

Mrs Bonds Village Nursery
Safeguarding Policy

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Introduction

1.1 Aims

At Mrs Bonds Village Nursery we believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognise that safeguarding the welfare of children and young people, is everyone's responsibility. We are committed to safeguarding children and creating a culture of vigilance within the setting.

We aim to be an inclusive school and provide equal opportunities throughout all aspects of our work and activities. We are committed to ensuring equality of education, opportunity and safeguarding for all pupils, staff, parents and carers, irrespective of race, gender, disability, belief, religion or socio-economic background. We are committed to providing anti-discriminatory practice. This is explored further in our Equality and Diversity policy.

We follow Bromley Safeguarding Children Partnership (BSCP) procedures and acknowledge that the welfare of the child is paramount. It is our duty to respond promptly and appropriately to all concerns, incidents or allegations of abuse or neglect that may occur and work with the statutory agencies.

We will work in partnership with children, young people, their parents, carers and other agencies to comply with this.

1.2 Definitions

Safeguarding is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined in Working together to safeguard children 2013 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

Child Protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Often the phrases 'Child Protection' and 'Safeguarding' are used synonymously, but they are quite distinct. Safeguarding refers to all children, whilst Child Protection refers distinctly to children at risk of harm.

The 4 main areas of abuse and their definitions are:

Physical: Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts. It isn't accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them. Shaking or hitting babies can cause non-accidental head injuries (NAHI). Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don't need and making the child unwell - this is known as fabricated or induced illness (FII). There's no excuse for physically abusing a child. It causes serious, and often long-lasting, harm and in severe cases, death.

Emotional: Emotional abuse is the ongoing emotional maltreatment of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them. Children who are emotionally abused are often suffering another type of abuse or neglect at the same time - but this isn't always the case.

Sexual: A child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact and it can happen online. Sometimes the child won't understand that what's happening to them is abuse. They may not even understand that it's wrong. Or they may be afraid to speak out.

Neglect: Neglect is the ongoing failure to meet a child's basic needs and is the most common form of child abuse. A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care. A child may be put in danger or not protected from physical or emotional harm. They may not get the love, care and attention they need from their parents. A child who's neglected will often suffer from other abuse as well. Neglect is dangerous and can cause serious, long-term damage - even death.

1.3 Laws, guidance and Legislations

The main pieces of legislation and guidance are:

The Children Act 1989 (as amended).
The Childcare Act 2001
Children Act 2004 (Every Child Matters)
The Children and Social Work Act 2017.
The Safeguarding Vulnerable Groups Act 2006.
Protection of Children Act 1999
Working Together to Safeguard Children 2018.
Keeping Children Safe in Education 2018.
Equality Act 2010
The Statutory Framework for the Early Years Foundation Stage (EYFS)

Secondary Legislation

Disqualification Under the Childcare Act 2006
GDPR and the Data Protection Act 2018.
Information Sharing: Advice for Practitioners 2018.
Sexual Violence and Sexual Harassment Between Children in Schools and Colleges (guidance document) 2018.
Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.
Childcare Act 2006 (as amended in 2018).
Sexual Offences Act 2003
Criminal Justice and court services Act 2000
Human Rights Act 1999
Counter-Terrorism and Security Act 2015
Race Relations Act 2000
Rehabilitation of Offenders Act 1974

Guidance

What To Do If You Are Worried A Child Is Being Abused (2004)
The Framework for the Assessment of Children in need and their Families (2000)

Working Together to Safeguard Children (revised 1999)
The Common Assessment Framework
Welfare Requirements in the Statutory Framework for the EYFS
Compulsory Childcare Register
FGM mandatory reporting procedures
Information sharing 2018
Inspecting safeguarding in early years, education and skills settings (Ofsted 2018)
Prevent Duty guidance for England and Wales 2015
The prevent duty: for schools and childcare providers 2015

Local (BSCB)

<http://www.bromleysafeguarding.org/>
London Borough of Bromley Threshold of Needs May 2017
Protocol for Dealing with Allegations against Staff, Volunteers and Foster Carers who work with Children in Bromley (March 2017)

1.5. Responsibilities and Leadership

Safeguarding is the responsibility of everybody within the setting.

All staff are made aware of their individual roles in safeguarding and promoting the welfare of children as part of the induction process, given copies of the procedures they must follow if they suspect abuse or neglect and are able to put these procedures into practice. Training is available through the BSCP and online, staff are expected to complete training at least every three years, and when ever new changes or legislation require before that.

