



Safeguarding Children and Child Protection Policy

Name of person responsible for reviewing the policy: Julie Jones

Date of policy review: September 2020

Date next review is due: September 2021

Date of any amendments:

This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance and procedures.

Name of Designated Safeguarding Lead (DSL):

Julie Jones Level 3 update 04/10/2018

Name of Deputy Designated Safeguarding Lead (DDSL):

Sharon Toolen Level 3 update 25/04/2019

Or a member of the senior team

This is a statutory policy that forms part of the induction for all staff. All members of staff will have access to this policy and sign to say they have read and understood its contents.

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This Safeguarding Children and Child Protection Policy is written in compliance with all relevant legislation and guidance from the Swindon Safeguarding Partnership (formerly Local Safeguarding Children's Board) and Swindon Borough Council's Early Years Safeguarding Children and Child Protection Policy guidance.

1. Principles

“The welfare of the child is paramount” – Children Act 1989

Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.

North Star Nursery aims to provide a high quality setting which is welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence. We will take all necessary steps to keep children safe and well and ensure the suitability of adults who have contact with them. We will promote good health, manage behaviour, and maintain records, policies and procedures.

For the purpose of this policy, the Working Together 2018 definition of safeguarding and promoting the welfare of children will be used and is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health and 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.

Staff at this setting understand that safeguarding and promoting the welfare of children is of paramount importance and that it is **everyone's** responsibility they will be alert to any issues or concerns in the child's life at home or elsewhere and they will maintain a child-centred approach at all times. They will be aware that children with special educational needs or disabilities are particularly vulnerable to being abused. They will maintain an attitude of “it could happen here” where safeguarding is concerned and they will always act in the best interests of the child.

The management and staff at this setting are committed to:

- Ensuring North Star Nursery practises safer recruitment in checking the suitability of staff and volunteers with reference to the South West Child Protection Procedures
<https://www.proceduresonline.com/swcpp/swindon/index.html>
- Following North Star Nursery's Code of Conduct and the Guidance for Safer Working Practice for Adults who Work with Children and also the Covid 19 addendum.
<https://www.swindonlscb.org.uk/info/5/procedures/12/procedures>
- Establishing and maintaining a safe and secure environment.
- Supporting children who have been abused and taking part in the multi-agency action plan to keep them safe.

- Providing a curriculum and experiences to enable children to develop the skills they need to stay safe from abuse including online abuse.
- Ensuring staff and volunteers are able to identify children with potential emerging problems or concerns and implementing strategies early on to avoid them escalating ([Early Help](#)).
- Ensuring that staff and volunteers are aware of the signs and symptoms of abuse and know the correct procedure for reporting and referring concerns (see Appendix 4)
- Ensuring that all staff and volunteers are aware of the procedures to follow if they have a concern about another adult or a member of staff (see “Whistleblowing” p.18 and Appendix 4) and receive appropriate training to carry out these procedures.
- Working in partnership with other agencies. This includes sharing information effectively, attending child protection conferences, core groups and other relevant meetings and preparing reports for conference (*Information Sharing Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers* (Dfe July 2018) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)
- Working in partnership with parents/carers.

2. Legislation and Guidance

All safeguarding and child protection procedures will be followed in line with guidance from the [Swindon Safeguarding Partnership](#) (SSP) and the [South West Child Protection Procedures](#) (SWCPP).

The following legislation and documents will form the basis of all safeguarding and child protection decisions:

- The Statutory Framework for the Early Years Foundation Stage – 2017, 2020
- The Children Act 2004 and 2006
- Working Together to Safeguard Children 2018
- What to do if you’re worried a child is being abused: advice for practitioners - 2015
- Information Sharing: advice for practitioners providing safeguarding services- 2018
- The Prevent Duty-departmental advice for schools and childcare providers – 2015 (updated 2019)
- Keeping Children Safe in Education – 2020

Our Safeguarding Children and Child Protection Policy applies to all staff, managers, committee members, students and volunteers working in the setting.

This policy relates to and should be read in conjunction with those policies listed on p.25 of this policy.

3. The Role of the Designated Safeguarding Lead (DSL) and Deputy (DDSL)

The EYFS 2017 states; *'a practitioner must be designated to take lead responsibility for safeguarding children in every setting'*.

During working hours when children are present, there will be a DSL or deputy available at all times for staff to discuss safeguarding concerns.

An appropriately qualified and experienced Designated Safeguarding Lead (DSL) has been appointed to fulfil this role and appropriate time and resources, away from other work commitments, has been allocated in order that this role can be carried out effectively.

The DSL and deputy will attend level 3 Child Protection training, this will be refreshed every 2 years. ([SSP training page](#)) The DSL and deputy will regularly update their knowledge and skills through training, briefing sessions, newsletters etc.

The DSL (**Julie Jones, Nursery Manager**) has overall responsibility for the day to day safeguarding and child protection systems in the setting. These responsibilities include;

- Liaising with other professionals in all agencies, including social services, police and health colleagues;
- Keeping staff up to date with any changes to national and local policy or legislation,
- Being a source of support, advice and guidance to any other setting staff, both paid and voluntary, on an ongoing basis and on any specific safeguarding issue as required;
- Co-ordinating child protection action within the setting, including making referrals as necessary;
- Maintaining a confidential recording system for safeguarding and child protection concerns;
- Ensuring all staff, visitors and volunteers are aware of the setting's policies and procedures and their responsibilities in relation to safeguarding children;
- Ensuring all staff, both paid and voluntary, have received appropriate and up to date child protection training;
- Ensuring their own training is kept up to date by attending appropriate DSL training every 2 years (as stipulated by the SSP) and accessing updates, at least annually, through a variety of methods e.g. bulletins and local meetings;
- Representing the setting at inter-agency meetings in particular strategy discussions, child protection conferences and core groups;
- Managing and monitoring the setting's role in early help, child in need and child protection plans;
- Sharing information with staff about the welfare, safeguarding and child protection issues that children in their setting have experienced with a view to understanding how to best support these children in the setting.

4. Staff Responsibilities, Induction, Training, Qualifications, Supervision and Safe Working Practice

- All staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All members of staff have a duty of care to take appropriate action and work with other services as needed.
- All staff will complete level 1 (basic awareness) training, every 3 years (as advised by the SSP). Training will enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.
- The DSL will ensure that all staff receive regular safeguarding updates through staff meetings, email, newsletters etc.
- At least one person who has a current paediatric first aid certificate will be on the premises at all times when children are present, and will accompany children on outings.
- Staff involved in preparing and handling food will receive food hygiene training.
- All staff will have a sufficient understanding and use of English to ensure the well-being of children in their care.

Staff Induction

- All new staff will receive induction training to help them understand their roles and responsibilities.
- Induction training will include, as a minimum, information about North Star Nursery's Emergency Evacuation Procedures, Safeguarding Children and Child Protection Policy, Equality Diversity and Inclusion Policy, and the Health and Safety Policy.

Staff Supervision

- North Star Nursery will ensure that members of staff are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage. All staff, students and volunteers will receive regular and planned supervision sessions. Uninterrupted time will be set aside to ensure any supervision sessions are effective for both practitioner and management.
- Supervision will be a two-way process, which supports and develops the knowledge, skills and values of an individual, group or team and will support staff to improve the quality of the work they do, thus improving outcomes for children as well as achieving agreed objectives. Supervision will also provide an opportunity to discuss sensitive issues including the safeguarding of children and any concerns raised about an individual or colleague's practice.

Safe Working Practice

- All members of staff (including temporary staff and volunteers) are required to work within clear behavioural guidelines and in accordance with North Star

Nursery's Code of Conduct and [Guidance for Safer Working Practice for Adults who work with Children](#).

