

Safeguarding and Welfare Requirement: Child Protection

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

Bright Kids Nursery

1.2 Safeguarding children and child protection

(Including managing allegations of abuse against a member of staff)

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding policy is based [on the three key commitments](#).

This policy is in line with statutory guidance for schools/settings and colleges; [Keeping Child Safe in Education \(2016\)](#), [Early Years Foundation Stage \(EYFS\) \(2017\)](#), [Working Together to Safeguard Children \(2015\)](#), [London Child Protection Procedures \(5th Edition\)](#), ['What to do if You are Worried a Child is Being Abused' 2015](#) and Ofsted guidance ['Inspecting safeguarding in early years, education and skills' \(2016\)](#)

The statutory guidance **Keeping Children Safe in Education 2016** is issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. Childcare providers may also find it helpful to refer to this guidance.

- 1 All staff must read Part One of Keeping Children Safe in Education 2016 guidance and staff can find a copy in office and staff room

Procedures

We carry out the following procedures to ensure we meet the three key commitments of Safeguarding Children Policy.

Key commitment 1

Bright Kids Nursery is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Staff and volunteers

- At Bright Kids Nursery our designated person who co-ordinates child protection issues is:
DSL Shamima Elas Deputy DSL: Amanda O'Brien
Our designated officer who oversees this work is:
Bel Oomerjee (Director)

- We ensure all staff are trained to understand our safeguarding policies and procedures and parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues.

We provide adequate and appropriate staffing resources to meet the needs of children. Sufficient resources and time are allocated to enable the designated person and the deputy to carry out their roles effectively including the assessment of pupils and attendance of strategy discussions and other necessary meetings; for e.g. child protection conferences and core group meeting and ensuring a provision of Early Help.

- Applicants for posts within the provision are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Staff are informed of the need to carry out 'DBS' checks with the Discloser Barring Service before they are allowed to be left alone with any of the children at any one time. Staff's post can only be confirmed on the receipt of DBS disclosure.
- 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 Discloser Disbarring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the provision or has access to the children.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the DBS reference number;
 - the date the disclosure was obtained; and
 - details of who obtained it.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- Volunteers do not work unsupervised.
- We abide by the Safeguarding Vulnerable Groups Act (2006)& Independent Safeguarding Authority requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.
 - That anyone who has harmed or may pose a risk to a child is referred to the DBS;
- We have procedures for recording the details of visitors to the setting. All visitors must sign in the signing in book. Visitors must NEVER be left alone.
- We take security steps to ensure that we have control over who comes into the provision so that no unauthorised person has unsupervised access to the children.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.

Key commitment 2

Bright Kids 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 that are set down in the London Child Protection procedures for dealing with allegations of abuse against staff and volunteers. 'What to do if you're worried a child is being abused' (HMG 2015). & 'working to safeguard children (HMG2015) ' The Prevent Duty 2015' , Statutory Framework for EYFS Dfe 2014 ,Disqualification Under the Children Act 2006.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms. Safeguarding action may be needed to protect children and young people from : Neglect, physical abuse, sexual abuse, emotional abuse, bullying, racist, disability and homophobic, gender base violence, violence against women and girls, radicalisation and or extremist behaviour, child sexual exploitation and trafficking , gang related, teenage relationship abuse, substance misuse, alcohol abuse, domestic violence , female genital mutilation, forced marriage, poor parenting, self - harming. Some of the items listed above may not be relevant to children in the nursery however they may encounter or witness some of these outside the nursery and children may disclose certain attributes which the staff need to be aware off. 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 or :
 - significant changes in their behaviour;
 - deterioration in their general well-being;
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
 - changes in their appearance, their behaviour, or their play;
 - unexplained bruising, marks or signs of possible abuse or neglect; and
 - any reason to suspect neglect or abuse outside the setting.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, faiths and beliefs from family members and society, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as abuse of disabled children, fabricated or induced illness, child abuse linked to beliefs in spirit possession, sexual exploitation of children such as through internet abuse and Female Genital Mutilation that may affect or may have affected children and young people using our provision.
- **Children with special educational needs and disabilities**
 - Additional barriers can exist when recognising abuse and neglect in this group of children. This can include;
 - Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's impairment without further exploration;

- Assumptions that children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs;
- Communication barriers and difficulties.
- Reluctance to challenge carers, (professionals may over empathise with carers because of the perceived stress of caring for a disabled child)
- Disabled children often rely on a wide network of carers to meet their basic needs and therefore the potential risk of exposure to abusive behaviour can be increased.
- A disabled child's understanding of abuse.
- Lack of choice/participation.