Our Designated Lead Professional's are Mrs Kelly Booker and Mrs Caroline Kellerher, they have lead responsibility for safeguarding and child protection issues. They are first port of call for any staff with safeguarding concerns, and will deal with all incidents, referrals and cases. They will work alongside other professionals. They attend the full day training course for Designated Leads.

It is the responsibility of the registered person to ensure staff are suitable for the job role, that their DBS are carried out and they are up to date on their training.

Prevention

2.1 Safer Recruitment

We provide adequate and appropriate staffing resources to meet the needs of children, more information can be found in our recruitment and retention policy. Applicants for posts are clearly informed that positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out enhanced disclosure checks with the Disclosure and Barring Service before posts can be confirmed. We also require 2 references for every employee. Where applicants are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

If a member of staff begins work before the return of their DBS they are not permitted to have any unsupervised access to the children. They are not allowed in the toilet areas or to do any intimate care procedures.

We comply with the Welfare Requirements in the Statutory Framework for the Early Years Foundation Stage (EYFS) and the Compulsory Childcare Register in respect of references and DBS checks for staff and volunteers to ensure that no disqualified or unsuitable person works with or has access to the children.

2.2. Staff Inductions and Supervisions

When staff begin they are given an induction, this involves a thorough run through of the setting and its day-to-day running. It includes being given copies of the health and safety policy, equality and diversity policy and safeguarding policy, and being directed to read all our other policies online. Within a few days of them starting staff will be given log in instructions for online safeguarding training courses which must be completed as soon as possible.

Staff are made aware of what constitutes as acceptable behaviour, both inside and outside of the setting and their working role. What is expected of staff is set out in their job descriptions.

Staff supervisions are carried out termly and are a chance for staff discuss and issues, including safeguarding issues and any personal things they feel need to be raised. Staff declarations are completed termly, where staff declare any changes regarding their DBS checks.

2.3. Good Practice and the curriculum

Teaching children to stay safe is an important part of the curriculum, we encourage children to keep themselves safe in all areas. We use activities, books, and discussions to help to teach them. If possible we can arrange specialist visitors too. We always work with parents to encourage them to promote safety and so that they are working on the same things as the setting.

Staff use their planning of activities to make sure they are promoting children's safety and their understanding of safety. We monitor this through our curriculum plans, keywork plans and EYFS areas of learning.

Another great resource for teaching children about personal safety is the NSPCC Pants campaign, this will be used in the setting and parents made aware of it.

We introduce key elements of child protection into our curriculum, so that children can develop understanding of why and how to keep safe. We create within the nursery a culture of value and respect for the individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background. We ensure that this is carried out in a way that is appropriate for the ages and stages of development for our children in the nursery.

2.4. Training and support

All staff are required to complete online safeguarding every 3 years. They are also required to complete any new training courses to keep up to date with current legislation and policies.

These include but are not limited to; FGM, CSE, Prevent Duty.

CPD opportunities are provided for staff when ever possible. Regular updates on new legislations a guidance is shared with staff verbally and via e-mail. Safeguarding is discussed at staff meetings too.

Designated Leads complete the full designated lead training course provided by Bromley every 2 years, as required.

If staff require any support or help with training they are encouraged to ask the designated lead or management team, this can also be discussed in their termly supervisions.

2.5. Access to premises & Visitors

To gain access to the premises, visitors are required to introduce themselves via an intercom doorbell. Staff will not answer the door until they know who is at the door. If the name of the person is not recognised we can check who is at the door visually using the window. The member of staff answering the door will go out to the front door to speak to the visitor before bringing them into the setting.

Visitors should ring ahead and appointments made in the diary, so staff are aware of who should be here, if required ID will be asked for.

Visitors are required to sign in to the visitor's book, and wear a visitor's badge. Visitors have no lone access to children and are not permitted to go in the toilet areas. They are made aware of mobile phone policies when entering the premises.

We have procedures for recording the details of visitors, including prospective candidates, to the Nursery and ensure that we have control over who comes in to the premises so that no unauthorised person has unsupervised access to the children.

2.6. Volunteers and Students

The nursery welcomes volunteers and students and understands what an important part they can play in the nursery's ethos. Students and volunteers are also subject to DBS checks, interviews and induction process. They are given copies of the health and safety policy and Safeguarding policy at their induction to read before starting.

Students and volunteers are supported through out their time with us, they are monitored by other members of staff and the management team.