- Physical intervention should only be used when the child is endangering him/herself or others and such events should be recorded and signed by a witness. Staff should be aware of North Star Nursery's Positive Behaviour Management Policy and any physical interventions must be in line with agreed policy and procedure in which appropriate training should be provided.
- Staff are made aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should familiarise themselves with advice and professional expectations outlined in North Star Nursery's Technology Policy and Acceptable Use Policy.
- All staff are made aware of North Star Nursery's whistle-blowing procedure contained in this document and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. Staff will be directed to read the "Whistleblowing Policy" and made aware that they can also contact the NSPCC whistleblowing helpline on 0800 028 0285 or by email to help@nspcc.org.uk to report any concerns they have about other staff in the setting.

5. Recognising Abuse

Abuse is a form of maltreatment of a child and can either be caused through inflicting harm or failing to prevent harm. Working Together 2018 lists four categories of abuse;

- Physical,
- Emotional,
- Sexual and
- Neglect.

(See Appendix 1 for Working Together definitions and possible indicators of abuse).

Staff are aware that:

- Abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label; in most cases multiple issues will overlap with one another.
- Child welfare concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. For example, children may be abused in a family, in an institutional or community setting, by those known to them or by a stranger. They may be abused by an adult or adults, or another child or children. Children may be abused via the internet by their peers, family members or by unknown or in some cases unidentifiable individuals. In the case of honour-based abuse, including forced marriage and female genital mutilation, children may be taken out of the country to be abused.

- Abuse and neglect can happen over a period of time or be a one-off event. This can have major long-term impacts on all aspects of a child's health, development and well-being.
- The warning signs and symptoms of abuse and neglect can vary from child to child. Children develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child. Parental behaviours may also indicate child abuse or neglect, so staff will also be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
- It is important to respond to problems as early as possible and provide the right support and services for the child and their family and they recognise that a warning sign doesn't automatically mean a child is being abused.
- An abused child may often experience more than one type of abuse, as well as other difficulties in their lives.

6. Other Safeguarding Concerns to be Aware Of

See Appendix 2.

- Peer on Peer Abuse (sexual violence and sexual harassment)
- Radicalisation and extremism
- Female genital mutilation (FGM)
- Child sexual exploitation (CSE)
- Child criminal exploitation (CE)
- Domestic abuse (DA)
- Children missing education (CME)
- Children with family members in prison
- Homelessness
- Private Fostering

7. Disclosures

How to respond if a child confides in you

- Remain calm, accessible and receptive.
- Listen carefully and fully, without interrupting, except to clarify.
- Allow the child to make the disclosure at their own pace and in their own way.
- Do not probe for information or interrogate the child. It is alright to ask for clarification but leading questions should not be asked. The interviewing of children must be undertaken by trained Social Workers or Police Officers.
- Do not make assumptions.
- Be aware of your own non-verbal messages, expressions, make no observable judgement.
- Make it clear that you are taking what they say seriously.

- Acknowledge their courage and reassure them they are doing the right thing.
- Let them know that you will help them and what may happen.
- Ensure the child is safe, comfortable and not left alone.
- Do not make promises that cannot be kept; such as promising not to tell anybody else - the child needs to know that you have to talk to someone who will be able to help them.
- Make a note of what was said and who was present, use the child's actual words and record this as soon as possible. Record the information as accurately as you can, including the timing, setting and those present, as well as what was said. Do not exaggerate or embellish what you have heard in any way.
- Inform the DSL (within the same working day) and MASH immediately of allegations of serious harm or abuse against a child in our care. Follow their direction.
- Inform parents of action taken, if this will not put the child at further risk.
- **All information recorded is confidential, be discreet, and share information on a need to know only basis to support the child and their family.**

Following a disclosure of abuse children will be supported in the setting by their key person, if appropriate and possible. All children will be allocated a key person with whom they can develop a close relationship and who can tailor opportunities to the individual needs of each child. We will work closely with other agencies in implementing the actions of a child protection plan designed to support and protect the child. We will attend all child protection conferences, core groups and strategy meetings to support the child and family as necessary. If this happens, staff should inform the Management Committee.

Any visitor to the setting who receives a disclosure of abuse, suspects that abuse may have occurred or is concerned for the safety or welfare of a child **must** report immediately to the DSL or if unavailable to the deputy. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

Staff should not deal independently with suspected or actual child abuse.

<u>Child</u>	<u>Staff</u>	<u>Senior staff</u>	<u>Nursery Manager and Social Services</u>
Discloses (open or closed)	<ul style="list-style-type: none"> • Professional • Listen and comfort • Reassure, keep child safe • Record in child's words ASAP • Maintain confidentiality • Don't make promises 	<ul style="list-style-type: none"> • Maintain confidentiality • Support staff • Seek advice • Make referral • Secure records 	<ul style="list-style-type: none"> • Support staff, seek advice, make the referral and written follow up. • Seek counselling and training for staff. • Inform the Management Committee. • Inform Ofsted immediately.

8. Procedures for Referral

We will refer to the Swindon Safeguarding Partnership's Threshold's guidance document ["The Right Help at the Right Time"](#) when assessing a child's level of need and the most appropriate support.

The Thresholds document identifies three levels;

1. Universal – children with no additional needs.
2. Early Help – children with additional needs.
3. Statutory Social Care – children with complex and multiple needs.

All staff have a responsibility to refer a child to Children's social care under section 11 of the Children Act 2004 if they believe or suspect that a child:

- Has suffered significant harm;
- Is likely to suffer significant harm;
- Has a disability, developmental and welfare needs which are likely only to be met through provision of family support services (with agreement of the child's parent) under the Children Act 1989;
- Is a Child in Need whose development would be likely to be impaired without provision of services.

If a child is in immediate danger or is at risk of harm a referral to MASH will be made immediately.

The DSL/deputy will contact:

MASH by telephone: 01793 466903 (Mon-Thurs 8.30am-4.40pm, Fri 8.30am-4.00pm)

Out of Hours: 01793 436699 (Emergency Duty Service)

Email: Swindonmash@swindon.gov.uk

Ofsted: 0300 123 1231

- A telephone referral will be confirmed in writing using the form [RF1](#) within 24 hours of the initial call and referrers should expect an acknowledgment within 3 working days otherwise they should contact MASH again.
- The referral will be shared with the parent/carer, and where appropriate with the child/young person, unless to do so may place the child at increased risk of harm, in which case advice should first be sought from MASH.
- If a child discloses physical or sexual abuse, where the alleged abuser is either a family member, or someone resident within the household, MASH will be consulted before informing parents.
- If the child is already subject to a Child Protection Plan the allocated social worker will be contacted, they will advise when, and by whom, the parents should be informed. (See Appendix 4 –flow chart)
- Staff will work closely with other agencies to implement the actions of a Child Protection Plan. They will attend all child protection conferences, core groups and strategy meetings to support the child and family as necessary.

North Star Nursery are part of a project that runs jointly between schools, early years settings and Wiltshire Police: ENCOMPASS is the reporting to schools and early years

settings by the next working day, when a child or young person has been affected by a domestic incident.

ENCOMPASS will ensure that a member of staff, known as a Key Adult, will be shared the information in confidence, while ensuring that the school or setting is able to make provision for possible difficulties experienced by children, or their families, who have been involved in, affected or exposed to a domestic abuse incident.

9. Escalation Procedures

In circumstances where staff feel that decisions made by another agency, on a safeguarding case, are not in the best interests of the child or inappropriate or unsafe, they will initially consult with their DSL or deputy to:

- Clarify their thinking in order to identify the problem,
- Be specific as to what the concern is about, and what they aim to achieve;
- Evidence the nature and source of their concerns and keep a record of all discussions.

