



## Safeguarding - Policy and Procedures



We intend to create in our setting an environment in which everyone is safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We are committed to protecting all persons in our care from harm. In order to achieve this we will ensure that:- The setting has an appointed member of staff as the Safeguarding Officer, that person is Helen Donlan, who is trained at a level 2 in Safeguarding Children. If this Officer is unavailable then the position will be covered by Tracy Rhodes who is also trained to level 2. This qualification is updated annually. The Officer has gained suitable experience/training, and is responsible for liaising with Social Services, the Local Safeguarding Children's Board (LSCB) and Ofsted in any protection matter.

**The setting's Safeguarding Policy** complies with all relevant legislation and other guidance or advice from the Working Together (2015) document, together with LSCB policies. Examples of other legislation that the Setting complies with are:-

1. Children and Families Act 2014 (formerly the Children Act 1989/2004).
2. Human Rights Act 1998.
4. Sexual Offences Act 2003.
5. Single Assessment. [singleassessment@nelincs.gcsx.gov.uk](mailto:singleassessment@nelincs.gcsx.gov.uk) (This has replaced the CAF – Common Assessment Framework).
6. Keeping Children Safe in Education (DfE 2014) & North East Lincolnshire SCB Procedures (2014)
7. Safeguarding Vulnerable Groups Act 2006.
8. Prevent Duty Guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>).
9. Data Protection Act 1998. <https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/>

Healing Village Nursery/Oosc is committed to reviewing this policy annually or early if deemed necessary. The policy and its procedures will be shared with parents/carers during their child's/young person's settling in period.

### **Exclude Known Abusers – See Personnel Policy for more details.**

All persons applying for work within the setting, whether voluntary or paid, will be interviewed before a job offer is made and will be asked to provide at least two references. The Setting follows guidelines in the Local Safeguarding Children's Board "Safer Recruitment" tool kit. All staff and long term volunteers/students will have to complete a DBS form and provide any necessary additional evidence. A DBS risk assessment will be put in place and adhered to until a DBS is returned clear. DBS checks are completed by TMG-CRB, 1 Wilford Business Park, Ruddington Lane, Nottingham, NG11 7EP Telephone:- 0115 969 4606; e-mail : [crb@tmgcrb.co.uk](mailto:crb@tmgcrb.co.uk) No volunteer/student or staff member will be left unsupervised until the DBS is returned without irregularities. All appointments, both voluntary and paid, will be subject to a 3 month probationary period and the appointment will not be confirmed unless the setting is confident that the applicant can be safely entrusted with children. Current staff will be required to complete "Suitability to Work Form" until such time as they are registered with the DBS Yearly Update Service.

### **Seeking and Supply Training**

- We will seek out training opportunities for all adults involved in the setting to ensure that they recognise the symptoms of various forms of abuse. The definition of abuse is set out in the Working Together (2015) document and states that "abuse is the act of a person that results in significant harm". All staff must complete core training and training relative to their roles to include; first aid,

food hygiene and safeguarding according to current guidelines from Ofsted and the local authority.

### **Recognising Child Abuse**

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff have Safeguarding Training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect. There can be additional barriers which exist when recognising signs of abuse and neglect in children who have special educational needs and/or disabilities, therefore staff will be vigilant and mindful of these potential barriers.

**Bullying** – Please refer to our Behaviour Management & Bullying Policy & Procedures.

### **Physical Abuse**

This involves hitting; shaking, throwing, burning, suffocating, female genital mutilation, or any other physical harm. Deliberately causing a child ill health and/or fabricating and induced illness also constitutes physical abuse. Action will be taken under this heading if staff have reason to believe that there has been a physical injury to a child/young person, (including deliberate poisoning), where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

### **Sexual Abuse**

This involves forcing or enticing a child/young person to take part in sexual activities, whether or not the child/young person is aware of what is happening. The activities may involve physical contact, including penetrative or non- penetrative acts, showing children/young people pornographic material, sexual activities, or encouraging children/young people to behave in sexually inappropriate ways also constitutes sexual abuse. Action will be taken under this heading if the staff team have witnessed occasions where a child/young person indicated sexual activity through words, play, and drawing or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.

### **Emotional Abuse**

Varying degrees of emotional abuse is present in virtually all Safeguarding incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill-treatment or torture, causing or likely to cause severe adverse effects on the emotional stability of a child/young person making them feel that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable. Action will be taken under this heading if the staff have reason to believe that there is severe adverse effect on the behaviour and emotional development of a child/young person caused by persistent or severe ill-treatment or rejection. Emotional abuse can be seen as stand-alone abuse or in conjunction with other abuse.

