

Safeguarding and Welfare Requirement: Child Protection

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

1.2 Child protection Policy

(Including managing allegations of abuse against a member of staff & what to do if you think a child is being radicalised)

We have a separate Mobiles & camera policy, e-safety policy, staff behaviour policy.

Safeguarding and promoting the welfare of children, for the sake of this policy is defined as:

- Protecting children for maltreatment
- Preventing the impairment of children's health or 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.
- Protecting children from the risk of radicalisation

(Definition taken from the HM Government document 'Working together to safeguard children 2015').

Policy statement

Pear Tree nursery will 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 and to be safe from any abuse in whatever form.

Procedures

Staff and volunteers

- Our designated person (a member of staff) who co-ordinates child protection issues is:

Alison Blair - Childcare manager

In the event that Alison is unavailable or off work, then the person in charge will take the lead responsibility for safeguarding. Alison Blair, Claire Highmore and Alison Fisher have all completed level 3 in safeguarding, and one of these staff members will be available at any time to deal with safeguarding issues. This would either be in the setting, or contactable by telephone. The person in charge will be aware of who is available to contact.

- The lead practitioner has a well established role that ensures a consistency of high levels of staff knowledge in relation to safeguarding. They provide support, advice and guidance to all staff and students on an ongoing basis. This is done through;
 - ✓ All staff feeding back from training courses during staff meetings
 - ✓ Checking for LSCB updates every 3 months, as laid out in the annual calendar
 - ✓ Sharing the latest LSCB newsletters in the staffroom and during staff meetings
 - ✓ Using a 'what if...' scenario at every staff meeting. Follow up discussions are done in supervision meetings if some staff appear to be lacking in confidence to participate in discussion

- ✓ Having safeguarding on the monthly staff meeting agenda as well as on the supervision meeting agenda
 - ✓ Keeping a log of all safeguarding issues, training, updates etc that are done within the setting
 - ✓ Having up to date posters, advice, booklets and support on noticeboards
 - ✓ Staff evaluate their learning from training and will follow up actions that have been set
 - ✓ Staff are given a questionnaire to evaluate their confidence when dealing with safeguarding. These then are followed up in supervision meetings.
 - ✓ Manager attends EYFS briefings every term for updates, then these are fed back to the staff in the next staff meeting
 - ✓ Sharing case reviews with the staff, using parts for 'what if...' scenario and encouraging them to read sections
 - ✓ Log of concern forms and body maps are easily accessible in each room on the noticeboards
 - ✓ Sharing any updates that appear in Nurse World magazines
 - ✓ Getting yearly 'suitability declarations' forms filled out from staff, which include disqualification by association.
- We ensure all staff are trained to understand our safeguarding policies and procedures and discuss this together during staff meetings. We ensure that staff know where the policies are kept, and can refer to them when needed.
 - We ensure that parents are aware of our policies and procedures, by sending the policies file home with new starters, and sending updated versions in the monthly newsletter.
 - All staff have an up-to-date knowledge of safeguarding issues and refresh their training every 3 years. All staff will receive a minimum of level 1 safeguarding training during induction. Senior staff will receive level 2, and the safeguarding officer/s will receive level 3, which will now be updated every 2 years. We aim to provide support, advice and guidance to staff on an on-going basis.
 - We provide adequate and appropriate staffing resources to meet the needs of children.
 - Candidates are informed of the need to carry out Enhanced DBS checks before posts can be confirmed.
 - Where applications are rejected because of obtaining 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 DBS 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 and students do not work unsupervised.
 - We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the CRB/DBS reference number;
 - the date the disclosure was obtained and who by; and
 - awarding body. These details are kept in a locked cabinet.
 - 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).

- We encourage staff to sign up to the DBS update service so that we can keep updated with any convictions, cautions, court orders or reprimands whilst in employment with us. These updates will be authorised by the staff member beforehand.
- We abide by the Safeguarding Vulnerable Groups Act (2006) 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 a child protection concern.
- We have procedures for recording the details of visitors to the setting – this is on the signing in file.
- 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.
- We ask all visitors to read the visitor information sheet to ensure they know what to do in case of a disclosure, and that they abide by our no smoking, no phones and no photographs rules.
- 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. We have a media policy in place. Parents sign a consent form and have access to records holding visual images of their child.
- All staff receive a supervision meeting, where they can discuss further safeguarding training or any needs for further support.
- Through effective teaching of the EYFS curriculum, we incorporate Fundamental British Values within the setting to develop children’s resilience and respect for all. We also follow the advice from the Prevent Duty. We strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We acknowledge that children may also suffer signs of extremism through change of behaviour or making comments that concern staff into being worried about the child in their care.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - 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, mental or physical illness or parent’s learning disability.
- We are aware of other factors that affect children’s vulnerability such as, abuse of children with special educational needs and disabilities; 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 (FGM); that may affect, or may have affected, children and young people using our provision.