It is expected that most disagreements can be resolved by professionals discussing the concerns and agreeing a way forward to meet the child's needs.

If professional agreement cannot be reached, then the concern should be escalated following the ([Swindon Escalation Policy](#)):

Stage One: Manager or Safeguarding Lead or Deputy/Designated Professional **within 5 working days.**

Stage Two: Agency SSP representative to Agency SSP Representative **within 5 working days.**

Stage Three: Refer to SSP Executive's **within 5 working days.**

Stage Four: Refer to SSP Independent Chair **within 5 working days.**

Stages 1, 2, 3 & 4 are all formal stages of the escalation process.

10. Early Help

Where staff have emerging concerns about a child (as opposed to a child being in immediate danger) they will follow the early help process. This will include staff being alert to emerging problems, discussing their concerns with the DSL, and the DSL co-ordinating an appropriate response with the support of other professionals. This may involve undertaking an [Early Help Assessment](#) (EHA) and in some cases the DSL may take on the role of lead professional.

Early Help cases will be kept under constant review and if the situation does not appear to be improving, consideration will be given to a referral to MASH.

11. Record Keeping – Child Protection

Any member of staff receiving a disclosure of abuse, noticing possible abuse or with a concern about a child, will make an accurate record as soon as possible, noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed and discussed with the DSL.

- All hand-written records will be retained, even if they are subsequently typed up in a more formal report.
- Written records of concerns about children will be kept, even where there is no need to make a referral immediately.
- Any injuries will be marked on a body map, **photographs will never be taken** (Appendix 5).
- Where concerns do not meet the threshold for a referral to Children’s Social Care, consideration will be given to the appropriateness of completing an Early Help Assessment.
- All records relating to child protection concerns will be kept in a secure place and will remain confidential. They do not form part of the children’s developmental records and must be kept separate from other records.
- A chronology will be kept at the front of each individual child protection file. It will be reviewed and updated whenever a new concern is raised or additional relevant information becomes available, noting any action taken.
- The quality of child protection records will be monitored by the DSL and the management.
- Where a child transfers to school or moves to a new setting, child protection documentation will be passed within 14 days to the receiving school/setting, preferably by hand. If hand delivery is not possible, postal delivery will be followed up with a telephone conversation. The original documents will be transferred separately from general records to ensure they reach the DSL, and a receipt for handover will be obtained.
- Records will be retained in line with the government’s guidance on the Transfer and Retention of Child Protection Records (Swindon Safeguarding Partnership website).

Templates and guidance for keeping child protection records are available on [Swindon Schoolsonline](#);

12. Parental Involvement

We are committed to helping parents/carers understand their responsibility for the safety and welfare of all children and to working in partnership with parents.

Parents/carers can access the Safeguarding Children and Child Protection Policy on the North Star Nursery website at:

http://northstarnursery.co.uk/policies_forms/SafeguardingandChildProtectionPolicy.pdf or in the blue folder in the corridor. Parents will be made aware of the policy during their induction meeting and will sign a statement to say they understand North Star Nursery’s child protection responsibilities.

Child protection or welfare concerns will usually be discussed with parents/carers. Where a referral to MASH is needed, the agreement of parents/carers will be sought before making the referral, unless to do so may place the child at increased risk of harm. If there is concern about a child who is already subject to a child protection plan, then the allocated social worker will be informed as soon as possible. A lack of agreement from the parent/carer will not stop a referral going ahead.

13. Suitable People / Safer Staff Recruitment

We will ensure that staff working with children are suitable to fulfil the requirements of their roles. We have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those working on the premises) are suitable. We request enhanced Disclosure and Barring Service checks and disqualification checks for all staff prior to commencing work.

We comply with safer recruitment procedures as set out in the [South West Child Protection Procedures](#).

- Interview panels will have at least one person who has completed Safer Recruitment Training. There will be a safeguarding statement in all job advertisements and job descriptions. Any gaps in employment history or unaccounted for periods of time will be fully investigated. References will be requested prior to interview. At least one of the references will be from the applicant's most recent childcare placement.
- North Star Nursery records information about staff qualifications, identity checks, disqualification and vetting processes that have been completed (including the Disclosure and Barring Service reference number, the date a disclosure was obtained and details of who obtained it) on a central register.
- We will not allow people whose suitability has not been checked to have unsupervised contact with children.
- The Nursery has appointed all **Senior Staff** as Child Protection Officers, (senior members of staff will also be available to support Holiday Club staff). They have received suitable training from the Swindon Safeguarding Partnership. A designated committee member also has Child Protection awareness, to be able to support staff.
- In addition, **all staff** are made aware of this policy and possible signs and symptoms of abuse on induction and suitable level 1 training is sought and attended once in post.
- Senior staff will be responsible for liaising with Social Services, the Child Protection Committee and Ofsted in any child protection matter.
- All staff and volunteers receive regular training and updates on guidance and procedures from Children and Young People's Workforce, PSLA, South West Child Protection Procedures (SWCPP), Swindon Safeguarding Partnership and NSPCC.
- In their contract of employment, all staff are made aware of their responsibility to report concerns to senior staff in respect of disclosure or discovery of child abuse. Opportunities are reiterated during job chats and staff meetings.
- Each room will display the contact details for local child protection and safeguarding support network and the flow charts indicating "What to do if you

are worried a child is being abused or neglected” and “Allegations Against Staff”, for easy reference.

- Any member of staff, a student or volunteer under investigation for the alleged abuse of a child, will be subject to the Disciplinary Procedure.

Nursery and Holiday Club staff are in close contact with the children in their care. They see them regularly, talk and play with them, listen to them and build up trusting relationships. They are in a prime position to notice radical changes in behaviour or worrying marks and bruises and to hear children talk about experiences which give cause for alarm.

Recognising and coping with a case of child abuse is a very stressful experience, but everyone should understand that their first responsibility is to the child. Staff have a duty in law to take action if child abuse is suspected.

13.1 Disqualification under the Childcare Act 2006

All staff, students and volunteers are informed during their induction that, under the Childcare Act 2006, they are expected to provide up to date information in relation to any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at North Star Nursery). Furthermore, at every staff job chat and appraisal, staff are formally asked to disclose whether there have been any changes to their suitability to work with children.

There is also an expectation that North Star Nursery would be informed if staff relationships and associations, both within and outside the workplace (including online), may have implications for the safety of children in the setting.

13.2 Volunteers, Students and Staff Awaiting Clearance

A risk assessment will be undertaken for volunteers to determine whether an enhanced DBS check should be applied for. This will depend on the level of activity the volunteer is engaged in and whether they are ever left unsupervised with children.

Volunteers, students and staff awaiting clearance will not:

- work alone with children.
- go off site with children except to support paid staff in organised activities.
- be given unnecessary confidential information regarding the children.
- be encouraged to engage the children in unsafe or inappropriate activities.

Staff will record volunteers' and students' attendance and contact details. Those who do have CRB/DBS clearance will need to provide evidence for recording in the Central Single Record file and are chaperoned at all times whilst in the building.

14. The Curriculum

We will provide a curriculum that encourages children to talk and be listened to. Children will be provided with opportunities to develop the skills they need to recognise and stay safe from abuse across all areas of learning. Children will learn that their views are valued and respected.

15. Use of Technology

North Star Nursery has a written Technology Policy for the acceptable use of mobile phones, cameras and other digital media in the nursery. The Safeguarding Children and Child Protection Policy should be read in conjunction with the Technology Policy. The Nursery's Code of Conduct and Personal Use of the Internet Policy also provides staff with guidelines for the use of social media outside of the Nursery.

