

# Safeguarding Policy

## Toy Box Nursery

### Definitions of abuse

**Physical:** this involves hitting, shaking, throwing, burning, suffocating or other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.

**Sexual:** this involves forcing or enticing a child to participate in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children pornographic materials, sexual activities or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

**Emotional abuse:** this is present in virtually all child protection incidents, but can also constitute abuse in its own right. It involves persistent or severe emotional ill treatment or torture causing, or anything that causes severe adverse effects on the emotional stability of a child. Emotional abuse also deeply affects children who witness or hear domestic abuse.

**Neglect:** is the persistent failure to meet a child's basic physical need, i.e. lack of food or clothing, emotional or psychological needs, so to have a severe impact on their health, development or emotional stability.

### Safeguarding Policy

***(Throughout this policy any references to parents may also apply to an adult who has parental responsibility or local authority responsibility for a child)***

The setting is committed to ensuring all children are safeguarded, and take all complaints, allegations or suspicions seriously, including allegations made against staff members. All procedures are in line with Children's Multi-Agency and Resilience Safeguarding Board (MARS) guidelines.

All staff, students and volunteers are provided with a copy of the Safeguarding Policy and Procedures during their induction, and their supervisor will ensure they understand the procedures to be followed by discussing these with them and asking them to sign and date to say they have read and understand them. In addition, all staff receive ongoing training on safeguarding issues. Understanding of issues relating to safeguarding will also be discussed during staff supervision meetings.

All staff will have access to and be required to read '*What to do if you're worried a child is being abused – Summary*' (Department for Education). In addition, safeguarding information must be made available to parents as they may wish to make an allegation against a staff member.

## **Safeguarding Coordinator**

All concerns must be raised with the Safeguarding Coordinator, LEIGH ANNE IVES, who will follow the procedures set out by the Children's MARS board. In the absence of the first safeguarding officer the deputy safeguarding officer is JACKIE BROWN. The designated safeguarding lead or deputy will be available during opening hours for staff to discuss safeguarding concerns.

## **Training**

The designated safeguarding coordinator and deputy will undertake safeguarding training every two years and knowledge and skills will be refreshed at regular intervals, but at least annually.

Additionally, all staff, committee, students, volunteers will be given appropriate training on safeguarding at induction and this will be updated on a regular basis and at least annually for example via in-house training, emails, e-bulletins. online training and newsletters.

## **Recruitment**

Recruitment of staff is in line with the Children's MARS Standards for Safer Recruitment policy and procedures. The Children's MARS Board adheres to safe recruitment procedures, therefore ensuring that applicants are suitable to work with children. References will be sought for all staff who work directly with children or who are likely to have unsupervised access to children. All staff will be required to have a Disclosure and Barring Service check before starting work in the setting.

The setting must keep records to demonstrate to Ofsted that the checks have been done, including the reference number, date of issue and details of who carried out the check.

All staff are provided with a copy of the Safeguarding Policy and Procedures during their induction, and the Supervisor will ensure they understand the procedures to be followed. In addition, all staff receive ongoing training on safeguarding issues. All staff will have access to Working Together to Safeguard Children and be required to read '*What to do if you're worried a child is being abused – Summary*' (Department for Education).

## **Use of mobile phones and cameras**

Photographs of children are taken to update children's progress, and these photographs are shared with the child's parents. Relevant permissions are obtained from parents that specify what the photographs can be used for.

All photographs taken are printed off for these purposes and then deleted from the camera. Photographs taken for digital tracking purposes are used only on the assessment app and are shared with a child's parents only.

In line with the GDPR and Data Protection Act (2018) images will only be used for agreed purposes and no images will be stored for any longer than necessary. Cameras will be stored securely on the premises. All other electronic devices used to take images or store photos (e.g. tablet or computer) will be password protected.

No images are taken on a mobile phone or any staff member's personal device under any circumstances. No images will be transferred to any staff member's personal electronic device or computer.