### **Neglect**

Neglect is the persistent failure to meet a child's/young person's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child/young person, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of the child/young person, poor parenting, particularly in relation to babies and young children. Action will be taken under this heading if the staff have reason to believe that there has been persistent or severe neglect of a child/young person (for example, by exposure to any kind of danger, including cold or starvation, exposure to weather conditions which could cause ill health i.e. Prolonged exposure to sun/cold which results in serious impairment of a child's/young person's health and development, including failure to thrive.

## **Domestic Abuse**

There are different types of domestic abuse including; emotional; psychological; physical and sexual abuse. Many abusers behave in ways that include more than one type of domestic abuse and the boundaries between some of these behaviours are often quite blurred. Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality. Domestic abuse can be a factor in emotional abuse for children/young people. Staff will provide support and seek professional advice when required. If staff suspect, with good reason, that domestic abuse is occurring they will report incidences to the relevant agencies. Please note that all incidents of suspected or reported abuse will be recorded and kept in a file in a locked cabinet. All records will be treated in the strictest confidence. In cases where staff are involved in personal investigations that may involve themselves being in an abusive situation or links to family being in an abusive situation the setting will provide support and review their job role if appropriate.

## **Other types of Abuse**

The following list contains other types of abuse which could be listed under one or more of the above headings. All staff are made aware of these types of abuse and that they must report any concerns to the Safeguarding officer.

Racist, disability and homophobic or transphobic abuse; Gender based violence/violence against women and girls; radicalisation and/or extremist behaviour; child sexual exploitation and trafficking; the impact of new technologies on sexual behaviour, e.g. sexting and accessing pornography; teenage relationship abuse; substance misuse; issues that may be specific to a local area or population, e.g. gang activity and youth violence; forced marriage; and any other issues not listed here but that pose a risk to children, young people and vulnerable adults.

**Procedures:-** The setting will follow the procedures set out in dealing with all suspected cases of abuse.

1. Any sign of a mark/injury to a child/young person when they arrive at the setting will be recorded on an incident sheet. The incident will be discussed with the parent/carers. Permission will be sought from the Parent/Carers if a referral or Single Assessment is required. However, consent will not be necessary if the Setting deems a child is at significant risk of harm.
2. The observed instances will be reported to the Manager and observations will be recorded.
3. The concern will be discussed with the parents/carers if it is deemed that the child is not at risk of further harm.
4. The matter will be referred to the local Children's Assessment & Safeguarding Service or to Children's Services. Such discussions will be recorded and the parents/carers will have access to such records.

## **Staff Support and Training**

The setting is committed to ensuring that it meets the responsibilities in respect of Safeguarding through the provision of support and training to staff. Therefore, the setting will ensure that:-

1. The guidelines issued in the "Safer Recruitment" and "Working Together (2015), LSCB" documents are followed and adhered to.
2. All staff and volunteers are given a copy of the Safeguarding Policy during their induction, and have its implications explained to them.
3. All Nursery staff receive training at Level 1 in Safeguarding issues every 2 years, and are staff are provided with relevant information and guidance as and when legislation is updated. Copies of the LSCB quarterly newsletters are printed off for staff to read and staff also take part in annual in-house refresher training.
4. All staff are provided with supervision and management support commensurate with their responsibilities in relation to Safeguarding and their requirement to maintain caring and safe relationships with children.

5. All staff are aware of the main indicators of child abuse and are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. They are also aware of, and will refer to the "Child Concern Model Awareness" in relation to assessing a child's risks when making referrals which is kept in the Setting's designated Safeguarding box. All students and volunteers are instructed to report the disclosure or discovery of abuse to the Manager.
7. The setting will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of all persons and uphold fair processes for staff, students and volunteers.
8. Any member of staff/ student /volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of their personal Contract. For further information please refer to our Allegations against Young People/Adults in the Setting Policy (point 10).
9. All parents/carers are welcome to talk to the Manager/Deputy Manager regarding more in depth information about Safeguarding. All aspects of abuse are covered in the Safeguarding training.
11. The Setting advocates training for staff in Domestic Violence Awareness.
12. It is the responsibility of the Setting's Manager/Deputy Manager to ensure that all staff are fully advised and are aware of their duties in respect of safeguarding children and are made aware all key changes to LSCB Guidelines.
13. Photographs and videos taken by the practitioners within the Setting will only be taken with equipment which belongs to the Setting and not with personal cameras or camera phones. Mobile phones are not to be used within the Setting unless permission is sought from a senior member of staff, permission will only be granted for valid reasons.

