

the children's house

Safeguarding Children Policy (Child Protection)

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This policy has been formulated with the following legislation and guidance in mind:

The Protection of Children Act 1999
Children Act 2004
Every Child Matters 2004
What To Do If You Are Worried A Child Is Being Abused 2005
Working Together to Safeguard Children 2005
Working Together to Safeguard Children 2010
Working Together to Safeguard Children 2013 and 2015
North East Lincolnshire Local Safeguarding Board procedures (October 2016 - attached)
Prevent Duty Guidance March 2015 and (Revised) July 2015

Policy

The Nursery/Out of School Club has a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be taken if we have reason to believe that a child in our care is subject to either emotional, physical or sexual abuse or neglect. The Nursery has a duty to report any suspicions around abuse to the Local Authority. The Children's Act 1989 (Section 47(1)) places a duty on Local Authorities to investigate such matters. The Nursery will follow the procedures set out in the North East Lincolnshire Local Safeguarding Children Board documents and as such will use their advice on all steps taken subsequently.

Our prime responsibility is the welfare and well being of children in our care. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention.

Priorities

Senior Managers commit to the importance of safeguarding and promoting children's welfare and this will be conveyed to staff members through comprehensive induction, appraisal and CPD opportunities.

Recruitment policies have been formulated with child protection in mind; vetting includes taking up and verifying references prior to employment and Enhanced DBS disclosures prior to commencing work. Staff Inductions highlight this policy. A probationary period is also a condition of employment.

Child Protection Training will be accessed for numbers of staff beyond the statutory number. This training need is identified through appraisals and a company training plan.

Our commitment to **Multi Agency Working** is evidenced in our team undertaking a range of training to embed the importance of this issue in our culture. We will work to develop effective links with relevant

agencies and co-operates required with their enquiries regarding child protection matters including attendance and written reports at initial case conferences, core groups and child protection review conferences as necessary.

Listening to Children is a fundamental part of our culture, undertaken in ways appropriate to their age and understanding and taking into account these both in individual decisions and the establishment of services.

We commit to:

- Being familiar with and following the organisation's procedures and protocols for promoting and safeguarding the welfare of children in our area, and know who to contact in your organisation to express concerns about a child's welfare. Staff are trained to respond appropriately to significant changes in children's behaviour, deterioration in their general well-being, unexplained bruising and marks, signs of neglect and comments children make which may give rise to concern.
- Remembering that an allegation of child abuse or neglect may lead to a criminal investigation, so we will not do anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse.
- The member of staff responsible for making referrals, knows who to contact in police, health, education and social services to express concerns about a child's welfare.
- Referring any concerns about child abuse or neglect to social services or the police.
- Having an understanding of the *Framework for the Assessment of Children in Need and their Families* which underpins the processes of assessing needs, planning services and reviewing the effectiveness of service provision at all stages of work with children and families.
- When referring a child to social services considering and including any information you have on the child's developmental needs and their parents'/carers' ability to respond to these needs within the context of their wider family and environment.
- See the child as part of considering what action to take in relation to concerns about the child's welfare.
- Communicating with the child in a way that is appropriate to their age, understanding and preference. This is especially important for disabled children and for children whose preferred language is not English. The nature of this communication will also depend on the substance and seriousness of the concerns and you may require advice from social services or the police to ensure that neither the safety of the child nor any subsequent investigation is jeopardised. Where concerns arise as a result of information given by a child it is important to reassure the child but not to promise confidentiality.
- Recording full information about the child at first point of contact, including name(s), address(es), gender, date of birth, name(s) of person(s) with parental responsibility (for consent purposes) and primary carer(s), if different, and keep this information up to date.
- Recording all concerns, discussions about the child, decisions made, and the reasons for those decisions. The child's records should include an up-to-date chronology, and details of the lead worker in the relevant agency – for example, a social worker, GP, health visitor or teacher.
- Talk to managers and other professionals: always share your concerns, and discuss any differences of opinion. Following up your concerns. Always following up oral communications to other professionals in writing and ensure your message is clear.

Procedure

See attached flowcharts

Abuse

Physical Abuse

Action will be taken under this heading if the staff have reason to believe that there has been physical injury to a child including deliberate poisoning, where there is definite knowledge, or a reasonable suspicion that the injury was inflicted or knowingly not prevented.

Procedure

- a. Any sign of a mark/injury to a child when they come to Nursery will be recorded.
- b. The incident will be discussed with the parent/carer
- c. Such discussions will then be recorded and the parent/carer will have access to such records
- d. If there appears to be any queries regarding the injury the Local Authority will be notified

Sexual Abuse

Action will be taken under this heading if the staff team have witnessed occasions when the child indicated sexual activity through words, play, drawing or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.