- The only mobile phones to be used are the work mobile phones and these must only be used with the permission of the manager. The work mobiles will be open to scrutiny at all times
- The work mobiles will only be used in designated areas for example not in toilets, changing areas or sleeping areas.
- Staff mobiles and other digital media will be kept in staff lockers and will not be carried on a person when children are present. Staff may only use appliances in the staff room during staff breaks or before and after sessions, when children are not present.
- Visitors, parents, contractors, etc. are made aware that phones and other digital media are not to be used in the nursery building and that no photographs, videos or audio recordings are permitted in the setting.
- Staff will take photographs of children using work cameras; no personal cameras will be used. Work photographic equipment will be open to scrutiny at all times.
- Photographs will not be taken in sensitive areas such as toilets or nappy changing areas.
- Written permission will be obtained from parents/carers for appropriate use of photographs/digital images to record children's progress.
- Children's images should only be taken off site securely with the prior permission of the manager in line with the Technology Policy.

Children will be taught about keeping safe online through educating them about safe online procedures and by educating their parents about the dangers of the internet through leaflets, posters, newsletters etc. Children at North Star Nursery do not have access to the internet.

16. Children with Special Educational Needs and Disabilities

- Staff acknowledge that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening.
- Staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.

17. Safe caring

- North Star Nursery's Code of Conduct sets out clear guidelines for staff with regard to safe and appropriate care of children.
- If a child or young person makes inappropriate contact with a member of staff, student or volunteer, this will be recorded on an Accident/Incident Form and brought to the attention of the DSL immediately.
- Staff will proactively not carry out personal tasks that a child can do for themselves. Where this is essential, staff will assist a child whilst accompanied by a colleague. There may be specific personal care that is necessary for a child with special needs where a Personal Care Plan will be set up and followed to include the clarification of contact. Nursery staff will apply sun creams and prescribed creams following written permission from parents. Holiday club staff will supervise children to ensure safe use and application, assisting if necessary according to child's age and ability.
- Staff will be mindful of how and where they touch children, taking into account their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times. When administering first aid and clothing needs to be removed, another adult or older child will be asked to accompany, where possible.
- Never assume a visitor or volunteer is acceptable. Establish their identity. Complete CRB/DBS forms and follow up references.
- Nursery practitioners will educate children about inappropriate touching, safe touching and accidental touching, using age appropriate stories, books and scenarios.
- Nursery practitioners will, as part of Personal, Social and Emotional Development, teach children skills to keep themselves safe from strangers, uncomfortable situations and who to turn to for safety.

18. General Information and Records – Data Protection and Confidentiality

- We will maintain records and obtain and share information with parents/carers, health professionals, the police, social services and Ofsted as appropriate and in line with "[Information sharing advice for safeguarding practitioners](#)" 2018

- We will enable a regular two-way flow of information with parents/carers and between providers if a child is attending more than one setting.
- Confidential information and records about staff and children are held securely and only accessible and available to those who have a right or professional need to see them. We are aware of our responsibilities under the Data Protection Act 2018 and General Data Protection Regulations (2018) and that this legislation does not limit the sharing of information in order to keep children safe and includes sharing information with consent.
- We will register with the Information Commissioner's Office as appropriate. All staff read the setting's "Confidentiality Policy" as part of their induction procedure. Information will be shared on a strictly "need to know" basis.
- Records relating to individual children will be retained for a period of 3 years after they have left the Nursery / Holiday Club in line with our Data Protection Policy. Accident forms will be held for 21 years and 3 months in accordance with Health and Safety (First Aid) Regulations 1981. Please refer to the "Data Protection Policy – Clients" for further information:

http://www.northstarnursery.co.uk/policies_forms/ClientDataProtectionPolicyGDPR.pdf

- We recognise that all matters relating to child protection are confidential. The DSL will only disclose information about a child to other members of staff on a "need to know" basis.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.

19. Security

- All members of staff have a responsibility for maintaining awareness of the safety and security of our buildings and grounds and for reporting any concerns that may come to light. Risk assessments will be completed as appropriate.
- Appropriate checks will be undertaken in respect of visitors and volunteers coming into the setting and all visitors will need to ring the doorbell at the main entrance before being admitted. Only permanent members of staff are allowed to open the door to visitors. Any individual who is not known or identifiable will be challenged for clarification and reassurance.
- The setting will not accept the behaviour of any individual (parent/carer/other) who threatens security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the site.

20. Complaints

- We operate within a whole-setting community ethos and we welcome comments from children, parents/carers and others about areas that may need improvements as well as comments about what we are doing well.
- The setting has a **Complaints Procedure** available to parents/carers, children and members of staff who wish to report concerns. This can be found on the notice board in the corridor or on our website at http://www.northstarnursery.co.uk/policies_forms/ComplaintsProcedure.pdf

- All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific Procedures for Managing Allegations against Staff set out below.

21. Whistle Blowing

21.1 Allegations against a North Star Nursery staff member, volunteer or student

- We recognise that it is possible for staff and volunteers to behave in a way that might cause harm to children and we take seriously any allegation received.
- An allegation may indicate that a member of staff, a volunteer or a member of bank staff has;
 - Behaved in a way that has harmed a child, or may have harmed a child.
 - Possibly committed a criminal offence against a child; or
 - Behaved towards a child that indicates he/she would pose a risk of harm to children.

North Star Nursery follows the South West Child Protection Procedures and the Swindon Safeguarding Partnership Escalation Policy for managing allegations against staff. We also have regard to the Public Interest Disclosure Act 1998 which encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest.

21.2 What is whistle blowing?

Whistle blowing is raising a concern about malpractice within an organisation.

21.3 Reasons for whistle blowing

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour
- To prevent the problem worsening or widening
- To protect or reduce risks to others
- To prevent becoming implicated yourself.

21.4 Who is responsible for whistle blowing?

Staff must acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant agencies. Although this can be difficult, this is particularly important where the welfare of children and young people may be at risk.

You may be the first to recognise that something is wrong, but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young people who are targeted. These children and young people need someone like you to safeguard their welfare.

Don't think what if I'm wrong – think what if I'm right

21.5 What stops people from whistle blowing?

- Starting a chain of events which spirals
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

21.6 Whistle Blowing Referral Process – see Appendix 5 for quick reference guide

- If you have safeguarding concerns about a member of staff, you should speak with the Designated Safeguarding Lead (DSL) or Deputy DSL or the most senior member of staff on duty who will then follow the procedures below as well as making the Management Committee aware of the situation.**
- If your concern relates to the DSL, you should speak with the Deputy DSL or the most senior member of staff on duty who will then follow the procedures below as well as making the Management Committee aware of the situation.**
- As soon as an allegation has been made, contact the Local Authority Designated Officer (LADO) to discuss the allegation:**

LADO Team	01793 463854
Jon Goddard	(Mon-Wed) 07392103019
Rachel Hull	(Thurs-Fri) 07824081177

Lado@swindon.gov.uk

- An [Allegations Management referral form](#) will need to be completed.**
- Ofsted will be informed of the allegation within 14 days.**
- Staff/volunteers should report an allegation about a staff member to the owner/manager, unless they are the subject of the allegation. The owner/manager will then proceed as above.**

- (vii) Where the allegation is against the owner/manager, the staff member/volunteer will contact the LADO as above.**
- (viii) Where the allegation is against an adult from another agency, for example, bank staff, it is still the responsibility of the setting to ensure the allegation is dealt with appropriately, in conjunction with the agency where applicable.**
- (ix) An allegation must not be discussed with the alleged perpetrator or other members of staff/committee, unless advised to do so by the LADO.**
- (x) In exceptional circumstances it may be necessary to protect the child, by contacting the police, before contacting the LADO.**
- (xi) The setting will make a referral to the Disclosure and Barring Service if at the end of the allegation process a member of staff or volunteer is removed from their position, or if they leave while under investigation.**
- (xii) All staff will be directed to read the “Guidance for Safer Working Practice for Adults who Work with Children and Young People.”**
- (xiii) All staff will read the Safeguarding Children and Child Protection Policy as part of their induction procedure. They will be aware of the procedure for reporting concerns about other staff or unsafe practice. They will also know how to contact the NSPCC whistleblowing helpline on 0800 028 0285 or by email help@nspcc.org.uk**

OFSTED have a dedicated whistle-blowing helpline and you may contact them on **0300 123 3155** for advice on what steps to follow.

