

2.2.3. Safeguarding Children and Child Protection Policy



Designated Safeguarding Office (DSO)	Deputy Designated Safeguarding Officer (DDSO):
Teodora Pyrzyna	Lorice Moran

This policy must be seen in the context of Working Together To Safeguard Children 2018, the Early Years Foundation Stage 2017 and Hertfordshire Safeguarding Children Board Procedures.

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Policy statement

Our setting is committed to creating and maintaining the safest possible environment for children. We work with children, parents and the community to ensure the rights and safety of children, young people* and vulnerable adults.

We do this by:

- Recognising that all children have the right to freedom from abuse and harm.
- Promoting joint working with parents in the interests of children's welfare and wellbeing.
- Ensuring that all our staff are carefully selected and vetted, have the relevant qualifications and experience, and accept responsibility for helping to prevent the abuse of children in their care.
- Supporting all staff in bringing concerns to the attention of the Designated Safeguarding Officer, so that they can be considered and acted upon if necessary.
- Responding quickly and appropriately to all suspicions or allegations of abuse.
- Providing parents/carers, children/young people with the opportunity to voice any concerns they may have.
- Adopting positive behaviour management procedures and strategies which are non-violent and do not impose humiliation.
- Appointing a Named Designated Safeguarding Officer who takes specific responsibility for children's and young people's protection, safety and well-being.
- Reviewing the effectiveness of the nursery's Child Protection Policy and Procedures regularly.
- Working with external organisations, for example, Children's Social Care, police, to ensure, as far as is possible, that children/young people are protected.
- Not tolerating bullying. Incidents of bullying will be investigated and treated seriously. Action will be taken to stop the bullying.

Procedures and guidance

We follow the guidance below and carry out the following procedures to ensure we create and maintain the safest possible environment for children and respond to child protection concerns promptly.

1. General

- We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
- We will always discuss with parents/carers any concerns we may have unless this would put a child at further risk of serious harm.
 - If the child is in risk of serious harm, we will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns. We will be transparent about how we lawfully process data.
 - All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
 - All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistleblowing and dignity at work.
 - Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
 - All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
 - Adequate and appropriate staffing resources are provided to meet the needs of children.
 - Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
 - Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
 - Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
 - Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
 - Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - certificate of good conduct or equivalent where a UK DBS check is not appropriate;
 - the date the disclosure was obtained; and
 - details of who obtained it.
 - All staff are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
 - From 31 August 2018, staff and volunteers in childcare settings that are not based on domestic premises are **not** required to notify their line manager if anyone in their household (including family

members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children. For childminders and childcare provided from domestic settings they will be required to notify if anyone in their household has any relevant convictions, court orders or reprimands or had registration refused or cancelled in relation to childcare provision or have had certain Orders made in relation to the care of their children in accordance with the Childcare Disqualification and Childcare Regulations 2018, and Disqualification under the Childcare Act guidance effective from 31 August 2018.

- Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.
- In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour [outlined in the employee handbook].
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child. Staff do not use personal cameras or filming equipment to record images.
- Personal mobile phones are not used where children are present.
- The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The designated safeguarding officer will support all staff and offer advice, guidance, supervision and support in regards safeguarding matters.
- Information should not be kept private between a parent and a staff member. Where there are significant issues around a child's welfare, wellbeing or protection, these must always be passed onto the Designated Safeguarding Officer or Deputy. Staff must inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to children's social care, or where appropriate, the LADO, Ofsted or RIDDOR.
- Important and relevant information shared by the parent/carer is passed onto the Designated Child Protection Officer and the key person.
- Incidents or disclosures should be shared with the Designated Officers.
- Any further safeguarding issues will be shared with the team or to the whole staff, if appropriate

2. Recognising abuse and neglect

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children. An abused child is any boy or girl, under 18 years of age, who has suffered from, or is believed likely to be, at risk of significant risk of physical injury, neglect, emotional abuse or sexual abuse.

There are four main categories of abuse as follows:

1. Physical Abuse - Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, biting and scratching, 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. Bumps and bruises don't always mean a child is being physically abused. All children have accidents, trips and falls. And there isn't just one sign or symptom to look out for. But it's important to be aware of the signs. If a child regularly has injuries, there seems to be a pattern to the injuries or the explanation doesn't match the injuries, then this should be reported.

Physical abuse symptoms include:	It can also include other injuries and health problems, such as:
bruises	scarring
broken or fractured bones	the effects of poisoning, such as vomiting, drowsiness or seizures
burns or scalds	breathing problems from drowning, suffocation or poisoning.
bite marks.	

Head injuries in babies and toddlers can be signs of abuse so it's important to be aware of these. Visible signs include:
swelling
bruising
fractures
being extremely sleepy or unconscious
breathing problems
seizures
vomiting
unusual behaviour, such as being irritable or not feeding properly.

2. Sexual abuse – When a child or young person is sexually abused, they're forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it's wrong. And they might be afraid to tell someone. Sexual abuse can happen anywhere – and it can happen in person or online. It's never a child's fault they were sexually abused – it's important to make sure children know this.

There are 2 types of sexual abuse – contact and non-contact abuse. And sexual abuse can happen in person or online.

Contact abuse is where an abuser makes physical contact with a child. This includes:	Non-contact abuse is where a child is abused without being touched by the abuser. This can be in person or online and includes:
sexual touching of any part of a child's body, whether they're clothed or not	exposing or flashing
using a body part or object to rape or penetrate a child	showing pornography
forcing a child to take part in sexual activities	exposing a child to sexual acts
making a child undress or touch someone else.	making them masturbate
Contact abuse can include touching, kissing and oral sex – sexual abuse isn't just penetrative.	forcing a child to make, view or share child abuse images or videos
	making, viewing or distributing child abuse images or videos
	forcing a child to take part in sexual activities or conversations online or through a smartphone.

Knowing the signs of sexual abuse can help give a voice to children. Sometimes children won't understand that what's happening to them is wrong. Or they might be scared to speak out. Some of the signs you might notice include:

<i>Emotional and behavioural signs:</i>	<i>Physical signs:</i>
Avoiding being alone with or frightened of people or a person they know.	Bruises.
Language or sexual behaviour you wouldn't expect them to know.	Bleeding, discharge, pains or soreness in their genital or anal area.
Having nightmares or bed-wetting.	Sexually transmitted infections.
Alcohol or drug misuse.	Pregnancy.
Self-harm.	
Changes in eating habits or developing an eating problem.	