Staff personal mobile phones are only allowed to be used in reception and the office at break times. Parents and visitors will only be allowed to use mobile phones with management permission. All personal mobile phones must be stored in the locker throughout the working day.

Disciplinary procedures will be taken against any member of staff who fails to comply with the above.

Visitors to the provision are not permitted to take photographs of the children in our care, unless previously agreed with the parents.

The provision is registered with the Information Commissioner's Office (ICO). Please see <http://www.ico.org.uk> for further information.

### **Online Safety**

The provider will ensure that appropriate filters and monitoring systems in place on all digital appliances to protect learners from harmful online material.

### **Contextual Safeguarding**

Contextual Safeguarding is an approach to understanding, and responding to young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse.

### **Child Sexual Exploitation (CSE)**

All staff members will be aware of how children can be exploited and will act on any concerns immediately. This also includes recognising where older children may be at risk. If a staff member has concerns, they will follow their normal safeguarding referral route or in an emergency call the police directly. It is recommended that a staff member

should receive specific awareness raising sessions on CSE and disseminate to all other staff.

### **Prevent Agenda**

All staff should be aware of the Prevent agenda and how to identify and assess the risk of children being drawn into terrorism, including extremist ideas that are part of the terrorist ideology.

Staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their professional judgement in identifying children who might be at risk of radicalisation and act accordingly. The Provision will promote fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs, which are already implicitly embedded in the 2017 Early Years Foundation Stage.

It is recommended that a staff member should receive specific awareness raising sessions on the Prevent agenda and disseminate to all other staff.

### **Female Genital Mutilation**

All staff should be aware of female genital mutilation and the risk factors for young girls. Staff should respond to any concerns immediately either through following their normal safeguarding referral route or directly to the NSPCC FGM helpline, 0800 028 3550. Information and risk factors regarding FGM should be shared with all staff.

### **Breast Flattening**

Breast ironing, also known as breast flattening, is the pounding and massaging of a pubescent girl's breasts using hard or heated objects to try to stop them developing, or to make them disappear entirely. All staff should be aware of breast flattening and the risk factors for young girls. Staff should respond to any concerns immediately either through following their normal safeguarding referral route or directly to the police or the NSPCC. Information regarding breast flattening should be shared with all staff.

### **Domestic Abuse**

Seeing, hearing or knowing of a parent being abused is traumatic for children and can have long-term damaging emotional and psychological effects. All staff should be aware of the impact of domestic abuse on children and where it is suspected that a child is at risk of harm by witnessing or hearing domestic abuse staff follow their normal safeguarding referral route or in an emergency call the police directly. Staff should also be aware of coercive control and the impact this will have on children's well-being. Information regarding domestic abuse and coercive control should be shared with all staff.

### **Peer on peer abuse**

Children are vulnerable to abuse by their peers and such abuse should be taken as seriously as abuse by adults. Providers should not dismiss abusive behaviour as normal

between young people/children (however a child's age and stage of development will be considered). Providers should be aware of any incidents of peer on peer abuse and respond to these within their normal safeguarding procedures. Information regarding peer on peer abuse should be shared with all staff.

### **Honour Based Abuse and Forced Marriage**

Providers should be aware of incidents of honour based abuse and/or forced marriage. Honour based abuse can be described as a collection of practices which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour.

Forced marriage is when someone does not consent and faces physical and/or psychological pressure to marry. Staff can respond to concerns by contacting Karma Nirvana <https://karmanirvana.org.uk/> or in case of emergency phoning 999. Information regarding honour based abuse and forced marriage should be shared with all staff.

### **Witchcraft**

Witchcraft can have different meanings and can apply in a number of contexts. Africans Unite Against Child Abuse (AFRUCA) suggests that witchcraft is 'the invocation of alleged supernatural powers to control people or events, using sorcery or magic'.

### **Referrals**

The setting must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises and of the action taken in respect of these allegations. These notifications must be made as soon as is reasonably practical, but at least within 14 days of the allegation being made (EYFS statutory framework 2017 section 3.4-3.8).

