

Child Protection and Safeguarding Children Policy

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, prevent the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best life chances.

Child Protection refers to the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

In accordance with the reformed EYFS 2021 Meynell Kindergarten will have regard to the Government's Statutory Guidance 'Working Together to Safeguard Children'. If our staff have any concerns about children's safety or welfare the setting will notify agencies with statutory responsibilities without delay. This means the local children's social care services and in emergencies, the police.

At Meynell Kindergarten we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, to be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation/extremism and we promote acceptance and tolerance of other's beliefs and cultures (see our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this policy should be used in conjunction with the nursery's other policies and procedures.

Legal framework and definition of Safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Year's Foundation Stage (EYFS) 2017
- Working together to safeguard children 2018
- Keeping children safe in education 2019
- Data protection Act 2018
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015

Policy Intention

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Support staff to notice the softer signs of abuse and know what action to take
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision making and how to promote British Values through play, discussion and role modeling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate

Purpose

The purpose of the policy is to ensure that:

- The Welfare of the child is paramount
- All children regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection.
- All staff have equal responsibility to act on suspicion or disclosure that may suggest a child is at risk from harm.

Meynell Kindergarten fully recognises its responsibility for safeguarding children. This policy applies to all staff, management, sessional workers, students and volunteers working within the setting, the families accessing the setting and anyone working on behalf of Meynell Kindergarten.

The nursery is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our primary responsibility is the welfare and well being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi agency team, where needed

Domestic Abuse

We define domestic abuse as an incident or pattern of incidents of controlling, coercive threatening, degrading and violent behaviour, including sexual violence, in the majority of cases by a partner or ex-partner, but also by a family member or carer. It is very common in the vast majority of cases it is experienced by women and is perpetrated by men.

Operation Encompass is a police and education early information safeguarding partnership enabling schools/early year's settings to offer immediate support to children experiencing domestic abuse

incidents. The purpose of Operation Encompass is to safeguard and support those children and young people who have witnessed and/or been present at the time of a domestic abuse incident. Following such an incident taking place, children often arrive at school distressed so by the police informing us of the child experiencing this we are able to observe and support the child within the setting

The Nursery aims to:

- The welfare of the children attending this setting is paramount and concerns about child abuse will be taken seriously. The policy therefore compliments and supports a range of other policies, for instance ICT & social networking, intimate care, medication, whistle blowing.
- Recruitment procedures will ensure the suitability of staff and volunteers working with children and will follow EYFS safeguarding and welfare requirements with regard to the Disclosure and Barring Service (DBS) checks, references and staff Disqualification declaration form. (DfE "Keeping children safe in education" (September 2019 cf6)
- Where there is a delay in obtaining the enhanced DBS check, staff will not have unsupervised contact with children.
- All staff expected to disclose any convictions, cautions, court orders, reprimands and warning which may affect their suitability to work with children whether received before or during their employment at the setting. There is a process in place that provides staff with opportunities to share such information.
- All staff are trained in the setting's safeguarding policy and procedures within the first week of employment and will be required to access and attend appropriate training. Training will be refreshed every 2 years.
- All staff are made aware of possible indicators of child abuse and the procedures for recording and reporting, through staff training both internal and external.
- The staff will be made aware of the importance of recognising reporting inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments: excessive one to one attention beyond the requirements of their usual role and responsibilities: or inappropriate sharing of images (see whistle blowing policy) through staff training, both internal and external.
- Procedures will be implemented for identifying and reporting concerns.
- The setting provides a safe environment in which children feel valued, can learn and develop, feel secure and are encouraged to talk and be listened to.
- We work within the guidelines set out by the Local Safeguarding Children's Board, which are underpinned by the statutory document entitled 'Working Together to Safeguard Children' (DfE 2018).
- A practitioner has been designated to take lead responsibility for safeguarding and liaising with local statutory children's services and with the Lincolnshire Safeguarding children's Board.