### **Safe Caring**

All staff understand the setting's Safeguarding Procedures and have had appropriate training and guidance in the principles of a safe caring environment. To this end the setting will ensure that:-

1. Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a child/young person. Long term volunteers will never be left unaccompanied with children if the management feel that the abilities/capabilities of the volunteer do not reflect the level of care required within the Setting. If staff are alone with a child/young person the door of the room should be kept open and another member of staff should be informed.
2. If a child/young person makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully in the Incident Record Book.
3. Staff will never carry out a personal task for children/young people which they can do for themselves. Where this is essential due to age, staff will assist a child/young person but will assess the individual situation and if deemed necessary will ensure that another practitioner is also present. Unless a child/young person has a particular need, staff should not accompany children/young people into the toilet area. Staff are aware that this and other similar activities could be misconstrued.
4. Staff will be mindful of how and where they touch children/young people, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.
5. All allegations made by a child/young person against a member of staff will be fully recorded in the incident book which will include any action taken. In the event of there being a witness to an incident, the witness should sign the records to confirm this. Any allegation will then be referred to Ofsted.

### **Dealing with Allegations**

#### **For more detailed information, please refer to our Allegations Policy.**

The setting is committed to ensuring that it meets its responsibilities in respect of Safeguarding by treating any allegation seriously and sensitively. The setting itself will not carry out any investigation into a suspected child abuse incident but, on discovering an allegation of abuse, the Safeguarding Officer will

immediately refer the case to Ofsted and an investigation will then be carried out by the Local Safeguarding Children's Board.

Further to this, the following principles will govern any suspected or reported case of abuse:-

1. Where actual or suspected abuse comes to the attention of staff, they will report this to the Manager and the Safeguarding Officer at the earliest possible opportunity.
2. Staff are encouraged and supported to trust their professional judgement and if they suspect abuse has, or is taking place, to report this.
3. Full written records of all reported incidents will be produced and maintained. Information recorded will include full details of the alleged incident; details of all parties involved; any evidence or explanations offered by interested parties; relevant dates, times and locations and any supporting information or evidence from any supporting members of staff. The setting will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.
4. The Manager/Owner (Safeguarding Officer) will be responsible for ensuring that written records are dated, signed and kept confidentially.
5. If an allegation of abuse is made against the Manager/Owner (Safeguarding Officer), Ofsted will be informed as soon as possible together with the Setting's nominated independent person, Jonathan Davey, (Manager of St Peters Children's Centre Cleethorpes) who will work alongside Ofsted and the LSCB.
6. Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality.
7. Any children/young person involved in alleged incidents will be comforted and reassured.
8. In the event of the disqualification of a Registered provider, or a person living in the same household as the Registered provider, the provider must not continue as an Early Years Provider, nor be directly concerned in the management of such provision. Where an employer becomes aware of relevant information which may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of children. In the event of disqualification of a person employed in Early Years Provision, the provider must not continue to employ that person. Any information must be provided to Ofsted as soon as reasonably practicable, and within 14 days of the date the provider became aware of any information or ought reasonably to have become aware of information if they had made sufficient enquiries.

In circumstances where a child/young person makes an allegation or a disclosure, the member of staff concerned will:

- a. Listen fully to what the child/young person has to say.
  - b. Make no observable judgement.
  - c. Ask open questions that encourage the child/young person to speak in their own words.
  - d. Ensure the child/young person is safe, comfortable and not left alone.
  - e. Make no promises that cannot be kept; such as promising not to tell anybody what they are being told.
- Staff will be made aware of the Department of Health's booklet 'What to do if you're worried a child is being abused?' (2006), and its recent guidance on 'Protecting Children from harm'.

### **Referring Allegations to Safeguarding Agencies**

If the Manager (Safeguarding Officer) has reasonable grounds for believing that a child/young person has been, or is in grave danger of being subject to abuse, the following procedures will be activated:-

1. Contact will be made, at the earliest possible opportunity, with the local Children's Services Department telephone 01472 325555
2. The Manager (Safeguarding Officer) will communicate as much information about the allegation and related incidents as is consistent with advice given by Children's Services and the Police.
3. At all times the safety, protection and interests of children/young people concerned will take precedence. The Manager and staff will work with and support parents'/carers' as far as they are legally able.