The setting must notify North Lincolnshire Council Children's Services Single Point of Contact of any concerns in relation to a child as identified by the Children's Multi-Agency Resilience and Safeguarding (MARS) Board of allegations of abuse. The setting can seek advice from the Children's Services Single Point of Contact prior to making a referral.

### **Safeguarding Children procedure**

#### **Dealing with concerns regarding children in our care.**

All staff members are responsible for the safety and well-being of the children, including protecting them from harm. If any member of staff is worried that a child may be being harmed, or if a child discloses abuse, or if a third party expresses concerns to a member of staff, they must adhere to the following procedures:

1. Ask to speak with the Safeguarding Coordinator, LEIGH ANNE IVES, in private, but if possible, be mindful of staffing ratios.
2. The Safeguarding Coordinator and the staff member discuss the concern and decide what action needs to be taken. A decision will need to be made in relation to whether it is appropriate to make a referral to the Children's Services Single Access Point. During this discussion full written details including dates and times, parties involved, any supporting information from staff or explanations from parents/carers, will be recorded.
3. If no referral is being made then a written record is to be completed and stored on the child's file. This written record should then be shared with parents/carers on collection.
4. If a referral is to be made then the Safeguarding Coordinator must ring North Lincolnshire Council Children's Services Single Point of Contact on 01724 296500 or if it is out of office hours 01724 296555. The Safeguarding Officer will be responsible for providing as much information as possible to Children's Services to aid their investigation. The referral must then be followed up in writing with 48 hours.
5. Direction as far as what to do next will be taken from Children's Services.
6. All records will be kept secure and confidential and must be signed and dated.

Wherever possible parents need to be made aware that a referral is being made to Children's Services, however in some instances this may not be appropriate. Concerns should not be discussed with parents or carers where there is concern that this may place the child at risk of further harm.

#### **In the event of disclosure from a child:**

- Listen to the child carefully
- Make no observable judgement
- Do not question the child
- Remain calm
- Do not make promises that cannot be kept, such as promising not to tell anyone
- Reassure the child that it is not their fault

All concerns need to be kept as a clear written record, observations of the facts, not opinions. If a child confides in you, record what they said, try to use the exact words. Do not begin to question the child. This is important, for any investigations that may follow. Do not put pressure on the child to respond but allow the child to talk and always take what the child says seriously.

#### **Early Help**

If there are any concerns regarding a child or family an early help assessment needs to be completed. If the provider starts the early help this needs to be logged onto the MARS website.

### **Dealing with concerns and allegations against staff members or any other person working with the children**

*This section of the Safeguarding Policy links to section 3.4 – 3.8 of the Early Years Foundation Stage Statutory Framework 2017*

The manager/safeguarding co-ordinator in this setting with responsibility in respect of allegations against staff, volunteers or students is Leigh-Anne Ives. The designated person must, where required

- Refer to the Local Authority Designated Officer (LADO)
- Gather information
- Take part in strategy meetings
- Progress and liaise jointly with the LADO

If the manager/safeguarding co-ordinator in this setting with responsibility in respect of allegations against staff, volunteers and students is not available or is the subject of such an allegation then contact Jackie Brown.

Parents should also understand the procedure to follow if they have any concerns regarding a member of staff at the setting.

The concerns may be about the behaviour/language of a:

- Member of staff, student or volunteer from the setting
- Member of staff, student or volunteer from another service/setting received or attended by the child

The behaviour/language could take a number of forms, for example;

- Seeing an adult hit a child
- Observing an adult using inappropriate restraint or language
- Witnessing the neglect of basic care needs of a child
- Inappropriate sexual comments to children OR adults in the setting
- Excessive one-to-one attention beyond the requirements of their usual role and responsibilities
- Inappropriate sharing of images

- Any other inappropriate behaviour or language

### **If you have any concerns, the procedure is as follows:**

First, do all you can to challenge the perpetrator's behaviour/language immediately without putting any child or yourself at undue risk

- Inform the perpetrator of your concerns
- Ask him/her to move to an area where there is no contact with children
- Advise him/her that you will immediately inform the safeguarding coordinator/ manager within the setting of what you have witnessed

If the perpetrator continues; take any appropriate action you can to separate any children and the perpetrator, and call for assistance.