2. Emotional abuse – Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child. Emotional abuse is often a part of other kinds of abuse, which means it can be difficult to spot the signs or tell the difference, though it can also happen on its own. **Emotional abuse includes:**

- humiliating or constantly criticising a child
- threatening, shouting at a child or calling them names
- making the child the subject of jokes, or using sarcasm to hurt a child
- blaming and scapegoating
- making a child perform degrading acts
- not recognising a child's own individuality or trying to control their lives
- pushing a child too hard or not recognising their limitations

- exposing a child to upsetting events or situations, like domestic abuse or drug taking
- failing to promote a child's social development
- not allowing them to have friends
- persistently ignoring them
- being absent
- manipulating a child
- never saying anything kind, expressing positive feelings or congratulating a child on successes
- never showing any emotions in interactions with a child, also known as emotional neglect.

Signs of emotional abuse

There might not be any obvious physical signs of emotional abuse or neglect. And a child might not tell anyone what's happening until they reach a 'crisis point'. That's why it's important to look out for signs in how a child is acting.

As children grow up, their emotions change. This means it can be difficult to tell if they're being emotionally abused. But children who are being emotionally abused might:

- seem unconfident or lack self-assurance
- struggle to control their emotions
- have difficulty making or maintaining relationships
- act in a way that's inappropriate for their age.

The signs of emotional abuse can also be different for children at different ages.

<i>Signs in babies and toddlers</i>	<i>Signs in older children</i>
Babies and pre-school children who are being emotionally abused or neglected might:	Older children might:
be overly-affectionate to strangers or people they don't know well	use language you wouldn't expect them to know for their age
seem unconfident, wary or anxious	act in a way or know about things you wouldn't expect them to know for their age
not have a close relationship or bond with their parent	struggle to control their emotions
be aggressive or cruel towards other children or animals.	have extreme outbursts
	seem isolated from their parents
	lack social skills
	have few or no friends.

4. Neglect - Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse². A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children and young people in danger. And it can also have long term effects on their physical and mental wellbeing.

Types of neglect

Neglect can be a lot of different things, which can make it hard to spot. But broadly speaking, there are 4 types of neglect.

- **Physical neglect-** A child's basic needs, such as food, clothing or shelter, are not met or they aren't properly supervised or kept safe.
- **Educational neglect-** A parent doesn't ensure their child is given an education.
- **Emotional neglect-** A child doesn't get the nurture and stimulation they need. This could be through ignoring, humiliating, intimidating or isolating them.
- **Medical neglect-** A child isn't given proper health care. This includes dental care and refusing or ignoring medical recommendations.

Signs of neglect

Neglect can be really difficult to spot. Having one of the signs doesn't necessarily mean a child is being neglected. But if you notice multiple signs that last for a while, they might show there's a serious problem. Children and young people who are neglected might have:

Poor appearance and hygiene	Health and development problems
being hungry or not given money for food	body issues, such as poor muscle tone or prominent joints
having the wrong clothing, such as no warm clothes in winter	missed medical appointments, such as for vaccinations
anaemia	poor language or social skills
medical or dental issues	repeated accidental injuries, often caused by lack of supervision
not given the correct medicines	thin or swollen tummy
regular illness or infections	untreated injuries
skin issues, such as sores, rashes, flea bites, scabies or ringworm	
tiredness	
weight or growth issues.	
being smelly or dirty	
having unwashed clothes	
having frequent and untreated nappy rash in infants.	

Change in behaviour	Housing and family issues
becoming clingy	living in an unsuitable home environment, such as having no heating
becoming aggressive	being left alone for a long time
being withdrawn, depressed or anxious	taking on the role of carer for other family members.
changes in eating habits	
displaying obsessive behaviour	
finding it hard to concentrate or take part in activities	
missing school	
showing signs of self-harm	
using drugs or alcohol.	

3. Role of the Designated Safeguarding Officer

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

Our designated safeguarding officer who co-ordinates child, young person and vulnerable adult protection issues, and oversees this work is: **Teodora Pyrzyna**

When the setting is open but the designated person is not on site, a suitably trained deputy is available at all times for staff to discuss safeguarding concerns. Our deputy designated safeguarding officer is: **Lorice Moran**

The DSO and their deputy are responsible for:

- Ensuring that all staff receive appropriate safeguarding and child protection training so that they are up to-date with current legislation, policy and practice and are able to respond sensitively and appropriately to any child protection concerns.
- Ensuring that all staff and students new to the setting receive induction training to enable them to understand and adhere to the setting's policies.
- Ensuring that they understand Local Safeguarding Partners (LSPs) safeguarding procedures, attends relevant LSPs training at least every two years and refreshes their knowledge of safeguarding at least annually.
- Ensuring that child protection referrals are made using the format agreed by Hertfordshire Children's Social Care or the format required by other boroughs if the child is not a Hertfordshire resident.
- Ensuring they are up to date with information disseminated by the Local Authority and Ofsted.
- Ensuring the setting's child protection and safeguarding policies and procedures are maintained, up-to-date and are disseminated and adhered to by all staff
- Ensuring they have relevant links with statutory and voluntary organisations with regard to safeguarding.
- Ensuring that all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- Ensuring all staff understand that safeguarding is their responsibility.
- Ensuring that all staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team or the NSPCC. They receive updates on safeguarding at least annually.
- Ensuring all staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- Ensuring all staff understand the principles of early help (as defined in *Working Together to Safeguard Children*, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.
- Ensuring all staff understand the thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the LSPs.
- Ensuring all staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation,

statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.