- The designated lead practitioner is **Mrs Jackie Roberts and the second is Mrs Gemma Wraith**
- The lead practitioner will provide support, training advice and guidance to any staff on an on-going basis, and on any specific safeguarding issues as required.
- The designated lead practitioner has accessed a level 2 taught course in safeguarding and will refresh this training every 2 years. All staff will have undergone Prevent Duty training and be kept up to date and trained on all new safeguarding issues.
- The use of mobile phones and cameras in the setting is covered in our safeguarding procedure.
- The setting has a clear procedure that will be implemented when an allegation has been made against a member of staff (see procedure). The settings disciplinary procedure will inform any action in the event of an allegation (see disciplinary procedure).
- As a registered provider we will inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after the children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere).
- The setting will also notify Ofsted of the action taken in respect of the allegations
- Where an allegation is upheld the setting will make a referral to the DBS, in accordance with our responsibilities under the Vulnerable Groups Act 2006.
- Where there is an indication or evidence to suggest that a member of staff failed to execute their duty to safeguard a child/ren at the setting or elsewhere he/she will be subjected to the settings safeguarding and/or disciplinary procedure.
- This policy will be implemented in conjunction with the safeguarding children procedure.
- Safeguarding children (child protection) concerns will be confidential and shared only on a need to know basis.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self esteem within their peer group and support them to learn how to keep themselves safe.

Early Help

Early help is the term used to describe arrangements and services that identify the need for children and families as soon as the problems start to emerge, or when there is a strong likelihood that problem will emerge in the future. 'Working Together to safeguard Children' (2018) identifies the critical features of effective early help as:

A multi disciplinary approach that brings a range of

- Practice that empowers families and helps them to develop the capacity to resolve their own professional skills and expertise through a 'Team around the Child' approach.
- A relationship with a trusted lead professional who can engage with the child and their family, and coordinated the support needed from other agencies
- A holistic approach that addresses the children's needs in the wider family context
- Simple, streamlined referral and assessment process
- Early Help in Lincolnshire includes both the TAC and ESCO process. Signs of Safety is embedded throughout. ESCO is similar to the TAC process but specifically supports the care coordination of Children with Disabilities (CWD). Further information can be seen at www.lincolnshire.gov.uk/ESCO. All forms and guidance for Early Help including Signs of Safety, TAC handbook, TAC Consultants contact details etc. are available at www.lincolnshirechildren.net

The Designated Safeguarding lead acts as the focal point for all matters concerning child protection and safeguarding children and young people. One of the primary tasks is to act as the contact between school, the family and other agencies. Incidents of possible child abuse obviously need to be handled with sensitivity and confidentiality consistent with the multi disciplinary approach. If there is any cause for concern whatsoever it is vital that information is passed to the designated Safeguarding lead immediately. In the event, following statutory investigation, of concerns providing to be unfounded, staff should not reproach themselves for having raised the issue. In cases of this nature it is always better to be safe than sorry.

Concerns regarding safeguarding children will be directed to the following in accordance with the LSCP's policy and the requirements of the EYFS.

- **Lincolnshire County Council children services customer service centre (CSC)**
Office hours Tel. 01522 782111 or out of hours Tel. 01522 782333
Where there is an allegation against a member of staff or person living or working on the premises we will also liaise directly with the LADO (Local Authority Designated Officer) – Direct Line 01522 554674
- **Lincolnshire Police – non emergency number 0300 111 0300**
- **Government helpline for extremism concerns 01522 558304 or 07553185757**

The setting will implement the Lincolnshire Safeguarding Children Board Escalation Policy, if there are concerns that a referral to the Customer Service Centre (CSC) has not been dealt with appropriately.

This Policy should be read in conjunction with our safeguarding procedure which sets out our process for responding to concerns.

This policy has been adopted by Meynell Kindergarten

Child Protection and Safeguarding Children Procedure

Meynell Kindergarten is committed to an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to and in accordance with The Government's Statutory Guidance 'Working Together to Safeguard Children' and the Local Safeguarding Children Partnership.