It is essential that you stay with the child/ren until you can transfer them to the care of another responsible adult (ideally their key person).

In all cases where a concern has been raised, inform the Manager/Safeguarding coordinator or most senior person on site immediately. They will deal with the staff member in line with Children's MARS /Ofsted policies and procedures and/or disciplinary and grievance procedure (continue to ensure that ratios are met at all times).

Take notes of what you have heard or seen and what has been said - if it is not possible to take notes at the time, do so immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written. The notes should be dated and signed. The notes should cover what you saw, who said what, what action you took, and the details of date, time and location and name of child and perpetrator.

### **Allegation or Concern around quality of care and practice**

The manager/safeguarding co-ordinator should determine whether the incident is an allegation of potential or actual harm or alternatively a concern about quality and care/ practice or complaint. Guidance around this can be found in Children's MARS Managing Allegations against people who work with children policy and procedure.

If the information relates to a concern, allegation or suspicion that a member of staff, manager, owner, committee member, student, volunteer or carer 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
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children



**or where:**

- Concerns arise about the person's behaviour with regard to his/her own children
- Concerns arise about the behaviour in the private or community life of a partner, member of the family or other household member.

**You should:**

Report the matter immediately to the Manager/Safeguarding Coordinator or named deputy in his/her absence or where the Manager/Safeguarding Coordinator is the subject of the allegation.

If you are the person to whom the allegation of a staff member, student, volunteer or carer who works with children harming a child is reported you must not investigate the matter by interviewing the accused person, the child or potential witnesses, but should:

- Avoid asking leading questions
- Record the incident in writing, just recording the facts and include:
  - When the alleged incident took place (time and date)
  - Who was present
  - What was said to have happened
  - Sign and date the written record
- Contact the Local Authority Designated Officer (LADO) for advice about what to do next. Contact the LADO on 01724 298293. The LADO will then liaise with other agencies and advise the setting of next steps to be taken.
- **Ofsted must also be informed of any allegations on 0300 123 123 1 within 14 days at the latest. A registered provider who without reasonable excuse, fails to comply with this requirement commits an offence.**
- If the allegation or suspicion involves a child or young person suffering, or at risk of, significant harm, the Safeguarding Coordinator/Manager must also make a telephone referral to the Children's Services.
- Following the telephone referral, the Safeguarding Coordinator/Manager must follow up the concerns in writing to Children's Services within 24 hours.

Please also see the [Children's MARS Managing Allegations against people who work with children policy and procedure](#).

**Whistleblowing**

Staff have the right and individual responsibility to raise any matters of concern regarding colleagues associated with the provision. Managers have a responsibility to respond to any whistleblowing allegations accordingly. Additional information on whistleblowing responsibilities and procedure can be accessed via separate whistleblowing policy.

**Providers will make available to staff the following documents:**

*What to do if you are worried a child is being abused – Department for Education 2015*

*Inspecting safeguarding in early years, education and skills settings - Ofsted 2019*

*Working Together the Safeguard Children - Department for Education 2018*

*Information sharing - advice for practitioners providing safeguarding services to children, young people, parents and carers 2018*

*The Statutory Framework for the Early Years Foundation Stage - Department for Education 2017*

*The Prevent duty - Departmental advice for schools and childcare providers- Department for Education 2015*

*One Family Approach - Helping Children and Families in North Lincolnshire Document – North Lincolnshire Children’s Multi-Agency Resilience and Safeguarding (MARS) Board  
Managing Allegations against adults who work with children – North Lincolnshire Children’s Multi-Agency Resilience and Safeguarding (MARS) Board*

.....**Owner/Manager**

..... **Deputy Manager**

**Date:**

**Review Date:**