

Safeguarding, Child Protection and Staff Behaviour Policy



At Little Cherubs we 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. This and several other policies aim to ensure that safety. Covered below specifically is Child Protection procedures and staff responsibilities in this central aspect of the nursery's work.

Definition of Safeguarding

Safeguarding is defined in 'Working Together to Safeguard Children' as:

- Protecting children from maltreatment.
- Preventing 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.

Safeguarding also relates to broader aspects of care and education, including:

- Children's and learners' health and safety and well-being, including their mental health
- Meeting the needs of children who have special educational needs and/or disabilities
- The use of reasonable force
- Meeting the needs of children and learners with medical conditions
- Providing first aid
- Educational visits
- Intimate care and emotional well-being
- Online safety and associated issues
- Appropriate arrangements to ensure children's and learners' security.

Statement of intent

This policy has regard to and implements practices of 'Working Together July 2018'. It sets out our expectations and practices to fulfil our responsibilities to safeguard children.

Children learn best when they are healthy, safe and secure. This policy focusses on keeping all children safe from harm.

We wish to promote a culture of vigilance where children's welfare is paramount and timely and appropriate safeguarding action will be taken where there are concerns of harm or where harm is likely. Staff will use their professional judgement in keeping children safe. This will be based on their experience and compulsory safeguarding training.

Staff have a lawful duty to report any concerns. They do not make judgements.

The key commitments of the policy for safeguarding children:

1. The 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.
2. The 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 'What to do if you are worried a child is being abused' (GOV 2015).
3. The 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 the EYFS curriculum, promoting their right to be strong, resilient and listened to.

Aims

We aim to promote children to be strong, resilient, listened to and able to speak up and keep themselves safe.

We support children to keep themselves safe, by creating an environment in our nursery that encourages children to develop a positive self- image, develop good appropriate relationships, develop a sense of autonomy, self- confidence and independence with the vocabulary to resist and tell about any inappropriate approaches.

We work with parents to build their understanding of and commitment to the principles of safeguarding children.

We ensure a 'safe' workforce of suitable workers and a 'safe' environment.

Safeguarding action may be needed to protect children from neglect; physical, sexual and emotional abuse; poor parenting; bullying; racism, disability or homophobic/ transphobic abuse; radicalisation, child sexual exploitation and trafficking; domestic violence and other relationship abuse; technology or local area based abuse; county lines; breast ironing; FGM; and other issues not listed here but that pose a risk to children.

The legal framework for this work is:

Primary legislation

The Children Act 1989 and 2004

Data Protection Act 2018

The Protection of Children Act 1978 (updated 2015)

The Children Act 2004 (Every Child Matters)
 Freedom of Information Act 2005
 The Childcare Act 2006
 Safeguarding Vulnerable Group Act 2006
 The Counter Terrorism and Security Act 2015
 The Prevent Duty 2015

Guidance

Working Together (updated July 2018). This is very important guidance that is essential for managers and the Designated Person to adhere to.

What to Do if You are Worried a Child is Being Abused (updated 2015)

The Framework for the Assessment of children in Need and Their Families (2000)

The Common Assessment Framework 2005

Statutory Framework for the Early Years Foundation Stage 2017

Development Matters in the EYFS 2012

Information Sharing: guidance 2008

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings March 2009

The Prevent Duty Guidance

Secondary Legislation

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976) Regulations

Rehabilitation of Offenders Act 1974

Equality Act 2010

Child Protection

What is Abuse? Signs and Symptoms and liaison with other bodies and role of the Designated Person for Safeguarding (Shamim Hussain and Hardip Kaur), and important contact details

We work within the Local Safeguarding Children's Board (LSCB) guidelines.

Birmingham Safeguarding Children Partnership

The Birmingham Safeguarding Children Partnership is independently chaired and consists of three key partners. In Birmingham the Local Authority, Birmingham & Solihull CCG and West Midlands Police share equal responsibility for developing and leading the partnership arrangements.

We have a named Designated Person for Safeguarding, Hardip Kaur, who is trained to carry out this role and who takes a lead responsibility in this setting. Our deputy Safeguarding officer is Shamim Hussain, we ensure one of these staff members are always available. This work is overseen by the Proprietor of the nursery, who is also trained as a DSL. All staff are trained in their induction and every year the setting will update staff's knowledge and ensure they know this policy and commitments within it. Staff members are encouraged to ask questions in relation to any safeguarding concerns and know not to just take things at face value.