- We will stay up to date with Inter-agency procedures by accessing the following web link:
<http://lincolnshirescb.proceduresonline.com/chapters/contents.html>
- All staff will be aware of their responsibility as early year's practitioners to share any concerns they have about a child with the designated lead safeguarding person.
- There is always a Designated safeguarding lead/deputy available who has the necessary seniority and skills, undertakes appropriate safeguarding training, and is given the time to carry out this important role.
- The Policy is updated at least annually and that changes are made in line with any new DfE or other government department guidance.
- Staff members also have the right to share concerns *directly* with the Lincolnshire County Council Children's Services Customer Services Centre (CSC) Tel: 01522 782111 or out of hours 01522 782333 or Lincolnshire Police if they feel this is appropriate Tel: 0300 111 0300.
- All staff will be aware of possible indicators of child abuse and procedures for recording and reporting through staff training, both internal and external.
- The staff will be made aware of the importance of recognising and reporting inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images through staff training, both internal or external. In addition staff will be made aware of the whistle blowing policy.
- All parents/carers will be provided with a copy of the setting's safeguarding policy and procedures and are made aware of the fact that Meynell Kindergarten has a legal obligation to safeguard and promote the welfare of the children in their care, and the child's needs, will be our first concern.

Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

'What to do if you're worried a child is being abused (advice for practitioners) 2015'

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of those symptoms or any of them to a marked degree.

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behavior patterns

Softer signs of abuse as defined by National Institute of Health and Care Excellence (NICE) include:

- Low Self-Esteem
- Wetting and soiling
- Recurrent nightmares
- Aggressive Behavior
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention

Peer on peer abuse

We are aware that peer or peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children, and will take advice from the appropriate bodies on this area.

Physical abuse

Action needs to be taken if staff has reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the designated safeguarding lead (DSL).

Female genital mutilation

This type of physical abuse as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and others siblings involved. This procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infections, wound infection, septicaemia, incontinence, vaginal and pelvic infection, urinary infection, wound infection, stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, practitioners should follow the normal safeguarding procedures. There is a

mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18; we will ensure this is followed in our setting.

Breast Ironing

Breast ironing is where young girls are put through torture, a hot iron or stone is placed on their breasts to compress the breast tissue. By doing this it destroys women's breasts, it can take a few days or even a few weeks. When breast ironing takes place it is often done as part of culture, tradition or religion. However, this is cruel and horrific and no women should be exposed to this abuse. It is most commonly seen in Western and Central Africa countries. There is no specific law within the UK around breast ironing, however, it is a form of physical abuse and if professionals are concerned a child may be at risk of or suffering significant harm they must refer to their Local Safeguarding Children's Partnership Procedures.

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Sexual abuse

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child become worried when their clothes are removed, for example when their nappy is changed.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional, symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse they may be experiencing the procedure below will be followed

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instance will be report to the DSL
- The matter will be referred to the local authority children's social care team (see reporting procedures)

Child sexual exploitation (CSE)

This 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 in sexual activity, in exchange for something the victim needs or wants. Child sexual exploitation does not always involve physical contact, it can also occur through the use of technology.

We will be aware of the possibility of CSE and the signs and symptoms this may manifest as if we have concerns we will follow the same procedures as for other concerns and we will record and refer as appropriate.

Adult sexual exploitation

As part of our safeguarding procedures we ensure that staff and students are safeguarded from sexual exploitation.

Emotional abuse

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age of development expectations upon them. Emotional abuse may also be imposed, through the child witnessing, domestic abuse, alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify, as the child is not likely to show any physical signs.

Neglect

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

All staff has a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the DSL as soon as possible.

- Staff will report their concerns to the DSL (in the absence of the DSL they will be reported to the Deputy DSL)
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely
- If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded and the parent will have access to these records on request
- If there are queries/concerns regarding the injury/information given then the following procedure will take place:

The designated safeguarding lead will:

- Contact the Local Authority children's social care team to report concerns and seek advice. If it is believed a child is in immediate danger we will contact the police. If the safeguarding concern relates to an allegation against an adult working or volunteering with children the DSL will follow the reporting allegations procedures.
- Record the information and action taking relating to the concern raised
- Speak to the parents (unless advised not to do so by LA children's social care team)
- The designated safeguarding lead will follow up with the Local Authority children's social care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2018). We will never assume that action has been taken.

