



Safeguarding and Promoting Children's Welfare Policy

Policy Statement:

Apple Day Nursery will work with children, parents and the community to ensure the rights and safety of children and give them the best start in life.

Apple recognises its responsibility to safeguard and promote the welfare of children within the legal framework of the Children Acts 1989 and 2004.

We are aware that many children and young people are the victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives - including domestic violence, substance misuse, bullying, child prostitution, radicalisation and ritualistic abuse. We aim to create a safe environment in which children and young people can thrive and adults can work with the security of clear guidance.

These guidelines are for the use of all staff, volunteers, students and visitors. We will make them available to the parents of the children and young people to whom we offer a service. Through them we endeavour to ensure that:

- Children and young people are listened to, valued and respected
- There is a basic awareness of the need to be alert to the signs of abuse and know what to do with concerns.
- Rigorous safer recruitment procedures will be followed. • Appropriate support and training will be provided.

Designated Child Protection Lead: Kristy Renshaw

Supporting Child Protection Officer: Sakinah Macaulay

The role of the Designated Child Protection Officer (DCPO):

The designated person will ensure they receive appropriate training every 2 years in relation to child protection and their knowledge and skills will be refreshed at least annually. Training passes on through to the rest of the staff team via internal training every 3 years and refreshers at least annually.

The designated person will give continuous support to the staff and ensure they are aware of the signs of abuse. Give guidance about to whom they should report to and act as a source of expertise with a clear understanding of the roles and responsibilities of investigating agencies.

The designated person will be responsible for co-ordinating action and liaising with other agencies. In exceptional circumstances, such as in an emergency or a genuine concern that appropriate action has not been taken, any member of staff can make a referral directly to Barnet's MASH Team.

The designated person will have a duty to make a referral to the DBS (Disclosure and Barring Service) when a person/child has been removed due to radicalisation.

The designated person will have a duty to monitor children that are subject to a child protection plan and report to the designated social worker from Barnet.

The designated person will ensure all staff read this document and familiarise themselves with their role and responsibilities to protect children.

The designated person will ensure children's records remain confidential and that staff assist them in keeping these up to date.

The designated person will ensure that referrals are made when necessary and using the correct reporting format.

The designated person will not contact the parents prior to the referral being made if they feel that they would be putting the child at risk. They must not arrange any medical examination of the child or undress the child.

The designated person will ensure staff are made aware of interlinking policies the nursery practises such as Health and Safety, Equal opportunities and Confidentiality.

The designated person will ensure staff work in partnership with parents and adopt a sensitive attitude when dealing with them and their children.

The designated person will ensure staff are offered training as and when Barnet provide it.

Safe Recruitment:

The nursery will provide a staffing ratio in line with the welfare requirements of the EYFS to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff team hold a variety of qualifications that are nationally recognised and will also have checks carried out for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Any person applying for a position at Apple day nursery will be asked to fill in a 'Staff Suitability Form' along with the application form.

New staff will be required to provide at least 2 references before employment starts. Staff will be asked to complete a new Enhanced DBS on line and the LEA will check the Dept of Health's POCALs system (Protection of Children's Act List's). Anyone who refuses to do so will NOT be employed. Any candidate with a current DBS and has subscribed to the update service, will not be required to complete a new one. This service allows individuals to keep their certificate up to date and take it from one role to another within the childcare sector. A member of staff employed without an existing DBS check will not be left unsupervised with the children until this has been completed.

There are four main types of abuse:

Sexual

Emotional

Physical and Neglect

Sexual:

The physical symptoms may include genital trauma, discharge, and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional

symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

Emotional:

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them. The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Physical:

Where there has been a physical injury to a child, including deliberate poisoning; where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face. Many children will have cuts and grazes from normal childhood injuries - these should also be logged and discussed with the nursery manager or Designated child protection officer. Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the DCPO or manager.