4. Working in partnership with parents/carers

Explanation of the Safeguarding responsibilities of the Nursery

- During the settling in process, Nursery Managers explain to parents and carers, that the setting has a duty to report concerns about children's safeguarding, to Children's Social Care.
- Additional opportunities to explain this statutory duty and to remind parents of the importance of reporting all marks, bruises and accidental injuries to their key person, need to be raised regularly, e.g. in termly letters to parents and during meetings, about progress reports or transition.
- Staff are required to talk the concern through with the Designated Safeguarding Officer or in his/her absence, his/her Deputy, to agree who will be best placed to meet the parent/carer and what exactly will be discussed.
 - All confidential discussions with parents must be held in a private space.
 - If a parent or carer reports an accident which occurred out of the Nursery, this must be recorded on an Existing Injury form in our EyLog app or on a hard copy, and signed by the parent.
 - All staff are reminded to only record factual information with clear objective evidence.
 - All disclosures of any abuse from children, such as hitting, need to be responded to professionally and without prejudice.
 - The main focus is on what has been seen or observed by asking the parent/carer about the concern in a straightforward and non-judgmental way. For instance, if the concern is about an injury: "That's quite a nasty bump on his head, do you mind telling me how it happened?" It is important to be sensitive and approach the conversation without making assumptions.
 - It is important to remind the parent of our statutory duty to ask this type of question, to ensure children's welfare and well-being.
 - During the discussions, staff must maintain positive interaction and active listening to what the parent/carer says.
 - Parents may appear nervous because it is stressful to be questioned like this. But does the explanation seem reasonable and is it consistent with what you have noticed? Make a note of exactly what was said as soon as possible.
 - After the meeting - talk it over again with the Designated Safeguarding Officer or their Deputy to agree whether the issue is resolved or needs further action.
 - If it shows evidence of abuse requiring follow up action OR if there have been previous concerns, then Children's Social Care will need to be informed and they will advise on continued liaison with parents/carers.
 - In cases of suspected sexual abuse and cases where a child would be in immediate danger or at risk of significant harm if taken home again by the parents/carers, Children's Social Care must always be contacted first, not the parents. They will advise on next steps of action. ***Multi-agency Safeguarding Hub (MASH) Hertfordshire can be contacted on 0300 123 4043 (Referral and Advice Team).***

Informing parents

- Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events, unless it is felt that this may put the child or other person at risk, or may interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where necessary.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the procedures of the local safeguarding partners does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser or where sexual abuse may have occurred.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should consider seeking advice from children's social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

5. Procedures to follow if you suspect that a child is at risk of harm

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in '[What to do if you're worried a child is being abused](#)' (HMG, 2015) and the Care Act 2014.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- All staff at the nursery are aware that they must record, and report concerns immediately to the **Designated Safeguarding Protection Officer or their Deputy**.
- All staff are aware that if none of the above DSOs are available, they **must** contact the **Multi-agency Safeguarding Hub (MASH) on 0300 123 4043 (24 hours service)**.
- Where there is a concern about a child's welfare or wellbeing, or a concern that a child is in need of protection, this **must be raised with the Designated Safeguarding Officer and recorded** on the Record of Concern form, for action as soon as possible on the same day, and **within 24 hours**.
- The DSO must ring 0300 123 4043 to check whether an early assessment (eCAF) is already in place. If an eCAF is in place, they record this on the referral form. DSO will start chronology using record of concerns tracking forms. Any concerns and our intention to refer to MASH will be discussed with parents unless doing so would place the child at further risk of harm.
- Once completed, the Record of Concern forms are kept confidential and secure, in the child's file in a locked filing cabinet, within a secure room.
- Any member of staff can have a consultation with Children's Services Contact Team (CSCT) on 0300 123 4043 (Referral and Advice) without giving family identity.
- Concerns are always discussed with parents/carers **unless this would put a child at further risk of serious harm (see details in section 3 below)**.

We know that when we have concerns about a child's welfare we need to:

- Focus on the needs of the child - their physical and emotional welfare.
- Be sensitive, considering individual family's circumstances.
- **Talk it over** – with the Designated Officer or in her absence, the Deputy Designated Officer for Child Protection, who may seek advice from MASH, or the Early Year's Safeguarding Advisor.

Unless we are advised otherwise by Children's Social Care the concerns are shared with parents.

The flowchart for '**Making a child protection referral to Children's Social Care**' is displayed in the nursery to remind staff of the procedures.

In addition to the above:

- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
 - When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour;
 - deterioration in their general well-being;
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
 - changes in their appearance, their behaviour, or their play;
 - unexplained bruising, marks or signs of possible abuse or neglect; and
 - any reason to suspect neglect or abuse outside the setting.
 - We understand how to identify children who may be in need of early help, how to access services for them;
 - We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local authority children's social work services.
 - We understand that we should refer any child who may be at risk of significant harm to local authority children's social work services.
 - We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
 - We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
 - We are prepared to take action if we/I have concerns about the welfare of a child who fails to arrive at a session when expected. The designated safeguarding officer will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated safeguarding officer has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and LSPs procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
 - We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special

educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation (FGM) and radicalisation or extremism.

- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSPs procedures on responding to radicalisation.
- The designated safeguarding officer and all staff completes online Channel training, online Prevent training and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers, and health workers to report cases of FGM to the police. We are also aware that early years practitioners should follow local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- If we become concerned that a child may be a victim of modern slavery or human trafficking we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice to the local authority children's social work service and/or police.
- We will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection and child in need concerns and follow the local procedures as published by the local safeguarding partners.
- Where such indicators are apparent, the child's key person makes a dated record of the details of the concern (Record of concern form) and discusses what to do with the member of staff who is acting as the designated safeguarding officer. The information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns about children's welfare to the local authority children's social care team and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the local safeguarding partners.
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse or neglect is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account in an age appropriate way, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- All staff know that they can contact the NSPCC whistleblowing helpline if they feel that or organisation and the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
- We have a whistleblowing policy in place.
- Staff know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff must take the following actions:
 - react calmly so as not to frighten or deter the child
 - listen to the child, offer reassurance and give assurance that she or he will take action;
 - do not question the child, although it is OK to ask questions for the purposes of clarification;
 - do not stop the child / young person who is freely recalling significant events. Allow them to continue at their own pace.
 - offer comfort bearing in mind the age and needs of the child.
 - if the child has disclosed sexual abuse, ask them when it happened but nothing more.

Whether a child is asked this question will depend upon the child's age and understanding.

 - tell them that they were right to tell you and it was not their fault and they are not bad.
 - tell them who you are going to tell so that they can be made safe – children may fear that what they have said will be passed on to everyone and they need to know that this will not be the case
 - do not be tempted to give false reassurances to the child but tell them that you will do your best to protect or help them.
 - ensure the safety of the child / young person
 - as soon as possible take care to record in writing what was said, using the child's own words on a Blank Incident form. Only record factual information, with clear, objective evidence of what you have seen or heard.
 - record the date, time, setting, any names mentioned, to whom the information was given and other people present. Sign and date the record.
 - a separate record must be recorded for each incident.
 - record any subsequent events and actions, including parent/carer's feedback, on a new INCIDENT form.
 - Carefully draw and describe in writing, any mark you have seen, on the body map.
 - Use this map to:
 1. provide a written description,
 2. draw a visual picture of the type of injury (for example, show the difference between an alleged slap mark, possibly showing finger marks, versus a smaller more defined mark or bruise, possibly caused by child falling on a toy);

3. to identify the exact site of injury, especially on the face, soft tissues and other parts of the body, more likely to be involved in non-accidental injuries.