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSL or deputy DSL they should call the Local Authority children's social care team or the NSPCC and report their concerns anonymously.

Records will be kept as appropriate.

Whenever concerns are raised or changes are observed in a child's behaviour, physical condition or appearance, a specific record will be set up. Our records include: pre-existing injuries, incidents, accidents and observations. All concerns remain confidential and shared only on a need to know basis. The guidance is set by the Lincolnshire Safeguarding Children Partnership will be followed

The Designated safeguarding lead (DSL) will keep written, signed and dated records detailing any allegations and action taken as near to the time of disclosure as possible even when no investigation is undertaken following up any verbal referral in writing within 24 hours.

Where a disclosure is made:

- Reassurance is given to the child
- Listen rather than directly question, remain calm
- Never stop a child who is recalling significant events
- When exploring the disclosure with the child we may ask questions such as TED 'tell me explain to me, describe to me'. We will ensure that any questions asked are not leading.
- Promises will not be made to the child regarding not sharing the information in the disclosure
- The designated person with responsibility for safeguarding children is informed immediately and procedures under the guidance of the Lincolnshire Safeguarding Children Board are followed.
- A referral is made without delay to Lincolnshire County Council Children's Service Customer Services centre (CSC) on 01522 782111 or out of hours 01522 782333
- Advice and guidance will be taken from the CSC with regard to next steps.
- Up to date information and guidance on making a referral will be sought from http://lincolnshirescb.proceduresonline.com/chapters/p_refer_proce.html#making_refer

Recording Suspicions of Abuse and Disclosures:

- The child's name, full address, age of child and date of birth
- Date and time of the disclosure/observation

- Exact record of disclosure (in child's own words)
- Name of person to whom disclosure was made
- Name of any third party present
- The Single Assessment Form, completed (as far as possible with all information) signed and sent to the relevant officer (Children's Services will advise on this) within 24 hours of the telephone referral.
- Parent/carer is aware of referral
- Any discussions held with parent(s) (where deemed appropriate)

These records should be signed by the person reporting this and the DSL, dated and kept in a separate file. If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be necessary that through discussions with all concerned the matter needs to be raised with the local children's social care team and Ofsted. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff to cooperate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

All records are kept separately and secure from the child's main records with restricted access. (For more information on the Team Around the Child (TAC) and the Single Assessment Form (SAF) please refer to www.lincolnshirechildren.net).

Informing Parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local authority children's social care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority.

Support to families

The nursery takes, every step in its power to build up trusting and supporting relations among families, staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgement manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the local authority with the proviso

that the care and safety of the child is paramount. We will do all in our power to support and work the child's family.

County Lines in the Early Years

County Lines is a label applied used to describe the gangs and organised criminal networks that are involved in exporting and importing illegal drugs within the UK. They often exploit children and vulnerable adults to move and store the drugs and money by using coercion (persuasion through force or threats), intimidation, violence and weapons.

In county lines, children are often exploited. It can happen when an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person. County lines exploitation can happen anywhere in the UK, with gangs from big cities.

Allegations against adults working or volunteering with children

If any allegation is made against a member of staff, student or volunteer or any other person who works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we follow the procedure below.

The allegation should be reported to the manager, if this person is the subject of the allegation then this should be reported to the chairperson.

The local Authority Designated Officer (LADO) and Ofsted will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance
- If as any individual you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted) to determine how this will be handled
- The nursery will follow all instructions from the LADO and Ofsted and ask all the staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The nursery reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police
- Founded allegations will be dealt with as gross misconduct in accordance with our disciplinary procedures and may result in the termination of employment, Ofsted will be notified immediately of this decision
- The nursery will also notify the Disclosure and Barring service (DBS) to ensure their records are updated

- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer. This will ensure accurate information is available for reference and future DBS checks and avoids any unnecessary reinvestigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following any inquiry
- Counseling, will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

Our Procedure is as follows:

- The setting will contact the Local Authority Designated Officer (LADO) for managing allegations through the Lincolnshire County Council Children's Customer Service Centre (CSC) on 01522 782111 or out of hours 01522 782333/ Local Authority Designated Officer (LADO) – direct contact 01522 554674
- The setting will liaise with the LADO prior to any investigation commencing and the setting will fully co-operate with all investigations under the advice and guidance of the LADO. The LADO should be informed within one working day of all allegations that come to the employer's attention or that are made directly to the police. (Working Together to Safeguard Children March 2015).
- Ofsted will be informed of the allegation as soon as is reasonably practical but at least within 14 days of the allegation being made. Ofsted will also be notified of the action taken in respect of the allegations. (EYFS 2012 3.8). Ofsted will be contacted on telephone number 0300 123 1231
- Details will be recorded and stored securely.
- The setting's disciplinary procedure will be followed where necessary.

For further information and guidance we will refer to

http://lincolnshirecb.proceduresonline.com.chapters/p_alleg_pers_wk_child.html

Suspension will not be automatic response to an allegation; however we will consider the seriousness of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the person concerned and our organisation.

Where a member of staff leaves our employment during an investigation the investigation will continue and the setting will in accordance with current legislation make a referral to the Disclosure and Barring Service (DBS). Where a member of staff is dismissed as a consequence of an allegation being upheld a referral will also be made to the DBS.

Referral guidance and form: <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/services/dbs-referrals/>

Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents, we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the nursery prior to their children taking holiday or days off, and all sickness should be called into the nursery on the day so the nursery manager are able to account for a child's absence.

Where the child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safeguarded.

This should not stop parents taking precious time with their children, but enables children's attendance to be logged so we know the child is safe.

Looked after children

As part of our safeguarding practice we will ensure our staff are aware of how to keep looked after children safe. In order to do this we ask that we are informed of:

- The legal status of the child (e.g whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question.

Please refer to the Looked after Children policy in further details.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children social care team and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have named persons within the nursery who take lead for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Leads (DSL), there is always at least one designated person on duty during all opening hours of the setting.

These designated persons will receive comprehensive training at least every two years and update their knowledge on an on going basis, but at least once a year.

The nursery DSL's liaise with the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within the field. They in turn support the on going development and knowledge updates of all staff on the team.

The Designated Safeguarding Leads (DSL) Mrs Jackie Roberts and deputy (DSL) Mrs Gemma Wraith

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

- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- We give staff members, volunteers and students regular opportunities to declare information about their health, medication or about changes in their home life such as child protection plans for their own children
- This information is also stated within every member of staff's contract
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- We ensure we receive at least two written references before a new member of staff commences employment with us
- All students will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Group Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concerns
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorized person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- As a staff team we will be fully aware of how to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones or strangers lingering. We will ensure the children remain safe at all times
- The Behavior Policy sits alongside this policy to enable us to monitor changes in behaviors that may cause concern. All staff sign up to this policy too to ensure any changes are reported to the manager or room leader so we are able to support the individual staff member and ensure the safety and care of the children is not compromised
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- Signs of inappropriate staff behavior may include inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images. This is not an exhaustive list, any changes in behavior must be reported and acted upon immediately
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- We use peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly highlighted. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff is able to share any concerns they may have. Any concerns are raised with the designated lead and dealt with in an appropriate and timely manner
- The deployment of staff within the nursery allows for constant supervision and support.

Use of mobile phones and cameras

Mobile Phones

Meynell Kindergarten prohibits the use of mobile phones within the setting, notices are displayed around the setting and if any parent/carers use their mobile when entering the setting they are politely asked to leave the setting to continue their call or switch their mobile off.

- Staff may not carry or use their personal mobile phones whilst working in the setting, they must be placed within the office or in the store cupboard
- Staff may not use any camera facility on their mobiles within the setting.
- All visitors to the setting will be asked not to use their mobile phones whilst on the premises.

The safety of children is paramount. Casual or inappropriate use of mobile phones by staff may pose a risk if a staff member is distracted from caring for children (Ofsted Mobile Phone Guidance Feb 2011).

