

Safeguarding children/child protection policy

At The Elms, Oaks and Maples Day Nurseries we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014
- Working Together to Safeguard Children 2015
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015

Safeguarding and promoting the welfare of children, in relation to this policy, is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health and development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working Together to Safeguard Children', July 2018).

Policy intention

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children

- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

The nursery is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

The nursery aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained right from 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 bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
- Ensure staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar, and updated regularly, with child protection training and procedures and kept informed of changes to local/national procedures, including through annual safeguarding newsletters and updates
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Birmingham Safeguarding Children Board
- Make any referrals to the police (or the Government helpline), which relate to extremism, in a timely way, sharing relevant information as appropriate
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times
- Ensure that children are never placed at risk while in the charge of nursery staff
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy

- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children, or living or working on the nursery premises, including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Birmingham Safeguarding Children Board.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

Contact telephone numbers

Children's Advice & Support Service (CASS) **0121 303 1888** or email:

If you have access to secure email: secure.cass@birmingham.gcsx.gov.uk

If you do not have an access to a secure email: cass@birmingham.gov.uk

Outside normal office hours please call **0121 675 4806** for the Emergency Duty Team

Local authority Designated Officer (LADO) **0121 675 1669**

Ofsted **0300 123 1231**

Police **101** (For FGM or Radicalisation)

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

Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

What to do if you're worried a child is being abused (advice for practitioners) January 2018.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

We are aware that peer on peer abuse does take 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.

Recording suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure, supported by the nursery management team or Designated Safeguarding Lead (DSL). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure on CR8/CR10
- Exact words spoken by the child on CR8/CR10
- Exact position and type of any injuries or marks seen on Existing Injury Form
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time on Incident Reporting Form or Confidentiality Reporting Form
- Any discussion held with the parent(s) (where deemed appropriate) on CR8/CR10 and/or signing Existing Injury Form Incident Reporting Form

These records should be signed by the person reporting this and the DSL, dated and kept in a confidential file in line with GDPR and kept for a period of 21 years.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's advice and support service (CASS) and Ofsted, and/or a Family Common Assessment Framework (fCAF) needs to be initiated. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff to co-operate with CASS, police, and Ofsted in any way necessary to ensure the safety of the children. Should an assessment of a child result in case being referred into the local authority children's social care and assigned to a social worker clarification of the referral received should take one working day and the referrer to be informed of this.

Agency, Worklink and any other persons working on the premises are required to complete a Medical History and Declaration form upon arrival so that the nurseries have their contact details onsite should they be required.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of any parent or member of staff.

Physical Abuse

Action needs to be taken if staff have reason to believe that there has been a 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. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery management team or senior practitioner.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery management team or setting DSL.

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. For those nurseries caring for older children in their out of school facility this may be an area of abuse you could come across. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, and incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder, as well as physiological concerns. If you have concerns about a child relating to this area, there is a mandatory duty to report to **police (on 101)** any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18. We will ensure this is followed in our setting.

Honour-Based Violence

To protect or defend the honour of the family or community, they may mistakenly believe someone has brought shame to family or community. Women and girls are the most common victims, not always of violence, but can include domestic abuse/threat of violence/sexual psychological abuse/forced marriage/held against will or assault. This is something that the nurseries need to be considerate of with regards to nursery children's siblings and also any school students that complete placements or enrichment sessions at the setting.

Breast Ironing

Breast ironing uses heated objects including stones and hammers, to flatten a girl's breasts and stop them from developing. It's typically carried out between 11 and 15, as they enter puberty, and is often done by the victims own family under the misguided intention of protecting them from rape and sexual harassment according to the United Nations.

Criminal Exploitation of Children

The police term for urban gangs is called 'county lines,' who supply drugs to suburban areas and market coastal towns. These gangs use children and vulnerable people to move both drugs and money around. This is something that the nurseries need to be considerate of with regards to nursery children's siblings and also any school students that complete placements or enrichment sessions at the setting.

Child Slavery

Child slavery is often confused with child labour, but is much worse. Whilst child labour is harmful for children and hinders their education and development, child slavery occurs when a child's labour is exploited for someone else's gain.

Child trafficking and Modern Slavery

Child trafficking and modern slavery are child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold.

Children are trafficked for child sexual exploitation, benefit fraud, forced marriage, domestic servitude such as cleaning, childcare, cooking, forced labour in factories or agriculture, criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs and bag theft.

Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another. If you are concerned that a child may be a potential victim of child trafficking or modern slavery then a referral should be made to the **National Referral Mechanism** via a referral form on the .GOV website modern slavery victims: referral and assessment form.