It is helpful to gather the following information before contacting the Local Authority:

- Name and role of person reporting allegation to the LA
- Contact telephone numbers
- Date of alleged incident
- Name, DOB and address of child/young person (if applicable)
- Name and role of person reporting incident to setting
- Name, DOB, address and relevant employment history of adult subject to allegation and role within the setting
- Nature of allegation
- Are there any evident injuries? Did the child need medical attention?
- Has the parent been informed? Has parent contacted police?
- Has school contacted police?
- Is adult aware of the allegation?
- Is there an on-going risk to children?
-

Do not delay making the phone call to the LADO because you have been unable either to gather some of this information or make contact with the Early Years Safeguarding Adviser.

The LADO contacted will record notes and advise on the appropriate action to be taken.

It may be clear in some circumstances that the first contact needs to be the police or social care when a child appears to have been harmed or is at risk of significant harm.

North Star Nursery must inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether the allegations relate to abuse committed on the premises or elsewhere). Ofsted must also be informed of the actions taken in respect of the allegations. Notification must be made as soon as possible but at the latest within 14 days.

21.7 What happens after you “blow the whistle”?

- You should be given information on the nature and progress of any enquiries.
- Your line manager has a responsibility to protect you from harassment or victimisation
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations may be considered a disciplinary offence
- Any allegation will be treated under stage 3 “*Serious breaches of discipline and gross misconduct*” of the Disciplinary Procedures in the staff handbook (23.4.3).
- The employee will be suspended as a precautionary measure whilst an investigation is carried out. This is not intended to imply an assumption of guilt, and this will be made clear to the employee, student/volunteer, but for the safety of the child and the accused.

21.8 Self-reporting

There may be occasions when an employee has a personal difficulty, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered to the member of staff concerned. Confidentiality cannot be guaranteed where personal difficulties raise concerns about the welfare of safety of children or young people

- **Stage 1** - Discuss with Line Manager
- **Stage 2** - If the issue is unresolved or there is not a satisfactory outcome refer the matter to next in line Manager. On conclusion of the investigation and follow up action the information will be kept secure and confidential in accordance with the Data Protection Act (1998)
- **Stage 3** – Once the internal procedures have been exhausted the matter can be

referred to an external body or their Member of Parliament. Careful consideration should be given to referring matters outside the organisation as inappropriate disclosure of information i.e. such as release of information to the media will be investigated and possible action under the disciplinary procedure may follow.

Each member of staff will have a quarterly “Job Chat” with the Nursery Manager or senior member of staff and there will be opportunity at these to share any concerns regarding safeguarding within the nursery or any personal difficulties.

21.9 Supporting those involved

Parents and or carers of a child or children involved should be informed of an allegation as soon as possible. They should be kept informed about the progress of the case and told the outcome where there is not a criminal prosecution. This includes the **outcome** of disciplinary process, not the information and account of the decision.

In cases where a child may have suffered significant harm, or there may be a criminal prosecution, children’s social care, or the police, should consider what support the child involved may need.

The setting should also keep the person who is the subject of the allegations informed of the progress and consider what support is appropriate for the individual. If the person is suspended, the setting should also keep the individual informed about developments at the setting. If the person is a member of a Union, they should be advised to contact that body at the outset.

Every effort should be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated/considered.

21.10 Further advice and support

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available from your line manager, your Local Authority Designated Officer at Swindon Borough Council (tel: 01793 466903) or Ofsted (0300 123 1231). You can also seek advice from the Senior Designated Safeguarding Lead at North Star Nursery.

21.11 Resignations and “Compromise agreements”

The fact that a person tenders his or her resignation, or ceases to provide their services, must not prevent an allegation being followed up. It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children including any in which the person concerned refuses to cooperate with the process. Wherever possible the person should be given a full opportunity to answer the allegation and make representations about it.

A so called “compromise agreement” by which a person agrees to resign, the setting agrees not to pursue disciplinary action, and both parties agree a form of words to be

used in any future reference, must not be used in these cases. In any event, such an agreement will not prevent a thorough police investigation where that is appropriate.

21.12 Record keeping

It is important that a clear and comprehensive summary of any allegations made is kept on a person's confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any further requests for a reference if the person moves on. It will provide clarification in cases where a future CRB Disclosure reveals information from the police about an allegation that did not result in a criminal conviction. And it will help prevent unnecessary reinvestigation if, an allegation re-surfaces after a period of time. The record should be retained at least until the person reaches normal retirement age or for a period of 10 years from the date of the allegation if that is longer.

21.13 Suspension

The possible risk of harm to children posed by an accused person needs to be effectively evaluated and managed-in respect of the child(ren) involved in the allegations and any other children within the individual's home, work and community. In some cases that will require the setting to consider suspending the person until the case is resolved.

As a non-maintained setting registered with Ofsted, we will under standard 12.2 inform Ofsted of any allegation made against a member of staff. Advice from Ofsted will then be followed.

If an allegation is determined to be false, then the matter should be referred to children's social care to determine whether the child concerned is in need of services, or may have been abused by someone else. If the allegation is malicious, a decision will be made as to disciplinary action against the child.

REFERENCES

**Swindon Borough Council Early Years Child Protection Policy Template
September 2019**

**The Prevent Duty – Department for Education Departmental advice for schools
and childcare providers June 2015**

**Working together to safeguard children - A guide to inter-agency working to
safeguard and promote the welfare of children 2018**

**Female Genital Mutilation (FGM) Pocket Guide – Safeguarding Swindon’s
Children**

**HM Government Guide to Multi-Agency Practice Guidelines: Female Genital
Mutilation 2011**

Getting it right (policies and procedures from 4children)

Swindon Safeguarding Partnership - <http://www.swindonlscb.org.uk/>

**What to do if you’re worried a child is being abused (Summary)-Department of
Health.**

**South West Child Protection Procedures –
<https://www.proceduresonline.com/swcpp/>**

**Dfes publication: Safeguarding children in Education, dealing with allegations
of abuse against staff**

Ofsted – update links and documents

Guidance on Allegations for Early Years Providers Swindon Borough Council

Allegations against Staff Flowchart

**[file:///C:/Users/Nursery%20Office/Downloads/Allegations%20Process%20flowchart%
20for%20workers%20\(Jan%202018\).pdf](file:///C:/Users/Nursery%20Office/Downloads/Allegations%20Process%20flowchart%20for%20workers%20(Jan%202018).pdf)**

**Information Sharing Advice for Practitioners Providing Safeguarding Services
to Children, Young People, Parents and Carers (Dfe 2018)**

**[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attach
ment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_servi
ces.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)**

The Right Help at the Right Time

**[http://www.swindonlscb.org.uk/downloads/file/141/therighthelpattherighttimefebruary
2018quickstartguide](http://www.swindonlscb.org.uk/downloads/file/141/therighthelpattherighttimefebruary2018quickstartguide)**

This policy links to:	<ul style="list-style-type: none"> Code of Conduct Medications Policy Positive Behaviour Management Policy Guidelines for Physical Intervention Childhood Ailments Policy No Smoking Policy Allergy Inclusion Policy Sun Protection Policy First Aid Policy Risk Assessment Policy Communication Policy Data Protection Policy– Clients Data Protection Policy – Staff Ratio Maintenance Policy Confidentiality Policy Special Educational Needs and Disabilities Policy Technology Policy Acceptable Use Policy Personal Use of the Internet Policy Staff Handbook Walks, Outings and Off-Site Procedures Asthma Policy Health and Safety Statement for Staff Equality, Diversity & Inclusion Policy Complaints Procedure HIV and AIDS Awareness Policy Student Partnership Nappy Changing Procedure Accident Form Parental Consent Forms for Nursery & Holiday Club Staff Qualifications Parent Partnership Safer Recruitment & Induction Policy/Staff Training & Development Policy Covid-19 Risk Assessment
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Policy Review History	
October 2014	v.1
October 2015	v.2
October 2016	v.3
October 2017	v.4
September 2018	v.5
September 2019	v.6
September 2020	v.7

This policy will be reviewed in September 2021 unless a review of events, legislation or guidance from health professionals or Ofsted indicates that a review should take place sooner.

