

Safeguarding Children Policy

Policy statement

Our setting works with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

Procedures

1.0 Introduction

- 1.1 The Principals and staff of Ladybirds Nursery fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting pupils from harm.
- 1.2 All Principals and staff believe that our setting should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.
- 1.3 The aims of this policy are:
 - 1.3.1 To support the children's development in ways that will foster security, confidence and independence.
 - 1.3.2 To raise the awareness of staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
 - 1.3.3 To provide a systematic means of monitoring children known – (or thought to be) at risk of harm.
 - 1.3.4 To emphasis the need for excellent levels of communication between members of staff.
 - 1.3.5 To develop a structured procedure within the setting which will be followed by all members of the setting community in cases of suspected abuse.
 - 1.3.6 To develop and promote effective working relationships with other agencies
 - 1.3.7 To ensure that all adults within our setting who have access to children have been checked as to their suitability.

2.0 Procedures

- 2.1 Our setting's procedures for safeguarding children will be in line with local procedures (HSCB), and "Working Together to Safeguard Children" We will ensure that:
 - 2.1.1 Bernadette Lee is the designated member of staff who undertakes regular training.
 - 2.1.2 Julie O'Kelly and Michelle Gee will act alongside/in the designated member of staff's absence.
 - 2.1.3 Designated person training is refreshed every 3 years

- 2.1.4 All members of staff develop their understanding of the signs and indicators of abuse eg.
 - a) significant changes in children's behaviour
 - b) deterioration in their general well being
 - c) unexplained bruising, marks or signs of possible abuse
 - d) signs of neglect
 - e) comments children make which give cause for concern including around extremism, radicalisation and female genital mutilation
- 2.1.5 All staff members are aware of the 4 categories of abuse.
 - a) neglect
 - b) sexual
 - c) physical
 - d) emotional
- 2.1.6 All members of staff know how to respond to a child who discloses abuse. They listen carefully, offer reassurance but no promises, do not ask leading questions and write the account down as soon as possible (on the incident form.) This is then passed to the designated member of staff.
- 2.1.7 All members of staff do the following if they have concerns about a child. They note down their concern/evidence on a 'logging a concern' sheet and pass it to the designated member of staff.
- 2.1.8 All members of staff update their basic safeguarding training every 3 years. New members of staff attend face to face training initially except in certain circumstances e.g after lockdown all training is online but it is full content training not refresher, thereafter online refreshers may be used.
- 2.1.9 All staff have completed 'Channel general awareness module' and Principal has completed 'WRAP' training
- 2.1.10 All parents / carers are made aware of the responsibilities of staff members with regard to child protection procedures.
- 2.2 Our procedures are regularly reviewed and updated.
- 2.3 As part of staff's induction into the setting all are informed about safeguarding procedures. Staff are encouraged to 'recognise-respond-refer'.
- 2.4 If a child needs to be referred one of the designated persons will do via online form <http://www.hertfordshire.gov.uk/childprotection>

3.0 Responsibilities

- 3.1 The designated member of staff for child protection is responsible for:
 - 3.1.1 Adhering to local procedures with regard to referring a child if there are concerns about possible abuse ie. contact children's customer services line on 0300 123 4043 or for incidents requiring immediate response dialling 999.
 - 3.1.2 For cases when there is not an immediate child protection concern we consider Families First early help assessment.

- 3.1.3 Keeping written records of concerns about a child even if there is no need to make an immediate referral. Records are kept in a lockable filing cabinet.
- 3.1.4 Ensuring that all such records are kept confidential and secure – and are separate from the general records of a child.
- 3.1.5 Ensuring that an indication by using an abbreviation (CHP) of further record keeping is marked on Tapestry marked as 'Staff Only'.
- 3.1.6 Ensuring that any child currently on the child protection register who is absent without explanation for two days is referred to Social Services.
- 3.1.7 Inform the DBS if a member of staff has been dismissed due to safeguarding concerns or would have been dismissed if they had not resigned.
- 3.1.8 Families First Early Help Advice Line for professionals who need to seek non-urgent advice about a child or family where it is clear that the identified need is not a Safeguarding concern. Call 01438 737511 or email helpdesk: familiesfirstassessment@hertfordshire.gov.uk

4.0 Supporting Children

- 4.1 We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self blame.
- 4.2 We recognise that the setting may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal – to aggressive and withdrawn.
- 4.4 Our setting will support children by: (recognise, respond, refer)
 - 4.4.1 Encourage self-esteem and self assertiveness whilst not condoning aggression or bullying.
 - 4.4.2 Promoting a caring, safe and positive environment within the setting.
 - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
 - 4.4.4 Notifying Children, Schools and families as soon as there is a significant concern.
 - 4.4.5 Providing continuing support to a child about whom there have been concerns who leaves the setting by ensuring that appropriate information is forwarded under confidential cover to the child's new setting.

5.0 Confidentiality

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The designated member of staff will disclose any information about the child to other members of staff on a 'need to know' basis only.
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they cannot promise to keep secrets.

