



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICY

Staff/Parents Pack

Here at Humpty Dumpty Pre-school we 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 of the Pre-School Learning Alliance Safeguarding Children Policy.

Definition of Safeguarding and Child Protection

Safeguarding: is about every child.

In relation to children and young people, safeguarding and promoting their welfare is defined in Keeping Children Safe in Education (2021) as:

- Protection children from Maltreatment
- Preventing impairment of children's mental or physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Child Protection: relates to any child or young person (i.e. under 18 years of age) who has suffered from, or may be at risk of abuse: physical, emotional, sexual, neglect.

Safeguarding children and child protection policy cont.....

Specific Safeguarding Issues

Safeguarding action may be needed to protect children and learners from specific safeguarding issues such as:

- Abuse: Neglect, Physical, Sexual and Emotional
- Disguised compliance
- Children missing in Education (CME)
- Children who are home schooled ('Hidden Children')
- Radicalisation / extremism
- So-called 'Honour Based' Abuse
- Breast Ironing
- Mental health concerns including self-harm
- Bullying including on-line (cyber) bullying and prejudice-based bullying
- Racism, disability, homophobic or transphobic abuse
- Gender based violence/violence against women and girls
- Domestic abuse
- Poor parenting
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- The impact of new technologies on sexual behaviour
- Substance misuse
- Female genital mutilation (FGM)
- Forced marriage
- Fabricated or induced illness
- Faith abuse
- Private fostering
- Sexting (Youth Produced Sexual Imagery)
- Peer on peer abuse/harms
- Teenage relationship abuse
- Serious violent crime (including gang violence and knife crime)
- Sexual violence
- Sexual harassment
- Sexual violence and harassment (harmful sexual behaviour) between children, including sexting (sending nude and semi-nude images and/or videos) and up skirting.
- Children with family members in prison
- Children and the court system
- Homelessness
- Adverse childhood experiences (ACEs)

Safeguarding children and child protection policy cont.....

- Trauma and Attachment issues
- Up Skirting
- Knife crime
- County Lines
- Child Abduction and community safety incidents
- Modern slavery
- Cyber crime

Recognition/Signs of Abuse

The first indication of concern about a child's welfare is not necessarily the presence of a serious injury. Many other signs, could be an indication of abuse, these may include:

- Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn, or clingy, or they might have difficulty sleeping or start wetting the bed.
- Children with clothes that are ill fitting and/or dirty
- Children with consistently poor hygiene
- Children who make strong efforts to avoid specific family members or friends without an obvious reason
- Children who don't want to change clothes in front of others or participate in physical activities.
- Children who are having problems at nursery, for example, a sudden lack of concentration and learning or they appear to be tired and hungry
- Children who change friendships or have relationships with older individuals or groups
- Children who have a significant decline in performance
- Children who show signs of self-harm or significant change in wellbeing
- Children who show signs of assault or unexplained injuries
- Children who have unexplained gifts or new possessions
- Children who talk about being left home alone, with inappropriate carers or with strangers
- Children who fail to reach developmental milestones, such as learning to speak or walk, late, with no medical reason
- Children who are regularly missing from nursery or home
- Children who are missing from education
- Children who are reluctant to go home after school
- Children with poor school attendance and punctuality, or who are consistently late being picked up.
- Parents who are dismissive and non-responsive to practitioners' concerns

Safeguarding children and child protection policy cont.....

- Parents who collect their children from nursery when drunk, or under the influence of drugs
- Children who drink alcohol regularly from an early age
- Children who are concerned for younger siblings without explaining why
- Children who talk about running away
- Children who shy away from being touched or flinch at sudden movements.

Please note this is not an exhaustive list.

Procedures

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

Key Commitment 1

The Alliance 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

Our designated persons who co-ordinates child protection issues is:

Jackie/Gill and Vicki 07729 434226

We ensure all staff and parents are made aware of our safeguarding policies and procedures, these are on the website/or can be given in paper form upon request.

We provide adequate and appropriate staffing resources to meet the needs of children.

Applicants for posts with the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding children & child protection policy cont...

Candidates are informed of the need to carry out DBS check before posts can be confirmed.

Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

We abide by Ofsted requirements in respect of references and Criminal Record Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

Volunteers do not work unsupervised.

We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.

We have procedures for recording the details of visitors to the setting.

We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Key Commitment 2

The Alliance 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 'what to do if you're worried a child is being abused'.

Responding to suspicions of abuse

All staff are aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most case multiple issues will overlap with one another.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to the or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Safeguarding children and child protection cont.....

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual Abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue (also known as peer on peer abuse) in education and all staff should be aware of it and of the nursery's policy and procedure for dealing with it.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment, it may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Safeguarding children & child protection policy cont.....

When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

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 the Manager who is acting as the designated person. The information is stored on the child's personal file.

We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. In some cases this will include the police, or another agency identified by the Local Safeguarding Children's Board.

We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

We use the detailed procedures and reporting format contained in the Pre-school Learning Alliance's publication 'Child Protection Record for use in Early Years Settings' when making a referral to children's social care or other appropriate agencies.

Recording suspicions of abuse and disclosure

Where a child makes comments to a member of staff that gives cause for concern (disclosure), 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 question the child.
- 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 persons present at the time.

These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

Safeguarding children & child Protection Policy cont.....

Making a referral to the local authority social care team.

We report and get our advice from CFCS Children's First Contact Service. They will then advise us what to do.

Liaison with other agencies

We work within the Local Safeguarding Children Board guidelines.

We have a copy of 'what to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have any concerns.

We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together.

We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.

Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Safeguarding Children and Child Protection Policy Cont...

Children with Special Educational Needs or Disabilities (SEND) or certain health conditions.

Children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration.
- These children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children.
- The potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- Communication barriers and difficulties in managing or reporting these challenges.

In our nursery we identify children who might need more support to be kept safe or to keep themselves safe. We do this in the following ways:

- Children will have a familiar adult to support with communication through simple language.
- Extra one to one support for children with SEN and Disabilities
- Use of visual aids and sign language to support understanding where required.
- Children are carefully monitored and observed to provide a full picture of their behaviour and mannerism so that any changes are noted, and a comparison can be made.
- The use of body maps, visuals and sign language are used to allow children to communicate their needs or concerns.
- The use of social stories is regularly used to support appropriate and inappropriate behaviour – such as bullying and keeping safe.

Children missing in Education (CME) and Elective Home Education (EHE)

Knowing where children are during nursery hours is an extremely important aspect of safeguarding. Missing nursery can be an indicator of abuse and neglect and may also raise concerns about other safeguarding issues, including the criminal exploitation of children.

We monitor attendance carefully and address poor or irregular attendance without delay. We will always follow up with parents/carers when pupils are not at nursery. This means we need to have at least two up to date contact numbers for parents/carers. Parents should remember to update the nursery as soon as possible if their numbers change.

In response to the guidance in Keeping Children Safe in Education (2021) the nursery has:

1. Staff who understand what to do when children do not attend regularly.
2. Appropriate policies, procedures and responses for children who go missing from education (especially on repeat occasions)
3. Staff who know the signs and triggers for travelling to conflict zones as well as an awareness of breast ironing and honour based abuse (including FGM and forced marriage)

Looked After Children

The designated lead staff are responsible for Looked after Children. All Looked after children have a Personal Educational Plan (PEP), which is part of the child's care plan. This is reviewed termly.

Previously Looked After Children

The designated lead staff are also responsible for Previously Looked after Children.

A previously looked-after child is one who is no longer looked after in England and Wales because s/he is the subject of an adoption, special guardianship or child arrangements order which includes arrangements relating to with whom the child is to live, or when the child is to live with any person, or has been adopted from 'state care' outside England and Wales; and a child is in 'state care' outside England and Wales if s/he is in the care of or accommodated by a public authority, a religious organisation or any other organisation the sole or main purpose of which is to benefit society.

Safeguarding children and child protection policy.....

Allegations against staff

We ensure that all parents know how to complain about the behaviour or actions of staff and volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.

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.

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 committee and children's social care agree it is appropriate in the circumstances, the chairperson 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 a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

Safeguarding and Child Protection Policy cont....

Intimate Care and Physical Contact

Intimate care is defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene.