- It is not staff's responsibility to decide if a child has been abused. Any disclosure must be raised immediately with the Designated Safeguarding Officer or in their absence, the Deputy and followed through appropriately.

- A child may recall former abuse once in a safe situation. Although they may be under no current threat to their safety, any disclosure must be raised with the Designated Child Protection Officer immediately and followed through appropriately.

- If a staff may also have concerns about a child's welfare where there has not been any disclosure or allegation. In the best interests of the, these concerns should be raised with the Designated Safeguarding Officer and followed through appropriately. Recording concerns in writing and raising issues with the Designated Safeguarding Officer, is a key tool to safeguarding and protecting children.

- The Designated Child Protection Officer or in their absence, the Deputy, must complete the Record of Concerns Form recording the date and time when the form is received and a summary of actions following up reporting this concern:

- make a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.

- All records of concerns, emails, notes of phone conversations and actions are signed and dated and kept in the child's personal file, which is kept securely and confidentially.

- The member of staff acting as the designated safeguarding officer is informed of the issue at the earliest opportunity, and always within one working day.

- Where the local safeguarding partners safeguarding procedures stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the local safeguarding partners.

Management of data

The Data Protection Act 2018 (DPA) along with the GDPR applies to anyone who handles or has access to information concerning individuals. Everyone in our setting has a legal duty to protect the privacy of information relating to individuals. DPA sets standards which must be satisfied when processing personal data (defined as information that will identify a living individual). The DPA also gives rights to the people the information is about i.e. subject access rights lets individuals find out what information is held about them. Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

The quantity and variety of data held on children, families and on staff is always expanding. Whilst this data can be very useful in improving services, data could be mishandled; stolen or misused therefore it is important that all records are handled with sensitivity and in line with the above act.

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the local safeguarding partners and in line with the GDPR, Data Protection Act 2018, and Working Together 2018.

6. Making a referral to the local authority children's social care team

Early Years and Childcare

Early years providers have a duty under section 40 of the Childcare Act 2006 to comply with the welfare requirements of the early years foundation stage (EYFS)⁴⁴. Early years providers must ensure that:

- They are alert to any issues of concern in the child's life;
- They have and implement a policy and procedures to safeguard children. This must include an explanation of the action to be taken when there are safeguarding concerns about a child and in the event of an allegation being made against a member of staff. The policy must also cover the use of mobile phones and cameras in the setting, that staff complete safeguarding training that enables them to understand their safeguarding policy and procedures, have up-to-date knowledge of safeguarding issues, and recognise signs of potential abuse and neglect;
- They have a practitioner who is designated to take lead responsibility for safeguarding children within each early years setting and who must liaise with local statutory children's services as appropriate. This lead must also complete child protection training.

Where we are concerned that a child or young person may be at imminent risk of significant harm, we will call 999 or call 0300 123 4043 to make a Child Protection Contact Referral.

Where we are concerned about a child or young person's we Child Protection Referral form can be filled in online and is available with guidance on Hertfordshire County Council Website at: [Report Concerns About a Child or Request Support](#).

WHEN IN DOUBT, CONCERNS MUST BE SHARED APPROPRIATELY.

Information to be Provided with a Contact

When making contact with Children's Services, we may share the following information with them:

- Full names, dates of birth and gender of children (including surnames used);
- Family address (current and previous) and, where relevant, school/nursery attended;
- Identity of those with Parental Responsibility;
- Names and dates of birth of all members of the household (including all surnames used);
- Ethnicity, first language and religion of children and parents/carers;
- Details of any extended family or community who are significant for the child;
- Any special needs of the children including the means in which they communicate;

- Any significant / important recent or past events/incidents in the child or family life, including previous concerns;
- Cause for concern including details of allegations, their sources, timing and location of incidences;
- The child's current location and emotional and physical condition;
- Whether the child needs immediate protection;
- Details of any alleged perpetrator;
- Referrer's relationship with and knowledge of the child and his or her family;
- Known current or previous involvement of other agencies/professionals e.g. schools, GPs;
- Background information relevant to referral e.g. positive aspects of parents care, previous concerns, pertinent parental issues e.g. mental health, domestic abuse, drug or alcohol abuse, threats and violence towards professionals;
- Information regarding parents' knowledge of and agreement to the contact/ referral.

Providing Parents with Information and Obtaining Agreement to Share Information with Other Agencies

The Data Protection Act should never be a barrier to 'sharing information' where the failure to do so would result in a child or vulnerable adult being placed at risk of harm or indeed on those occasions where seeking consent might increase the risk of harm. The Act ensures that information shared is done appropriately.

The manner in which the provision of information and obtaining agreement from parents to share information is required, or not required, is as follows:

- Parents Informed and agreement obtained to share information is obtained - The child and family will, where possible, be informed about the contact into Children's Services and parents' permission will generally be sought by Children's Services before discussing information about them with other agencies;
 - Parents Informed Only - In this instance, the child and family will be informed only, but agreement to share is not obtained due to various reasons (e.g. It was not possible to gain agreement but it is in the best interest of the child to share information urgently);
 - Parents Not Informed and Agreement to Share Information is Not Obtained - Permission is not required if any criteria below apply:

If parent(s) have not been informed prior to the contact, the professional referrer should be asked to inform them unless it is considered to do so might place the child at an increased likelihood of suffering significant harm by:

- The behavioural response it prompts e.g. a child being subjected to abuse, maltreatment or threats / forced to remain silent if alleged abuser informed;
- Leading to an unreasonable delay;
- Leading to the risk of loss of evidential material;
- Placing a member of staff from any agency at risk.
- Inter-agency discussion without parental permission may also be justified if it is concluded that information held in other organisations is likely to inform a decision to conduct Section 47 Enquiries.

In the absence of consent by the parents the Lead Professional will make a judgement as to whether, without help, the needs of the child to be safeguarded will escalate.

A Children's Services Team Manager will authorise any decision to discuss the referral with other agencies without parental knowledge or permission, and the reasons for such action will be recorded. When there is a possibility that a crime may have been committed, discussion with the Police may occur prior to informing the parents of the concern.

Outcomes of Contacts / Referrals

The initial outcome decision following a contact, which must be authorised by the manager, may be:

Option 1: No Further Action / Information and Advice - The child does not appear to be a Child in Need, the provision of information, advice, sign-posting to another agency and/or no further action.