6.0 Supporting Staff

- 6.1 We recognise that staff working in the setting who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the designated members of staff – and to seek further support as appropriate.
- 6.3 Supervision meetings held approximately every 8 weeks for staff to have opportunity to raise any concerns etc with their line manager (or another senior member of staff if it is them they want to disclose about).
- 6.4 Supervision meetings check staff's knowledge of safeguarding procedures.

7.0 Allegations Against Staff/other adults

- 7.1 We understand that a child may make an allegation against a member of staff.
- 7.2 If such an allegation is made, the member of staff receiving the allegation will immediately inform one of the Principals / Manager.
- 7.3 If the allegation made to a member of staff concerns the Principals / Manager, the designated staff member will immediately contact the LADO (Local Authority Designated Officer) Phone number on poster on office wall. 0300 123 4043
- 7.4 Whenever an allegation is made against a member of staff or volunteer working with children the designated person must review the information provided and make a decision as to whether the LADO must be informed.
The LADO must be informed within one working day of any allegation where a member of staff or volunteer
 - (1) has behaved in a way that has harmed a child, or may have harmed a child*
 - (2) possibly committed a criminal offence against or related to a child * or
 - (3) behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children*.

*The Designated person may review the information provided and decide that the allegation does not meet the thresholds.

The LADO referral form is completed (as good practice) as part of the review process to ascertain in the allegation meets the thresholds or not

- 7.5 Ofsted is informed as soon as is reasonably practicable and definitely within 14 days of the allegations being made.
- 7.6 The setting will follow local procedures for managing allegations against staff.

8.0 Whistleblowing

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2 All staff should be aware of their duty to raise concerns, where they exist, about the actions or attitude of colleagues.
- 8.3 Staff can raise concerns without fear of repercussions.
- 8.4 If a staff member is concerned about the conduct of the Designated person they can talk to the other Principal, Manager or Deputy Manager.
- 8.5 Staff can also whistle blow direct to Ofsted or NSPCC
E mail:whistleblowing@ofsted.gov.uk Tel: 0300 123 4666
E Mail:help@nspcc.org.uk Tel: 0808 028 0285

9.0 Physical Intervention

- 9.1 Our policy on physical intervention by staff is set out in the behaviour management policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times – it must be minimal force necessary to prevent injury to another person.
- 9.2 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

10.0 Bullying

- 10.1 Our policy on bullying is set out in the Anti-bullying policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

11.0 Racist Incidents

- 11.1 Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious

incident may lead to consideration under child protection procedures.

12.0 E Safety

12.1 Our policy on E safety including mobile phones, acceptable internet use, photographs, social media and managing content is set out in a separate policy.

13.0 Prevention

13.1 We recognise that the setting plays a significant part in the prevention of harm to children by providing them with good lines of communication with trusted adults, supportive friends and an ethos of protection.

13.2 The setting will therefore:

13.2.1 Establish and maintain an ethos where children feel secure and are encouraged to talk – and are always listened to.

13.2.2 Ensure that all children know there is an adult in the setting whom they can approach if they are worried or in difficulty.

13.2.3 Include in the curriculum, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn to for help.

14.0 Disqualification

14.1 A person who is disqualified must not work in the early years.

14.2 A person can be disqualified for causing harm to a child/ being about to cause harm to a child.

15.0 Prevent Duty

15.1 We are able to assess the risks and thereby identify children and adults who may be vulnerable to radicalisation, and know what to do when they are identified. Staff are alert to changes in behaviour and conversations of children and their parents.

15.2 Protecting children from the risk of radicalisation should be seen as part of wider safeguarding duties, and is similar in nature to protecting children from other harms, whether these come from within the family or are the product of outside influences.

15.3 We build children's resilience to radicalisation by promoting fundamental British values.

15.4 We emphasise the importance of discussion and individual views in daily work such as assisting the children's personal, social and emotional development and understanding of the world.

15.5 All staff are DBS checked and parents photographic identification is checked when a child begins at the setting.

- 15.6 Keyworkers are able to demonstrate both a general understanding of the risks affecting children in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them.
- 15.7 As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection; this may mean a referral to the Channel program.
- 15.8 All staff are Channel trained and know the procedure to follow in any event regarding radicalisation.
- 15.9 If a member of staff has a concern about a particular child or adult they should follow our safeguarding procedures, including discussing with the school's designated safeguarding person.
- 15.10 You can also contact your local police force or dial 101 (the non-emergency number). They can talk to you in confidence about your concerns and help you gain access to support and advice. Also, they can advise if this would be a case for Channel. The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk

See : E-Safety Policy

EYFS commitments: 2:1, 2:2, 3:4 and 4:4

This policy is also informed by:

'Working Together to Safeguard Children' July 2018

'What to do if you are worried a child is being abused' March 2015

'Inspecting Safeguarding in Early Years Education & Skills Settings'
Sep 2019

'Keeping Children Safe in Education' Sep 2019

'Early Years Inspection Framework' Sep 2019