We have a copy of 'what to do if you a worried a child is being abused', for parents and staff.

All staff are taught to be vigilant to signs of abuse, have an up-to-date knowledge of safeguarding issues, and understand their professional duty to ensure safeguarding concerns are reported. For example, marks and bruising on the body; changes in behaviour, perhaps a withdrawn child or one who is hitting out; comments the child makes; the child's play/ acting out; an overly hungry child, poorly dressed or a child with poor hygiene; poor attendance or concerning patterns in attendance; deterioration in children's general well-being etc.

The setting and the Designated Person are responsible for training staff on induction and ongoing on this vital area to ensure we are keeping children safe.

The Designated Person for Safeguarding acts as liaison with external agencies, local statutory children's services agencies and the LSCB. If we have concerns about children's safety/welfare we have a lawful responsibility to notify agencies with statutory responsibility without delay. In emergencies this includes the police.

We have procedures for contacting the local authority on Safeguarding Children issues, including maintaining the list of names, addresses and telephone numbers of social workers, to ensure that it is easy for the nursery, the LSCB team and Children's Social Care to work well together. The nursery uses the Birmingham Safeguarding Children Partnership Thresholds document which gives guidance on levels of concern and actions to be taken. We also notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children, including reporting any allegations of serious harm or abuse by any person working at Little Cherubs and our actions taken in respect of these allegations.

If a referral is to be made to the local authority Children's Social Care department and/or the LSCB, we act within the 'Safeguarding Children' guidance in deciding whether we must inform the child's parents at the same time. Usually parents will be informed unless it is believed that informing them could further endanger the child. LA advice should be adhered to and we aim to work with high professionalism to ensure the best interests of the child are met and will work in good partnership to that end with other agencies involved.

Important Contact

Designated Person for Safeguarding Children: Hardip Kaur or secondary officer Shamim Hussain
Lead Persons to whom allegations against staff are made are Hardip Kaur and Shamim Hussain.

Children Advice and Support Service: Tel: 0121 303 1888 Email: secure.cass@birmingham.gcsx.gov.uk

Emergency service team (out of office hours): 0121 675 4806

Birmingham Safeguarding Children Board LADO Team: 0121 675 1669 or email

Ladoteam@birminghamchildrenstrust.co.uk

West Midlands Police - 101

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child (this used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as fabricated or induced illness).

FGM is a violation of human rights. Also known as female genital cutting or female circumcision, it involves the removal of the external parts of the genitals for reasons with absolutely no basis in fact or evidence.

It causes untold physical and emotional trauma while enforcing the inherent gender inequality found in cultures that practice FGM.

Effects of FGM

There are no health benefits to FGM and it can cause serious harm, including:

- constant pain
- pain and/or difficulty having sex
- repeated infections, which can lead to infertility
- bleeding, cysts and abscesses
- problems passing urine or incontinence
- depression, flashbacks and self-harm
- problems during labour and childbirth, which can be life-threatening for mother and baby

Some girls die from blood loss or infection as a direct result of the procedure.

FGM can make it difficult and painful to have sex. It can also result in reduced sexual desire and a lack of pleasurable sensation. Some women with FGM may find it difficult to become pregnant, and those who do conceive can have problems in childbirth.

FGM Helpline

- email: fgmhelp@nspcc.org.uk.
- telephone: 0800 028 3550
- find out about call charges

If you know someone in immediate danger

Contact the police if you think that a girl or young woman is in immediate danger of FGM. You should also contact the Foreign and Commonwealth Office if she's already been taken abroad.

Breast ironing:

Breast ironing (also called breast flattening) is when young girls' breasts are damaged over time to flatten them and delay their development. Sometimes, an elastic belt, or binder, is used to stop them from growing.

Breast ironing usually starts with the first signs of puberty and is most often done by female relatives. In most cases, the abuser incorrectly thinks they're behaving in the best interests of the child. They believe flattening the breasts will make the child less 'womanly'. They

hope this will protect the girl from harassment, rape, abduction and early forced marriage, and help them stay in education.

There are many signs that breast ironing could be happening to a girl. These include:

- avoiding medical examinations
- not wanting to get undressed in front of anyone
- difficulty lifting their arms as the breast area will be tender to move and touch
- walking or sitting hunched over
- some girls may ask for help, but may not say exactly what the problem is because they're embarrassed or scared
- unusual behaviour after time away from school or college including depression, anxiety, aggression and withdrawal

If you have any concerns that a child may be a victim of breast ironing, always report your concerns to MASH (Multi- agency Safeguarding Hub), who will advise you further.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only for meeting the needs of another person. It may feature age – or developmentally-inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, 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.