Option 2: Services Provided by Families First/ Targeted Youth Support Services or Universal Services - The child's need may be best met by a coordinated multi-agency response (i.e. Early Intervention) via a Families First Assessment or Targeted Youth Support Services, access to Short Breaks (children with disabilities), or from Universal Services in the community such as health or schools, etc. and may not require intervention under the S17 or S47 of the Children Act 1989.

Option 3: Further Assessment: Where the child appears to be a Child in Need which requires a Child and Family Assessment or it is suspected that the child is or is likely to suffer Significant Harm, which will result in an assessment with a view to conduct a strategy discussion prior to Section 47 Enquiries.

The child will be seen as soon as possible if the decision is taken that the contact will progress to a referral requiring further assessment.

General Approach to Escalation and Disagreements

If the professionals are unable to resolve differences through discussion and/or meeting within a time scale, which is acceptable to both of them, their disagreement must be escalated and addressed by more experienced / more senior staff. This should be referred to the Service Manager, or Head of Service Child Protection and Statutory Review Service.

Where a professional in any agency has concerns about the response of another agency, it is expected that the individual professional will take responsibility for raising those concerns through their line management and across to other agencies in accordance with these procedures.

With respect to most day to day difficulties this will require a Children's Services Team Manager liaising with her/his equivalent in the relevant agency, e.g.:

- A detective sergeant in the Joint Child Protection Investigation Team;
- A senior health visitor / nurse / GP;
- Designated Senior Manager.

- If agreement cannot be reached following discussions between the above 'first line' managers (who should normally seek advice from Designated /named / Lead Officer/ Principal Officers) the issue must be referred without delay through the line management to the equivalent of Service Manager / Detective Inspector / Head Teacher or other Designated Professional.

Alternatively, and more commonly in health services, input may be sought directly from the Designated Doctor or Nurse for Child Protection.

Clear records of any discussions and the outcomes of discussions must be maintained by all the agencies involved.

In the unlikely event that matters cannot be resolved by the above processes, the issue should be escalated as a matter of urgency to the HSCP chair (if applicable via the agency's* strategic board representative or otherwise via the HSCP business manager) who can determine what further responses (if any) are justifiable and proportionate.

*agency refers to any partner in Hertfordshire including statutory, voluntary and faith group.

7. Liaison with other agencies and multi-agency working

We are committed to working with external organisations (for example Children's Social Care, the police, the local authority, the Local Safeguarding Children Boards) to promote the welfare of children in our local area and ensure that children / young people are protected and the Prevent duty builds on such existing local partnership arrangements.

We know the importance of effective engagement with parents/family as they are in a key position to spot signs of radicalisation. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms.

- We work within the local safeguarding partners guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues and concerns about children's welfare, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

8. Allegations against staff and persons in position of trust

Allegations of abuse against a member of staff/volunteer must be passed on to the Designated Child Protection Officer immediately. They will liaise with the Nursery Manager, Early Years Safeguarding Advisor or the Local Authority Designated Officer (LADO) who will manage any allegation in line with agreed protocols and procedures. This will be in accordance with 'Working Together to Safeguard Children 2018' and the Hertfordshire Safeguarding Children Board

<https://www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/hertfordshire-safeguarding-children-board/hertfordshire-safeguarding-children-board.aspx>

- The Nursery has an overarching duty to protect children from abuse and keep children safe. Wanting to support a colleague or finding it difficult to believe what you have heard or seen must come second to that.
- The flowchart for managing 'allegations against a member of staff' is displayed in the nursery. The Safeguarding policy is accessible to all parents and carers.
- It is the responsibility of all staff to share concerns about the actions or attitudes of colleagues with the Nursery Manager who will deal with the concerns appropriately.
- This often-difficult issue is discussed at staff meetings and during supervision on a regular basis so that all staff understand what is meant by the term 'whistle-blowing' and their responsibilities with regards to it, and are able to raise concerns with the Nursery Manager.
- In all cases, even when the allegation does not need further investigation, there should be a review of procedures and policies following the investigation.
- Employees must give management details of any incident, order, determination, conviction or any other possible issue which may impact on their suitability to work with children.
- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We ensure that all staff knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.
- We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images
- We will recognise and respond to allegations that a person who works with children has:
 - behaved in a way that has harmed a child, or may have harmed a child
 - possibly committed a criminal offence against or related to a child
 - behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response.

- We respond to any disclosure by children or staff that abuse by a member of staff within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- In the case of allegations made about the Designated Safeguarding Officer or Deputy, these should be reported to the Directors of the nursery and passed on to Local Authority Designated Officer (LADO) as necessary to investigate and/or offer advice: **LADO Team Hertfordshire: 01992 555420**
- We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this. If any such event should lead to disqualification, appropriate action will be taken to ensure the safety and wellbeing of children in the setting. In certain circumstances, Ofsted (section 76 Childcare Act 2006) may consider a waiver of the disqualification in line with relevant legislation.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families, throughout the process. Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

9. Training

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering children through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals. Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming, and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures.
- Designated persons receive appropriate training, as recommended by the local safeguarding partners, every two years and refresh their knowledge and skills at least annually.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

- We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.

10. Safer recruitment

Safe recruitment and selection practice are vital to safeguarding and protecting children. Please refer to the [Hertfordshire Safeguarding Children Board Safe Staffing Handbook](#) for more detailed information.

- All staff and volunteers are carefully selected. The Nursery recruitment procedures are in line with LBB safer recruiting guidelines.
- DBS checks are carried out for all staff, apprentices, and agency supply workers before they are allowed to work at the nursery.
- DBS disclosures are recorded on the Nursery's Single Central Record.
- All new members of staff, apprentices and agency supply workers complete the induction process and sign to agree that they have understood our policies, procedures including basic safeguarding practices.

Vetting and barring

We understand our duties in relation to the Safeguarding Authority procedures. The Disclosure and Barring Service (DBS) is responsible for the disclosure of criminal records (previously CRB's) and the Independent Safeguarding Authority for barring. We have a duty to meet any requirements of the Independent Safeguarding Authority (ISA) including the following:

- A person who is barred by the Independent Safeguarding Authority from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups.
- An organization that knowingly employs a barred individual to work with children or vulnerable adults will also be breaking the law.
- If a member of staff or volunteer is dismissed because they have harmed a child or vulnerable adult, or would have been dismissed if they not left, we must refer this information to the Independent Safeguarding Authority (ISA).
- We will check ISA information on an on-going basis to ensure that the setting remains up to date with the current information.