Students under 17 with out DBS checks are not permitted to go in the toilet area. Students and volunteers will not be left alone with children.

2.7.Children's attendance

The nursery understand that children's attendance is very important, and reoccurring attendance patterns can be a cause for concern. How we approach and record children's attendance is explored in our 'Attendance Policy'.

2.8.E-safety

E-safety and social networking is explained in our 'Internet and Social Networking Policy'.

2.9.Mobile Phones

We have banned staff from the use of mobile phones in nursery halls. All staff have to place their mobile phones in secure lockers or in the office. This is also the case for personal camera, tablets and smart watches.

Nursery tablets are used to take photos for children's learning journeys, they are not to leave the premises and are password protected.

Only non-camera mobile phones are allowed for outside activities and fire evacuation emergencies. Visitors to the setting are also asked to leave their mobile phones in the office.

2.10 Photography

Parents are asked for their permission on our registration forms, for their child's photo to be taken for nursery displays and observations only. Photos are printed within the nursery and any records are deleted after printing. Any copies of photos are kept within a secure locked place. External photographers are used and strict procedures are followed ensuring safeguarding of children. Photos are taken on special occasion e.g. graduation ceremony and Christmas nativity. These may be printed at a reputable printing company and extra permission will be sort from parents on these occasions. Photos are shredded once they are no longer required.

2.11 Tapestry

Parents are required to fill out a consent form for their child's learning journey to be on Tapestry.

Staff are required to sign a consent form to use the online learning journey.

Staff are to be made aware of any children who do not have permission to have photos or videos taken or to have an online learning journey.

Only the tablets in the setting are to be used to take pictures and videos and the tablets are not to be removed from the premises.

Tapestry use secure servers and have the same encryption as online banking

Please see the Tapestry policy for more detailed information.

2.12 Babysitting

If staff decide to babysit children outside the setting this is a personal and private agreement between the staff member and the family and is not in anyway associated with the nursery.

2.13 Arrival and Collection

- During the main arrival and departure times an experienced member of staff will supervise the door to extend a warm welcome to every parent and child on arrival.
- Outside of these hours Parents and visitors must ring the doorbell attached to the main door to notify us of their arrival. Entrance into the Nursery is via a magnetic released door controlled by key fobs and push button release placed in the nursery building.
- Each child's attendance and departure will be recorded in the register. We ensure that only a qualified member of staff opens the front door to welcome you and for you to exit the building.
- If the child is to be collected by someone other than the parent/guardian, this must be conveyed to the manager/deputy manager and be recorded.

Further details can be found in our "Arrivals and Departures" Policy

2.14 Non-Collection of a child

If a child is not collected at the end of the session/day, we follow the following procedures:

- o the diary is checked for any information about changes to the normal collection routines;
- o if no information is available, parents/carers are contacted at home or at work;
- o if this is unsuccessful, the adults who are authorised by the parents to collect their child from nursery — and whose telephone numbers are recorded on the Registration Form — are contacted;
- o all reasonable attempts are made to contact the parents/carers, for example a neighbour is contacted or another member of staff visits the child's home;
- o the child stays at nursery in the care of two fully-vetted workers until the child is safely collected;
- o the child does not leave the premises with anyone other than those named on the Registration Form and in the diary;
- o if no-one collects the child and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our Child Protection Policy. We contact our local authority social services department (telephone number 02084617379) other numbers also displayed on office notice board and inform Ofsted (telephone number 0845 601 4772);
- o a full written report of the incident is recorded; and
- o depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Further details can be found in our "Non-Collection" Policy

2.15 Lost Child

In the event that a child is lost, we will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained to other children at the nursery while procedures are followed. All the details and procedures for this can be found in our "Lost Child Procedure"

Child Protection

3.1 Recognising Child Abuse

Physical and Behavioural indicators of abuse

When you have concerns for a child's wellbeing, the indicators listed below may help guide you in your thought process. Many of these "signs" could be caused by things other than abuse or neglect. Generally, these indicators do indicate that a child's safety may be at risk and, at the very least, the situation should be assessed by a professional able to determine the causes of these symptoms and offer the help and assistance necessary to reduce the risk to a child.

