who suffer from changes in emotional well-being.
- Children who misuse drugs and alcohol.
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education.

If staff have any concerns regarding CSE or CCE, they will be reported in the usual way.

### **Adult sexual exploration**

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

### **County Lines**

The National Crime Agency (NCA) describe county lines as a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

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

Signs and indicators to be aware of include:

- Changes in the way young people you might know dress.
- Unexplained, sometimes unaffordable new things (e.g. clothes, jewellery, cars etc.)
- Missing from home or schools and/or significant decline in performance
- New friends or relationships with those who don't share any mutual friendships with the victim or anyone else.
- May be carrying a weapon.
- Receiving more texts or calls than usual
- Sudden influx of cash, clothes or mobile phones
- Unexplained injuries
- Significant changes in emotional well-being
- Young people seen in different cars/taxis driven by unknown adults
- Young people seeming unfamiliar with your community or where they are
- Truancy, exclusion, disengagement from school
- An increase in anti-social behaviour in the community
- Unexplained injuries
- Gang association or isolation from peers or social networks

### **Cuckooing**

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered, or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home. If we recognise any of these signs, we will report our concerns as per our reporting process.

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

### **Contextual safeguarding-**

As young people grow and develop, they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

As part of our safeguarding procedures, we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concern

### **Peer on Peer abuse**

We are aware that peer on peer abuse takes place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children and will take advice from the appropriate bodies on this area.

### **Fabricated Illness**

This is a type of Physical abuse. A child is presented with an illness fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill.

### **Peer Abuse**

Sexual and emotional bullying and abuse by peers will be taken as seriously as abuse perpetrated by an adult. It will be subject to the same safeguarding children's procedures as applied in respect of any child who is suffering, or at risk of suffering, significant harm from adverse source.

### **Intimate care**

Some job responsibilities necessitate intimate physical contact with children on a regular basis for example toilet training. The emotional responses of any child to intimate care should be carefully and sensitively observed and where necessary any concerns passed to senior managers and parents or carers.

- Make other staff aware of the task being undertaken.
- Explain to the child what is happening.
- Consult with senior staff or manager and parents / carers where any variation from the usual procedure is necessary and record it.
- No nappies will be changed behind closed doors.
- Working closely with parents on all aspects of the child's care and education

All children have a right to safety, privacy and dignity when contact of a physical or intimate nature is required and depending on their abilities, age and maturity should be encouraged to act as independently as possible.

### **Extremism – the Prevent Duty**

Under the Counterterrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In prevent priority areas the local authority will have a Prevent lead who can provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

### **Modern slavery and Human Trafficking**

Child Trafficking and modern slavery is a form of child abuse. Children are recruited, moved, transported and then exploited, forced to work or are sold on.

If concern is raised about slavery or trafficking, then we will follow safeguarding procedures. If the child is at immediate harm, then the police will be called, otherwise the local authority will be contacted, and the referral process will be followed.

### **Domestic Abuse, Honour based violence and Forced Marriage**

Domestic violence can take place in a child's home. They could be at risk of harm whether they witness the violence or not. This can take form in physical abuse, sexual abuse, emotional abuse or neglect. We will always ensure that if there are any signs or symptoms (change in behaviour – withdrawn, showing low self-esteem, visible signs of injury, being worried about what a partner might say, becoming scared of partner, becoming isolated) we will act with haste and following our safeguarding procedures.

#### **Honour based violence**

This is a type of domestic violence which occurs in the so called 'Honour'. For example, rejecting a forced marriage, wearing the wrong clothing or wearing makeup. We will look for changes in behaviour of a person, in how they dress or comments they make. And act in-line with our safeguarding policy to keep the children safe and seek support for the adult involved.

#### **Forced Marriage**

A forced Marriage is a marriage in which one or both spouses do not or cannot consent to the marriage and duress is involved. If we become aware of this accruing, we will report it to the appropriate body. If the person is under the age of 18 then we will report it to the children's social care team and follow our safeguarding procedures.

### **Child abuse linked to faith or belief (CALFB)**

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies

- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

### **Online safety**

While the growth of internet and mobile device use brings many advantages, the use of technology has become a significant component of many safeguarding issues such as child sexual exploitation and radicalisation.