Isolation **Female Genital Mutilation (FGM)**

- FGM is a cultural practice and is illegal in the UK and is considered violation of human rights by the United Nations. It is considered as a form of child abuse with harmful consequences in short and long term. Individuals, groups in relevant communities and professionals in all agencies need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.
- In the UK, FGM is a criminal offence and a harmful form of child abuse. It is illegal to practice in the UK and/or anyone involved in taking girl outside of the UK to have FGM carried out will be punished under the [FGM Act 2003](#) and [Serious Crime Act 2015](#). LBWF follows a comprehensive approach comprising care, prevention, enforcement, through promoting protection measures and safeguarding young girls from FGM. The Serious Crime Act 2015 (Home Office, 2015) introduced a duty on teachers (and other professionals) to notify the police of known cases of female genital mutilation where it appears to have been carried out on a girl under the age of 18. Our setting will operate in accordance with the statutory requirements relating to this issue, and in line with existing local safeguarding procedures.

For training support around FGM for teachers and students, please contact;

Mamta Sagar

Specialist Practitioner

Tel: 07966622501

Mamta.sagar@walthamforest.gov.uk

Harmful Sexual Behaviour (HSB) in an Educational Setting

- Unless the outcome of the assessment is 'Healthy', the school/setting should then compile a chronology of relevant incidents to support pattern mapping and complete a referral to the Multi Agency Safeguarding Hub (MASH).
- The setting / establishment is required to implement a School/setting's Safety and Support plan for both the child that has harmed and the child that has been harmed. Throughout the process it is desirable that parents are engaged and informed.

Referrals:

- Where a child has caused significant harm to another child, through sexual abuse or serious physical or emotional abuse, the setting/establishment will make separate referrals to children's Social Care (MASH) for both the harmed and the harmer.
- The setting/establishment should be mindful of the sections in the London Child Protection Procedures concerning "Children Harming Others" and "Safeguarding Sexually Active Children" and work closely with Social Care, Harmful Sexual Behaviour Lead, Police and other agencies following the investigation of a referral.

Harmful Sexual Behaviour (HSB): Local Authority Support for Schools/Settings

- The local authority Harmful Sexual Behaviour Lead is available to provide support and advice to educational establishments.

Key contact

Tracey Goddard - Borough Lead - Harmful Sexual Behaviour

Tracey.Goddard@walthamforest.gov.uk

Harmful Sexual Behaviour resources for Educational Professionals

Available on the Hub:

<https://thehub.walthamforest.gov.uk/policy/schools/safeguarding/hsb>

<https://thehub.walthamforest.gov.uk/policy/schools/safeguarding/hsb/resources-professionals>

https://thehub.walthamforest.gov.uk/news/support-schools-managing_harmful-sexual-behaviour

- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking and radicalisation and extremism. While this may be less likely to affect young children in our care we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- We are also aware that some families may be drawn into believing that their child may be possessed by the witchcraft or the devil and may be required to perform exorcism by their Church (preacher, Priest,) or Mullah from (Islamic faiths) or other religious beliefs. Exorcism can be performed in many ways, such as locking the child in a room, severe beatings, burns, starving the child or abandoning them from the house. This is regarded as child abuse and families will be reported to Social Care, Police and other relevant authorities. Staff need to be aware of recognising this form of abuse and if they are concerned they must follow Child Protection Policy.

Recognising this form of abuse is not easy and staff must be aware of what the child has disclosed, the parents or a family member. Staff must be aware of signs and symptoms of abuse as listed above. I.e Marks, unexplained injuries, behaviour patterns, weight loss, withdrawn, scared burn marks etc.