11. Safer recruitment

The risks to disabled children may be increased by:

- their need for practical assistance and physical dependency, including intimate care, which may be delivered by a number of different carers;
- by possible communication difficulties and lack of access to strategies to keep themselves safe, or
- by the increased risk that they may be socially isolated.

Staff members who work with children in any capacity must be particularly aware of and sensitive to how the effects of abuse or harm may present, and be able to pick up on any changes in behaviour or presentation that might indicate a concern. Concerns must be shared immediately with the Designated Safeguarding Officer or in their absence, the Deputy. Staff will have important information about individual children's presentation, their levels of understanding and how best to communicate with them. All staff working with children with special educational needs or disabilities will receive appropriate training to enable them to meet the needs of these children appropriately and to recognise and report any concerns.

This should be read in conjunction with the setting's separate policies on Nappy changing Policy and the Sickness and Medication Policy.

12. Children harming other children

- It is part of our duty of care that we make sure that children are protected from harm from other children.
 - In an early years setting with children under aged five years, biting, pushing, scratching and hitting may all occur at times.
 - Please refer to our Behaviour policy for managing these incidents. It is especially important that if you think a child is targeting another child, you raise this issue with the Designated Safeguarding Officer or Deputy, immediately.
 - In recording and reporting incidents it is important that the identity of the child who hurt the other child is not disclosed.
 - This is part of our duty of confidentiality to all children and families. If a parent asks who has hurt their child, please show your understanding of their upset, anger, or pain, but explain that we are not able to share this information.
 - Refer to the Nursery Manager if necessary.

13. Boundaries and good practice

All staff should have a clear understanding of good professional practice and boundaries in order to safeguard children and themselves. What constitute appropriate good professional practice and boundaries is regularly discussed and revisited during staff meetings.

Good professional practice and boundaries include:

- Raising concerns about poor or unsafe practice in relation to children to the Designated Safeguarding Officer.
- **Reporting allegations made by a child immediately to the Designated Child Protection Officer or Deputy.**
 - In the case of allegations made about the Nursery Manager, these should be reported to the Nursery Directors or Local Authority Designated Officer (LADO).
 - Being mindful of the need to maintain clear professional boundaries with parents and service users and ensure confidentiality of information about children and families attending the setting.
 - No staff should babysit/work for parents or carers in a private capacity

14. Behaviour Management Policy

Please refer to the Nursery's Behaviour Management Policy

Remember that:

- There may be occasions when a child is a danger to others or themselves, when time out/moving out of the room to a safe space is used.
- It is never acceptable to hit, smack, shake, pull or to threaten any of these actions to child whilst you are at work in the nursery.
- It is also not acceptable for a parent/carer or any other adult to do this in the nursery (please report this concern to the Designated Safeguarding Officer if this happens).

15. Bullying

We know that children feel happy if they are safe and secure. It is all staff and parents' responsibility to foster an anti-bullying ethos in the nursery. Incidents of bullying will be investigated and treated seriously, and action will be taken to stop the bullying.

16. Early Help and Support to Families

- We believe in building trusting and supportive relationships with families and staff.
- Early help will be considered for a child and family as soon as it is identified they would be likely to benefit from support.
 - Early help can mean taking action at an early stage in a child's life or it can mean taking action at an early stage in the development of a problem. It is about stepping in as early as possible either at the first signs of a problem or before a problem becomes apparent to prevent that problem from getting worse.
 - Early help can be offered through the Nursery where there is access to a range of services including health, benefits and housing advice, parenting support and guidance.
 - Where a child and family would benefit from coordinated support from more than one agency an inter-agency assessment will be offered. These early help assessments, currently through eCAF, should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment.
 - A lead professional will be identified from within the agencies engaged in coordinated support for the child and family. This could be a family support worker, families first worker (within a family requiring support at least one child will be over 5), key person, health or other professional.
 - Referrals for early help assessments through targeted family support at the link Children's Centre can be made by a range of professionals or parents can self-refer directly to the Children's Centre. If a referral is made to Children's Services Contact Team and it doesn't meet the threshold for statutory intervention but it is thought the child and family would benefit from early help the referral will be passed to early years targeted family support to offer a service to the families.
 - We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.

- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- We will engage with any child in need plan or early help plan as agreed.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure, and only if appropriate under the guidance of the local safeguarding partners.

17. E-safety and use of digital devices

Mobile phones and digital devices can present several problems when not used appropriately:

- mobile phones and personal devices can allow Internet access and bypass the nursery security settings and filtering.
- mobile phones with integrated cameras could lead to child protection, bullying and data protection issues with regards to inappropriate capture, use or distribution of images of children or staff.

Mobile phones

Staff must not have personal mobile phones with them when they are working with children at the nursery. This also applies to apprentices and visitors. Staff mobile phones must be kept in the office/staff room and used only when staff are on break time in the designated area or outside the nursery. Staff mobile phones must not be stored in any area that is being used or accessed by the children.

- The telephone number of the nursery should be used by staff expecting a personal call and for emergency contact.
- Staff are not permitted to use their own personal phones or devices for contacting children and their families within or outside of the setting in a professional capacity.
- Keeping mobile phones in rooms while working with children constitutes a staff disciplinary matter.
- Parents, carers and visitors are requested not to use their mobile phones while on the nursery premises. Nursery staff will remind parents of the policy by reminding them to switch off their phones when they enter the nursery or asking them to leave the rooms to take calls when necessary.

Digital cameras, tablets

- Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use work provided equipment for this purpose.
- Personal cameras are not allowed in the nursery setting and should not be used on off-site activities, home visits and outings.
- The nursery holds digital camera for staff and where appropriate we will take photographs of children for display, observations or profile books.

- Use of video equipment can be a legitimate learning / training aid. Children / young people and parents / carers should be made aware that this is part of the learning / training.
- Parents and visitors are not permitted to take photographs or recordings of the children without permission from the Nursery Manager or Deputy Manager.
- **No one is permitted to photograph or record images in the following areas:**
 - **Changing areas**
 - **Toilet areas**
 - **Private spaces**
- Children can only be photographed if permission of parents/carers is given.
- Those taking photos, including staff/apprentices/professional photographers must identify themselves
 - Photographers will be required to have formal identification which must be worn at all times
 - Children's images will not be used for promotional or press releases unless parents/carers have consented.
 - Unsupervised access to children or one-to-one photo sessions is prohibited.
 - Personal details which might make a child vulnerable, for example, address, email address, phone number should never be revealed.