4. The setting will assist the Children's Services and the Police as far as it is able during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.
5. OFSTED will be informed of any allegations or abuse against a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visiting or outing.

#### **Prevent Abuse by Means of Good Practice**

Adults will not be left alone for long periods with individual children/young people or small groups. Adults who have not been DBS checked such as students, rotated parent volunteers will NOT be permitted to take children/young people to the toilets, be unaccompanied or be left alone with them at any time. The layout of the setting will permit constant supervision of the children/young people. Volunteers who help out in the setting on a short term/intermittent basis are not required to complete a DBS check but are supervised with the children/young people **AT ALL TIMES**.

#### **Respond Appropriately to Suspicions of Abuse**

Change in the children's/young person's behaviour/appearance will be observed and monitored. Practitioner's responsibilities do not include investigating the suspected abuse; however they will keep records of their observations. Strict confidentiality will be observed at all times and information will only be shared with members of staff involved on a need to know basis. A practitioner who suspects abuse will inform his/her senior worker who will contact the Safeguarding Officer/Manager. All staff are accountable if information is not passed on appropriately and/or within a reasonable time scale to the Manager regarding any concerns or disclosures.

#### **Keeping Records**

Whenever worrying changes are observed in a child's/young person's behaviour, physical condition or appearance, a specific and confidential record will be set up quite separate from the usual ongoing record keeping. The record will include, in addition to the name, address and age of the child/young person, timed dated observations describing objectively the child's/young person's behaviour/appearance, without comment or interpretation. Where possible the exact words spoken by the child/young person, and the date name and signature of the recorder will be recorded. Such records will be kept in separate files and will not be accessible to other staff in the setting other than the Manager or other practitioners if appropriate.

#### **Liaise with other Professional Bodies**

The setting works in accordance with the Local Authority guidelines. Confidential records kept on children/young people, about whom the setting have concerns, will be shared with Children's Services Department, if the setting feels adequate explanations for the changes in the child's/young person's condition have not been given.

If a report on a child/young person is made to the authorities, and if a child is deemed at risk, the setting will obtain advice from the LSCB as to whether the child's/young person's parents'/carers' should be informed immediately.

The setting will maintain ongoing contact with the registering authority, including names, addresses and the telephone numbers of individual Social Workers to ensure that it would be easy in an emergency for the setting and Children's Services to work together.

Records will also be kept of the local NSPCC contact or other contacts as appropriate.

#### **Information Sharing**

Information Sharing Guide (2015) Department for Education.

The Setting will ensure that the following procedures are followed:-

- i. Information will be shared 'with consent' where appropriate.
- ii. Safety and well-being of all involved are considered.
- iii. That information shared is necessary, proportionate, relevant, accurate and secure.
- iv. Any decisions and reasons for those decisions are recorded.

**Data Protection**

The Setting is registered with the Information Commissioner's Office regarding Data Protection. This is an independent authority set up to uphold information rights in the public interest. We are required to comply with all aspects of the Data Protection Act 1998.

**Supporting Families**

The setting will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the setting.

**Keeping Children Safe in Education**

Staff are required to read and familiarise themselves with **Part One** of *Keeping Children Safe in Education*. A hard copy of this document is kept in the main Policy folder at the Setting and all staff are asked to sign to confirm that they understand the contents of the document.

In the event of a concern/disclosure regarding staff or other adults we will support the adult and seek advice from the appropriate outside Agencies.

With the provision that the care and safety of the child/young person must always be paramount, the Setting will do all in its power to support and work with the child's/young person's family.

**Ofsted –helpline** -0300 123 1231 Piccadilly Gate, Store Street, Manchester M1 2WD

**Children's Assessment and Safeguarding Service** - 01472 325555 Viking House, 51 Church Street, Grimsby DN32 7DD

The Contact Details **for North East Lincolnshire Local Authority Designated Officers (LADO)** is:  
Email: [ChildrensSafeguardingandReviewingService@Nelincs.gcsx.gov.uk](mailto:ChildrensSafeguardingandReviewingService@Nelincs.gcsx.gov.uk) Tel: 01472 326118

**Setting's Safeguarding Officers are:** Helen Donlan and Tracy Rhodes

This Policy was adopted at a meeting of the Nursery/Oosc held on 10 January 2017

Signed on behalf of the Nursery/Oosc .....