Signed **Dated**

Print **Nursery Manager**

Signed **Dated**

Print **Reviewing Committee Member**

APPENDIX 1

Definitions and Possible Indicators of Abuse “Working Together” 2018

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.

Signs that MAY indicate physical abuse include:

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts
- Injuries need to be accounted for, inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

Failure to Thrive

Signs that MAY indicate failure to thrive include:

- Child’s weight/height falling below expected centile
- Skin dry and pale and hair thin and straw like
- Lack of energy, listless and lack of concentration
- Refuses food but drinks a lot of juice, vomiting and diarrhoea
- Failure to meet developmental milestones
- Behavioural problems

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 the child that they are worthless, unloved or inadequate, or valued in so far 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 of the child, 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 or serious

bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of a child. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Signs that MAY indicate emotional abuse include:

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention and affection.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Signs that MAY indicate sexual abuse include:

- Sudden changes in behaviour and school performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby

- Distrust of familiar adults e.g. anxiety of being left with relatives, a child minder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

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 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 care-givers);
- Ensure access to appropriate medical care or treatment.
- Respond to a child's basic emotional needs.

Signs that MAY indicate neglect include:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance at school
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem

APPENDIX 2

Specific Safeguarding Issues

All staff will have an awareness of the safeguarding issues below:

1. Children Missing Sessions

Staff will be aware that children's non-attendance, particularly repeatedly, can be a vital warning sign of a range of safeguarding possibilities. Early intervention will be taken to identify the risk of any underlying safeguarding concerns and North Star Nursery's procedures for following up on non-attenders will be followed. North Star Nursery has at least two up to date emergency contacts for every child.

2. Child Sexual Exploitation (CSE)

'Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.' (DfE Feb 2017)

Staff at our setting identify that CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities.

Staff recognise that children at risk of CSE need to be identified and issues relating to CSE should be approached in the same way as protecting children from other risks. Staff are aware that sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation may involve varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexting, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse or recognise this as abusive.

This may apply to children, parents/carers, older siblings, staff or other members of the setting community.

3. Child Criminal Exploitation (CE)

Staff recognise that that criminal exploitation of children and vulnerable young adults is a form of harm, it is geographically widespread and may include drug networks or gangs grooming and exploiting children and young adults to carry drugs and money from urban areas to sub-urban and rural areas (County Lines exploitation). These cases will be referred to children's social care through the usual channels. Staff should also consider whether a child is at risk from extra familial abuse or exploitation.

4. 'Honour Based' Violence (HBV), Female Genital Mutilation (FGM) and Forced Marriage

Staff will be aware that HBV encompasses a range of crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. It may also include non-violent forms of abuse.

A forced marriage is a marriage conducted without valid consent of one or both parties where duress is a factor. Forced marriage is not a religious or cultural issue - it is a human rights abuse.

FGM comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons. FGM is most often carried out on young girls between infancy and 15 years of age.

FGM is child abuse. It causes significant harm and constitutes physical and emotional abuse. FGM is a violation of a child's right to life, their bodily integrity as well as their right to health.

FGM is against the law in the UK. It is also an offence to take a child out of the UK for the purpose of FGM.

UK communities most at risk include Kenyan, Somalian, Sudanese, Sierra Leonean, Egyptian, Nigerian and Eritrean. Non-African communities that practise FGM include Yemeni, Afghani, Kurdish and Indonesian.

Suspicions may arise in a number of ways that a child is at risk of FGM. These include:

- Knowing that a mother has undergone FGM.
- A girl talks about plans to have a "special procedure" or to attend a special occasion to "become a woman".
- A girl's parents state that they or a relative will take the child out of the country for a prolonged period.
- A girl may talk about a long holiday to her country of origin or another country where the practice is prevalent.

Signs that a child may have already undergone FGM include:

- Difficulty walking, sitting or standing.

- Spending longer than normal in the bathroom or toilet due to difficulties urinating.
- Soreness, infection or unusual presentation notice by practitioner when changing a nappy or helping with toileting.
- For older children, spending long periods of time away from a classroom during the day with bladder or menstrual problems.
- Having frequent urinary or menstrual problems.
- Prolonged or repeated absences from nursery.
- A prolonged absence from nursery with noticeable behaviour changes (e.g. withdrawal or depression).
- Being particularly reluctant to undergo normal medical examinations.
- Asking for help, but not being explicit about the problem due to embarrassment or fear.

Safeguarding girls at risk of harm through FGM poses specific challenges because the families involved may give no other cause for concern, for example with regard to their parenting responsibilities or relationships with their children. However, there remains a duty for all professionals to act to safeguard girls at risk.

In cases where FGM is suspected to have taken place or is believed to be about to take place, sensitivity needs to be shown in dealing with the child and their family. Despite the harm it causes, many women from FGM-practising communities consider FGM normal to protect their 'cultural identity' and therefore do not consider it to be harmful or a form of abuse.

If you are concerned that a child is at risk of, or has undergone, FGM the Child Protection procedures outlined in this policy should be followed. Contact MASH (Multi-Agency Services Hub) on 01793 466903. If you believe that a child is in immediate danger always dial 999.

The NSPCC has a 24 hour helpline to provide advice and support to victims of FGM or to anyone who may be concerned a child is at risk: tel: 0800 028 3550.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/482799/6_1587_HO_MT_Updates_to_the_FGM_The_Facts_WEB.pdf

Staff are alert to the risks and indicators of HBV/FGM and Forced Marriage and they are aware that they are all forms of abuse (regardless of the motivation) with long-lasting consequences and cases must be reported and escalated through the usual channels.

For further information including details of training staff should visit the SSP website links below.

https://safeguardingpartnership.swindon.gov.uk/info/3/workers_and_volunteers/10/workers_and_volunteers/9

https://safeguardingpartnership.swindon.gov.uk/info/3/workers_and_volunteers/10/workers_and_volunteers/8

5. Radicalisation and Extremism

North Star Nursery realises that it has a duty to protect children from radicalisation and any form of violent extremism in line with the “Prevent Duty” (June 2015). Any concerns will be reported to the DSL.

In fulfilling this duty North Star Nursery will work closely with the Swindon SSP and will have regard to:

- Assessing the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This will be based on an understanding, shared with partners, of the potential risk in the local area. North Star Nursery will protect children from being drawn into terrorism by having robust safeguarding policies in place to identify children at risk, and intervening as appropriate;
- Staff training so that staff have the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism and are shared by terrorist groups. Staff will know where and how to refer children and young people for further help;
- Our Technology Policy will ensure children are safe from terrorist and extremist material when using technology by establishing appropriate levels of filtering and monitoring. At North Star Nursery, children do not have access to the internet;
- Promoting fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs which are already implicitly embedded in the Early Years Foundation Stage Curriculum.