Procedure

- a. The observed instances will be reported to the Sub-Committee
- b. The matter will be referred to the Local Authority.

Emotional Abuse

Action will be taken under this heading if the staff have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child abused by persistent or severe ill treatment or rejection.

Procedure

- a. the concern will be discussed with the parent/carer
- b. such discussion will be recorded and the parent/carer will have access to such records
- c. if there appear to be any queries regarding the circumstances, the matter will be referred to the Local Authority

Neglect

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including non-organic failure to thrive.

Procedure

- a. the concern will be discussed with the parent/carer
- b. such discussion will be recorded and the parent/carer will have access to such records
- c. if there appears to be any queries regarding the circumstances the Local Authority will be notified.

Children with special educational needs and disabilities

Our nursery/Club understands that children with special educational needs (SEND) and disabilities can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children. This can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs;
- communication barriers and difficulties in overcoming these barriers.

The Children's House nursery and Out of School Club are committed to protecting the health, safety and welfare of children with SEND.

FGM – Female Genital Mutilation

Female Genital Mutilation (FGM) is a collective term for "procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons" (World Health Organisation, 2013).

The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between 4 and 13, but in some cases it is performed on new-born infants or on young women before marriage or pregnancy.

FGM has been a criminal offence in the U.K. since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for the first time for UK nationals permanent or habitual UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal.

The rights of women and girls are enshrined by various universal and regional instruments including the Universal Declaration of Human Rights, the United Nations Convention on the Elimination of all Forms of Discrimination Against women, the Convention on the Rights of the Child, the African Charter on Human and Peoples' Rights and Protocol to the African Charter on Human and Peoples' Rights on the rights of women in Africa. All these documents highlight the right for girls and women to live free from gender discrimination, free from torture, to live in dignity and with bodily integrity.

The following are some signs that the child may be at risk of FGM

- A female child is born to a woman who has undergone FGM or whose older sibling or cousin has undergone FGM;
- The family belongs to a community in which FGM is practised; or have limited level of integration within UK community;
- The family indicate that there are strong levels of influence held by elders and/or elders are involved in bringing up female children;
- If a female family elder is present, particularly when she is visiting from a country of origin, and taking a more active / influential role in the family;
- The family makes preparations for the child to take a holiday, e.g. arranging vaccinations, planning an absence from school;
- The child talks about a 'special procedure/ceremony' that is going to take place;
- An awareness by a midwife or obstetrician that the procedure has already been carried out on a mother, prompting concern for any daughters, girls or young women in the family; • Repeated failure to attend or engage with health and welfare services or the mother of a girl is very reluctant to undergo genital examination;

- Where a girl from a practising community is withdrawn from Sex and Relationship Education they may be at risk from their parents wishing to keep them uninformed about their body and rights.

Consider whether any other indicators exist that FGM may have or has already taken place, for example:

1. The child has changed in behaviour after a prolonged absence from school;
2. The child has health problems, particularly bladder or menstrual problems;
3. The child has difficulty walking, sitting or standing and may appear to be

Children's social care will liaise with the Paediatric services where it is believed that FGM has already taken place to ensure that a Medical Assessment takes place.

It is the duty of the setting to report immediately to North East Lincolnshire Safeguarding Children Board if they believe that FGM has taken place or if a child is at risk of FGM taking place.

Child Sexual Exploitation

'Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.' ([Working Together to Safeguard Children](#) statutory guidance)

Key facts about CSE

- Sexual exploitation often starts around the age of 10 years old. Girls are usually targeted from the age of 10 and boys from the age of 8.
- It affects both girls and boys and can happen in all communities.
- Any person can be targeted but there are some particularly vulnerable groups: looked after children, children leaving care and children with disabilities.
- Victims of CSE might also be trafficked (locally, national and internationally)
- Over 70% of adults involved in prostitution were sexually exploited as children or teenagers.
- Sexual violence or abuse against children represents a major public health and social welfare problem within the UK society, affecting 16% of children under 16. That is approximately 2 million children. Good practice – Individuals
- Recognise the symptoms and distinguish them from other forms of abuse
- Treat the child/young person as a victim of abuse.
- Understand their perspective/behaviour of the child/young person and patient with them.
- Help the child/ young person to recognise that they are being exploited.
- Collate as much information as possible.
- Share information with other agencies and seek/ refer to Social Care.