There are four main areas of risk associated with online safety:

- Content - being exposed to illegal, inappropriate or harmful material such as pornography, fake news, racist or radical and extremist views
- Contact - being subjected to harmful online interaction with other users such as commercial advertising or adults posing as children or young adults
- Conduct - personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images and online bullying
- Commerce - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Report **online safety concerns** to the DSL and to the Child Exploitation and Online Protection Centre (CEOP): <https://www.ceop.police.uk/Safety-Centre/>

**Inappropriate content** received via email must be reported to the DSL and to the Internet Watch Foundation (IWF): <https://www.iwf.org.uk/>

### **Up skirting/down blousing**

Up skirting and down blousing are criminal offences. They involve taking pictures of someone's genitals, buttocks or other intimate images under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual.

### **Children who are not independently Mobile**

We also follow the protocol for assessment, management and referral for children who are not independently mobile. We follow the protocol written by the LSCB- Bournemouth and Poole Local Safeguarding Children board.

The staff are to fill out a cause for concern record and a body map of the child.

The manager of the nursery will follow the protocol written by LSCB ( which is after this policy in the policy folder) and a leaflet has been produced to give to a parent to explain the process that is happening and why the protocol is taken place.

If a baby starts at Puss 'n' Boots and is non mobile, we will inform them of this safeguarding policy and ask them to read and sign 'bruising or injury to a babies/child who are not independently mobile' information sheet.

### **Responding to suspicions of abuse**

All practitioners or adults in the setting receive regular training to raise their awareness of abuse, and to improve their knowledge of safeguarding procedures that have been agreed locally. The maximum period of time before refresher training must take place is three years.

When to be concerned, practitioners should be concerned about a child if s/he:

- Has an injury which is not typical of the bumps and scrapes normally associated with children's injuries.
  - Regularly has unexplained injuries
  - Frequently has injuries (even when apparently reasonable explanations are given)
  - Gives confused or conflicting explanations on how injuries were sustained
  - Exhibits significant changes in behaviour which is usually explicit and/or inappropriate to his or her age/developmental stage
  - Discloses an experience in which s/he may have been harmed
  - Gives another cause to believe that s/he may be suffering significant harm
- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual as well as neglect.
  - When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

### **Disclosures**

If the child discloses that s/he has been abused in some way, the member of staff should:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely and openly
- Reassure the child but not to make promises which it might not be possible to keep
- Not promise confidentiality
- Reassure him or her that what happened is not his or her fault
- Stress that it is the right thing to tell
- Listen, rather than ask direct questions, if necessary ask open ended, non leading questions.
- Do not criticize the alleged perpetrator
- Explain what has to be done next and who needs to be told.

### **Recording Keeping and Monitoring:**

When a child has made a disclosure the practitioner should:

Fill out a cause for concern record which will include a:

- brief notes during and as soon as possible after the conversation
- Not destroy the original notes in case they are needed in court
- Record the date, time, place and any noticeable non verbal behaviour and the words used by the child.

Staff make a record of:

- the child's name;
- the child's address;
- the age of the child;
- the date and time of the observation or the disclosure;
- an objective record of the observation or disclosure;
- the exact words spoken by the child as far as possible;
- the 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.

These records are signed and dated and kept in a confidential safeguarding locked box accessed only by the setting manager and safeguarding officers.

- Practitioners complete the diagram with a body map to indicate the position of any bruising or other injury.
- Record only statements and observations, factual no assumptions or opinions or interpretations.
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All members of staff know the procedures for recording and reporting.

Practitioners must also monitor children attendance and inform a safeguarding officer if the child has not attended their session. The safeguarding officer will contact the family to see if the child is safe and healthy. If they cannot be contacted, then their emergency contacts will be used until we ensure all parties are safe.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority social care team.

This should not stop the parents wanting to take time with their child but ensures children's attendance to be logged so we know the child is safe.