Digital Cameras and I Pads

Meynell Kindergarten only uses the settings own cameras and I Pads, which must not be taken, off premises. No other digital devices to take photographs may be used within the setting. (this links to our GDPR policy)

- Consent for photographs is obtained from parent/carer on admission as part of the registration process.
- Staff will only use the settings own digital camera to take photographs to support the recording of activities or events and these will be downloaded or deleted at the end of each setting.
- Where it is not possible to download or delete photographs on the same day, the memory card will be securely stored until the next day.
- Staff will not use any other digital device to take photographs in or around the setting or when an outings.
- Cameras are prohibited within the toilet/nappy changing areas, including IT resources used by the children.

Roles and Responsibilities

Meynell Kindergarten will ensure that every member of staff and person working on behalf of the setting

- Knows the name of Designated safeguarding lead (DSL) and deputy and her role and responsibility.
- Has read part 1 of 'keeping children safe in education – September 2019
- Has an individual responsibility to refer safeguarding (child protection) concerns
- Knows what to do if a child tells them he/she is being abused or neglected and 'what to do if you are worried a child is being abused – advice for practitioners.
- Will receive training at the point of induction and at regular intervals as required, but at least annually, so that they know:

- Their personal responsibility/code of conduct/teaching standards
- Nursery and LSCB child protection procedures and how to access them
- The need to be vigilant in identifying cases of abuse at the earliest opportunity
- How to support and respond to a child who discloses significant harm
- In addition the DSL completes training at least every 2 years to help them understand their roles and responsibilities
- Knows their duty concerning unsafe practices in regard to children by a colleague or any other adult that works with children
- The DSL will disclose any information about a child to other members of staff on a need to know basis
- The nursery will undertake appropriate discussions with parents prior to involvement with other agencies unless the circumstances preclude this
- The nursery will ensure that parents have an understanding of their obligations re: child protection by intervention as and when appropriate
- Work to develop effective links with relevant agencies in relation to safeguarding (child protection)
- Ensure that, where there are unmet needs, an Early Help discussion is initiated. Advice may be sought from the Early Help Consultant in the locality
- Complete records and send representative to case conferences, core groups and child protection review meetings
- Notify any social worker if:
 - A child subject to a child protection plan (CPP) is excluded (fixed term or permanent)
 - There is an unexplained absence of a pupil on a CPP of more than 2 days or 1 day following a weekend or as agreed as part of a CPP
- Follow Lincolnshire's policy and statutory guidance on Children Missing Education (CME)
- Ensure all staff in scope of the Disqualification of Association 'Disqualification Under the Childcare Act 2006' have completed a Disqualification Declaration
- Ensure that all staff are aware of their duties under the Serious Crimes Act 2015 to report known instances of female genital mutilation (FGM) to the police via the 101 number

Supporting vulnerable children at risk

Special consideration should be given to safeguarding and protecting children that may have additional vulnerabilities, for example children that are looked after or those with special educational needs (SEN) and disabilities. Additional barriers can exist to the recognition of abuse and neglect, which can include

- Assumptions that indicators of possible abuse such as behaviours, mood and injury relate to the child's disability without further exploration
- Vulnerable children can disproportionately be impacted by things like bullying, without outwardly showing any signs and
- Communication barriers and difficulties in overcoming these barriers

The nursery will endeavour to support vulnerable children through:

- Its ethos which promotes a positive, supportive and secure environment, giving children a sense of being valued
- Its behavior policy aimed at supporting vulnerable children in nursery. All staff will agree a consistent approach which focuses on the behavior of the offence committed by the child, working to support children in developing positive behavior
- Liaison with appropriate agencies which support the child

- Developing supportive relationships
- Recognition that children living in difficult home environments are vulnerable and are in need of support and protection
- Monitoring child welfare, keeping accurate records and notifying appropriate agencies where necessary
- Ensure information is transferred safely and securely when a pupil with a Safeguarding Record transfers to another school. Also notify key workers or social workers where a child leaves the nursery
- Following Lincolnshire procedures for Child Sexual Exploitation including use the CSE Risk Assessment Toolkit as necessary

Extremism and Radicalisation

Meynell Kindergarten seeks to protect children and young people against the message of all violent extremism including, but not restricted to those linked to Islamist ideology, or to Far right/Neo Nazi White supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation

Meynell Kindergarten is clear that this exploitation and radicalisation should be viewed as a safeguarding concern

This may be cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other person in the setting) or actions that lead staff to be worried about the safety of a child in their care. We have a prevent duty and radicalisation policy in place.

