



Safeguarding Children 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

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 using the DfES documents: 'Working Together to Safeguard Children' (2013), Circular 10/95 – Protecting Children from Abuse: The Role of the Education Service and 'Safeguarding Children and Safer Recruitment in Education' (2006)

Section 175 of the Education Act 2002 introduced a new duty requiring governing bodies and LA's to have appropriate child protection procedures in place. This policy takes account of the requests set out in the Children Act 2004 (Every Child Matters)

DfEE Circular 10/95 (Protecting Children from Abuse: The Role of the Education Service) places the following responsibilities on all schools:

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, Kim Morris and Rachael Pilcher) should have responsibility for coordinating action within the Nursery and liaise with other agencies.

All practitioners receive safeguarding training and regularly update.

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

Safeguarding Vulnerable Groups Act 2006

The Children (NI) Order

The Children (Scotland) Order

Early Years Foundation Stage 2014

Children and Social Work Act 2017

Working together to safeguard Children 2018

Keeping children safe in education 2019

Guidance

What to do if you're worried a child is being abused (2015)

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)

Working Together to Safeguard Children (revised 1999)

The Common Assessment Framework 2015

Prevent Duty 2015

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 are 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.

Methods

Staffing and volunteering

- Our designated persons are Kirsty Woodland, Fiona Garvey, Rachael Pilcher and Kim Morris who coordinates 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

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

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

Breast Ironing

Breast Ironing also known as 'breast flattening' is the process where young girls' breasts are ironing, 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 use of technology.

Adult sexual exploration

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

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 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 Counter-Terrorism 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.

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.

Domestic Abuse/Honour based violence/Forced Marriage

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.

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 make contact with 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.

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 an 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 sought. 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

- We seek out training opportunities for all adults 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.
- 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.

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 735046 E-mail: MASH@bcpcouncil.gov.uk

LADO – Local Authority Designated Officer 01202 456744 or secure e-mail: lado@bcpcouncil.gov.uk

Out of hours service for Bournemouth & Poole

01202 738256 Email:ChildrensOOHS@bcpcouncil.gov.uk

Further information can be gained through:

LSCB,
Bournemouth Learning Centre,
Ensbury Avenue,
Bournemouth,
Dorset,
BH10 4HG
Tel: 01202 458873

Ofsted: 0300 123 4666

Government helpline for extremism concerns: 020 7340 7264

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