County Lines is where illegal drugs are transported from one area to another, often across police and local authority boundaries (although not exclusively), usually by children or vulnerable people who are coerced into it by gangs. The 'County Line' is the mobile phone line used to take the orders of drugs.

'**Cuckooing**' is when criminals target the home of vulnerable person, often so they can use the property for criminal purposes such as drug-dealing, hiding weapons and other criminal activities.

The term comes from the behaviour of cuckoo birds who take over the nests of other birds.

A criminal will often befriend a vulnerable person in order to exploit them and use their property. The person is usually intimidated and too scared to report it to anyone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether the child is aware of what is happening or not. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is 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 as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision, including the use of inadequate care-takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. (Definitions taken from Working Together to Safeguard Children)

Faith Related Abuse

Faith Related Abuse includes belief in concepts of witchcraft and spirit possession, demons or the devil acting through children, the evil eye or djinns and dakini (ritual murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies.) It is also the use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation. This has been seen where children have called the wrong phone number, and their parents have believed that they are letting spirits into the home.

Indicators of abuse and what you might see

It is vital that staff are aware of the range of behavioural indicators of abuse and report any concerns to the designated person. I/we are aware that it is my/our responsibility to report concerns. It is not my/your responsibility to investigate or decide whether a child has been abused.

Providers train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues. Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.

These may include:

- significant changes in children's behaviour
- deterioration in children's general well-being
- unexplained bruising, marks or signs of possible abuse or neglect

- children’s comments which give cause for concern
- any reasons to suspect neglect or abuse outside the setting, for example in the child’s home or that a girl may have been subjected to (or is at risk of) female genital mutilation¹⁵ and/or
- inappropriate behaviour displayed by other members of staff, or any other person working with the children, for example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images

Key Commitment 1 – Little Cherubs is committed to building a 'culture of safety' in which children are protected from abuse and harm

1. Our Designated Person for Safeguarding who co-ordinates child safeguarding issues is Hardip Kaur and deputy Designated Person is Shamim Hussain. They are retrained every two years. Annex 1 of “Safeguarding requirements for leaders and managers” from Ofsted’s “Inspecting Safeguarding in Early Years, Education and Skills settings, Guidance is used as a guide for managers to self-evaluate the Safeguarding practices across the nursery and we monitor our practice every month.
2. All staff are trained at induction and regularly updated about Safeguarding issues. This includes enabling staff to identify signs of possible abuse and neglect at the earliest opportunity and respond in a timely and appropriate way. Staff are given regular supervision and support to support them working with children whose safety and well-being are at risk.
3. Our recruitment processes are robust and follow the ‘Safer Recruitment’ guidance. Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.

We have a two-part interview process. Firstly, we observe candidates doing an activity with children and feedback their observations. Through these tasks we assess their abilities and skills in teaching and caring for children and their ability to assess. If successful we then proceed with the second part of the interview process which is an interview to assess their understanding and capability of the role and responsibilities as set in the EYFS.

Practitioners must have an Enhanced DBS with list checks in place before they start work at Little Cherubs. We use GBG Online for DBS checks and to check the Disqualification Lists, they must also do the Update Service.

All staff have Identity and qualification checks. They also complete a medical and ‘staff suitability’ declaration, so declaring convictions, cautions, court orders, police reprimands and warnings etc and home circumstances that may impact. They must inform the employer of any changes which could affect their suitability.

Staff recruited from abroad will have pre-employment checks completed, including their Right to Work in the UK.

We collate a Single Record, which records our identity checks, enhanced DBS and barring record check and staff qualifications.

4. We operate webcams in all the playrooms and the outdoor space. This means that there is a recording of the day. This means a parent can check in and see their child (can only see), their body language and see staff actions. This is a strong Safeguarding tool.

When staff are tending to the personal care of children, for example changing nappies and helping with toileting, where possible, two staff are present.

5. The physical environment for babies and children is checked on a daily and monthly basis to ensure they are safe and secure; we aim to protect them from harm or the risk of harm.

6. Staff are not allowed their mobile phones in the play rooms. Parents are asked not to take their mobiles into the rooms/use them in the nursery. All other visitors are asked to hand in their mobiles at the office.