Please see the attendance policy for more information

All staff have a responsibility to report safeguarding and child protection concerns and suspicions of abuse. These concerns will be discussed with the DSL as soon as possible – please use the table below to help support the next steps:

	<b>Staff member role</b> on receiving information that causes a safeguarding concern	<b>DSL role</b> on receiving information that causes a safeguarding concern
<b>Step 1</b>	<ul style="list-style-type: none"> <li>• Contact the DSL immediately. This must be a verbal conversation to ensure the concern is clearly understood and action is taken</li> <li>• If the DSL is unavailable, contact the Deputy DSL, LSP, NSPCC, social services or police until you are able to have a verbal conversation</li> </ul>	<ul style="list-style-type: none"> <li>• If it is believed a child is in immediate danger, contact the police</li> </ul>

	<ul style="list-style-type: none"> <li>For children who arrive at nursery with an existing injury, an 'incident outside nursery' form will be completed. If there are queries or concerns regarding the injury or information given, follow these procedures</li> </ul>	
<b>Step 2</b>	<ul style="list-style-type: none"> <li>Write an objective report including: <ul style="list-style-type: none"> <li>Child's name and address</li> <li>Age and date of birth</li> <li>Date, time and location of the observation or disclosure</li> <li>Exact words spoken by the child (as close to word-for-word as possible) and non-verbal communication</li> <li>Outline of the concern</li> <li>Exact position and type of any injuries or marks seen</li> <li>Exact observation of any incident or concern reported and the names of any other person present at the time</li> <li>Any known confidentiality issues</li> <li>Signature and date of person making the report and the DSL or other nominated individual receiving the report</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Sign and date report received from staff member</li> <li>Securely store the information according to the nursery procedures</li> <li>If the safeguarding concern relates to a child, contact the Local Authority children's social care team, report concerns and seek advice immediately, or as soon as it is practical to do so</li> <li>If the safeguarding concern relates to an allegation against an adult working or volunteering with children, contact the Local Authority Designated Officer (LADO) and request a confirmation email of the report, then report the concern to Ofsted</li> <li>A full investigation into any allegation will be carried out by the appropriate professionals to determine how this will be handled</li> <li>Note any actions requested by LADO / Ofsted and follow any instructions received</li> </ul>
<b>Step 3</b>	<ul style="list-style-type: none"> <li>If you feel the report is not being taken seriously or are worried about an allegation getting back to the person in question, then it is your duty to inform the Local Authority children's social care team yourself directly</li> <li>Follow all instructions from the Local Authority children's social care team and/or Ofsted, co-operating where required</li> </ul>	<ul style="list-style-type: none"> <li>If appropriate, discuss the concerns or incidents with parent(s), unless it is believed that this would place the child at greater risk of harm</li> <li>Record all discussions (remember parents will have access to these records on request in line with GDPR and data protection guidelines)</li> <li>Follow all instructions from the Local Authority children's social care team and/or Ofsted, co-operating where required</li> <li>Record information and actions taken</li> </ul>
<b>Step 4</b>		<ul style="list-style-type: none"> <li>If the DSL is not the owner/manager and there is an allegation against a</li> </ul>

		member of staff, then the owner/manager must be informed as they have a duty of care for their employees
<b>Step 5</b>		<ul style="list-style-type: none"> <li>• If the Local Authority children's social care team have not been in contact within the timeframe set out in Working Together to Safeguarding Children, it must be followed up</li> <li>• Never assume that action has been taken</li> </ul>
<b>Step 6</b>	<ul style="list-style-type: none"> <li>• Safeguarding procedures will be reviewed to ensure the process has been applied in line with the policy</li> </ul>	

If a concern is raised anonymously and we have no contact details, we will treat the concern as valid and follow the procedures as above. If a malicious call is suspected, the procedures will still be followed: a child may be in danger. The Information Commissioners Office (ICO) will be contacted to ensure permitted data sharing.

### **Sharing Low-level concerns**

On occasion, inappropriate, problematic or concerning behaviour by staff or other adults is observed but does not meet the threshold for significant harm. This may be classed as a 'low level' concern, although this does not mean that it is insignificant.

Please see low-level concerns policy.

We define a low-level concern as:

- Any concern, no matter how small, that an adult working with children may have acted in a way that is inappropriate including outside of work.
- A concern may be a sense of unease or a 'nagging doubt' and does not meet the harm threshold or is serious enough to refer to the LADO.