Physical Abuse

Physical indicators:

- Unexplained bruises and welts
- Unexplained burns, cigarette burns
- Rope burns

Behavioural indicators:

- Behavioural extremes (withdrawal, aggression, regression, depression)
- Inappropriate fear of parent/carer
- Unbelievable or inconsistent explanation for the injuries

-Unusual shyness, wariness of physical contact

Sexual Abuse

Physical indicators:

- Torn, stained or bloody underclothes
- Somatic complaints, including pain and irritation of the genitals
- Sexually transmitted diseases

Behavioural indicators:

- The victims disclosure of sexual abuse
- Unusual and age-inappropriate interest in sexual matters
- Regressive behaviours (thumb-sucking, bedwetting, fear of the dark)

Emotional abuse

Physical indicators:

- Speech disorders (stuttering, stammering)
- Weight or height level below the norm
- Nervous disorders (rashes, facial tics, stomach aches)

Behavioural indicators:

- Habit disorders (biting, rocking, head-banging)
- Behavioural extremes
- Cruel behaviour, seeming to get pleasure from hurting others

Neglect

Physical indicators:

- Poor hygiene
- Unsuitable clothing, overdressed or underdressed for climate conditions
- Untreated injury or illness

Behavioural indicators:

- Unusual school attendance
- Chronic hunger, tiredness, or lethargy
- Assuming adult responsibilities

3.2 Disclosures

Practitioners are familiar with the definitions, signs and symptoms of abuse or neglect set out in the DfE booklet 'What to do if you are worried a child is being abused' and also Bromley Safeguarding Children Board guidance which is accessible online at <http://www.bromleysafeguarding.org/documentdetails.asp>

If a disclosure is made practitioners should:

- Stay calm
- Listen
- Do not make any promises not to tell
- Do not prompt or ask questions

Practitioners, students and volunteers should report any disclosures to the Designated Leads immediately.

3.3 Reporting and Referring

If it is necessary to raise a concern about a child, this will be discussed with the family unless this may place the child at increased risk of significant harm, place any other person at risk of serious harm or obstruct a police investigation.

If there are concerns that a child is at risk of abuse or significant harm the designated person will telephone either MASH or their LADO recording the name of the officer to whom details are given. Where a child is considered to be in immediate danger then the police will be contacted. If a child needs urgent medical attention then an ambulance will be called.

It is not our responsibility to attempt to investigate the situation, which is the role of the Police and Bromley Child Protection Team.

We will continue to offer support to the family and child whilst investigations are being made. All staff have a duty to all children even out of the setting.

We will work alongside other agencies, supporting them however we can, these include but are not limited to; MASH, social care, BCP, CAF, Health visitors. We will attend meetings and send reports etc.

Referral forms can be found:

MASH/social care www.bromleysafeguarding.org/articles.php?id=600)

Completed forms must be sent to the Multi-Agency Safeguarding Hub (MASH).

Making a referral for Early Help, using the BCP Family Support Referral Form

www.bromley.gov.uk/bromleychildrenproject

Using the Common Assessment Framework (CAF) www.bromley.gov.uk/caf

3.4 Contact Details

These are the current up to date contact details for making referrals or seeking advice

- LADO: 0208 461 7669 lado@bromley.gov.uk
- Bromley MASH (social care): 0208 461 7309/7373/7379/7026 mash@bromley.gov.uk
- Out of hours (5pm - 8am and weekends) 0300 303 8671 (if you have children from another borough, include their details)
- Ofsted: 0300 123 1231 cie@bromley.gov.uk
- Bromley Early Years: 0208 461 7208/06 yasmin.ahmed@bromley.gov.uk or eyqualitymanager@bromley.gov.uk
- CAF team: 0208 461 7174 cafadmin@bromley.gov.uk
- Bromley Children Project (BCP): 0208 461 7259 bcpadmin@bromley.gov.uk

3.5 Partnership with parent

A copy of this policy is made available to all parents prior to their child joining our Nursery as well as details of the complaints procedure. In general any concerns will be discussed with parents and agreement sought to making a referral unless such a discussion would place the child at an increased risk of significant harm. Parents are requested to notify us of any accidents, incidents or injuries that may affect the child which will be recorded.

Sometimes we may come across situations which are not necessarily a child protection concern but where we think a child could benefit from additional support from outside agencies to ensure they reach their full potential for example BCP. In this process known as Information Sharing and Assessment (ISA) we would consult fully with parents.

3.6 Record Keeping

When a concern about a child's welfare or safety is raised it will be recorded. All records will be stored in a separate confidential file in a locked filing cabinet in the Nursery office with restricted access and kept until destroyed or handed on to the child protection officer in the next organisation e.g. another nursery or a school. A copy may need to be retained for at least six years.