7. Only nursery cameras/iPads/ nursery mobile may be used to take photographs either in the setting or on outings.

8. Students are welcomed, if we have the capacity to support their development needs, they are always supervised.

9. All outside agencies staff used by the nursery, including any we use for any bank/ agency staff are required to send identification information, DBS and qualifications before they can begin work. Room Leaders oversee and direct their work, including telling them key information about whom to report any concerns to.

10. Volunteers do not work unsupervised. All are asked to provide a DBS. If they are a regular visitor, they will be expected to have and give us a copy of their DBS and we will do an identity check.

11. If any works are carried out when children are on site, ID checks are made, workmen/ contractors are supervised and where possible we will use LA approved companies.

12. We abide by the Protection of Children 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. This means that we take appropriate action to ensure the safety of children and inform the relevant bodies including the LSCB and Ofsted if/when we become aware of relevant information which may lead to disqualification.

13. We use a security camera system and security checks to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children.

14. We complete rigorous risk assessments for all activities, including outings.

15. We have a clear Arrivals and Departures Policy so that handovers are safe. In the event of an unknown person coming to collect a child, we will only release the child if we they have used the password system and we have confirmed their identity.

16. We have a clear policy and procedures for if a child goes missing whilst in our care.

17. We have a visitor book to record all visitors and identification is always checked.

18. Children's absences are followed up and reasons added to registers, which are filed and kept in the office for a minimum of a year.
19. We keep abreast of local issues that could impact on our children and/or setting.
20. Our curriculum promotes the children to be able to 'talk' and be listened to.

Key Commitment 2 - Little Cherubs 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 are worried a child is being abused' (HMG 2015)

Responding to suspicions of abuse

1. We acknowledge that abuse of children can take different forms - physical, emotional, and sexual as well as neglect.
2. Staff detecting any signs or who have any concerns, meaning they have any reason to suspect neglect or abuse outside the setting or are concerned about inappropriate behaviour displayed by other members of staff, or any person working with children, for example inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their usual role and responsibilities or inappropriate sharing of images, should report this immediately to the Designated Person for Safeguarding in the setting and in their absence, the manager.

It is then the responsibility of the Designated Person or Manager to follow the local referral procedures.

3. Where such evidence is apparent, the child's key person or the person raising the concern makes a dated record of the details of the concern, completing section 1 of the "Concern form" and where physical signs are present also completes an "Accident/incident map". They should inform the 'designated person' without delay. They will then discuss, agree and take the necessary action with the setting leader or manager. The 'concern form' must be stored securely in the concern form file which is secure in the office.
4. The Designated Person will share any child protection and/or safeguarding concerns immediately with the Local Authority following the local guidelines and procedures. Records are kept of all referrals and of any subsequent actions. Records, using Birmingham council formats are kept securely in the office.
5. Staff in the nursery take care not to influence children either through the way they speak to them or by asking leading questions of children. The designated person will assess risks and ask appropriate questions to establish facts. They will discuss action with the manager and take advice. The setting does not have an investigative or judgemental role; its role is to monitor and inform relevant authorities of concerns.
6. We will report any children whose attendance is poor or where there are patterns that could indicate / be a cause of concern. This includes those in receipt of funding or if we are concerned about their whereabouts, for example if they leave without informing the nursery of forwarding addresses or next settings or who stop attending without known reasons. We will question repeated

lateness and seek to encourage good attendance and punctuality, as this can cause problems for the child settling and making secure relationships.

Allegations against staff

It is important to the nursery that any fraud, misconduct or wrongdoing by employees or people engaged in the organisations business, is reported and properly dealt with. The nursery therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the nursery or the way in which the nursery is run.

It is the responsibility of the Designated Person or Deputy to contact the LSCB as soon as possible and no later than within one working day if the allegation is that a member of staff or volunteer has behaved in a way that has harmed a child, or may have harmed a child, possibly committed a criminal offence against or related to a child, behaved towards a child or children in a way that indicates they are unsuitable to work with children.

The child and/or alleged abuser MUST NOT be questioned (unless agreed by the LSCB). A record must be made of what has been reported. Ensure the child/young person is safe and comfortable. Allow them to continue the activity if appropriate. Together with LSCB, following their advice the Designated Person will make plans about how matters are progressed, including informing the parents of the possibly abused child. Also agree if suspension of the member of staff accused is necessary/ advisable.

If the accused is to be suspended, it should be on full pay, the person suspended should be informed in writing that this is a neutral act pending investigation to safeguard all parties. In agreement with the LSCB, explain to the person that there has been a complaint/ allegation but do not provide the details of the complaint/allegation.