Neglect:

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs. Neglect may also be shown through emotional signs,

e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Children with Special Needs:

Staff understand that additional barriers can exist when recognising abuse and neglect in children with special educational needs and disabilities and that this group of children face additional safeguarding challenges.

Procedure for staff if any form of abuse is suspected or any child believed to be at risk:

All staff and parents at Apple will be made aware of our Safeguarding Policies and procedures. We acknowledge that abuse comes in a variety of forms: physical, emotional, sexual and neglect.

The setting will work within the Barnet Safeguarding Children Board Guidelines (BSCB).

We will have procedures for contacting the local authority on child protection issues, including keeping an up to date list of names, addresses and telephone numbers of professionals so that we can liaise with them effectively. The setting will notify OFSTED of any major incidents or accidents or of any changes to the setting that may affect the wellbeing of the children.

The setting will ensure all child protection concerns are acted upon immediately. If staff are concerned that a child might be at risk or is actually suffering abuse, they will tell the designated person within the setting. The designated person should be **available** at all times and will report to the manager or deputy manager.

Emergency Contacts:

In an emergency situation, contact Barnet's Children's Social Care.

If there is an allegation against a member of staff:

Local Authority Designated Officer (LADO) or Designated Officer (DO):

Any allegation that has been made against a member of staff and the LADO is being contacted, the referrer will be asked to complete a referral form and where necessary provide other supporting information. The LADO will then

complete an initial evaluation and provide advice regarding the pathway to be followed to resolve the allegation. The file will remain open until internal investigation has been completed, based on the outcomes, the LADO will make a decision on when the case is closed. The LADO can be contacted via the MASH Team on the number below.

Multi Agency Safeguarding Hub (MASH) - 0208 359 4066

Emergency Duty Team (out of hours) - 0208 359 2000

Referrals are completed online at: www.barnet.gov.uk

METROPOLITIAN POLICE

Emergencies

Tel: 999

If we are unhappy with how a referral is being dealt with, we are able to challenge this by following the link below and downloading 'interagency disagreement 2010' document: www.haringeyiscb.org/resolving

NSPCC - 0808 800 5000

NSPCC Whistle blowing helpline - 08000 280 285

Ofsted's Whistleblowing hotline - 0300 123 3155 (Mon to Fri 8am-6pm)

Email: whistleblowing@ofsted.gov.uk

Write: Royal Exchange Buildings, St Anns Square, Manchester M2 7LA

Concerns regarding staff are reported to the LADO or DO, Concerns regarding children are reported to the MASH team.

Child Sex Exploitation (CSE)

Stop it now! - 0808 1000 900

Pathways of response:

Allegation of crime: Police

Child Protection concern: Children's services

Disciplinary issue: Employer

Complaint: OFSTED

Informing Parents:

Parents are usually the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases, the investigating officer will inform the parents.

In the event that a child makes an allegation or disclosure of abuse against an adult or another child or young person, staff will:

- Listen to them and closely observe their presentation and behaviour
- Let them know that you take what they are saying seriously
- Not attempt to question or interview them
- Let them know that they will need to inform someone else in order to help them. Promises to keep secrets will not be made at any time.
- Inform the designated person immediately.
- Ensure there is a written record of the incident or event. (This will be kept in a lockable cabinet in the office).
- Ensure that in the case of serious physical injury, arrangements are made for the child to be taken to hospital.
- Sometimes staff may just feel concerned about a child but not know whether to share those concerns or not. In this situation, staff will always raise the concerns with the designated person who will decide what to do.
- The responsibility for investigating allegations of abuse, whether they result in a disclosure of a child or the concerns of an adult, liaise with the local authority, the police and the Child Abuse Investigation Team (CAIT). It is normally the responsibility of the designated person to make a referral to these agencies, but if you judge the situation to be an

emergency, you must report your concerns directly using the contact numbers available.