Information is shared as necessary with confidentiality maintained.

We will follow the guidance on information sharing set out in the Practitioners guide HMG 2006 included in the DfE booklet, 'What to do if you are worried a child is being abused'.

When information is being accumulated prior to possible referral it will be reviewed by the designated lead at appropriate intervals depending on the child's needs. At each review a decision will be made as to whether or not to refer and the reasons recorded.

Records will include:

1. name, date of birth and home address of child
2. all concerns/ nature of injuries with dates / times
3. exact words used by child if disclosure made and name of others present
4. observations made
5. actions taken & reasons for any decisions
6. practitioners printed name, role and signature, dated and timed
7. clearly and concisely written report in a manner that cannot be erased or added to, as soon as possible after the event

Record keeping will be compliant with the GDPR and our confidentiality policy.

3.7 Allegations against staff, volunteer or student

If an allegation of inappropriate behavior is made against a member of staff or a volunteer relating to a child, or that abuse may have taken place on the premises, the designated practitioner or manager will follow the procedure for responding to disclosure or concern (see above). Information about the allegation and action taken will be passed to the Local Authority Designated Officer (LADO) and Initial Contact Team at Bromley, Ofsted and, if necessary, the Independent Safeguarding Authority.

The member of staff will be suspended 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 staff as well as children and families throughout the process. Clear advice will be given to workers on the process of investigation by other agencies. We also have a “allegations made against staff” policy.

3.8 Whistleblowing and Escalation

Whistle blowing is a mechanism by which adults can voice their concerns in good faith, without fear of repercussion. Any behavior by colleagues that raises concern regardless of the source will be recorded and reported to the designated practitioner - refer to separate ‘whistle blowing policy’

Occasionally situations arise when workers within one agency feel that the actions, inaction or decisions of another agency do not adequately safeguard a child. All practitioners must be aware of the local authority escalation process. Please refer to our “Escalation Policy”.

3.9 Information obtained outside of the setting

If we become aware of information regarding the safety of a child, that has been obtained outside the setting, we will follow our reporting procedure.

In the case of suspected domestic violence, substance misuse and parental mental health issues we will offer support to families and help them seek support from outside agencies.

3.10 Confidentially

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 Staff who receive information about children and their families in the course of their work, should share that information only within appropriate professional contexts. Child Protection records should be kept securely locked”.

3.11 Looked after Children

We work closely with the families and social workers of Looked After Children.

We support the children throughout their transitional and difficult times. We follow are set out legal requirements, following care arrangements and care plans. Please refer to our “Looked After Children” Policy.

3.12 Children with SEN

We understand that children with SEN or disability are more vulnerable to abuse. Also that there may be additional barriers in recognizing abuse in children with SEN.

Children that are deaf and blind can be vulnerable due to their barriers with communications.

Intimate care procedure is followed for all children, including those with SEN. Please see our “Nappy Changing Policy”

3.13 Behavior and physical Intervention

The EYFS states “Physical Intervention can be taken for the purpose of averting immediate danger of personal injury to any person, (including the child) or to manage a child behaviour if absolutely necessary”.

If Physical intervention is used, it is recorded and parents are informed.

Please refer to our “Behavior” policy for further details.

3.14 Peer on Peer Abuse

We understand that children can abuse other children.

We teach children about kindness and being kind to our friends and each other, we talk to them about helping each other and supporting one another. We also teach the children about emotions and feelings and how our actions can effect others feelings.

If peer on peer abuse is recognised we will speak to the children about their behaviours, at a level they understand. Victims will be comforted and reassured. We will also discuss concerns with their parent. Any incidents will recorded and records kept.

3.15 Areas of Concern

We understand we have a duty to report suspicion or concerns regarding to the following:

- Domestic violence
- Female Genital Mutilation
- Breast Ironing
- Child Sexual Exploitation
- Prevent
- Private Fostering
- Forced Marriage
- Modern slavery
- Online Bullying
- Grooming
- County Lines and other Drug related issues
- Child Trafficking
- Cuckooing
- Contextual Safeguarding
- Witchcraft and Spirit Possession

All staff complete online training courses in these subjects so they are able to understand and recognise any signs of them happening.

If they are suspected we will follow our referral procedure.

3.16 Covid-19 Pandemic

Please refer to our “Safeguarding During the Covid-19 Pandemic” policy

4. Review

4.1 Policy review date

This policy will be reviewed annually, or before if changes to legislation, guidance or regulation require.