- We are aware that FGM must be reported. Staff have had in-house training on FGM and are aware of the signs that a child, or a family member may have gone through the procedure.
- 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. 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 children may also suffer from radicalisation and so we refer to the Prevent Duty is we suspect that this may be occurring.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures for reporting child protection concerns.
- Where such evidence is apparent, the child's key person or safeguarding officer makes a dated record of the details of the concern on a 'Log of Concern' form which is then passed onto the designated officer, or person in charge. The information is stored in the safeguarding file in a locked cabinet.
- We refer concerns to the Cumbria safeguarding hub and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board. The number for the Cumbria Safeguarding Hub is: **0333 240 1727**
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. 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, 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.
- We will make any referrals relating to extremism to the police, or the Government helpline, in a timely way, sharing relevant information as appropriate.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give 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 action will be taken;
 - does not question the child;

- We use the 'Log of concern' form from Cumbria Children's services as a means of recording all the factual information which will then be passed onto the designated person.
- These records are signed and dated and kept in the safeguarding file, which is kept securely and confidentially.
- The member of staff acting as the 'designated 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.
- If we identify someone who we think is vulnerable to being drawn into terrorism we raise concerns by keeping a record of our concerns and decision making on a Log of Concern form, then pass this onto the Safeguarding Hub who will contact the Prevent officer at Cumbria police. We will also use the Prevent Duty Guidance when suspecting radicalisation, and/or seeking advice from Cumbria police
prevent@cumbria.police.uk

Making a referral to the local authority children's social care team

- We follow the procedures set by the Local Safeguarding Children's Board. Before making the referral we will follow the steps from 'What to do if you're worried a child is being abused' HM Government. We also use the 'Multi-agency Thresholds guidance' from the LSCB for guidance and support and the 'Contacting the Cumbria safeguarding Hub' flow chart.
- We will contact the Cumbria Safeguarding Hub to make a referral. **Tel: 0333 240 1727**. We then have the Process flow chart to support us with the next steps.
- We use 'single contact forms' to write up the referral. This is found on the desktop on the main office computer or by using the LSCB website www.cumbrialscb.com

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 Local 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 Local Safeguarding Children Board guidelines. We have the current version of 'Multi-Agency Thresholds Guidance – September 2016' on display in the staffroom, and an e-copy on the computer desktop. We also have a direct link to the LSCB website on the desktop.

- We have the current version of 'What to do if you're worried a child is being abused' available for parents and staff and ensure that all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the Cumbria Safeguarding Hub so it is quick in case of an emergency..
- 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.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse. There is a complaints policy displayed on the parent's board.
- 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.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child. This can be found on the display in the office – 'Allegations against staff/LADO' information sheet.
- 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 to the Local Authority Designated Officer (LADO) to investigate within 1 working day: the Cumbria Safeguarding Hub should be contacted on: **0333 240 1727**
- We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this within 14 days of the allegation being made.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police. This may include contacting the DBS to update their records.
- Where the management team and children's social care agree it is appropriate in the circumstances, the trustees 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.

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 Local 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 safeguarding, such as for the reporting of concerns, information sharing, 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 Local Safeguarding Children Board.

Legal framework

Primary legislation

- 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)
- Counter-terrorism and security Act (2015)

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 2018 (stored on desktop on office computers)
- The Prevent Duty June 2015 (copy on office wall)
- Multi-agency Thresholds Guidance September 2016 including 'The Wedge diagram' (on office wall)
- www.cumbrialscb.com
- What to do if you're Worried a Child is Being Abused (March 2015)
- The Common Inspection Framework: education, skills and early years (August 2015)
- 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) (HMG 2006)
- Independent Safeguarding Authority: www.isa.homeoffice.gov.uk

This policy was adopted at a meeting of Pear Tree Nursery *(name of provider)*

Held on 9.8.18 *(date)*

Date to be reviewed 9.8.19 *(date)*

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)