This Policy is designed to act as a guideline for anyone with responsibility of the intimate care of the children at Humpty Dumpty Pre-school. It outlines the guidelines for best practice.

Only Humpty Dumpty staff with a full and current DBS check is able to carry out this sort of care.

Children who are not yet toilet trained will not be excluded from any activity in the nursery.

Intimate care is discussed with all employees during their induction. Staff receive regular supervision and appraisals, which are used to identify any areas for development or further training.

All staff receive safeguarding training. Which is updated every 3 years, the designated safeguarding lead is every year.

All staff wear protective gloves and aprons for nappy changes, administering first aid or cleaning a child who has soiled themselves.

- Every child is to be treated with dignity and respect. Privacy is ensured appropriate to the child's age and situation. We have separate toilets with doors for the children to use.
- Nappies are changed in the nappy changing room (disabled toilet) on a designated mat. This is enclosed enough to give the child privacy, yet are not out of sight of another member of staff.
- The child should be involved as much as possible in his or her intimate care. Allow the child to be as independent as possible. This can be for tasks such as removing clothing or washing private parts of a child's body. Support the children in doing everything that they can for themselves.
- If a child is fully dependent on you then talk to him/her about what you are doing and give choices where possible.
- An adult who is not familiar to them will never support a child in intimate care.
- Be responsive to a child's reactions.
- Encourage the child to have a positive body image of his/her own body. Confident, assertive children who feel their body belongs to them are less vulnerable to abuse.

Safeguarding and Child Protection cont.....

- Make sure the practice of intimate care is as consistent as possible.
- The parent should be consulted about the intimate care that is given to their child. I.e. real nappies etc.
- Children are encouraged to wash their hands after messy play, after using the toilet, before and after eating and after having their nappies changed.
- Humpty Dumpty Pre-school understands its legal obligation to meet the needs of children with any delays in any area of their development. We work in partnership with parents on an individual basis to make reasonable adjustments to meet the needs of each child.
- We seek to find out religious and cultural views around intimate care.
- Report any incident as soon as possible to the Nursery Manager. If you are concerned that during the intimate care of a child:

You accidentally hurt a child

The child seems sore or unusually tender in the genital area

The child misunderstands or misinterprets something

The child has a very strong emotional reaction without apparent cause (sudden shouting or crying)

All staff must ensure that they protect themselves by following these guidelines.

- Always tell another member of staff when you are doing a change or accompanying a child to the toilet.
- Always ensure that a child's privacy is protected.
- Always ensure that you are visible to other members of staff.
- In some instances it may be appropriate for 2 members of staff to change a child. If a child gets very distressed when being changed.
- Always wear protective gloves and aprons and dispose of the nappies in nappy sacks
- Always wash hands thoroughly after supporting a child with intimate care.
- Follow the nappy changing risk assessment. If you have any additions or comments then let the Manager know.

Physical contact

At Humpty Dumpty Pre-school we care for very young children. There will be times when staff are required to have close physical contact with a child. It is also important for the children to feel safe, secure and loved in their environment. We understand that children can react differently to physical contact and we respect this. Staff have received training in safeguarding and child protection.

Safeguarding and Child Protection cont.....

It should always be the child who instigates any sort of physical contact such as cuddles. If a child is very upset then the adult must ask the child if they want a cuddle. Children should not be kissed by the nursery staff under any circumstances.

This policy should be read in conjunction with the settings other policies including Safeguarding, Health and Safety, SEND, Equal Opportunity and Whistle Blowing.

Key Commitment 3

We are committed to promoting awareness of child abuse issues throughout its training and programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

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 that they are aware of the local authority guidelines for making referrals.

We ensure that all staff knows the procedures for reporting and recording their concerns in the setting.

Planning

The layout of the room allows for constant supervision. No child is left alone with staff or volunteers in a one to one situation without being visible to others.

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.

Safeguarding and Child Protection cont.....

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 Local Safeguarding Children Board.

Online Safety

We have an E-Safety Policy, please see this with regards to online safety.

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 Local Safeguarding Children Board.

Safeguarding Children and Child Protection Policy cont.....