E-safety

Children should never be allowed to use the internet in the setting without adult supervision. Please refer to the E-safety policy.

Staff who use the nursery's ICT and communications systems:

- must use it responsibly and keep it safe.
- must maintain safe professional boundaries with parents. This includes not giving their personal email address to nursery users or befriending nursery users on social networks such as Facebook.
 - **must treat as confidential any passwords** provided to allow access to ICT equipment.
 - must report known breaches of this policy, including any inappropriate images or other material which may be discovered on the nursery's ICT systems.
 - must comply with any ICT security procedures governing the use of systems in the nursery including anti-virus measures.
 - must ensure that it is used in compliance with this policy.

18. Prevent Duty 2015

We understand that protecting children from the risk of radicalisation is part of childcare providers' wider safeguarding duties and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. The statutory framework for the Early Years Foundation Stage sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world. The Prevent Duty summarises the requirements for schools and childcare providers in terms of four general themes: risk assessment, working in partnership, staff training and IT policies.

If a member of staff has a concern about a particular child, they should follow the nursery's normal safeguarding procedures, including discussing with the Designated Safeguarding Officer, and where deemed necessary, with children's social care.

Risk assessment

We understand that there is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, we understand the need to be alert to changes in children's behaviour and family circumstances which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs of concerning behavior. Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour.

General safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in the relevant statutory guidance, "Working together to safeguard children" and "Keeping children safe in education".

Nursery staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately and follow the nursery safeguarding procedures when and where concerns are raised.

Nursery staff should understand when it is appropriate to make a referral to the Channel programme. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for settings to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages.

Detailed guidance on Channel is available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/425189/Channel_Duty_Guidance_April_2015.pdf

Working in partnership

We are committed to working with external organisations (for example Children's Social Care, the police, the local authority, the Local Safeguarding Children Boards) to promote the welfare of children in our local area and ensure that children / young people are protected and the Prevent duty builds on such existing local partnership arrangements.

We know the importance of effective engagement with parents/family as they are in a key position to spot signs of radicalisation. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms.

Staff training

We understand the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. An online general awareness training module on Channel is available. The module is suitable for nursery staff and other front-line workers. It provides an introduction to the topics covered by this advice, including how to identify factors that

can make people vulnerable to radicalisation, and case studies illustrating the types of intervention that may be appropriate, in addition to Channel.

<http://course.ncalt.com/Channel General Awareness/01/index.html>

We will also ensure that the Designated Safeguarding Officer undertakes Prevent awareness training so as to be able to provide advice and support to other members of staff on protecting children from the risk of radicalisation.

IT policies

We understand the need to ensure that children are safe from inappropriate sites including terrorist and extremist material when accessing the internet in our setting. We will ensure that suitable filtering is in place. We also understand our role to play in equipping families with young children children to stay safe online, both at home and outside.

Building children's resilience to radicalisation

As a nursery, we already have a strong focus on children's personal, social and emotional development. We are committed to doing this in an age appropriate way, through ensuring children learn right from wrong, mix and share with other children and value other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes. We encourage our children to recognise and manage risk, to understand and manage difficult situations and to make safer choices through developing positive character traits such as resilience, persistence, self-esteem and confidence. The key person system ensures that every child in the nursery can build a safe trusting relationship with a significant adult.

19. Promoting British Values

As a nursery, we 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. We ensure we actively promote principles and values which:

- enable children to develop their self-knowledge, self-esteem and self-confidence.
- enable children to distinguish right from wrong and to follow nursery expectations which will prepare them to respect the civil and criminal law of England in the future.
- encourage children to accept responsibility for their behaviour, show initiative and understand how they can contribute positively to the lives of those living and working in the locality in which the setting is situated and to society more widely
- enable children to acquire a broad general knowledge of and respect for public institutions and services such as fire fighters, health services, libraries, police and green spaces in the locality
- Further tolerance and harmony between different cultural traditions by enabling children to acquire an appreciation of and respect for their own and other cultures
- Encourage respect for other people, paying particular regard to the protected characteristics set out in the Equality Act 2010
- Encourage making choices from an early age to support growing understanding and respect for democracy and support for participation in the democratic process,

Foundation years, has published the following good practice examples demonstrating what promoting fundamental British Values means in the early years. (<https://foundationyears.org.uk/wp-content/uploads/2017/08/Fundamental-British-Values-in-the-Early-Years-2017.pdf>)

20. Safeguarding Vulnerable Adults

We have a responsibility to prevent the abuse of adults (Safeguarding Vulnerable Groups Act 2006) and will therefore refer to the following for guidance and procedures:

- [Hertfordshire Council Policy and Procedure on Safeguarding Vulnerable Adults](#)

21. Harmful traditional practices

Harmful traditional practices (HTP) include:

- female genital cutting/mutilation
- so called 'honour' based violence and 'honour' killings
- early, child and forced marriage
- abuse linked to a belief in spirit possession
- breast ironing also known as breast flattening

Harmful traditional practices are based on tradition, culture, custom and practice, religion and/or superstition. They have often been embedded in communities for a long time and are born out of community pressure. They are committed and actively condoned by the child's parents or significant adults within the child's/young person's community.

They include rituals, traditions or other practices that have a detrimental effect on the physical, mental and emotional health of the victim. Many of the practices involve bias against groups of children, particularly girls and children with disabilities. Many involve physical abuse and pain leading, in some cases intentionally, to death or serious injury. Others involve mental abuse. Force-feeding is also a harmful traditional practice that is based on families wanting to ensure that their child, both girls and boys, are getting enough to eat. It also has detrimental medical, physical and psychological effects on the child.

Our nursery is committed to working towards preventing and addressing harmful traditional practices in Hertfordshire by:

- raising awareness of the dangers of the practices, and encouraging the reporting of concerns about harmful traditional practices
- promoting community participation in tackling harmful traditional practices

If you think that a child/young person is in immediate danger you must ring the police on 999.

If you think that a child/young person is at risk of HTP you must make an immediate referral to Hertfordshire's Multi-agency Safeguarding Hub, 0300 123 4043,

protectedreferrals.cs@hertfordshire.gov.uk

Contact Hertfordshire's Children's Services Contact Team, 0300 123 4043,

protectedreferrals.cs@Hertfordshire.gov.uk for information and advice concerning children/young people at risk of HTP.