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Good practice – Organisations

- Ensure robust safeguarding policies and procedures are in place which covers CSE.
- Promote and engage in effective multi-agency working to prevent abuse.

- Work to help victims move out of exploitation.
- Cooperate to enable successful investigations and prosecutions of perpetrators

Forced Marriages (FM)

FM is now a specific offence under s121 of the Anti-social behaviour, Crime and Policing Act 2014 that came into force on July 2014. A FM is a marriage conducted without the valid consent of one or both parties, and where duress is a factor. Forced marriage is when someone faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if someone is made to feel like they're bringing shame on their family). This is very different to an arranged marriage where both parties give consent. FM is illegal in England and Wales.

The Prevent Duty and British Values

What is the Prevent duty?

From 1 July 2015, all schools and childcare providers must have due regard to the need to prevent people being drawn into radicalisation and terrorism.

The government has defined extremism in the Prevent strategy as: "vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs."

Childcare and Early Years Providers subject to the Prevent duty will be expected to demonstrate activity in the following areas:

- assessing the risk of children being drawn into terrorism
- demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies.
- ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board.
- make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism
- expected to ensure children are safe from terrorist and extremist material when accessing the internet.

Promoting British Values

At The Children's House, our Montessori ethos has always embraced the main tenets of what we now collectively call 'British Values'. This includes:

Democracy: making decisions together, for example giving opportunities to develop enquiring minds in an atmosphere where questions are valued.

Rule of law: understanding rules matter as cited in Personal Social and Emotional development for example collaborating with children to create rules and codes of behaviour.

Individual liberty: freedom for all, for example reflecting on their differences and understanding we are free to have different opinions, confidence to make choices

Mutual respect and tolerance: treat others as you want to be treated, for example sharing and respecting other's opinions.

Peer on peer abuse

Our nursery and Out of School Club recognises that some children may abuse their peers and any incidents of peer on peer abuse will be managed in the same way as any other child protection concern

and will follow the same procedures. Peer on peer abuse can manifest itself in many ways. This may include bullying (including cyber bullying), on-line abuse, gender-based abuse, 'sexting' or sexually harmful behaviour. We do not tolerate any harmful behaviour in nursery/club and will take swift action to intervene where this occurs. We use activities and discussions to help children understand, in an age-appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable. Our nursery/Club understands the different gender issues that can be prevalent when dealing with peer on peer abuse. The Children's House has an Anti-Bullying policy and a Positive Behaviour management policy which can be found in the main policy file in reception.

Allegation against a member of staff

- Recognition of concern or an allegation may arise from a number of sources e.g. a report from a child or an adult within an establishment, a complaint or information arising from disciplinary investigation.
- To inform Ofsted of any allegations of serious harm or abuse by any person working on the premises within 14 days of the allegations being made.
- When a member of staff is suspicious or has received allegations of abuse by a colleague, they must report this in accordance with agency procedure.
- If that person is implicated in the allegation, the concern must be reported to the Designated/ Named Person for child protection in that agency and in either case a record of the report which is timed, dated and includes a clear name or signature must be made.
- The recipient of an allegation should not determine its validity and failure to report it in accordance with procedures should be a potential disciplinary matter.
- The Designated/Named Person will be able to advise staff and managers if the concerns constitute sufficient grounds for the initiation of child protection procedures. Social Services or Police Child Protection Unit (CPU) may be consulted for advice.
- During such consultations:

Any matter(s) that may constitute an allegation of crime must be reported to the Police.

Consideration should be given to the suspension of the person(s) against whom the allegation has been made, pending the outcome of the enquiry.

Consideration should be given to the need for protective action in relation to children in the care of the alleged perpetrator(s).

- Any member of staff who believes that allegations or suspicions, which have been reported to the line manager, are not being investigated properly has a responsibility to report it to a higher level in their agency or the Designated Lead/ Named Person for child protection.
- If, for any reason, there are difficulties with following the above procedure, our whistle blowing procedure should be considered or a referral made directly to FFAP/Social Services or the Police CPU.
- The need for consultation must not delay a referral to Social Services.

Contacts

Useful contact numbers:

Please see attached Referrals information

Referrals to Families First Access Point (FFAP)

01472 326292 option 1 or by email: FFAP@nelincs.gcsx.gov.uk

Local Social Services : 01472 516016

Grimsby Police Station : 01472 254313

Local Safeguarding Children Board : 01472 326118/01472 326570

LSCBenquiries@nelincs.gov.uk

www.safernel.co.uk

Mobile phone and social networking

We believe our staff should be completely attentive during their hours of working, to ensure all children in the setting receive good quality care and education. This is why mobile phones and social networking sites are not to be used during the working day.