- We also make aware of 'Prevent Duty' by assessing the risk of children being drawn into terrorism. This could be listening to a child if they disclose something of significant, where parents behaviour is of a concern or if they disclose something in confidence which could put children in danger or expose to an act of violence or terrorism. In which case will be reported immediately to the local authority safeguarding board.
- We make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism.
- Although young children may not have access to direct internet however they may be exposed outside the nursery we ensure children are safe from terrorist and extremist material when accessing the internet.
-
- Where we believe a child in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection concerns.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with member of staff who is acting as the 'designated person'. If another member of staff who is not the key person to the child has a suspicion of abuse they must still notify the designated child protection person. These records are signed and dated and kept in the child's personal file which is kept securely and confidentially. Where a child's file is of sensitive nature i.e. a child protection issue then the child's file is marked with a red sticker, which would show that this child's other personal details are kept in another file.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. We would also see if the Common Assessment Framework is being used where a referral between agencies or multi-agency approach is likely, so that information can be shared

between agencies. The Common Assessment Framework (CAF) is there to help and support the child and families.

- NB In some cases this may mean the police or another agency identified by the [Waltham forest Safeguarding Children's Board](#). (LADO)

The designated officer for Early years is: Jennifer Knight 0208 496 3646/07866314 144.

Manager of safeguarding and LADO Jillian Nash 0208 496 3646/07791 559 789

Mash Team : 0208 496 2310/2317

- We take care not to influence the outcome either through the way we speak to children or by asking misleading questions to children.
- We take account of the need to protect young people aged 16-19 as defined by the Childcare Act 2006. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected, we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been committed, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), a member of staff observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect, that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not ask misleading questions
 - makes a written record that forms an objective record of the observation or disclosure that includes:
 - the date and time of the observation or the 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 the child's personal file which is kept securely and confidentially or in case of disclosure under the 'Prevent Duty' this is shared immediately with the Manager who will contact the 'Local Authority Safeguarding Board'
- The manager acting as the Designated Lead Person is informed of the issue at the earliest opportunity.
- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

Making a referral to the local authority social care team

- The Local Safeguarding Children's Board contains procedures for making a referral to the local children's social care team, as well as a template form for recording concerns and making a referral. This is based on 'What to do if you are worried a child is being abused' (HMG 2015).
- We keep a copy of this document alongside procedures set down by our Local Safeguarding Children Board.

Informing parents

- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events unless we feel this may put the child in greater danger.
- We inform parents when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the [Waltham Forest Safeguarding Children Board](#) does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases, the social workers will inform parents.

Liaison with other agencies

- We work within the [Waltham Forest Safeguarding Children Board](#) guidelines.
- We have the current version of 'What to do if you're worried a child is being abused 2015' 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 well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the provision, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, or any other person working with the children, which includes:
 - inappropriate sexual comments;

- excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or
 - inappropriate sharing of images.
 - Inappropriate handling of children in the nursery
 - Using negative language towards children and undermining their confidence
- We follow the guidance of the [Waltham Forest Safeguarding Children Board \(LADO\)](#) when responding to any complaint that a member of staff, or volunteer within the provision, or anyone living or working on the premises occupied by the setting, has abused a child.
 - We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, 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 care department to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.
 - We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
 - Where the management team and children's social care agree it is appropriate in the circumstances, the Director will suspend the member of staff on full pay, or the volunteer, 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.

Disciplinary action

- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA) of relevant information so that individuals who pose a threat to children (and vulnerable groups), can be identified and barred from working with these groups.

Key commitment 3

Bright Kids Nursery is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, (EYFS 2014) promoting their right to be strong, resilient and listened to.

It is aware of 'Prevent Duty' and promote 'British Values' through planning and activities and by keeping children safe from dangers of radicalisation and extremism.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and of children being radicalised into extremist of terrorism and that they are aware of the local authority guidelines for making referrals.