Additional information about responding to online radicalisation and extremism can be found in the Technology Policy.

As with managing all other safeguarding risks, staff who have concerns about a child, should follow the safeguarding procedures outlined in this policy and discuss with the Designated Safeguarding Lead.

Further information and details of training can be found on the SSP website; https://safeguardingpartnership.swindon.gov.uk/info/3/workers_and_volunteers/10/workers_and_volunteers/14

6. Peer on Peer Abuse (sexual violence and sexual harassment)

- This is most likely to include, but is not limited to, bullying, gender-based violence, sexual assaults, sexting, intimate relationships between peers as well as hazing-type violence and rituals.
- Sexual harassment can include sexual comments, remarks and/or jokes and may take place online or in person, and may be standalone or be part of wider abuse. Peer on peer abuse can occur within an intimate partner relationship.

- This form of abuse should never be tolerated or passed off as ‘banter’ or ‘part of growing up’.
- Staff will be alert to this form of abuse and aware that this form of abuse must be reported through the usual channels.
- We will ensure that children are appropriately supervised at all times to avoid these issues arising.

7. Domestic Abuse (DA)

Staff recognise that all children who witness domestic abuse are being emotionally abused and this can cause “significant harm.” Domestic abuse will always be referred to MASH.

DA is defined as any violent or abusive behaviour used by one person to dominate and control another within a close personal or family relationship. Children can witness DA in a variety of ways, they may be in the same room and get caught up in an incident, perhaps trying to defend the victim, they may be in a different room but able to hear abuse taking place and witness injuries caused by the abuse, or they may be asked to take part in verbally abusing the victim.

8. Children with Family Members in Prison

Staff recognise that there are negative consequences for these children and they are at risk of poor outcomes, appropriate support will be put in place (<https://www.nicco.org.uk/>)

9. Homelessness

Staff will be aware that being homeless or being at risk of being homeless presents a real risk to a child’s welfare. The DSL will direct families to the Local Housing Authority for support and a referral will be made to children’s social care if deemed necessary.

10. Private Fostering

Staff will be aware that they have a mandatory duty to report any child in a “private fostering” arrangement, to the Local Authority. Private fostering is defined as an arrangement whereby a child under the age of 16 (or 18 if the child has a disability) is placed for 28 days or more in the care of someone who is not the child's parent(s) or a 'connected person'.

Appendix 3: Contacts List

Please keep a copy of this list available at all times

Name	Role	Contact number
Ceri McAteer	Can be contacted if you need safeguarding support or advice.	Mobile – 07774178011 cmcateer@swindon.gov.uk
Swindon MASH	To be contacted when you have concerns about the safety or welfare of a child in your care.	Daytime – 01793 466903 Emergency Duty Service –01793 436699 swindonmash@swindon.gov.uk
Swindon Early Help Hub	Can be contacted for advice and guidance around Early Help procedures.	01793 466479 ehhub@swindon.gov.uk
LADO (Local Authority Designated Officer)	To be contacted when there is an allegation against a member of staff	LADO Team – 01793 463854 Jon Goddard – 07392103019 (Mon-Wed) Rachel Hull – 07824081177 (Thurs-Fri) Lado@swindon.gov.uk
Ofsted	To be notified of allegations, notifiable injuries or significant events. Ofsted can also be contacted for advice and guidance	0300 123 1231 www.ofsted.gov.uk enquiries@ofsted.gov.uk
NSPCC Whistleblowing helpline	Free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organization.	Call 0800 028 0285 Email help@nspcc.org.uk

Appendix 4 – What to do if you have a welfare concern

Sharing / recording concerns

An individual with concerns about a child records these and shares these with the [Designated Safeguarding Lead \(DSL\)](#) ***** or the [deputy DSL](#) ***** as soon as possible.



Consideration

The DSL will consider the information, in the context of any other concerns/disclosures and decide on next steps. Where possible this should be done in consultation with others in the safeguarding team. Parents/carers should be involved at this stage, **unless to do so may place the child at increased risk of significant harm, in which case advice should be sought from MASH (01793 466903).**



Referral to MASH (multi-agency safeguarding hub)

The DSL will make a telephone referral to **MASH on 01793 466903** followed up within 24 hours by a written referral, using [form RF1](#) (SSP website)
The RF1 form must be signed and dated by the referrer.

If a child discloses physical or sexual abuse where the alleged abuser is either a family member or someone resident within the household, the setting must consult the Duty Social Worker before informing parent/s.



No referral to children's social care

Actions will be agreed to monitor the child and support the child/ family where needed.

An Early Help Assessment (EHA) should be considered at this stage.



Children's social care consideration

Children's social care decides within 1 working day what action will be taken, including if an assessment is needed and will **feedback to the referrer** (within 72 hours). This decision will be made using the [Swindon Threshold document](#), [The Right Help at the Right Time](#). (SSP website)



No further action required (Level 1)



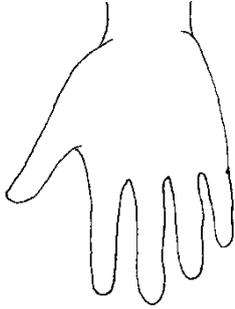
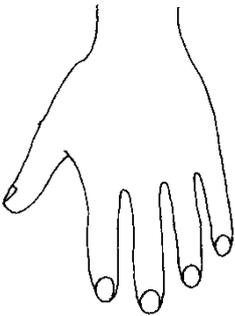
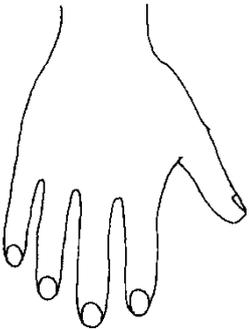
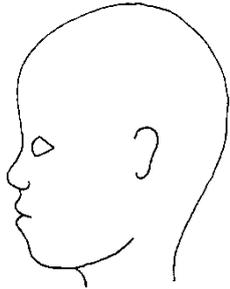
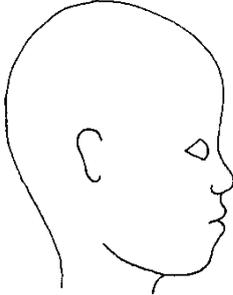
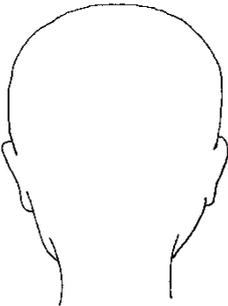
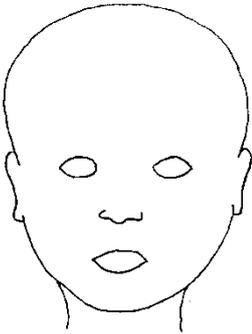
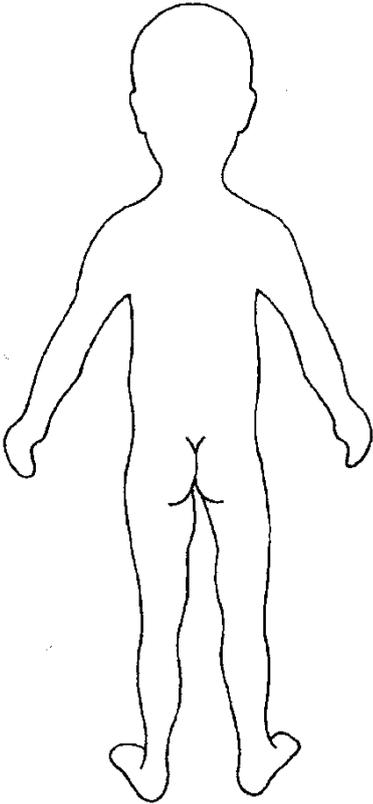
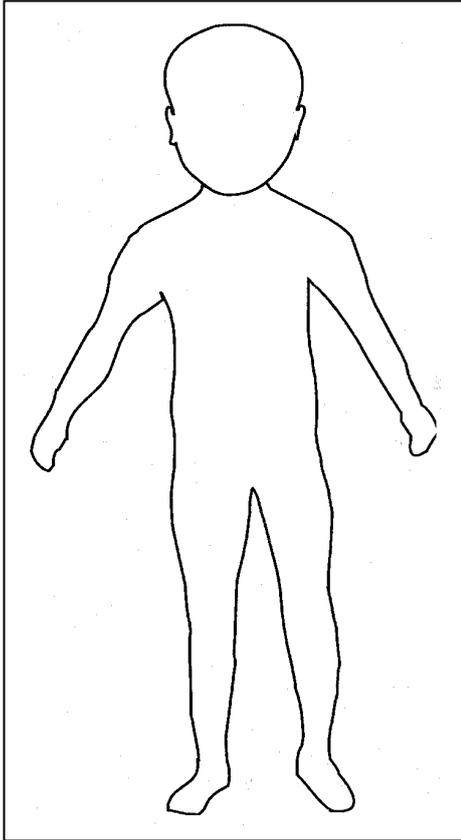
Early Help Assessment (Level 2)
Refer to the Early Help Hub