We encourage a culture of openness, trust and transparency, with clear values and expected behaviour, monitored and reinforced by all staff. All concerns or allegations, however small, will be shared and responded to. All concerns will be shared with the DSL. We encourage concerns to be shared as soon as reasonably practicable and preferably within 24 hours of becoming aware of it. However, it is never too late to share a low-level concern.

It is not expected that staff will be able to determine whether the behaviour in question is a concern, complaint or allegation before sharing the information. If the DSL is in any doubt as to whether the information meets the harm threshold, they will consult the LADO.

Occasionally a member of staff may find themselves in a situation which could be misinterpreted or appear compromising to others. If this occurs, staff are encouraged to self-report to the DSL. Equally, a member of staff may have behaved in a manner which, on reflection, falls below the standards set in our staff behaviour policy. If this occurs, staff are encouraged to self-report to the DSL. We encourage staff to be confident to self-report and believe it reflects awareness of our standards of conduct and behaviour

When the DSL, receives the information, they will need to determine whether the behaviour:

- Meets, or may meet, the harm threshold (and so contact the LADO)
- Meets the harm threshold when combined with previous low-level concerns (and so contact the LADO)
- Constitutes a 'low level' concern
- Is appropriate and consistent with the law and our staff behaviour policy

The DSL will make appropriate records of all information shared, including:

- With the reporting person
- The subject matter of the concern
- Any relevant witnesses (where possible)
- Any external discussions such as with the LADO
- Their decision about the nature of the concern
- Their rationale for that decision
- Any action taken.

This constitutes a record of low-level concern. We retain all records of low-level concerns in a separate low level concerns file, with separate concerns regarding a single individual kept as a chronology. These records are kept confidential and held securely, accessed only by those who have appropriate authority. Records will be retained at least until the individual leaves their employment.

If the low-level concern raises issues of misconduct, then appropriate actions following our disciplinary procedures will be taken. Records will be kept in personnel files as well as in the low-level concerns file.

### **Confidentiality**

All suspicions, enquires and external investigations are kept confidential and shared only with those who need to know. Any information shared in line with guidance from the local authority.

The safeguarding Officer will fill out a chronology when a cause for concern record has been declared and will give the safeguarding officer a visual up to date scale to record concerns giving them a clear picture of any patterns. This will also be kept in the locked confidential box.

Members of staff should fill out an injury on arrival form with a parent if a child comes into nursery with a injury from home.

These forms are looked at by the manager or safeguarding officers if the member of staff is unsure if the description of the accident links with the injury the child has. The manager or safeguarding officers will take that matter further if they feel they should do.

All parents must understand that safeguarding records (as recorded as stated above) may be kept on their child/family. These records will remain confidential. If a parent wishes to see these records they can on behalf of the child but must do in writing. A child's safeguarding records will be shared to other agencies and transferred to a new Early Years setting or school. These records are shared in order to safeguard the child and as safeguarding officers we have a duty of care to do this. Parents will be informed when this is happening unless this may cause significant harm to the child and then permission will not be caught. It is important to make it clear, if appropriate, that any disclosure they make will be treated with sensitivity but may need to be shared with other professionals if it is considered necessary to protect the child or someone else from harm.

The injury on arrival forms are looked at on a monthly basis to see if a child has had consistent forms in that time frame. If so a meeting may be arranged by a manager or safeguarding officer with the parents to understand why the child has had so many accidents recently-only if this causes no harm or distress to the child. If the manager and safeguarding officers feel it necessary social services or our Borough of Poole safeguarding officer will be asked for advice and the matter will be taken further if necessary.

The Early Years setting will receive Domestic Abuse alerts and Multi Agency Risk assessments conference information is routinely received and kept by the nursery.

Keeping children safe is our highest priority and if, for whatever reason, staff feel,

**Dealing with a disclosure from a child, and a safeguarding case is likely to be a stressful experience, the practitioner should seek support for himself/herself and discuss with safeguarding Officer.**

### **Allegations against staff, adults working with or volunteering with children**

If an allegation is made against a member of staff or volunteer, it will always be investigated by the manager.