If you are concerned a child is being used for child sexual exploitation purposes you must complete the **Sexual Exploitation Screening Tool (see appendix one)** in consultation with CASS. This tool enables professionals to identify where young people are exhibiting risk indicators which frequently occur in young people who are at risk/experiencing child sexual exploitation.

Fabricated Illness

This is also a type of physical abuse. This is where a child is presented with an illness that is 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, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Procedure:

- The observed instances will be reported to the nursery management team or DSL
- All signs of marks/injuries to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member using our accident books or Existing Injury Forms as appropriate
- The incident will be discussed with the parent at the earliest opportunity, where felt appropriate
- Such discussions will be recorded and the parent will have access to such records
- If there are queries regarding the injury, the CASS will be notified in line with procedures set out by the Birmingham Local Safeguarding Children Board (LSCB).
- All procedures will have a dynamic and continuous assessment throughout the process

Sexual Abuse

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse they may be experiencing the procedure below will be followed:

Procedure:

- The observed instances will be reported to the nursery management team or DSL
- The adult should reassure the child and listen without interrupting if the child wishes to talk
- All signs of marks/injuries to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member using our accident books or Existing Injury Forms as appropriate
- The incident will be discussed with the parent at the earliest opportunity, where felt appropriate
- Such discussions will be recorded and the parent will have access to such records

- If there are queries regarding the injury/disclosure, the CASS will be notified in line with procedures set out by the Birmingham Local Safeguarding Children Board (LSCB).
- All procedures will have a dynamic and continuous assessment throughout the process

We will be aware of the possibility of Child Sexual Exploitation (CSE) and refer to the February 2017 document and detail about the signs and symptoms that may be observed and manifest as CSE. If we have concerns we will follow the same procedures as for other concerns and we will record and refer as appropriate.

The nurseries use the NSPCC Pantosaurus resource to help keep children safe from abuse by talking PANTS. Below is the link which is also shared with parents at points throughout the year.

www.nspcc.org.uk/preventing-abuse/keeping-children-safe/underwear-rule

The Pantosaurus campaign helps to raise the awareness, particularly for our over twos, of what is private and belongs to them on their bodies, so that they also keep themselves safe in the bathroom areas and reduce any risk of peer on peer abuse. In any instance where a child is found to be exposing themselves or otherwise, this would be discussed with the child and their parents and supported on a case by case basis, making a consideration about whether the child has been exposed to inappropriate material/scenes/abuse.

Peer on Peer Abuse

If it is deemed that any child's behaviour is not age appropriate, is focused on a particular child, group of children or adult, this would be observed and supported by both setting DSL's managers and BECOs, working with parents to respond to any incidents and safeguard the child and any other child(ren) involved.

Emotional Abuse

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Procedure:

- The observed instances will be reported to the nursery management team or DSL
- All signs or symptoms of abuse to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member using CR8/CR10, Confidentiality Reporting Form or otherwise.
- The incident will be discussed with the parent at the earliest opportunity, where felt appropriate
- Such discussions will be recorded and the parent will have access to such records
- If there are queries regarding the injury, the CASS will be notified in line with procedures set out by the Birmingham Local Safeguarding Children Board (LSCB).
- All procedures will have a dynamic and continuous assessment throughout the process

Neglect

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Procedure:

- The observed instances will be reported to the nursery management team or DSL
- All signs or symptoms of abuse to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member using CR8/CR10, Confidentiality Reporting Form or otherwise.
- The incident will be discussed with the parent at the earliest opportunity, where felt appropriate
- Such discussions will be recorded and the parent will have access to such records
- If there are queries regarding the injury, the CASS will be notified in line with procedures set out by the Birmingham Local Safeguarding Children Board (LSCB).
- All procedures will have a dynamic and continuous assessment throughout the process

Children with SEND

The nurseries will recognise that children with special educational needs and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or to report abusive behaviour. These children may experience elements of social isolation as they may potentially be away from home and nursery for periods in hospital, respite care or otherwise.

Private fostering

The setting has a mandatory duty to inform the local authority if they learn that a child (for these purposes under 16 years old) is being cared for by someone who is not their parent(s) or close relative through a private arrangement made between a parent or carer that exceeds a period over 28 days. Any communication between parents and/or local authority will be recorded on CR8/CR10 forms by practitioners/DSLs/Nursery Managers.

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.

Parents should inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day so the nursery management are able to account for a child's absence. If any child is absent for 2 consecutive nursery days then nursery staff will contact the parents to understand the reason for absence. For each child in attendance, the nurseries have emergency contact details for any adults with parental responsibility (parents) and at least one designated person. In the instance where both parents have not been contactable after 2 days of absence and/or a concern for well-being, a child's designated person will then be

contacted as well. If no contact can be made then this is documented on a CR8/CR10. If there are any safeguarding concerns surrounding this child, then actions will be discussed on a case by case basis with the nursery management team and/or DSL.

