

Safeguarding and Promoting Children's Welfare, including Child Protection and Prevent Policy

Reviews and Amendments:

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• Updated	23 rd March 2017	Carla Gibson

Child's Play Private Nursery Ferryhill

Policies and Procedures

Safeguarding and Promoting Children's Welfare including Child Protection and Prevent

Aims- Child's Play is committed to safeguarding children and aim to do this by putting children's right to be '*strong, resilient, safe and listened to*' at the heart of everything that we do. The 'three commitments' are broad statements that provide all of the policies and procedures within the setting which will allow us to provide a consistent and coherent strategy for safeguarding each and every child across the whole setting. The three key commitments are:

1. **Developing a culture of safety-** this involves children being protected from abuse and harm in all areas of service and delivery.
2. **Responding-** we are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with appropriate Local Authority agencies in accordance which are stated in the 'what to do if you are worried a child is being abused' guidance and material
3. **Promoting awareness-** Child's Play is committed to promoting awareness of child abuse issues throughout it training and learning programmes for practitioners. We are also committed to empowering young children, through the Early Years Foundation Stage (EYFS) and the activities offered in promoting their right to be *strong, safe, resilient and listened to*.

Commitment 1- Developing a culture of safety we are committed to building and developing a 'culture of safety' where children are protected from abuse and harm in all areas of its service of delivery. We have a designated person responsible for carrying out and dealing with child protection procedures. This is **Laura Leigh Wayman (Managing Director)** in her absence please refer to the roles and responsibilities board located in reception to identify who to speak to. We aim to ensure all practitioners hold a minimum of a Level 1 in Child Protection/safeguarding (most holding a Level2) and that they continually receive continuous training (minimum of every two years) to ensure that they are up to date with all legislation and practices. The designated person ensures they have links with statutory and voluntary organizations with regard to safeguarding children. The nursery has a commitment to working in partnership with parents and external agencies to protect children where there is a cause for concern. The Manager ensures that the lines of accountability for practitioners through the line management structures are made clear from the outset. (please refer to the Staff Management policy and see Code of Conduct section)

The Prevent Duty: In today's world all professional in a 'position of trust' have a legal duty to help prevent children from being exposed to radicalization which can lead to extremist behaviors, this is in connection to the 'Counter Terrorism and Security Act of 2015'

Child's Play are sensitive to the elements of 'Radicalization' which are very similar and almost identical to that of 'Grooming' with young children.

Staff have a due regard for ensuring that we reduce the risk of a child or family members being drawn into terrorism or extremist behavior. If, in the unlikely event that a child gives off a signal that something is wrong, staff are in the position to recognize, act and report using the **exact same procedure as that of 'safeguarding'**.

Through stringent safeguarding practices already in place at Child's Play staff are in a strong position to identify and report and concerns. To ensure knowledge of 'prevent' is the highest as possible it is the aim and commitment of Child's Play to ensure that all staff members access the online prevent training to ensure everyone is aware of their legal duty.

Child Sexual Exploitation (CSE): CSE is a form of abuse where children are sexually exploited for money, power or status. It is understood that a significant number of children who are victims of CSE go missing from home, care and education at some point. Child's Play is alert to the signs and indicators of a child becoming at risk of, or subject to, CSE and will take appropriate action to respond to any concerns. The designated safeguarding will take this lead if any concerns are raised and our procedures followed. Practitioners will complete a e learning course around CSE.

Female Genital Mutilation (FGM): FGM comprises all procedures involving partial or total removal of the external female genital organs. It is illegal in the UK and a form of child abuse. As of October 2015, the Serious Crime Act 2015 (Home Office, 2015) introduced a duty on teachers (and other professionals) to notify the police of known cases of female genital mutilation where it appears to have been carried out on a girl under the age of 18. Child's Play will operate in accordance with the statutory requirements relating to this issue, and in line with existing local safeguarding procedures. Practitioners will complete a e learning course around FGM.

Peer on Peer Abuse: Child's Play strive on providing a safe and secure environment for all children who attend, however we recognise that some children may display abusive behaviours or abuse their peers although this may not be intentional.

Peer on peer abuse can manifest itself in many ways. This may include bullying (including cyber bullying), on-line abuse, gender-based abuse, 'sexting', sexually harmful behaviour or physical abuse. We do not tolerate any harmful behaviours in nursery and will take appropriate action to intervene where this occurs. We understand that our children are very young and we will do our utmost to help children understand, in an age-appropriate way what is appropriate behaviour.

Child's Play will deal with a situation of peer abuse immediately and sensitively. We will gather information as soon as possible to get the facts around what has occurred, this may include speaking to staff members and children (alongside parent/carer). Practitioners are to think about the language used ensuring it is age and stage appropriate and not leading in any way, being very sensitive during this process. Staff are not to be prejudiced, judgemental, dismissive or irresponsible in dealing with such sensitive matters. All incidents of peer on peer abuse will be managed in line with the appropriate policies and procedures and will be overseen by a member of the management team.

Commitment 2- Responding The nursery is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with appropriate Local Authority agencies in accordance which are stated in the 'what to do if you are worried a child is being abused' guidance and material (DfES 2006) We recognize that because of the day to day contact with children, nursery practitioners are well placed to observe outward signs of concern about the welfare of children in our care and deal with the matter that may cause concern. All staff are expected and are able to respond appropriately to; significant changes in a child's behaviors, deterioration in their general well-being, unexplained bruising, marks or signs of possible abuse as well as, neglect, comments children make which may provide a cause for concern and any signs of bullying.

Our Lead protection person is [Laura Wayman](#), the deputy lead is [please refer to roles and responsibilities board located in reception](#).

Child protection procedures:

1. Where there are concerns about a child's welfare, the nursery practitioner will report their concern to the lead child protection officer.
2. Any concerns will be registered with regards to the child protection areas mentioned above as well as any suspicious or allegations against staff. Forms are available to document the concern.
3. The lead child protection officer will immediately report the concern to the First Contact Service using incident form to document. This document will either be faxed or handed into local office (Spennymoor) by the lead officer, in person. **First Contact Service 0845 850 50 10**
4. The lead child protection officer will on the same day, record the action taken in the Incident Log in the nursery and log it in the child's individual file. Everything will be recorded from the outset of the information/concern coming to light. Contact would also be made with the local police if necessary (**Spennymoor Police Department, 0845 6060 365**)

Allegations/Observations made against staff Members: (where 'Staff' is referenced this also refers to students, volunteers and others in a '[position of trust](#)' inclusive of foster carers.)

This section of the policy would apply to a wider range of allegations than those in which there is reasonable cause to suspect a child is suffering, or likely to suffer, significant harm. It is also used in respect of all circumstances where it is alleged or observed that a person has:

1. Behaved in a way that has harmed, or may have harmed a child
2. Possibly committed a criminal offence against, or related to a child
3. Behaved towards a child or children in a way that indicated they may pose a risk of harm to children
4. Concerns about a person's behavior or conduct in their personal or professional life that might indicate their unsuitable to work with children
5. Concerns arise about a person's behavior with regard to his/her own children
6. Concerns arise about the behavior in the private or community life of an individual, their partner, member of their family or other household member

In further detail a list of what some unsuitable behaviors may look like (this is not an exhaustive list, it's an indicator of some factors which may warrant referrals being made)

1. Caused harm or possible harm
2. Contravened Guidelines: Codes of conduct in the work place
3. Exploited or abused duty of care responsibilities
4. Acted in a way that could reasonably be described as 'alarming'
5. Failed to understand how their behavior adversely affects Young People/Children
6. Failed to make sound safeguarding judgements
7. Failed to understand the need for professional boundaries
8. Has been the subject of Criminal or Child Protection Enquiries
9. Behaved in a way which undermines trust placed in them
10. Where there are Safeguarding concerns about their own children

If the allegation involves a member of the workforce, we will follow the disciplinary/ grievance procedure and have regard for the 'Working together to Safeguard Children' Document 2015.

Depending upon the severity of the allegation, suspension of the staff member may follow.

What will happen?

- The Lead safeguarding officers MUST inform the LADO (Local Authority Designated Officer) immediately of the allegation/observation. At this stage the person who the allegation is with reference too is not to be informed so that any investigations cannot be 'hindered' or any evidences 'influenced' or 'destroyed'. **Child's Play will not hold an internal investigation before reporting so that we cannot affect any future investigations or criminal prosecutions.**
- An investigation would be conducted by the LADO and relevant professional agencies (i.e. social services, police, lead health professionals, Ofsted.)
- Within one day of the LADO being informed of incidents, the Lead Safeguarding Officer of person who reported has **one day** to fill in the LADO report form, and forward it electronically (LSCB website: LADO search Allegation Notification form)
- All staff, children and families would be kept informed and up-to-date with the situation, where applicable. Child's Play will seek advice and support from the LADO with reference to this matter.
- If the incident does not initially warrant suspension, the staff member or child may be allocated to another area of the provision (room) whilst the Setting's Lead Safeguarding Officer liaises with the LADO during their investigation and will consult upon the incident with other party members; pending decisions or actions.
- All investigations will be documented and kept in a locked cupboard. Unfounded allegations against a member of staff will result in right/duties being reinstated. **Every** practitioner will follow the procedures set out by the Local Safeguarding Board (LSB) and take account of guidance issued by the DfES as well as in accordance with the Local Safeguarding Board.
- Child's Play acknowledges that we are familiar with our organizational procedures for promoting and safeguarding the welfare of our children in County Durham and know who to contact internally to express concerns about a child's welfare. We always refer to any concerns about abuse or neglect of a child to social care and health or the police, LADO and Ofsted where relevant.
- We have an understanding of the framework for the assessment of children in need and their families. Record full information about the child's first point of contact (eg. Names and

addresses of primary carers) we keep this information up to date. Record all concerns and discussions about the child.

- Once the incident has been 'closed' and the LADO is no longer involved the final electronic form will have to be filled in and returned (search LSCB for this document)

Whistle blowing: At Child's Play Private Nursery we recognise that our practitioners are often in the best position to know when the interest of others are being put at risk. We also recognise that the practitioners can act as an early warning system on matters of safeguarding, health and safety or to help uncover fraud and mismanagement in the workplace.

We recognise that some staff may feel reticent about disclosing such information because they:

1. Feel that they are being disloyal to their colleagues
2. Fear reprisals through harassment or victimization
3. Unsure of the best way to proceed

Whatever the reason, they may believe it is easier to ignore their concern which may be just a suspicion. In any situation the Public Interest Disclosure Act 1998 is designed to provide protection to individuals, who make certain disclosures of information in the public interest, from detriment or dismissal.

Child's Play Private Nursery is committed to ensuring that all its activities are conducted ethically, honestly and to the highest possible standard of openness and accountability to protect and safeguard the needs of all staff, children and families.

In line with that commitment we aim to create an environment where concerns about any activity can be disclosed without the fear of detriment or dismissal.

When to use this procedure: Child's Play Private Nursery Whistle Blowing Procedure may be used when there is reasonable belief that any of the following may be a concern:

1. That a criminal offence has been committed, is being committed or is likely to be committed
2. That a person has failed, is failing to is likely to fail to comply with legal obligation to which he/she is subject
3. Behavior has, or may have, harmed and/or committed a criminal offence towards a child
4. Conduct towards a child indicates he/she is unsuitable to work with children
5. That a miscarriage of justice has occurred; is occurring or likely to occur.
6. That the health and safety of an individual has been, is being or likely to be endangered
7. That the environment has been, is being or is likely to be damaged

This procedure is designed to offer protection to those workers who make disclosures/ provide disclosures are:

1. In good faith
2. In the reasonable belief that the information disclosed, and any allegation contained within it, are substantially true; and
3. Not made for the purposes of personal gain

When a disclosure is made within line with the above, Child's Play Private Nursery will not tolerate harassment or victimization (including informal pressure) of the whistleblower. All cases of suspected

harassment or victimization of the whistleblower will be investigated under or grievance/disciplinary procedures. If harassment or victimization is proved, the perpetrator will be considered guilty of a disciplinary offence and will be subject to appropriate disciplinary action in accordance with our disciplinary procedure.

All whistle blowing concerns raised will be treated with the strictest confidence and Child's Play Private Nursery will make every effort not to reveal the identity of the person (whistleblower) making the disclosure, unless required by law. Depending upon the nature of the concern and the outcome of the resulting investigation, the whistleblower may be required to come forward as a witness. The identity of the whistleblower shall not be made known to the person(s) who are subject of the disclosure without the whistleblower being previously informed. A whistleblower wishing to remain known only to the person(s) involved in the investigation shall have the option of withdrawing the disclosure if the continuation of the investigation would necessarily lead to their identification to the person(s) who are subject to the disclosure.

Whistleblowers are encouraged to put their names to any disclosures they make, as anonymous disclosures may prohibit the action that Child's Play Private Nursery can take against person(s) subject to the disclosure. Also, it makes it difficult to provide feedback to the whistleblower and to ask follow up questions.

If a disclosure is made in good faith but is not confirmed through investigation, no action will be taken against the whistleblower and the Manager/Responsible officer will ensure that he/she suffers no reprisals. However, if there is evidence that a malicious and false disclosure has been made by the whistleblower, then disciplinary action may be taken.

Individuals should raise whistle blowing concerns as soon as they have reasonable suspicion and are not expected to investigate the matter themselves or prove that the concern is well founded.

Commitment 3- Promoting Awareness Child's Play is committed to promoting awareness of child abuse issues throughout its training and learning programs for practitioners. It is also committed to empowering young children, through the Early Years Foundation Stage (EYFS) and the activities offered in promoting their right to be *strong, safe, resilient and listened to*. The Manager/ lead Safeguarding Officer is aware of, and where possible, trained on the possible child associations of homelessness, asylum, drug/alcohol or domestic violence. They take account of diversity and inclusion issues to promote equal treatment for families with a *child in need*. The Manager has received child protection training are familiar with, and keep on the premises, the key document: 'what to do if you are worried a child is being abused'

Child's Play Nursery ensures this Child Protection Policy is upheld by; ensuring every member of staff (including temporary, supply and volunteers) knows the name of the designated person for Child Protection, where they are and what their role is. This is done as part of their induction. We also ensure staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated person for child protection. Develop effect links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at a case conference.

Categories of abuse staff are trained to look out for and/or have knowledge of:

1. **Physical Abuse**
2. **Sexual Abuse** (including sexual exploitation and trafficking)
3. **Emotional Abuse**
4. **Neglect**
5. **Financial Abuse**
6. **Radicalization and/ or extremist behavior**
7. **Bullying**, including peer to peer bullying, online bullying and prejudice-based bullying
8. **Racist, Disability and homophobic or transphobic abuse**
9. **Gender based violence/ violence against women and girls**
10. **Online abuse** (bullying or sexual including 'sexting')
11. **Teenage relationship Abuse**
12. **Substance Misuse**
13. **Gang related activity and/ or youth violence**
14. **Domestic Violence**
15. **Female Genital mutilation**
16. **Forced Marriage**
17. **Child Sexual Exploitation (CSE)**
18. **Fabricated or induced illnesses**
19. **Poor Parenting**, particularly in relation to babies and young children

Plus any other factors or issues not listed above that pose a risk to children, young people and vulnerable adults.

We strive to ensure that everyone is aware that safeguarding is not just about protecting against deliberate harm, neglect and failure to act. It relates to broader aspects of care and learning including:

- Health and safety and well-being, including their mental health
- Meeting the needs of SEN and/or disabilities
- Use of reasonable force
- Meeting the needs of those with medical conditions
- Providing first aid
- Education visits and experiences
- Intimate care and emotional well-being
- Online safety and associated issues
- Appropriate arrangements to ensure their security is taken into account.

Child's Play Nursery fully recognizes its responsibilities for safeguarding and protecting children. There are six other policies relating to the safeguarding aspects within the setting:

1. Ensuring we practice safe recruitment in checking the suitability of staff and Volunteers. (Suitable People)
2. Supporting children who have been abused in accordance with his/her agreed child protection plan
3. Establishing a safe environment in which children can learn and develop. (Premises and Security)

4. The setting's commitment to accurate, fair and confidential record keeping. (Documentation)
5. Staff Knowledge and training are up to date (everyone is responsible for ensuring children are safe from harm)
6. Reporting: staff are aware to report all concerns immediately.
7. Staff are able to identify possible factors of all of the categories of abuse stated above

Following the recent Vanessa George Case we have also introduced a Mobile phone and ICT policy to further ensure all children are safeguarded. We have also worked to ensure that practitioners feel that the setting has an open culture towards whistle blowing and actively promote staff to report and suspicious behaviors, concerns or failures to comply with any of the settings policies and procedures.

This is even more evident following the Sir Jimmy Saville Child Abuse revaluations.

Information Sharing

Child's Play Private Nursery and other agencies now have a legal right to share information where appropriate with other agencies without consent. Although we acknowledge it is best practice to have consent prior. We take into account the following Eight Golden Rules when it comes to haring information:

1. Remember that the Data Protection Act is not a barrier to sharing information: but provides a framework to ensure that personal information about living persons is shared appropriately.
2. If there are concerns that a child may be at risk of significant harm or an adult is at risk of significant harm: then it is our duty to follow all relevant procedures without delay. We seek advice where appropriate to if we are not fully aware of what to do at any stage and ensure that the outcome of the discussion is recorded.
3. Be open and honest: with the person (and/or the family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
4. Seek advice: if we are in any doubt, without disclosing the identity of the person where possible.
5. Share the consent where appropriate: and, where possible, respect the wishes of those who do not consent to share confidential information. Child's Play Private Nursery MUST go ahead and share information without consent, if, in our judgment, the lack of consent can be overridden in the public interest, or where a child is at risk of significant harm. Child's Play Private Nursery will always base their professional judgment on the FACTS of the case.
6. Consider Safety and well-being: Child's Play Private Nursery must base our information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by our actions.
7. Necessary, proportionate, relevant, accurate, timely and secure: We ensure that the information which is shared is necessary for the purpose for which we are sharing it, it is shared only with those people/agencies who need to have that information. The information must and will be accurate and up-to date and shared in a timely fashion and in a secure way.
8. Record Keeping: Child's Play Private Nursery keep Chronological lists of events, this document would also have noted the reason for any decision making- whether it was to share information

or not. If we decide to share any information, we will also record exactly what was shared, with whom and for what exact purpose.

Documentation

In the interest of safeguarding children and others it is vitally important that Child's Play Private Nursery have stringent recording systems in place, we use the following documentation which is stored securely in the Mangers Office:

1. Chronologies- we keep detailed lists of significant events which note the following (dates, times, description of significant event, who was involved, who has documented the event, decisions/actions made and views/observations of the child)
2. Incident Report Forms- use this to log on a body map, and suspicious marks and logs of communication regarding this. (again this log form must show on the chronology)
3. Single Assessment forms- Part 1 and Part 2- Child's Play will only fill out Part 1 unless instructed otherwise. This form is a multi-agency form which is used as a tool for an 'Early Help Assessment'
4. Care Plan- This local authority document will be used to document any agreed actions

Following any information sharing it is likely that an Early Help Assessment will be carried out, where appropriate Chronologies will be merged with ones from other agencies or professionals to form one Multi-agency Chronology.

After this the decision may be sought where an Initial Child Protection Conference is called and further actions/decisions are agreed to follow ensure that 'persons' are safeguarded from harm. At which point reports will be shared, and care plans are likely to be formulated.

Child's Play Private Nursery will always adhere to any actions/decisions made by the Local Authority Safeguarding Board and other professionals.

The Durham Staircase and Continuum of Need

Durham Local Authority do have a 'case closed policy' they have a clear and concise pathway for support which goes from Level 1 to 5- no 'door' is ever closed on a family:

1. Level 1: Universal Providers: Children and young people with no additional needs
2. Level 2: SAF and Early Help assessment: Children and Young People with additional needs (single or multi agency/practitioner response)
3. Level 3: SAF and Full Assessment: Children and young people with additional and complex needs (Multi practitioner/ Multi Agency Response)
4. Level 4: ICPC Pre proceedings/ Resource Panels and Eligibility Criteria: Children and young people who need support to live safely at home (specialist practitioner/agency)
5. Level 5: Resource Panels, Eligibility Criteria and Court: Children and Young people who have needs that cannot be met safely at home (Specialist practitioner agency)

Policies, Procedures, Guidance Documents and Contact Numbers

- **Ofsted:**

Email: whistleblowing@ofsted.gov.uk Ofsted whistle blowing helpline: 0300 123 3155, Address: WHBL, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD Telephone: 03001231231
Email: www.ofsted.co.uk

- **Indendant whistleblowing charity public concern at work:**

020 7404 6609 or email: helpline@pcaw.ac.uk

- **Kirsty Wilkinson: Education Development Adviser/ Lead Safeguarding Support:**

03000 268 925 or by email kirsty.wilkinson@durham.gov.uk

- **Working Together to Safeguard Children Document:**

An inter-agency working to safeguard and promote the welfare of children (March 2015) this document can be found online, by using the search tab on the DFE / Google search tools.

- **WHAT TO DO IF YOU'RE WORRIED A CHILD IS BEING ABUSED**

ALL STAFF MEMBERS are expected to download and make sure that they are aware of these new updates. Child's Play display this document in numerous areas of the nursery provision.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

- **Sharing advice and Safeguarding Practitioners:**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf

This document sits alongside the "What to do" booklet and teams should become familiar with its contents.

- **Durham Safeguarding Children's Board Website (Durham LSCB) and the webpage of the First Contact Service:**

<http://www.durham-lscb.org.uk> or <http://www.durham.gov.uk/firstcontact>

A whistle blowing concern record should be kept and will be logged in the setting Safeguarding File in the Office. This will be done by the first person who received the whistleblowers concern.

For all matters relating to children concerns must be discussed with the [First Contact Service 0845 850 5010](tel:08458505010) or advice sought through the Ofsted whistle blowing hotline.

- **LADO Information**

Sharon Lewis: 03000 268835 or lado-gcsx@durham.gcsx.gov.uk or Sharon.lewis@durham.gov.uk

- **The Prevent Duty –**

- The Prevent Duty 2015 can be downloaded from the DFE website and is located in the nursery policy folder and displayed in the staff/visitor toilet for correspondence.
- Counter Terrorism and Security Act 2015 (downloadable from DFE website)
- Durham County Council: general advice
 - Kirsty.wilkinson@durham.gov.uk or 03000 268925
 - Grahm.mcardke@durham.gov.uk or 03000 265436
- Channel Referral
 - Steven.holden@durham.pnn.police.uk or 0191 3752905 (safeguarding officer)
 - Jayne.freeman@durham.pnn.police.uk or 0191 3752555 (police sergeant for the counter terrorism prevention unit)

IF YOU ARE IN ANY DOUBT OF WHO TO CONTACT AND YOU THINK A CHILD IS IN SERIOUS RISK OF HARM AND YOU ARE NOT SURE WHO TO CONTACT: 999