- We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
- We follow the guidance in Local Safeguarding Children's Board (LADO) when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's social service department to investigate.
- We co-operate entirely with any investigation carried out by social services in conjunction with the police.
- Our policy is to suspend the member of staff on full pay 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.
- Also, the Whistle blowing Policy would come into effect if needed

### **Disciplinary action**

- Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify Ofsted immediately of this decision and notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.
- Notify the Disclosure and Barring Service (DBS) to ensure their records are kept updated
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months if this is longer.

### **Staffing and Volunteering**

- At Puss 'n' Boots we use the recruitment, selection and suitability of staff policy to be vigilant in our recruitment of staff in them being suitable and continuing to be suitable for their role with the children.

- All staff will have safeguarding training designed to understand all listed in this safeguarding policy and have understanding to adhere to it. Safeguarding training is to be updated every two years and also if needed more often to help maintain basic skills and keep up to date with changes to safeguarding procedures or as a result of any safeguarding concerns that occur in the setting.
- We seek out training opportunities through face-to-face virtual, updated courses, quizzes for all staff involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- During our induction process the safeguarding procedures and policies are gone through thoroughly and not completed till a senior member of the team or a team member they are shadowing feel competent in the new staff members knowledge.
- Safeguarding is also on every staff meeting agenda to bring awareness of safeguarding updates to staff and also give an opportunity to support an concerns or areas where more training should be delivered.
- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to work with children. This includes information about their health, medication or about changes in their home life such as child protection plans of their own children.
- We request DBS checks on all the staff before their work or placement starts
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so.
- Volunteers and students do not work unsupervised
- We have procedures for recording the details of visitors and take security steps to ensure that we have control over who comes into the nursery
- As a staff team we are fully aware of how to safeguard the whole nursery environment and be aware of potential dangers of our boundaries such as drones. We will ensure the children remain safe at all times.
- All staff have access to and adhere to the whistle-blowing policy which will enable them to share any concerns
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to children, training or further support.

## **Curriculum**

- We introduce key elements of child protection 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 so that they develop understanding of why and how to keep safe.
- We create within the setting 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.

- In March 2019 we will be introducing the NSPCC PANTS campaign to the children in the 2-5's room which has been developed to help prevent abuse from happening to any child.
- Here at Puss 'n' Boots we also encourage our learning to incorporate British values every day through Democracy, The rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. This will run alongside the Early Years foundation stage.
- Please see our E-safety policy in how the children are kept safe on-line.

### **Monitoring children's attendance**

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

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

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

If a child has not arrived at nursery within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established, and we are made aware that all is well with the child and family. It is a parent's responsibility to keep their emergency contact details updated. If contact cannot be established, then we would assess if a home visit is required to establish all parties are safe. If contact is still not established, we would assess if it would be appropriate to contact relevant authorities in order for them to investigate further.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safe and well.

### **Informing parents**

- Parents are normally the first point of contact.
- 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 Local Safeguarding Children Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

### **Support to families**

- The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- The setting makes clear to parents its role and responsibilities in relation to Child Protection/safeguarding children, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social services department.
- The setting continues 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 social services department in relation to the setting's designated role and tasks in supporting the child and the family, subsequent to any investigation.
- 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 procedure and only if appropriate under the guidance of the Local Safeguarding Children Board (LSCB)
- We will do all in our power to support and work with the child's family

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of a safeguarding Officer at the earliest opportunity

**IF YOU ARE CONCERNED ABOUT THE WELFARE OF A CHILD AND NEED TO TALK TO SOMEBODY, CONTACT ONE OF THE FOLLOWING:**

**During office hours**

**BCP – 01202 123334 E-mail: [childrensfirstresponse@bcpcouncil.gov.uk](mailto:childrensfirstresponse@bcpcouncil.gov.uk)**

**LADO/DO – BCP Designated Officer 01202 817600 or secure e-mail: [lado@bcpcouncil.gov.uk](mailto:lado@bcpcouncil.gov.uk)**

**Out of hours service for Bournemouth & Poole**

**01202 738256 Email: [Childrensoohs@bcpcouncil.gov.uk](mailto:Childrensoohs@bcpcouncil.gov.uk)**

**Ofsted: 0300 123 4666**

**Government helpline for extremism concerns: 020 7340 7264**

**See sheet after policy (attachment two) for more information/telephone numbers**