- We ensure that designated persons receive training in accordance with that recommended by the [Waltham Forest Safeguarding Children Board](#).
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- We provide in house as well as external training for our staff.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others or seen on camera through CCTV.
- We promote 'British Values' by understanding and celebrating all cultures and respecting all faiths through activities and explain why this is important with in our community.

Curriculum

- We introduce key elements of keeping children safe 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 that they develop an 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.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the [Waltham Forest Safeguarding Children Board](#).

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue 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 child's social care worker in relation to the setting's designated role and tasks in supporting that child and their 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 Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the [Waltham Forest Safeguarding Children Board](#).

Legal framework

Primary legislation

- Childcare Act 2006
- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- The Prevent Duty 2015

- EYFS 2014

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance

Further Guidance

- Working Together to Safeguard Children (2015)
- What to do if you are Worried a Child is Being Abused (HMG 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners and Managers (HMG 2008)
- Independent Safeguarding Authority: www.isa.gov.org.uk

Additional Information

- Whistle blowing
- Managing children's behaviour
- Reporting and Recording of Accident and incident reporting
- Attendance policy
- Cyber bullying
- Social media
- Use of ipad/tablets for observation
- Use of mobile phones and cameras
- Administering Medications

- Safer Recruitment Policy/ DBS policy
- Children's Records
- Lockdown Policy

Appendix

Key contacts for child protection issues in Waltham Forest

The following details relate to key personnel in Child Protection who can be contacted should any child protection issues arise.

Name	Agency	Contact details
Designated Doctor for Child Protection	North East London Foundation Trust (NELFT)	020 8430 7893 07795 548987
Named Nurse for Safeguarding – Community Health Services, School Nursing, Health Visitors and Child & Adolescent Mental Health Services (CAHMS)	North East London Foundation Trust (NELFT)	020 8430 7827/7822 07568 130143 Fax: 020 8430 7981
Named Nurse for Safeguarding	Barts Health at Whipps Cross University Hospital Paediatric A&E	020 8535 6855 bleep 514 Pager: 08700555500 ask for 850122 Secretary: Ext 5072
Police Referral Desk	Metropolitan Police Child Abuse & Investigation Team (CAIT)	020 8345 3633 020 8345 3693
Designated Nurse for Safeguarding Children – GP Services	Clinical Commissioning Group (CCG)	020 3688 2638
Divisional Director for Children & Families Services	Waltham Forest Children & Families Services	020 8496 3206
Assistant Director – Quality Assurance (QA) Service	Waltham Forest Children & Families Services	020 8496 3685
Deputy Head of Service – Quality Assurance (QA) Service	Waltham Forest Children & Families Services	020 8496 3250
Duty Child Protection Co-ordinators – Quality Assurance (QA) Service	Waltham Forest Children & Families Services	020 8496 8279
Local Authority Designated Officer (LADO) – Quality Assurance (QA) Service	Waltham Forest Children & Families Services	020 8496 3646
Safeguarding in Education Service	Waltham Forest Children & Families Services	020 8496 4368 07974 186705
Assistant Director – Children's Safeguarding & Family Support Service	Waltham Forest Children & Families Services	020 8496 8393
Deputy Heads of Service – Children's Safeguarding & Family Support Service	Waltham Forest Children & Families Services	020 8496 1375 020 8496 2338
Waltham Forest Multi Agency Safeguarding Hub (MASH) Team	Waltham Forest Children & Families Services	cscreferrals@walthamforest.gov.uk 020 8496 2313 (Fax) 020 8496 2307/10/11/16/17
Team Manager – Waltham Forest Multi Agency Safeguarding Hub (MASH) Team	Waltham Forest Children & Families Services	020 8496 2317
Team Manager – Children's Emergency Duty		020 8496 3000

This policy was adopted at a meeting of	Bright Kids Day Nursery	(name of provider)
Held on	<u>26/01/2018</u>	(date)
Date to be reviewed	<u>26/01/2019</u>	(date)

Signed on behalf of the management committee	_____
Name of signatory	<u>Amanda O'Brien</u>
Role of signatory (e.g. chair/owner)	<u>Manager</u>