If the person is a member of the union or professional association, they should be advised to seek support from that organisation. The Designated Person must also consider whether the person has children or has access to children in another setting and, through consultation with the LSCB and any Police or children social care investigation, decide whether those organisations/agencies need to be informed. All agencies should carry out internal disciplinary/investigative processes according to their own procedures, alongside an ongoing consultation with the LSCB. This ensures that the matter is handled in line with legal processes, including the child protection process. Internal processes are usually carried out following the conclusion of the child protection

The LSCB will liaise with the Police and other agencies; monitor the progress of cases to ensure that they are dealt with as quickly as possible, following a consistent, thorough and fair process; make referrals to the Disclosure and Barring Service (DBS).

It is extremely important that all aspects of any allegation and following investigation are carefully recorded (in writing). These records will be helpful if any future allegations arise, and to ensure transparency and accountability when dealing with complex and emotive issues.

It is also important to support the person making the allegation. It is important to listen to what is said, to reassure the person that what they have said will be taken seriously, but that you need to report the matter to the person nominated to deal with such matters. Steps must be taken to fully

support anyone who, in good faith, reports his or her concerns about a colleague and every effort must be made to maintain confidentiality for all parties while the allegation is considered.

1. We ensure that all parents and staff know how to complain about staff or volunteers within the nursery, which may include an allegation of abuse. The Parent 'Welcome Pack' and the 'Policies and Procedure' file let parents know how to complain. Staff are told in induction and through the Staff and Trainee Handbooks of the contact details for complaints.
2. We seek advice and follow the guidance of the LSCB when responding to any complaint that a member of staff or volunteer has abused a child.
3. We ensure that staff, parents and volunteers are aware to report any information, concerns or disclosures relating to 'Blowing the Whistle' on malpractice or any action deemed to be wrong in the nursery immediately to the Manager. All staff should raise their concerns about other staff with the manager. However, if they feel unable to do this or if the allegation or concern is about the Manager they should contact the local social care, police departments or contact the Ofsted "Whistle blower hotline" on 0300 123 3155 or email whistleblowing@ofsted.gov.uk.

Whistleblowing

The nursery recognises that effective and honest communication is essential if malpractice is to be effectively dealt with and the organisation's success ensured.

Whistleblowing relates to all those who work with or within the nursery who may from time to time think that they need to raise with someone in confidence certain issues relating to the organisation.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances you should use the normal grievance procedure. If you have a concern about malpractice within the organisation, then you should use the procedure outlined below.

Report any concerns to the manager.

All employees and those involved with the nursery should be aware of the importance of preventing and eliminating wrongdoing within the organisation. All should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.

Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.

You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.

Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.

If misconduct is discovered as a result of any investigation under this procedure the nursery's disciplinary procedure will be used, in addition to any appropriate external measures.

If you make a maliciously, vexatious or a false allegation then this will be a disciplinary offence and disciplinary action will be taken against you. An instruction to cover up wrongdoing is itself a

disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to Ofsted.

You can contact Ofsted's hotline in three ways. Call on 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm). Email at whistleblowing@ofsted.gov.uk. Write to: WBHL

4. We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
5. We refer any such complaint immediately to the DBS and local authority's social care department to investigate.
6. We co-operate entirely with any investigation carried out by social care in conjunction with the police.
7. Our policy is to suspend the member of staff, (this decision is usually taken alongside Social Care), on full pay 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 children and families as well as the staff throughout the process.
8. The Manager will contact LSCB within 24 hours and Ofsted within 14 days if there is an allegation made against a member of staff.

Disciplinary action

Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we will notify/ report this to DBS and LSCB and all relevant authorities as advised and Ofsted, so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

We will give details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006, the relevant dates and body or court making these and provide a copy of the relevant order. This information will be given as soon as possible and within 14 days, of the date the nursery became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries.

Key Commitment 3 – Little Cherubs is committed to promoting awareness of child abuse issues throughout staff training. It is also committed to empowering young children, through the EYFS curriculum, promoting their right to be strong, resilient and listened to.

Training

All staff are trained to have up to date knowledge of safeguarding issues. They are trained to recognise signs of possible abuse and neglect at the earliest opportunity and respond in a timely and appropriate way, as detailed above.

We ensure that all staff know and implement the procedures for reporting and recording their concerns. We seek to ensure the Designated Person has up to date knowledge and training on Safeguarding issues and local authority practices and procedures.