Statutory Intervention (Level 3)
Children's social care agrees to assess, it could be a section 17 or section 47 assessment.

If the child's situation does not appear to be improving the referrer should always press for re-consideration ([see SSP Escalation Policy](#))

Appendix 5



Appendix 6

National Support Organisations

- NSPCC: Provide advice and support if you're worried about a child www.nspcc.org.uk
- ChildLine: Provide Information, advice and support for children www.childline.org.uk
- Family Lives: Provide support for families that are struggling www.familylives.org.uk
- Crime Stoppers: Report information to prevent www.crimestoppers-uk.org
- Victim Support: Support for victims of crime www.victimsupport.org.uk
- Kidscape: Parent Advice Line www.kidscape.org.uk
- The Samaritans: 24 hours support helpline www.samaritans.org
- Mind: Provide support with mental health www.mind.org.uk
- NAPAC Support for People Abused in Childhood www.napac.org.uk
- MOSAC: Support for parents of children who have been sexually abused www.mosac.org.uk
- Respond: supports people with learning disabilities, autism or both www.respond.org.uk
- Mencap: Advice and support for people with learning disabilities www.mencap.org.uk
- Refuge: Help for women and children who have experienced domestic abuse www.refuge.org.uk
- Women's Aid: Help and support in relation to domestic abuse <https://www.womensaid.org.uk/about-us/contact/>
- Men's Advice Line: Support for men who experience domestic abuse www.mensadvice.org.uk
- Forced Marriage Unit: Forced marriage guidance <https://www.gov.uk/guidance/forced-marriage>
- Lucy Faithfull Foundation: Advice and guidance around preventing child sexual abuse www.lucyfaithfull.org.uk
- Stop it Now!: Advice and guidance around preventing child sexual abuse www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- CEOP: Advice and guidance in relation to online sexual abuse or child exploitation www.ceop.police.uk
- Marie Collins Foundation: Support for children who suffer online abuse or exploitation www.mariecollinsfoundation.org.uk
- Internet Watch Foundation (IWF): Report online crimes www.iwf.org.uk
- Childnet International: www.childnet.com
- UK Safer Internet Centre: support for professionals, parents/carers and children to make the internet a safer place. www.saferinternet.org.uk
- Parents Info: Help and advice for families in relation to the digital world www.parentinfo.org
- Internet Matters: Helping carers keep children safe online www.internetmatters.org
- Net Aware: NSPCC keeping children safe online www.net-aware.org.uk
- Parent Port: Report concerns around inappropriate content on the media www.parentport.org.uk
- Get safe Online: Free advice in relation to staying safe online www.getsafeonline.org
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline
- Educate against Hate: Government advice in relation to safeguarding children against radicalisation www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: Report online material promoting terrorism or extremism www.gov.uk/report-terrorism
- True Vision: Report hate crime www.report-it.org.uk

Appendix 7: Changes to Child Protection Arrangements During the Coronavirus Pandemic

Guidance Documents

Day to Day Running of Settings

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)

[Early years foundation stage: coronavirus disapplications](#)

[Guidance for Safer Working practice - Addendum](#)

Safe Working and Protective Measures

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Safe working in education, childcare and children's social care](#)

Special Educational Needs and Disability (SEND)

[Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to coronavirus \(COVID-19\)](#)

Supporting Children's Mental Health

[COVID-19: guidance on supporting children and young people's mental health and wellbeing](#)

This appendix has been prepared to explain the interim measures being taken within our setting to continue to meet our safeguarding requirements during the Coronavirus pandemic. This is an appendix to the main body of our Safeguarding and Child Protection Policy and will be effective from September 2020.

This appendix should be considered alongside North Star Nursery's Covid 19 risk assessment which can be accessed on request from the Nursery Office and will be continuously updated in line with ongoing developments

Changes to our normal procedures:

- We will endeavour to work within the most up to date Department for Education (DfE) and Public Health England (PHE) guidance (see above) and we will take all necessary steps to keep adults and children safe and well during this period.
- We will work closely with our local authority (Swindon Borough Council)
- Changes to policy, procedures and staffing will be communicated to staff, parents and volunteers, including any changes to arrangements for the DSL or Deputy.
- We will take a co-ordinated approach that provides compliant and effective information sharing for children who may move to other settings or other local authorities.
- We will continue to work in close partnership with other professionals in monitoring the safety and welfare of vulnerable children (children with a Social Worker or an EHCP). Where children aren't attending the setting, contact with the child and their family will be maintained via phone calls. Where there are safeguarding concerns we will contact the child's Social Worker.
- We are aware that children with SEND may find returning to the setting more challenging than other children and particular care will be needed in planning and supporting their return.
- We will be alert to disclosures from children who may have suffered abuse during the "lockdown" period and we will report concerns in line with our settings Child Protection Policy
- We will follow effective infection control and hygiene practices in line with the most up to date guidance from Public Health England. We have completed an infection control risk assessment and children will be supported by staff to follow procedures.
- We are aware that during this difficult time children may be anxious and worried. Staff will be made aware of the following PHE guidance; [guidance for parents and carers on supporting](#)

[children and young people's mental health and wellbeing during the coronavirus outbreak](#). We will use the following strategies to support children who are experiencing anxiety and stress;

- **Listen and acknowledge** – We will encourage children who feel anxious or distressed to communicate and express their feelings, in a safe environment, with people whom they can trust. We will listen to children, acknowledge their concerns and support them during times of stress.
- **Provide clear information about the situation** – We will talk openly and honestly about what is happening with children, at an age appropriate level. We will answer their questions, as best we can, and explain what is being done to keep them safe and well.
- **Be aware of own reactions** – Children look to important and relevant adults in their lives for their 'emotional cues'. It is important that adults working with children stay calm and manage their own emotions as best they can.
- **Connect regularly** – We will stay in regular contact with children who are unable to attend the setting.
- **Create a new routine** – We will create new routines. We acknowledge that routines provide children with an increased feeling of safety, especially when things are significantly changing around them.

Further Covid 19 updates will be added below including date and reference to latest policy guidance and how and when it was shared with staff.

Covid-19 Risk Assessment May 2020

Available on request

Covid-19 update to Childhood Ailments Policy May 2020

http://www.northstarnursery.co.uk/policies_forms/ChildhoodAilmentsPolicyv6.pdf

Covid-19 update to First Aid Policy May 2020

http://www.northstarnursery.co.uk/policies_forms/FirstAidPolicyv7.pdf