This should not prevent parents taking precious time with their children, but enables children's attendance to be logged so we can monitor whether a child is safe.

Staffing and Volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who has gone through safer recruitment procedures to be appointed to care for children including them holding an enhanced clearance from the Disclosure and Barring Service (DBS.) We have our own safer recruitment guidelines and otherwise only obtain staff through reputable childcare agencies. We do not allow student volunteers or any other adult who may be present in the nursery to be alone with a child regardless of whether or not they have a DBS clearance.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), CASS, Birmingham Local Safeguarding Children Board (LSCB) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so. These details are displayed around the nursery, in playrooms, the staff room, the nursery office and adult toilets.

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Lead (DSLs), there is always at least one designated person on duty during all opening hours of the setting.

These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The nursery DSLs liaise with the Local Safeguarding Children Board (LSCB) and CASS, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge to keep the whole staff team updated.

Although, under the EYFS, we are only required to have one designated lead for safeguarding, for best practice and to ensure cover at all times, we have multiple designated leads in place. This enables safeguarding to stay high on our priorities at all times.

The Designated Safeguarding Leads (DSLs) are:

At The Elms Day Nursery – Selina Hunt, Vicki Adams, Laura Owen and Kelly Fisher-Beasley

At The Oaks Day Nursery – Rebecca Slater (maternity leave), Sarah Luckman and Morgan Thomas

At The Maples Day Nursery – Heather Bench, Shelby Wells

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- We give staff members regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children

- We request DBS checks on a 3 yearly basis and we use the DBS update service to re-check staff's criminal history and suitability to work with children. For those persons on the update services, these checks are completed 4 times a year.
- 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
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us
- We will ensure that any students starting a placement at the nurseries have a clear DBS which has been conducted by their college or university. We check and record these details prior to a placement starting.
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, 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 nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children
- All visitors/contractors must sign the visitors' book on arrival and departure. A member of staff may accompany visitors around the nursery building if supervision is required to complete a task.
- As a staff team we will be fully aware of how to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones, Pokémon hotspots, strangers lingering. We will ensure the children remain safe at all times
- The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management so we are able to support the individual staff member and ensure the safety and care of the children is not compromised
- All staff have access to and comply with the Whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult. All playrooms, bathroom and changing bathrooms and the sensory room have vision panels in the doors to support safeguarding.

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 CASS/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

Confidentiality

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

Support to Families

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

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

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family offering and seeking 'Early Help' to sign post them to the relevant services available. The nurseries can attend 'Early Help' panel meetings where there is the opportunity to discuss families and the best intervention to support their needs.

Employees, students or volunteers of the nursery or any other person living or working on the nursery premises

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to the DSL.

The Local Authority Designated Officer (LADO), Ofsted and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled
- The nursery will follow all instructions from the LADO, Ofsted, LSCB and ask all staff members to do the same and cooperate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The nursery reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews/CCTV footage will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team, the police and our HR department. Where an offence is believed to have been committed, this will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry

- Counselling will be available for any member of the nursery staff who is affected by an allegation of a colleague in the nursery or a child's parents.

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 also 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.

Alongside this, we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further.

Prevent Duty Extremism Screening Tool screening tool (see appendix two) must be completed by referrers who have contacted CASS regarding concerns about a child or young person (CYP) that include issues of harmful extremist beliefs and/or extremist behaviours. The Request for Support Form must also be completed and both documents must be forwarded to CASS.

E-Safety

Nurseries have a separate Staff Mobile Phone and Social Networking and Mobile Phone and Social Networking policy and we are aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within the nursery we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices
- Ensure management monitor all internet activities in the setting
- Using approved devices to record/ photograph in the setting
- Never emailing personal or financial information without the appropriate level of encryption
- Reporting emails with inappropriate content to the internet watch foundation (IWF iwf.org.uk)
- Ensuring children are supervised using internet devices
- We encourage staff and families if relevant to complete a free online e-safety briefing which can be found at moodle.ndna.org.uk
- We abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to the children and their education and care. No personal use of tablets or smartphone devices will be tolerated
- Children's screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning.

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 the nursery management team and DSL at the earliest opportunity.

All staff should must have read the nurseries' Confidentiality Policy, Whistle Blowing Policy, Promoting Positive Behaviour Policy and the 'What to Do' posters detailing procedures. Nursery staff must also be aware of the Working Together to Safeguard Children Document July 2018.

This policy was adopted on
17/01/2017

Signed on behalf of the nursery
Paula Hunt

Date for review
01/12/2019

*Draft amended 25/07/2018 after
Success in Schools review sheet used
to review policy following the launch of
updated Working Together to Safeguard
Children Document – RS with help from
Oaks DSL SL and Elms DSL OS*