Planning and Curriculum

1. 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.
2. We introduce key elements of Safeguarding Children as an important part of the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they develop understanding of why and how to keep safe. We create opportunities for children to have a voice and to feel secure with adults, particularly their Key Person to talk about any problems and worries they have, about what makes them sad, scared, happy etc.
3. We promote and have a policy for Good Behaviour that encourages safe behaviour and aims to teach children to treat others respectfully.
4. We create a culture of valuing and respecting all individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
5. We promote children's independence, confidence and their ability to make choices. We promote children's welfare and prevent radicalisation and extremism.
6. We ensure the British Values of; Democracy: making decisions together; Rule of law: understanding rules matter; Individual liberty: freedom for all; and Mutual respect and tolerance: treat others as you want to be treated. These are embedded in our learning through implementation of the EYFS and daily practices. We ensure that this is carried out in a way that is developmentally appropriate for the children.

Please also read the Prevent Duty Policy.

When children are empowered, they can speak up and will sometimes make 'disclosures' to staff.

Recording of Disclosures

Where a child makes a disclosure to a member of staff, that member of staff offers reassurance to the child and praises them for speaking up; listens to the child; gives reassurance that she or he will act; and the member of staff does not question the child.

Recording suspicions of abuse and disclosures using the "Concern form"

Staff make a record of: the child's name; the child's address; the age of the child; the date, time and circumstances/ context of the observation or the disclosure; an objective record of the observation or 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 discussed with the Designated person and/or manager who decide forward action. They are kept in the concern file.

All members of staff know the procedures for recording and reporting. The manager should use the MARF referral forms, as necessary.

Informing parents

If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local Area Safeguarding Children Committee does not allow this.

The Data Protection Act 1998 (DPA) gives specific exemptions under which certain personal records and information can be withheld from release. If it is felt that disclosure of information could harm a child or any other individual, then it should be withheld. This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

Confidentiality

1. 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

1. The nursery believes in building trusting and supportive relationships with families, staff and volunteers in the group.
2. The nursery makes clear to parents its role and responsibilities in relation to Safeguarding Children, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local Social Care department.
3. The nursery continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
4. We follow the Safeguarding Procedures as set by the Social Care department in relation to the nursery's designated role and tasks in supporting the child and the family, after any investigation.
5. These 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 procedure in most circumstances, but maybe withheld if the nursery considers this could cause further harm to the child.

Review of this policy:

All policies are reviewed at least annually. This policy is reviewed and updated with any changes and recommendations as soon as these are known/given by the LSCB. It was reviewed in October 2022 by Hardip Kaur



Little Cherubs Day Nursery

Concern Report

- Staff must complete this form when they have any concern about a child of possible abuse or harm, including neglect resulting from either outside or inside the setting. You must complete section 1 and then hand it to the Designated Person for Safeguarding/ manager for them to complete section 2. Always verbally report concerns immediately and write up this form as soon as possible.

Section 1	
Name of child: Charlie Smith	Age/ Date Of Birth: 2 years, 11/12/2022
Date: 02/12/2022	Time: 3:24 PM
Context/ room : Preschool	
Child's Home Address: 123 Newbridge Street London England	Nursery/ Settings Address: 3456 WillowTree Road London England
<p>Details of observation:</p> <p>Previous history:</p> <p>C.S has been coming into nursery looking well and generally healthy. He has had the odd common cold but nothing serious. More recently, C.S has been a little upset when coming in and has had less interaction with the other children. We have been informed by mum that she has a new partner whom she has been with for 3 months.</p> <p>C.S has come into nursery today and has a slight limp to his right foot. The staff had a brief discussion with mum this morning at the time of drop off and they did not get any information about why C.S is limping.</p> <p>Senior staff member H.K (DSL Trained) has asked for another member of staff to witness what they see upon checking the child's foot.</p> <p>After taking a look, the staff can see that the child has some burns under his foot. They are in the shape of a small circle. The burns have not been covered to help keep them clean. They have also allowed the child to come in without socks, so he was only wearing his trainers.</p>	

Notes made by/ signed :

Names of any other witnesses :

Section 2

Action taken :

The lead DSL (H.K) has made the decision to contact the relevant authorities (Multi Agency Safeguarding Hub.) She has also completed an accident and incident map for the marks on his foot.

Notes made by/ signed :
Safeguarding or Manager)

(Designated person for Child Protection/