Role of Designated Safeguarding Lead

The Designated Safeguarding Lead (and deputies) has the responsibilities for Safeguarding and Child Protection. Their key role is:

Managing referrals

The designated safeguarding lead (or deputies) will refer cases:

- Of suspected abuse and neglect to the local authority children's social care as required and support staff who make referrals to local authority children's social care.
- To the Channel programme where there is a radicalisation concern as required and support staff who make referrals to the Channel programme.
- Where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required: and
- Where a crime may have been committed to the Police as required
- LSCP Sutton Threshold Guidance Oct 2020

Working with others

The designated safeguarding lead (or deputies) will:

- Act as a source of support, advice and expertise for all staff
- Act as a point of contact with the safeguarding partners.
- The Deputies will liaise with the Manager, and inform her of issues – especially ongoing enquiries under section 47 of the Children's Act 1989 and police investigations.
- As required, liaise with the "case manager" and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member.
- Liaise with staff on matters of safety and safeguarding and welfare (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

Safeguarding Children and Child Protection Policy cont.....

Information sharing and managing the child protection file

The designated safeguarding lead is responsible for ensuring that child protection files are kept up to date. Information should be kept confidential and stored securely. Concerns and referrals will be kept in a separate child protection file for each child as referred to DfE guidelines Information sharing advice for practitioners providing safeguarding services to children.

[Information sharing: advice for practitioners \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk)

Records will include:

- A clear comprehensive summary of the concern.
- Details of how the concern was followed up and resolved
- A note of any action taken, decisions reached and the outcome.

The file will only be accessed by those who need to see it.

Where children leave the nursery, the designated safeguarding lead will ensure their child protection file is transferred to the new nursery/school as soon as possible. The child protection file will be transferred separately from the main child's file, ensuring secure transit and hand over.

In addition to the child protection file, the designated safeguarding lead (or deputies) will also consider if it would be appropriate to share any additional information with the new nursery/school in advance of the child leaving, to help them put in place the right support to safeguard this child and to help the child thrive in the nursery/school.

Raising Awareness

The designated safeguarding lead (or deputies) will:

- Ensure each member of staff has access to, and understands, the nursery's child protection policy and procedures, especially new and part time staff.
- Ensure the nursery's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- Ensure the child protection policy is available publicly and parents and carers are aware the fact that referrals about suspected abuse or neglect may be made and the role of the nursery in this.

Safeguarding Children and Child Protection Policy cont.....

Risks in the Local Area

- County Lines
- Anti-social behaviour
- Violence & Sexual crime

These statistics are taken from Crime & Safety in Sutton, London

Training, knowledge and skills

The designated safeguarding lead (and any deputies) will undergo training to provide them with the knowledge and skills required to carry out the role. Training should provide designated safeguarding leads (and deputies) with a good understanding of their own role, how to identify, understand and respond to specific needs that can increase the vulnerability of children, as well as specific harms that can put children at risk, and the processes, procedures and responsibilities of other agencies, particularly children's social care, so they:

- Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
- Have working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Understand the importance of the role the designated safeguarding lead has in providing information and support to children social care to safeguard and promote the welfare of children.
- Understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes.
- Are alert to the specific needs of children in need, those with special educational needs and disabilities (SEND), those with relevant health conditions and young carers.
- Understand the importance of information sharing, both within the nursery, and with the safeguarding partners, other agencies, organisations and practitioners.
- Understand and support the nursery with regards to the requirements of the Prevent Duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation.
- Area able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online in nursery.

Safeguarding Children and Child Protection Policy cont

- Can recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support children with SEND to stay safe online.
- Obtain access to resources and attend and relevant or refresher training courses.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments.) at regular intervals, as required, and at least annually, to allow them to understand, and keep up with any developments relevant to their role.

Holding and sharing information

The designated safeguarding lead is equipped to:

- Understand the importance of information sharing, both within the nursery, and with other nurseries and schools on transfer, with other agencies, organisations and practitioners.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR); and
- Be able to keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping.
- The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of the children.

Mental Health

We aim to promote positive mental health and wellbeing for the nursery; children, staff, parents and carers, and recognise how important mental health and emotional wellbeing is. We recognise that children's mental health is a crucial factor in their overall wellbeing and can affect their learning and achievement. Through a whole nursery approach, we actively seek to promote emotional health and wellbeing by helping children to understand their feelings and feelings of others.