Under the counter- terrorism and security act 2015 we have a duty to refer any concerns of extremism to the Prevent lead (East Midlands specialist operations unit)

Prevention work and reductions of risks will include the RE curriculum, SEND policy, the use of the nursery by external agencies, integration of children by gender and S.E.N and any other issues specific to the nursery profile, community and philosophy.

The Nursery adhered to the Prevent Duty Guidance for England and Wales (July 2015)

Risk Assessment

Settings need to assess the risk, with local partners, of their children being drawn into terrorism as well as their support for extremist ideas and terrorist ideology. They should have robust safeguarding policies to identify children at risk, appropriate intervention and the most appropriate referral option. The policy should also cover the suitability of visiting speakers.

Police in all regions are expected to produce a counter-Terrorism local profile (CTLPs), which is to assess the risk of individuals being drawn into terrorism and is the risk assessment that settings need to refer to. The Lincolnshire profile is currently being amended and further support can be provided by contacting prvent@lincs.pnn.police.uk

Working in Partnership

Lincolnshire settings are required to ensure that their safeguarding arrangements take into account policies and procedures of Lincolnshire safeguarding children's partnership.

The Key aim of the Prevent strategy in Lincolnshire is:

To help local authorities, police, community safety partnerships and other partners and partnerships to develop and implement effective actions, which will make their communication safer. This will reduce the risk from terrorism and violent extremism, so that the people in Lincolnshire can go about their business freely and with confidence.

Experience has shown that the best results are achieved by:

- Partnership working and community engagement
- Understanding the challenge and its context
- Developing an effective action plan
- Managing risk
- Track progress and evaluating success
- Sharing learning

Lincolnshire has a Prevent steering board, which provides the strategic direction and is attended by a variety of partners including Education.

The CHANNEL panel is the operational group for Lincolnshire and has multi-agency representation.

Staff Training

Meynell Kindergarten ensures that all the staff is equipped to identify children at risk of being drawn into terrorism, as well as challenge extremist ideas. They should know how to refer children and young people for further help.

All staff will undertake PREVENT training which can be in house or accessed by e-learning via the LSCB website.

Children at Meynell Kindergarten do not have access to the Internet, if we use the Internet for training and learning purposes this is supervised and delivered by a staff member.

Settings are required to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

Communication with Parents

The Kindergarten takes steps to ensure all parents and carers understand the child protection and safeguarding policy. The Policy is available through the nursery website, on the parents notice board and in the welcome packs. Parents can raise a concern about their child's safety or about general safeguarding concerns in the nursery by informing the nursery immediately where there is risk of harm to a child or raising the concern through the nursery complaints procedure

Parents are regularly informed of information that they may need to be aware of to help them to protect their children from harm inside and outside the nursery environment.

Where the nursery has concerns for the safety of a child, parents are made aware of these concerns and their consent is sought in line with local safeguarding procedures unless doing so would increase the risk of harm to the child.

Committee responsibility

The committee fully recognises its responsibility with regard to safeguarding and promoting the welfare of children in accordance with Government guidance.

The committee has agreed processes which allow them to monitor and ensure that the Kindergarten:

- Has robust safeguarding procedures in place
- Operates safer recruitment procedures and appropriate checks are carried out on new staff and adults working in the Kindergarten
- Has procedures for dealing with allegations of abuse against any member or staff in the Kindergarten
- Has a designated person to take lead responsibility for dealing with Safeguarding and Child protection issues and a Deputy Safeguarding Lead in place
- The committee have a member who shadows the Safeguarding Lead so they can keep up to date with what is happening within the setting and report this at committee meetings
- Carries out an annual review of the Safeguarding Policy and procedures

This policy has been adopted by Meynell Kindergarten

Signed on behalf of the setting by:

.....Chairperson

..... Manager

Date:

Review Date:

