Child Protection & Safeguarding Policies

CONTENTS PAGE

Section 1 – Overview of Child Protection & Safeguarding at Little Dragon's Day Nursery 3

1. Policy statement 3
2. Legal framework 3
3. Definition of safeguarding & child protection 4
4. Designated Safeguarding Leads (DSL) & Deputies 4
5. Applicable Local Authority Procedures 4
6. Other important contact numbers 5

Section 2 – Types of Abuse and How To Recognise Them 6

1. Guidance on recognising abuse 6
2. Physical abuse 6
2.1. Female Genital Mutilation (FGM) 6
2.2. Breast ironing/flattening 7
3. Sexual abuse 7
3.1. Child sexual exploitation (CSE) 8
4. Emotional abuse 8
5. Neglect 9
6. Radicalisation and the Prevent Duty 9
7. Child Criminal Exploitation (CCE) & County Lines 10
7.1. County Lines 10
7.2. Cuckooing 11
8. Other types of abuse 11
8.1. Domestic abuse 11
8.2. Honour based abuse (HBA) 12
8.3. Forced marriages 13
8.4. Peer on peer abuse 13
8.5. Up skirting 13
8.6. Online safety 13
9. Contextual safeguarding 14
10. Specific vulnerabilities to consider 14

10.1. Babies 14
10.2. Children with SEND 14
10.3. Looked After Children 14
10.4. Challenging Family Circumstances 15
Section 3 – Child Protection Reporting Procedures 16
1. Referrals: A summary 16
2. Procedures for dealing with suspected abuse of a child 16
2.1. Reasons to suspect abuse 16
2.2. Procedures 16
2.3. Points to consider during a conversation with a child 17
3. Procedures for dealing with allegations against staff 17
4. Confidentiality 18
5. Record keeping 18
Section 4 – Safeguarding Policies 20
1. Summary 20
2. Early Help 20
2.1. Early Help Assessment 20
3. E-Safety 21
4. Information sharing 21
5. Monitoring attendance 21
5.1. Private Fostering 22
6. Staffing & volunteering 22
6.1. Safer Recruitment, Induction & Safeguarding Training 22
6.2. Code of Conduct & Whistleblowing 22
6.3. Photographic & Electronic Equipment 22
6.4. Disqualification 23
6.5. Staff babysitting arrangements 23
6.6. Staff medication arrangements 23
Appendix 1 – Warwickshire Safeguarding Procedures 24

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Section 1 – Overview of Child Protection & Safeguarding at Little Dragon's Day Nursery

1. Policy statement

At Little Dragon's Day Nursery, 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, 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, and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures, including:

- Code of Conduct
- Data Protection
- Information Sharing
- Photography, IT & Online Communications
- Promoting Positive Behaviour
- Safer Recruitment & Selection
- SEND
- Whistleblowing

Safeguarding children is everybody's responsibility. At Little Dragon's Day Nursery, all staff, students, supply staff and visitors are made aware of and adhere to, the policy.

2. Legal framework

This policy relates to sections 3.4-3.18, 3.19, 3.21 & 3.22 of the Early Years Foundation Stage.

As a provider of childcare, we are bound by the following legal framework related to child protection:

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- Counter-terrorism and Security Act 2015
- Female Genital Mutilation Act 2003

We also follow the advice and guidance set out in the following documents:

- Keeping Children Safe in Education 2020
- Working together to safeguard children 2018
- Information sharing advice for safeguarding practitioners 2018
- What to do if you're worried a child is being abused 2015
- Prevent Duty Guidance for England and Wales
- Inspecting Safeguarding in Early Years, Education and Skills Settings

3. Definition of safeguarding & child protection

In relation to this policy, safeguarding and child protection is defined (in KCSIE 2020) as:

- Protecting children from maltreatment
- Preventing impairment of children's mental or physical health or 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 safeguarding, and means:

- Identifying children who are suffering or likely to suffer harm
- Responding to concerns about a child

Children includes everyone under the age of 18.

4. Designated Safeguarding Leads (DSL) & Deputies

Little Dragon's Day Nursery will ensure that there is a trained Designated Safeguarding Lead (DSL) appointed who will hold the ultimate lead responsibility for Safeguarding and Child Protection. The nursery will also ensure there is a named deputy DSL who will be trained to the same standard as the DSL.

Where possible, we aim to ensure that either the DSL or Deputy will be on site at all times and will be the first point of contact for all safeguarding or child protection questions or concerns. In any instance where it is not possible to have either the DSL or Deputy on site during business hours, one of them will remain contactable via phone to ensure that somebody is always contactable during business hours.

The DSL and Deputy DSL will undertake appropriate safeguarding & child protection training every two years and have their knowledge and skills refreshed annually or in any instance that procedural changes are made.

Little Dragon's Day Nursery's current DSL's are:

- Kerri Scott - 07896132405
- Kate McLeod - 07803293745
- Emma Carter - 07946730629

5. Applicable Local Authority Procedures

We will always adhere to the relevant local authority's procedures, and are aware that this depends on the address of the child.

The local authorities within which children at our setting currently live are:

Local Authority Contact Numbers				
Local Authority	**See appendix…**	**MASH**	**MASH Out of Hours**	**LADO**
Warwickshire	1	01926 414 144	01926 886 922	01926 745376

6. Other important contact numbers

National Helplines and Contact Numbers			
Whistleblowing Hotline	08000 724725	OFSTED	0300 123 1231
NSPCC Helpline	0800 136 663	Childline	0800 1111
FGM Helpline	0800 028 3550	PREVENT Helpline	020 7340 7264
Domestic Abuse Helpline	0808 2000 247	Forced Marriage Unit	020 7008 0151

Section 2 – Types of Abuse and How To Recognise Them

1. Guidance on recognising abuse

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 by a stranger; this could be an adult(s) or another child(ren).

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 several of these symptoms or any of them to a marked degree.

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.
- Children's comments which give cause for concern

All staff will be made aware of the forms of abuse set out below, regardless of the age they work with, despite some aspects being more prevalent to settings catering to older children. The nursery works closely with families, and staff must therefore always look out for signs of abuse in the wider family, such as older siblings or family members, as well as children attending the nurser.

2. Physical abuse

Physical abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child 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 (such as fleshy parts of the arms and legs, back, wrists, ankles and face). Other indicators may be injuries that are not usual childhood injuries, such as burns, scalds or whiplash.

Many children will have cuts and grazes from normal childhood injuries – these should also be logged in accordance with the Reporting Accidents & Incidents policy, and trends should be reviewed in case they indicate a safeguarding concern.

2.1. Female Genital Mutilation (FGM)

Female genital mutilation is a form of physical abuse that involves full or partial removal of a female external genitals. It serves no medical purpose and has many harmful consequences. FGM is usually carried out on young girls between

infancy and the age of 15, most commonly before puberty starts. FGM is an illegal practice in the UK regardless to which country it is performed.

Some of the following signs may be indicators of FGM:

- Females from practising FGM communities may talk about extended holidays back in their home country.
- Discussion around females of the family 'becoming a woman' or becoming the same as other females within their immediate or extended family.
- If females in the family have already undergone the mutilation, there is an increased risk to other females in the family.
- Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns

If you have any concerns that a female is at risk of FGM, you must share the information with the Designated Safeguarding Lead who will contact the Multi Agency Safeguarding Hub (MASH) team and the FGM helpline for advice.

The DSL will ensure that all staff are aware of their legal duty to personally report to police any cases where FGM appears to have been carried out.

2.2. Breast ironing/flattening

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear, or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction, and early forced marriage.

Breast Ironing/Flattening is a form of physical abuse and can cause serious health issues such as:

- Abscesses
- Cysts
- Itching
- Tissue damage
- Infection
- Discharge of milk
- Dissymmetry of the breasts
- Severe fever.

3. Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

- The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).
- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

Some of the following signs may be indicators of sexual abuse:

- A child indicates sexual activity through words, play, drawing, or has an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language.
- A child may become worried when their clothes are removed, e.g. for nappy changes.
- Physical symptoms may include genital trauma, genital discharge, 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 away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser.

3.1. Child sexual exploitation (CSE)

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

Some of the following signs may be indicators of CSE:

- Children who appear with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who have older boyfriends or girlfriends
- Children who suffer from sexually transmitted infections or become pregnant
- Children who suffer from changes in emotional well-being
- Children who misuse drugs and/or alcohol
- Children who go missing for periods of time or regularly come home late
- Children who regularly miss school or education
- Children who have signs of abuse, like bruises or bleeding in their genital or anal area
- Children who demonstrate sharp changes in mood or character

4. Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

- It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

Signs and indicators may include:

- Physical, mental and emotional development lags
- Sudden speech disorders

- Overreaction to mistakes
- Extreme fear of any new situation
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression
- Appear unconfident or lack self-assurance.

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. Children may also experience emotional abuse through witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

5. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing, and shelter (including exclusion from home or
- abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Some of the following signs may be indicators of Neglect:

- A child persistently arriving unwashed or unkempt
- A child persistently arriving wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them)
- A child persistently arriving in the same nappy they went home in
- 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, such as a child may not be receiving the attention they need at home and may crave love and support at nursery.

6. Radicalisation and the Prevent Duty

Under the Counter-Terrorism and Security Act 2015 we have a duty to safeguard at risk or vulnerable children under the Counter-Terrorism and Security Act 2015 to have "due regard to the need to prevent people from being drawn into terrorism and refer any concerns of extremism to the police (If you are in a Prevent priority areas the local authority will have a Prevent lead who can also provide support, add contact details here).

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism. It's a gradual process so young people who are affected may not realise what's happening.

Radicalisation is a form of harm. The process may involve:

- Being groomed online or in person
- Exploitation, including sexual exploitation
- Psychological manipulation
- Exposure to violent material and other inappropriate information
- The risk of physical harm or death through extremist acts.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further.

The NSPCC states that signs of radicalisation may be:

- Isolating themselves from family and friends
- Talking as if from a scripted speech
- Unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use.

We will tackle radicalisation by:

- Training all staff to understand what is meant by the Prevent Duty and radicalisation
- Ensuring staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensure our nursery is an inclusive environment, tackle inequalities and negative points of view and teach children about tolerance through British Values
- Using the Government document Prevent Duty Guidance for England and Wales

7. Child Criminal Exploitation (CCE) & County Lines

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people. Some of the following can be indicators of CCE:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education.

7.1. County Lines

The National Crime Agency (NCA) describe county lines as a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Signs and indicators to be aware of include:

- Changes in the way young people you might know dress
- Unexplained, sometimes unaffordable new things (e.g. clothes, jewellery, cars etc.)
- Missing from home or schools and/or significant decline in performance
- New friends or relationships with those who don't share any mutual friendships with the victim or anyone else
- May be carrying a weapon
- Receiving more texts or calls than usual
- Sudden influx of cash, clothes or mobile phones
- Unexplained injuries
- Significant changes in emotional well-being
- Young people seen in different cars/taxis driven by unknown adults
- Young people seeming unfamiliar with your community or where they are
- Truancy, exclusion, disengagement from school
- An increase in anti-social behaviour in the community
- Unexplained injuries
- Gang association or isolation from peers or social networks.

7.2. Cuckooing

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered, or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home.

If we recognise any of these signs, we will report our concerns as per our reporting process.

8. Other types of abuse

8.1. Domestic abuse

Domestic Abuse can be defined as "any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality". The abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual

- Financial
- Emotional

Domestic abuse can happen to anyone regardless of gender, age, social background, religion, sexuality or ethnicity, and domestic abuse can happen at any stage in a relationship.

We aim to develop staff knowledge of recognising the signs and symptoms of domestic abuse. These signs may include:

- Changes in behaviour: for example, becoming very quiet, anxious, frightened, tearful, aggressive, distracted, depressed etc.
- Visible bruising or single, or repeated, injury with unlikely explanations
- Change in the manner of dress: for example, clothes that do not suit the climate which may be used to hide injuries
- Partner or ex-partner stalking employee/parent in or around the workplace; this may include excessive phone calls or messages
- Partner or ex-partner exerting an unusual amount of control or demands over work schedule
- Frequent lateness or absence from work.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children.

Signs that children may have witnessed domestic abuse include:

- Anxiety
- Regressive behaviours
- Constant or regular sickness, such as colds or headaches
- Difficulties with concentration
- Emotional and behavioural difficulties
- Withdrawal
- Low self-esteem.

8.2. Honour based abuse (HBA)

Honour based abuse (HBA) can be described as 'a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour'; such as being held against their will, sexual or psychological abuse, threats of violence, assault, FGM, breast-ironing, or forced marriage. All forms of HBV are abuse (regardless of the motivation) and often involve a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take.

Signs of HBA may include:

- Changes in how they dress or act, they may stop wearing 'western' clothing or make-up
- Visible injuries, or repeated injury, with unlikely explanations.
- Signs of depression, anxiety or self-harm
- Frequent absences
- Restrictions on friends or attending events.

If staff have a concern regarding a child that might be at risk of HBV or has suffered HBV, they should speak to a DSL, who will activate the appropriate local safeguarding procedures. Where FGM has taken place, there is a mandatory duty placed on staff to report it to the police.

8.3. Forced marriages

A forced marriage is defined as 'a marriage in which one, or both spouses, do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual and emotional pressure. In the cases of some vulnerable adults who lack the capacity to consent, coercion is not required for a marriage to be forced'.

If we suspect or receive information about a forced marriage being planned then we will follow our safeguarding reporting procedures. If the person concerned is under the age of 18 years then we will report the incident to the children's social care team.

If we believe a person is in imminent danger of being forced into a marriage we may contact the Police and the Governments Forced Marriage Unit (FMU) on 020 7008 0151.

8.4. Peer on peer abuse

The nursery will ensure that all staff have an awareness that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- Sexual violence & Sexual Harassment
- Sexting (also known as youth produced sexual imagery)
- Initiation/hazing type violence and rituals
- Upskirting (which typically involves someone taking a picture under another person's clothing without their knowledge)

8.5. Up skirting

Up skirting involves taking a picture of someone's genitals or buttocks under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual. This is a criminal offence and any such action would be reported following our reporting procedures

8.6. Online safety

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates harm.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- **Content** – being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;
- **Contact** – being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults; and

- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying.

Any concerns in relation to the online safety of our children must be reported to the DSL/Deputy, and must be dealt with in accordance with the procedures set out in this policy.

The nursery also has an e-safety policy outlined in section 4 of this document, and a separate Photography, IT & Online Communications policy which sets out some of the measures in place to keep children safe online within the setting.

9. Contextual safeguarding

Safeguarding incidents and/or behaviours can be associated with factors outside the childcare setting and/or can occur between children outside the childcare setting. All staff should therefore consider the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. Contextual safeguarding should always be considered as part of the referral process.

As part of our safeguarding procedures, we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

10. Specific vulnerabilities to consider

10.1. Babies

Babies under the age of one are always vulnerable because they are totally reliant on the adult (care giver) to have their needs met. Babies are also unable to communicate in the same way as older children, making it essential for practitioners working with the babies to fully understand their needs and developmental stage, and pay regard to potential signs of abuse in their observations of the children.

10.2. Children with SEND

Staff understand the additional vulnerabilities that may affect children with special educational needs and/or disabilities. Children with special educational needs/disabilities can be particularly vulnerable to abuse due to the often-complex nature of their needs which mean:

- They may have a range of carers who they do not know well
- They may have intimate care needs
- They may require the administration of medication or invasive procedures
- They may have limited communication abilities which means they cannot disclose if abuse is happening to them

The setting works in partnership with parents and other agencies to ensure that children's needs are identified and met. Health care plans are in place where necessary and staff are provided with any training necessary to implement the plan.

The setting has a lead person who takes responsibility for ensuring that children with special educational needs and/or disabilities have their needs identified and met. This person is the Special Educational Needs and Disabilities Co-ordination (SENCo or SENDCo): Kerri Scott

10.3. Looked After Children

The most common reason for children becoming looked after by the local authority is a result of abuse and/or neglect. Relevant staff should ensure that they obtain the necessary information they need in relation to a child's looked after legal status and the child's contact arrangements with birth parents or those with parental responsibility. Staff should also ensure they have information about the child's care arrangements and the level of authority delegated to the carer by the authority looking after him/her. The nursery will ensure that staff maintain the necessary knowledge and understanding to keep looked after and previously looked after children safe.

For more information, please refer to the Looked After Children policy.

10.4. Challenging Family Circumstances

10.5.

Where staff identify a child that is living within challenging family circumstances, they must pay regard to the possible vulnerabilities related to the situation and consider initiating the Early Help process if necessary. Challenging circumstances might be ongoing or for a short period of time, and might include, but is not limited to:

- Poverty
- Substance abuse within the family
- Mental health issues
- Physical Ability or Additional Needs
- Bereavement
- Overcrowding
- Parent/carer subject to abuse and/or neglect in previous years

Section 3 – Child Protection Reporting Procedures

1. Referrals: A summary

Referrals to the Multi Agency Safeguarding Hub (MASH) team should be made for:

- Any allegations, disclosures or concerns relating to a child that meet a certain threshold

The MASH team can usually also be contacted for informal advice in regard to allegations, disclosures and concerns.

Referrals to the Local Authority Designated Officer (LADO) should be made for:

- Any allegations made against a member of staff
- Any incident within the setting that has put, or could have put, a child/ren at risk of harm

Ofsted must be notified of any referrals made to LADO as soon as practically possible, but within 14 days following the allegation/incident, in line with Ofsted's Early Years Compliance Handbook.

The police must be informed immediately if it is suspected that a child is at immediate risk of harm.

The police must be informed immediately if there is reason to suspect FGM has been, or is about to be, carried out.

2. Procedures for dealing with suspected abuse of a child

2.1. Reasons to suspect abuse

There are several reasons that staff may have to suspect abuse:

- The child makes a direct verbal disclosure or allegation
- A verbal conversation is had with a child that suggests abuse
- Other signs or symptoms are observed by staff that suggest abuse (see section 2)
- A conversation is had with another individual that raises concerns of abuse
- A direct allegation of abuse is made by another individual – allegations may be made by anybody, including family members, friends, or another member of staff

2.2. Procedures

If a member of staff suspects that a child is being abused, they should:

i. Speak to a DSL/Deputy as soon as practicably possible
ii. Complete a Record of Concern/Conversation Form with as much detail as possible, using factual information and the child's own words if applicable. As a minimum, the form should include:
    - Child's name
    - Age of the child and date of birth
    - Date and time of the observation or the disclosure, location
    - Exact words spoken by the child (word for word) and non-verbal communication
    - Exact position and type of any injuries or marks seen
    - Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
    - Any discussion held with the parent(s) (where deemed appropriate).
    - Any other actions taken

The DSL/Deputy should then:

ii. Ensure the Record of Concern/Conversation Form is completed with sufficient, relevant and appropriate information on it. The DSL should also ensure any other relevant documentation has been completed thoroughly, as appropriate (such as accident at home form).

iii. Where possible, discuss concerns with the child and their parents/carers unless this discussion would put the child at increased risk of harm (if necessary, ring MASH for advice before deciding whether to discuss with the parent/carer)

iv. Decide whether a referral should be made. If the decision made is to refer, this decision must be discussed with the parents/carers to gain their consent, unless it will likely put the child at further risk of harm. Please note:
    - If a parent/carer refuses to give their consent for the referral, a note of this should be made in the safeguarding file. Advice should be obtained from MASH as to whether a referral should be made without the parent's consent.
    - If the DSL decides not to make a referral, the employee that raised the original concern should be made aware. The employee maintains the right to make the referral themselves if they disagree with the decision, but must inform the DSL.

v. When making a referral to the MASH team, the relevant procedures at the local authority in which the child lives must be followed (see policy appendices for more information). Point to consider:
    - The MASH team must be made aware of any conversations that have been had with the parents/carers
    - If a telephone referral is made, it must be confirmed in writing as soon as practically possible. MASH should acknowledge the written referral within one working day of receiving it. If nothing has been heard back within two working days, they should be contacted again

vi. If it is suspected that the child is <u>at immediate risk of harm</u>, the police should be informed as a priority.

2.3. Points to consider during a conversation with a child

Staff should:

- Consider the child's welfare as paramount
- Believe the child and take them seriously
- Remain calm and caring
- Reassure the child that they have done the right thing in talking to them
- Make notes of the conversation as soon as possible, using the child's own words
- Explain what will happen next and who will be told

Staff must not:

- Promise confidentiality
- Postpone the discussion until a different time
- Interpret what they have been told
- Probe or ask leading questions

3. Procedures for dealing with allegations against staff

The nursery will always follow the guidance outlined in Part Four of Keeping Children Safe in Education 2020, when dealing with allegations against an employee or volunteer.

If staff have safeguarding concerns, or an allegation is made about another member of staff (including volunteers) posing a risk of harm to children, then:

- They should refer the concern/allegation to the nursery manager
    - In the event of concerns/allegations about the nursery manager, they should refer it to one of the Little dragon's Day Nursery's Partners
- The concern/allegation must be accurately documented on a Record of Conversation/Concern Form by either the person making or the person receiving the allegation
- The nursery manager, or Partner, that picks up the referral will then become the 'case manager' and must discuss the concern/allegation as soon as possible with the Local Authority Designated Officer (LADO)
- The case manager and LADO should discuss the nature, content, and context of the concern/allegation, and agree a course of action

There may be situations when the case manager will want to involve the police immediately, for example if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. Where there is no such evidence, the case manager should discuss the allegations with the LADO in order to determine whether police involvement is necessary.

Once the allegation has been reported to the Designated Officer, the following procedure is to be followed:

i. Ofsted should be notified of the allegation as soon as practicably possible, but within 14 days
ii. A full investigation will be carried out, as agreed with the LADO
iii. The nursery may, if appropriate, suspend the employee immediately whilst the investigation is ongoing, in line with the disciplinary policy. The case manager will liaise with the LADO regularly, and will take advice as necessary on any other appropriate referrals (such as police or DBS)
iv. Unfounded allegations will result in all rights of the investigated individual being reinstated
v. The nursery's formal disciplinary procedure will be followed. The allegation may result in termination of employment where severe gross misconduct applies; alternatively, fair disciplinary action will be given to the associated employee(s).
vi. Ofsted and the LADO will be notified immediately of any decision regarding disciplinary action relating to any incidents being investigated. If required, the nursery will also notify the Disclosure and Barring Service (DBS) and any other appropriate organisations (such as police).
vii. All records will be kept until the person reaches normal retirement age or for 10 years, whichever is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re-investigation

4. Confidentiality

Relevant information about the protection of children must be shared with the investigative agencies, but only on a "need to know" basis.

Staff should be careful in subsequent discussions and ensure that information is only given to the appropriate person. All staff should be kept aware of issues relating to confidentiality and the status of information they may hold.

All safeguarding and child protection files must be passed on to the next setting that a child transitions to. These must be sent in a separate file to all other documentation and labelled for the attention of the Designated Safeguarding Lead (DSL) at the setting. A data transfer form must be signed to evidence the transfer of the file.

5. Record keeping

The Nursery keeps appropriate records to support the early identification of children and families that would benefit from support. Factual records are maintained in a chronological order with parental discussions. Records are reviewed regularly by the DSL to look holistically at identifying children's needs.

Any records of conversations/concern must be held securely in a safeguarding file, along with any other supporting documentation. When there is an open child protection case, the documentation must include a full chronology of events, and any other relevant reports & documentation in relation to the case. Only the DSL/Deputy should have access to the nursery's safeguarding files.

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 and in line with guidance of the local authority, and where it will not put the child at further risk of harm. We will do all in our power to support and work with the child's family.

Section 4 – Safeguarding Policies

1. Summary

At Little dragon's Day Nursery, we are aware that abuse does occur in our society, and it is our duty provide a safe and secure environment for all children that attend our setting. We ensure children are under constant supervision whilst in our care and aim to avoid children being left alone with staff in a one-to-one situation without being visible or informing others. In addition, we have a range of different safeguarding policies and procedures that are in place to help prevent child protection situations occurring. All our safeguarding and child protection policies and procedures are reviewed and updated regularly to make sure they comply with any legal requirements and any guidance or procedures issued by relevant bodies.

2. Early Help

Early help means providing support to a family as soon as a problem emerges and to prevent any further problems from arising; it is also known as early intervention.

The early help process:

i. Identify children and families who would benefit from early help
ii. Discuss with the child (where appropriate) and/or the parents/carers, who must agree to the assessment
iii. Undertake an assessment of the need for early help
iv. To provide targeted early help services to address the assessed needs of the child and the family which focusses on how to improve outcomes for the child

If early help has been identified, you must refer to the specific local authority threshold guidance. If it is felt that the child or family would benefit from co-ordinated support from more than one organisation, an early help assessment should be completed.

Potential need for Early help:

- A child who is disabled or has specific additional needs
- A child who has educational needs (possibly with an EHC plan in place)
- A child who is a young carer
- A child who is showing signs of being drawn into anti-social or criminal behaviour
- A child who frequently misses nursery or school
- A child who is at risk of being radicalised or of exploitation
- A child who is in a family who misuse drugs and or alcohol
- A child who is presented with challenges around mental health issues and/or domestic abuse
- A child who has returned home from care

2.1. Early Help Assessment

The early help assessment is a tool used to assess the needs of a child or family. It is an online form which is available on the local authority websites (see policy appendices) and should be completed in agreement with the child (were appropriate) and parents or carers.

It must be:

- Evidence based
- Clear about what action needs to be taken
- Clear about which services are needed to prevent possible intervention from children's social care
- Completed with the parent/carer where possible

Where early help assessments are being discussed with one or more organisations a Designated Lead from one of the organisations should take the lead in the assessment and case and should liaise and share the assessment with all organisations in line with the early help guidelines.

3. E-Safety

At Little Dragon's Day Nursery, we understand the advantages of technology and internet use and the benefits that it can bring to a child's learning and development. However, we are also aware of the dangers and strive to support children, staff and families in using the internet safely. We do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and ensuring they are kept up to date
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices
- Ensure management monitor all internet activities in the setting
- Ensuring children are supervised using internet devices
- Using approved devices to video-record/photograph in the setting
- Ensuring children do not use personal mobile devices (such as phones, tablets, etc.) within our settings
- Ensuring sensitive personal information is not sent via email unless it is in the best interest of the person concerned; in such instances, all emails will be encrypted
- Where appropriate, integrating e-safety into our provisions by discussing computer usage 'rules' and deciding together what is safe and what is not safe to do online
- Where appropriate, talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'
- We abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to the children and their education and care
- Children's screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning.

4. Information sharing

Our prime 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. Confidentiality will be maintained during and after all investigations.

For more information, please refer to our Data Protection & Information Sharing policies.

5. Monitoring attendance

Children's attendance is monitored and accurately recorded on a daily basis to identify any patterns of non-attendance and reasons for non-attendance. Non-attendance is not statutory; however, it could be an indicator of other concerns

relating to safeguarding. We will give a courtesy call to the parents/carers, should a child not attend their usual session without prior notification.

- Children's attendance (time of drop off and collection) is recorded on Parenta or the daily register. These are kept on file for monitoring purposes.
- Parents/carers should inform us when their child is not attending and the reason why they were unable to attend. The key person will speak with the parent/carer on the return of the child.
- Children's attendance is recorded for the use of our local authorities for the 2, 3 & 4-year-old funding.

5.1. Private Fostering

Private fostering occurs when a child under the age of 16 is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or a relative in their own home. Where a child is in a private fostering arrangement, staff must continually monitor who is dropping the child off and collecting them from the setting. Where the child is dropped off by an unfamiliar adult for a period longer than 28 days in any 12-month period, children's social care must be informed immediately.

Any questions or concerns from staff relating to a child in private fostering arrangements within the nursery, are encouraged to speak to the DSL/Deputy.

6. Staffing & volunteering

6.1. Safer Recruitment, Induction & Safeguarding Training

The nursery aims to ensure that there is a safe and secure environment for all children at all times. We therefore have a strict Safer Recruitment and Induction process, as outlined in our Safer Recruitment & Selection policy. In summary, we will:

- Ensure all staff undergo sufficient pre-employment checks, in line with 'Keeping Children Safe in Education 2020'
- Ensure any offer of employment is conditional of satisfactory completion of all pre-employment checks, including an enhanced DBS certificate. In any instance where a new member of staff starts employment prior to receiving the DBS certificate, all other pre-employment checks must have been completed and they must always be supervised whilst they are with children
- Ensure all staff have a probationary period of close supervision by a senior member of staff
- Ensure all staff are supported to understand the Child Protection & Safeguarding policies from the start of their employment, and ensure they receive initial basic safeguarding training during their induction period and refresher training will be provided at least once every two years. All staff will also receive regular safeguarding updates at staff meetings
    - This will include the procedures for spotting signs and behaviours of abuse, recognising and responding to inappropriate behaviour by adults, recording and reporting concerns and creating a safe and secure environment for the children in the nursery

6.2. Code of Conduct & Whistleblowing

All staff will be briefed on our Code of Conduct policy during induction; this policy outlines the conduct expected of our staff. All staff will also be briefed of our Whistleblowing & Speak Up Policy and Procedure.

6.3. Photographic & Electronic Equipment

Staff will be informed during the induction process that personal mobile phones and cameras are to be stored in staff lockers available. Personal mobile phones and cameras are not to be used at any time in areas of the setting where the children are present. The only exception to this will be when the children are taken on a trip and the setting mobile is needed by another group's outing. In such circumstances the most senior member of staff attending the trip will take their personal mobile phone, leaving the details at the setting; this will be used for emergency calls only and not for taking photos.

Cameras and mobile phones that belong to the nursery which are used to take photos of the children are listed in our Photography, IT & Online Communication policy. This policy, along with our Data Protection policy, explains how images should be downloaded, saved, shared and deleted.

6.4. Disqualification

The nursery will not employ any person who has been disqualified from providing early years provision. If we become aware of relevant information that may lead to disqualification of an employee, the Child Protection and Disciplinary procedures will be followed to ensure the safety of our children.

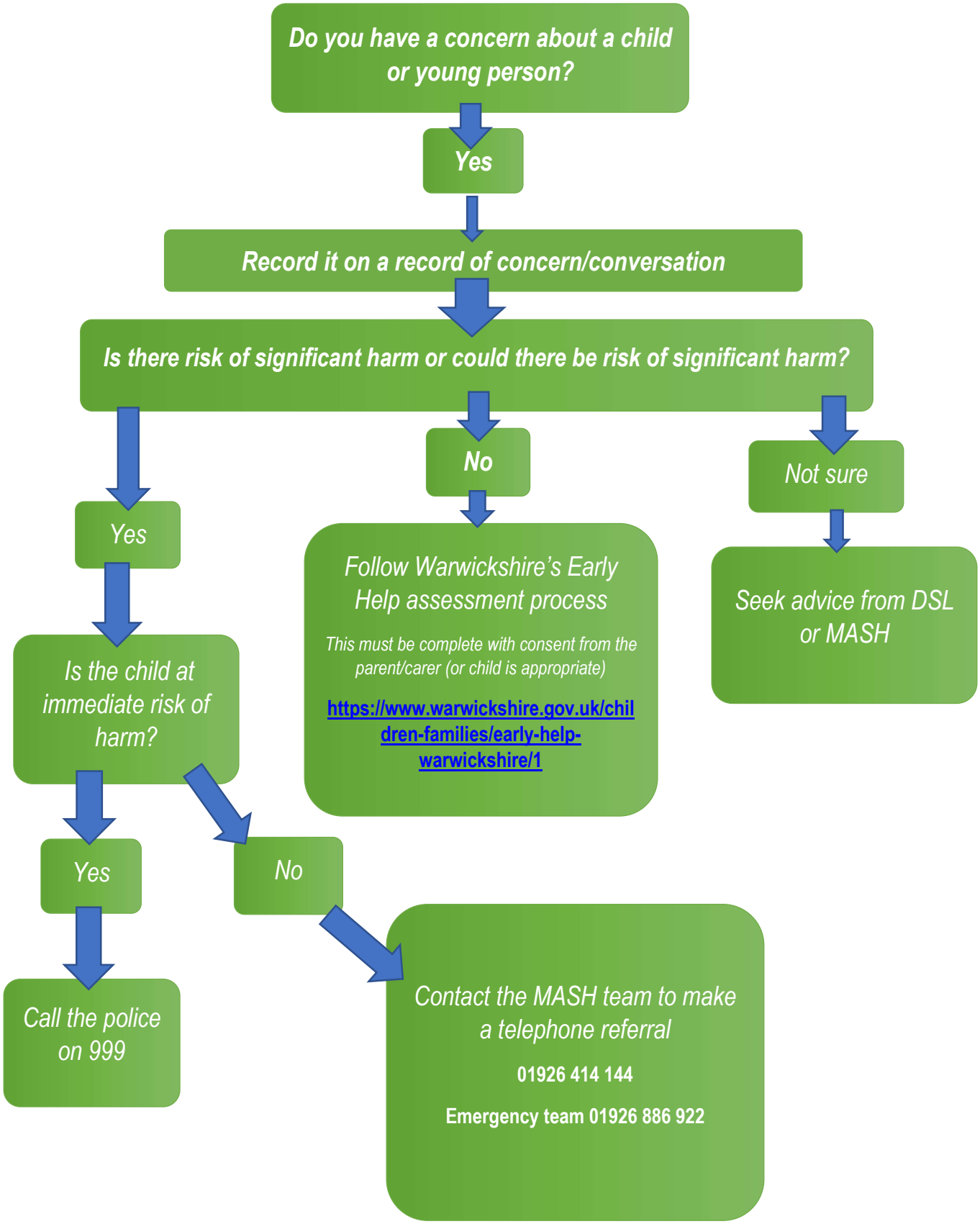
Where a significant event, including disqualification of an employee, occurs which affects the suitability of a person to be in regular contact with children, Ofsted will be notified and, where appropriate, the following information will be provided:

- Details of any order, determination, conviction, or other grounds for disqualification from registration under regulations made under section 75 of the Childcare Act 2006
- The date of the order, determination or conviction, or the date when the other ground for disqualification arose
- The body or court which made the order, determination or conviction, and the sentence (if any) imposed
- A certified copy of the relevant order (in relation to an order or conviction).

6.5. Staff babysitting arrangements

If parents ask employees for babysitting services outside of working hours it must be made clear that the agreement is between them as individuals and is in no way connected to, or the responsibility of, Little Dragon's Day Nursery. Employees should be aware that they are not covered by the nursery's insurance policies while caring for a child outside of working hours. Practitioners must always remain professional and respect parents' confidentiality, as their actions will also reflect on the organisation.

6.6. Staff medication arrangements

If practitioners are taking medication which may affect their ability to care for children, they should seek medical advice. Little Dragon's will ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Where staff require medication to be held on site, the procedures outlined in the Medication policy should be followed.

Appendix 1 – Safeguarding Referral Process (Warwickshire)