We also feel that restrictions need to be placed upon staff when they access social networking sites. The setting has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the setting view the staff.

- Mobile phones are not to be turned on during your working hours.
- Mobile phones must not be used unless on a designated break and then this must be away from children.
- Mobile phones should be stored safely in staff lockers at all times during the hours of the working day. The administration office remains a vital point of contact.
- Mobile phones must not be used during school trips and excursions. The lead for the trip will carry a phone for use in the event of an emergency.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the organisation's reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the setting.
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times.
- If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.

Use of cameras in setting

At the children's house we use cameras for the purpose of photographing and recording children's achievements. We obtain written consent from parents/carers before this takes place.

The following rules have been put into place:-

- Only cameras belonging to nursery/school are to be used on site and on trips.
- All staff are responsible for the location of the camera, ensuring that it is stored safely when not in use.
- Cameras should be locked away at the end of each day.
- Images taken and stored on the camera should be uploaded within one week of them being taken.
- Photographs should then be distributed to relevant Keyworkers for use in Special Books or for use on display boards in the setting.
- Occasionally, children's images will be used in the local press – only those children with appropriate parental/guardian consent will have their images used.
- Cameras will not be taken into nappy change areas.
- Photographs will only be printed out on site. In the event that photographs need to be processed elsewhere, the Keyworker responsible will ensure safe use of memory card at all times and obtain prior consent from Managers.

E-safety and Acceptable use of the Internet

The Children's House do not routinely allow children in nursery or the Out of School Club to access the Internet during their time spent here. For example, our 3-4 year base room computer has no Internet access and there are no computer facilities in the Out of School Club. Currently, we do not have devices that can connect to the nursery Internet as this is password protected. If Out of School Club children bring tablets or devices (not phones) into Club they are unable to access the Internet and time spent using these is adult supervised and limited. Should the occasion arise, when children need to find information on the Internet then this will be done under strict supervision by an adult, on an office computer and not a child's device. All office/reception computers are password protected.

Acceptable Use of Internet Policy (Staff)

Use of the Internet by employees of the children's house is permitted and encouraged where such use supports the goals and objectives of the business,

However, the children's house has a policy for the use of the Internet whereby employees must ensure that they:-

- comply with current legislation
- use the Internet in an acceptable way
- do not create unnecessary business risk to the company by their misuse of the Internet

Unacceptable Behaviour

In particular the following is deemed unacceptable use or behaviour by employees:

- visiting Internet sites that contain obscene, hateful or pornographic material
- using the computer to perpetrate any form of fraud or software or music piracy

using the Internet to send offensive or harassing material to other users
downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
hacking into unauthorised areas
creating or transmitting defamatory material
undertaking deliberate activities that waste staff effort or networked resources
introducing any form of computer virus into the corporate network

Monitoring

The children's house accepts that the use of the Internet is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business. In addition, all of the company's Internet-related resources are provided for business purposes. Therefore, the company maintains the right to monitor the volume of Internet and network traffic, together with the Internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

Sanctions

Failure to comply with these guidelines will result in sanctions ranging from disciplinary procedures such as verbal and written warnings, through to dismissal.

Disclosure and Barring Service Checks and Independent Safeguarding Authority

The Disclosure and Barring Service achieves its purpose by providing a service called Disclosure. This is carefully regulated one-stop shop service that enables many more organisations to gain access to important criminal and other information for recruitment and licensing purposes. All staff must be subject to 'an enhanced disclosure'. If you have any questions about police checks, speak to the Directors or the HR Manager. If a child has severe medical needs a care plan, evacuation plan or ambulance procedure and nominated key staff will administer any medication.

It will be a legal requirement for individuals to register with the Independent Safeguarding Authority if they intend to work or currently work with children and/or vulnerable adults in England, Wales and Northern Ireland.

It will be a criminal offence for an employer to allow a barred person, or a person who is not yet registered with the ISA, to work for any length of time in any regulated activity. It will be a criminal offence for an employer to take on a person in a regulated activity if they fail to check that person's status.

Employers must seek consent from the potential employee before they check the register for that person's status. Any member of staff found to be barred from working with vulnerable groups must be instantly dismissed. Failure to do this may result in the employer being prosecuted.

References and useful information

Working Together to Safeguard Children, HM Government 2006

Statutory Guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 HM Government 2007

What to do if you're worried a child is being abused, HM Government 2006

Meeting the Needs of Children LSCB and CYPSP 2007

The Protection of Children Act 1999

Children Act 2004

Every Child Matters 2004

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