Key links to support groups

- [IMECE](#)
- [IKWRO](#)
- [KMEWO](#)
- [Karma Nirvana](#)
- [Asiana](#)
- [Stop honour killings](#)
- [NHS - female genital mutilation](#)
- [NSPCC FGM helpline](#)
- [Violence against women and girls \(VAWG\)](#)

22. Domestic violence

In September 2012 the government widened the definition of domestic violence to include 16-17-year olds and to reflect coercive control. The new definition was implemented in March 2013.

Domestic violence is defined as:

'Any incident or pattern of incidents of controlling*, coercive** or 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. This can encompass, but is not limited to, the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

**Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.*

***Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.'*

This definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

The Department of Health estimates that, every year, 750,000 children experience domestic violence. It is likely that this figure is higher due to under-reporting. Seeing or overhearing violence to another person in the home has adverse effects on a child's development and welfare. In families where there is domestic violence, children are at increased risk of being physically and sexually abused. Unborn children are also at increased risk; domestic violence is a prime cause of miscarriage, still birth, premature birth, foetal psychological damage, foetal physical injury and foetal death.

Nationally, domestic violence is reported to be an issue in approximately 75% of cases where children are subject to a child protection plan. Domestic violence was a factor in three-quarters of cases where children had been killed or seriously injured. All agencies need to work together to identify and protect these children/young people.

If you are concerned about a child where there is, or you suspect, domestic violence in the home or you have concerns that a young person's intimate relationship is abusive, please contact Multi-agency Safeguarding Hub on 0300 123 4043.

The Freephone 24 Hour National Domestic Violence Helpline is a national service for women experiencing domestic violence, their family, friends, colleagues and others calling on their behalf.

24-hour Freephone: 0808 2000 247

23. Private fostering

Private fostering is an arrangement where a child or young person under the age of 16 (or under 18 if they are disabled) is living away from their parents with someone who is not an immediate blood relative for 28 days or more. When a child is living with someone from their extended family such as a cousins, great grandparents, great aunts or uncles or parents cousins. When a child is living with a family friend. There may be many reasons why children and young people are living away from home or their parents have arranged for someone else to care for them. The arrangement is made between the child's parents and the private foster carer whose responsibility is the day to day care of the child.

These include:

- Family or relationship breakdown
- They have moved in with a friend or the family of their boyfriend or girlfriend
- Parents working overseas
- Parental illness/or following the death of a parent
- Children being sent to the UK for education purposes whilst their parents remain overseas
- Foreign language students placed with host families

What the law says?

The law requires parents and carers to notify Hertfordshire County Council of any private fostering arrangements where the child or young person is living away from their parents and home for more than 28 days. Unfortunately, many people are not aware of this and therefore do not notify the council even though the law requires them to do so.

Please contact Hertfordshire's Private Fostering on 0800 917 0925 or email them on fostering.recruitment@hertfordshire.gov.uk for advice and to make a referral.

24. Sexual exploitation

Children at risk of sexual exploitation or who are being sexually exploited are a vulnerable group. All agencies need to work together to identify and protect them.

Sexual exploitation of children and young people involves situations and relationships where they, or a third person or persons, receive something which could be food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money, as a result of them performing sexual activities and/or others performing sexual activities on them. Children are often groomed for future sexual exploitation.

Children can be trafficked for sexual exploitation. Unaccompanied minors, disabled children, looked after children and those involved in gangs, or on the fringes of gangs, are at increased risk of sexual exploitation. Child sexual exploitation can occur through the use of technology without the child's immediate recognition. For example, being persuaded to post sexual images on the internet/mobile phones, without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion, and intimidation are common. Involvement in exploitative relationships are in the main characterised by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

If you think a child is at risk of sexual exploitation or is being sexually exploited you must make an immediate referral to Multi-agency Safeguarding Hub, 0300 123 4043, protectedreferrals.cs@hertfordshire.gov.uk

25. Premises

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or in a one-to-one situation without being within sight and/or hearing of other staff.

CCTV

- Tiddley Tots Nursery is securely monitored by a CCTV surveillance system. The Nursery Manager and Owner are both responsible for the operation of the system for ensuring compliance with this policy.

- We recognise that the use of CCTV has become a common feature of our daily lives and while its use is generally accepted, CCTV operators have certain duties and responsibilities to those whose images are caught on camera.

- The Nursery complies with the Information Commissioners CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

- Cameras are located at strategic points on the premises. No camera is hidden from view and all will be prevented from focusing on areas of private accommodation. The digital recorder and single effectiveness of the limited system it is not possible to guarantee that the system will detect every incident taking place on the site. The system has been installed by the nursery with the primary purpose of monitoring:

- Staff interaction with children
- Ensuring children are appropriately cared for
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff and assist in providing evidence to the Nursery Manager
- Reducing the threat of a child being abducted

- Damaged to the building
- Theft
- Assist in the prevention and detection of crime
- Helping ensure the safety of all the users, staff, children, parents and visitors, consistent with the respect for the individual's privacy
 - Deter those having criminal intent
 - The system will not be used to provide images for the world-wide-web or record any sound.

26. Early Years Foundation Stage (EYFS)

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
 - We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
 - We ensure that this is carried out in a way that is developmentally appropriate for the children.

Legal framework

Primary legislation	Secondary legislation
Children Act (1989 s47)	Sexual Offences Act (2003)
Protection of Children Act (1999)	Criminal Justice and Court Services Act (2000)
The Children Act (2004 s11)	Equality Act (2010)
Children and Social Work Act 2017	General Data Protection Regulations (GDPR) (2018)
Safeguarding Vulnerable Groups Act (2006)	Childcare (Disqualification) Regulations (2009)
Childcare Act (2006)	Children and Families Act (2014)
Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018	Care Act (2014)
	Serious Crime Act (2015)
	Counter-Terrorism and Security Act (2015)

Further guidance

- Working Together to Safeguard Children (HMG, 2018)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Advice for Practitioners providing Safeguarding Services (DfE 2018)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG, 2019)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2019)
- Safeguarding Children (Pre-school Learning Alliance 2013)
- Safeguarding through Effective Supervision (Pre-school Learning Alliance 2013)
- The New Early Years Employee Handbook (Pre-school Learning Alliance 2016)
- People Management in the Early Years (Pre-school Learning Alliance 2016)
- [Pathway of Contacts Received by the Customer Services Centre](#)
- [Hertfordshire Safeguarding Children Partnership Procedures Manual](#)