Our role in nursery is to help our children to succeed and reach their full potential by supporting them to be resilient and mentally healthy. We also have a role to ensure that children learn about what they can do to maintain positive mental health, what affects their

Safeguarding Children and Child Protection Policy cont.....

mental health, how they can help reduce the stigma surrounding mental health issues and where they can go if they need help and support.

All staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the designated safeguarding lead or a deputy (Jackie/Gill/Vicki)

Only appropriately trained professionals should attempt to make a mental health problem. Staff, however are well placed to observe children day to day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood.

Nurseries have an important role to play in supporting the mental health and wellbeing of their children.

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

APPENDIX A - Key Contacts

APPENDIX B - COVID 19

Safeguarding children & child protection policy cont.....

CHILD PROTECTION PROCEDURE

When a child discloses, or you are aware there is a safeguarding issue:

DO NOT DELAY

- Tell the Designated Safeguarding Lead, as soon as you can, do not leave notes, interrupt them if necessary.
- Early referral gives more time to offer help to the child and family before the situation becomes more serious.
- When the matter is already severe or serious, early referral gives more time for others to protect the child.
- The Designated Safeguarding Lead may consult the Children's First Contact Service (CFCS)

MAKE WRITTEN NOTES

- At the earliest opportunity make a written record of your concerns, using a child concern form, record facts accurately and do not express opinion – these notes will help to ensure accuracy in recalling events later – notes should be legible, signed and dated/timed.
- Do not take photographs of any physical injuries, record on a body map. Do not use audio to record disclosure.
- Any original notes must be given to the Designated Safeguarding Lead as soon as possible, and kept, even if you are using an online reporting system.

Concern from something the child says

Listen – do not ask questions or interrogate. Consider interpreting services if English is a second language.

Remain calm – if you are shocked, upset or angry the child will sense this, and this could stop them from saying more.

Reassure – the child has done nothing wrong – tell them it is alright to talk.

Do not promise to keep it secret – tell the child you cannot keep the matter secret and will need to take advice from someone who can help

Referral process

Any member of staff can make a referral to the Children's First Contact Services (CFCS) or the Police, but they should always consult the Designated Safeguarding Lead wherever possible.

Safeguarding children & child protection policy cont....

The designated staff may contact the Children's First Contact Service (CFCS) to make a referral or take advice or contact the child's social worker (if allocated)

If staff are concerned that the child or family involved have been exposed to radicalisation or extremist behaviour, then when making a referral, they will request a referral to the national PREVENT strategy (Counterterrorism and Security Act 2015)

Remember

- If in doubt, consult
- Do not ignore concerns, even if these are vague
- The first responsibility of staff is to the child
- If you need help or support to manage your own feelings, this can usually be provided.

Contact with the family

Contact with the family should always be discussed with the Designated Safeguarding Lead, who may consult the Children's First Contact Service (CFCS) or the Education Safeguarding Team.

In cases where a minor physical injury causes concern, then the nursery's policy for dealing with accidents should be followed. If the explanation suggests a non-accidental cause for the injury (or a failure to protect the child from harm) advice must be taken immediately from the Children's First Contact Service (CFCS)

In cases of possible neglect or emotional abuse, the concern may have built up over a period of time. There may have been discussions previously between nursery staff and family about resources of help, but if concerns persist. The Designated Safeguarding Lead will need to refer to the Children's First Contact Service and will normally advise the family of this unless specifically told otherwise.

In cases where there are suspicions of sexual abuse, the Designated Safeguarding Lead will seek immediate advice from the Children's First Contact Service **before** discussing this with the family.

Safeguarding children & child protection policy cont.....

Recording

- All records relating to child welfare concerns will be kept on the child's Child Protection file and the file will be kept secure – a chronology of concern will be kept by the designated safeguarding lead.
- Written records of any concerns about children are kept, even where there is no need to refer the matter immediately.
- Information from record will be accessed on a “need to know” basis; access is strictly controlled by the Designated Safeguarding Lead.
- Key staff will need to know when a child is subject to a Child Protection Plan, so they can monitor the child's welfare.
- Records relating to the child's welfare will remain on the child's file as long as the child is at the nursery.
- When the child leaves the nursery, the new nursery/school will be informed that the nursery records contain information about child protection concerns even where these are no longer current. Records will be sent to the new nursery/school in a way that is lawful in terms of data protection requirements.
- Records will be kept until the child is 18 years old.

Working with other agencies

- All nursery staff have a legal duty to assist local authority Children's Social Care or the Police when they are making enquiries about the welfare of children.
- Information about a child will only be shared on a “need to know” bases with other agencies.
- When telephone requests for information are received, we always maintain security by checking the telephone number listing for the caller and calling back to a switchboard number before giving information or confirming the child is on the register.
- Always advise the Designated Safeguarding Lead about such requests for information.
- Requests for attendance at meetings about individual children (e.g. child protection conferences) should be notified to the Designated Safeguarding Lead, who will arrange preparation of a report and attendance at the meeting.
- Reports will contain information about the child's:
 - Attendance
 - Behaviour
 - Relationships with other children and adults
 - Family
 - Any other relevant matter

Safeguarding Children & Child Protection Policy cont.....

- Reports will be objective, distinguishing between fact, observation, allegation and opinion.
- Unless specified otherwise, reports will be made available for the child's family.

Children subject to a Child Protection Plan

- The nursery will be told by the relevant local authority when a child is subject to a Child Protection Plan.
- The name of the Key Social Worker will be clearly recorded on the child's record.
- The nursery will participate fully in the work of Core Groups for these children, to assist with the objectives of the Child Protection Plan for the child.
- When a child is subject to a Child Protection Plan, the nursery will report all unexplained absences even if only for a day.
- When a child is subject to a Child Protection Plan leaves the nursery, all the child protection information will be transferred to any new nursery/school

Child's need for a social worker

Local authorities should share the fact a child has a social worker, and the Designated Safeguarding Lead should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare, and educational outcomes. This should be considered as a matter of routine. There are clear powers to share this information under existing duties on both local authorities and nurseries/schools to safeguard and promote the welfare of children.

Where children need a social worker, this should inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services) Children with a social can be at greater risk of harm

Information Sharing

We work in accordance with the DfE on Information sharing.

This written policy complies with national, Sutton LSCP, DfE and Local Authority guidance for safeguarding and equality.

This policy was revised and updated in September 2021
It will be reviewed annually.

Appendix A

KEY CONTACTS

Children's First Contact Service (CFCS) - 020 8770 6001
childrensfirstcontactservice@sutton.gov.uk

Social Care – Out of Hours – Emergency Duty Team - 020 8770 5000 x 9

Sutton Local Safeguarding Children's Partnership - 020 8770 4879
suttonlscp@sutton.gov.uk
Website - www.suttonlscp.org.uk

(Sutton Local Safeguarding Children Board ceased to exist when the new Sutton Local Safeguarding Children Partnership arrangements came into effect on 1st July 2019

Three Statutory Partners are Local Authority, Clinical Commissioning Group and Police, Locally, Education providers will be made the fourth Partners.

The LSCP Board will be made up by the four Partners, co-opted members and relevant agencies)

Sutton LADO (Local Authority Designated Officer – complaints against staff) - 020 8770 4776 (LADO@sutton.gov.uk)

LBS Prevent and Hate Crime Manager – 020 8649 0672

Education Safeguarding Manager – 07736 338180

Escalation Procedures – Sutton LSCB Escalation Policy September 2015
(suttonlscp.org.uk)

Serious Child Incidents – 9 Sutton CDR Protocol 2019

General Contacts

- Ofsted - 0300 123 1231
- Ofsted whistle blowing line - 0300 123 3155
- Police - 999
- NSPCC - 0808 8005000
- NSPCC whistle blowing helpline number - 0800 028 0285

- Childline - 0800 11 11

APPENDIX B

DURING THE COVID 19 LOCKDOWN

- We conducted weekly telephone check-ins with all vulnerable / CIN / SEND children
- We stopped parents coming into the nursery, but kept discussing what their children had been up to throughout the day when they picked them up from outside
- We constantly sanitized throughout the day
- Handwashing was increased throughout the day