- Peer on peer abuse will also be considered a safeguarding issue and dealt with in accordance to the nurseries safeguarding procedures

Procedures when concerns are expressed about a member of staff:

The setting will respond to any disclosure by children, parents or staff that abuse by a staff member, student or volunteer within the setting may have taken place by recording the details of what was disclosed. Any allegation, regardless of the severity or circumstances in which it has been made will be reported. If an allegation is later retracted, the setting will still be obliged to report it. We will refer any such concern immediately to the LADO (Local Authority Designated Officer) or DO (Designated Officer) to investigate, ensuring the company's procedures are followed. This **MUST** be done within 24 hours of the allegation being made. We will also report the incident to OFSTED as soon as reasonably possible but at the latest within 14 days of the allegation being made and relay action taken, we are aware that is an offence not to do this.

All allegations that meet the following criteria must be reported to the LADO - Where it is alleged that someone has:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates they are unsuitable to work with children

Allegations can be made by children and they can be made by other concerned adults. Allegations can be made for a variety of reasons. Some of the most common are:

- Abuse has actually taken place

- Something happens to a child that reminds them of something that has happened in the past. The child is unable to recognise that the situation and people are different.
- Children can misinterpret your language or actions because they are reminded of something else.
- Some children know how powerful an allegation can be, if they are angry with you about something they can make an allegation up as a way of hitting out.
- An allegation can be a way of seeking attention.

Any allegations that meet the criteria will be reported to the designated person immediately. In cases where the allegation is made against this person, the complainant should notify a member of the management team. If the allegation also concerns them, the complainant should contact Barnet directly.

The following action will be taken regarding an allegation

- Ensure the child in question is safe and away from the alleged abuser.
- Contact LADO (Local Authority Designated Officer) within 24 hours (See contact numbers)
- Parents of the child in question may be contacted (ensuring that this will not be putting the child at risk and following guidance from the LADO)
- Irrespective of any investigation by social workers or police, depending on the circumstances of the allegation, it MAY result in the alleged abuser being suspended.
- Consider whether the person has access to children anywhere else and ensure these organisations / groups are informed.

All incidents should be investigated internally after any external investigation has finished, to review any organisational practise and put in place any additional measures to prevent a similar thing happening.

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, the setting will notify the Independent Safeguarding Authority (ISA) so that individuals that pose a threat to children can be identified and barred from working with these groups.

Looked after children (LAC):

Children become 'looked after' if they have either been taken into care by the local authority or have been accommodated by the local authority. We recognise that children who are being looked after have often experienced traumatic situations; physical, emotional, sexual abuse or neglect. A child's separation from their home signifies a disruption in their lives that has an impact on their emotional well-being. The DCPO and key person will liase with agencies, professionals and practitioners involved with the child and their family to ensure the setting has relevant information, support and guidance necessary to meet the needs of a 'looked after child'. Each individual case is unique and will be treated accordingly.

Child Protection Plans:

Parents should disclose if a child has a Child Protection Plan (CCP). If the nursery registers a child that has one, they must inform the LADO.

Female Genital Mutilation:

FGM is partial or complete removal of the external female genitalia. FGM is illegal in the UK. It is a form of child abuse and form of violence against women and girls and therefore should be dealt with as part of existing Safeguarding procedures.

Signs and symptoms and other indicators:

- Knowledge that an older sister has undergone FGM

- A family arranging a long break abroad
- Child talks about going abroad to be cut or got ready for marriage or special ceremony.
- Visual evidence

Types of Female Genital Mutilation:

- Removal of the clitoral hood
- Removal of the clitoris and partial or total removal of the labia
- Removal of the clitoris, labia and the stitching of the vagina, leaving a 12cm opening
- Piercing the clitoris, cauterisation, cutting the vagina, inserting corrosive substances, stretching of the labia

Mandatory reporting Duty:

Schools and Nurseries must report to the police cases where they discover that an act of FGM appears to have been carried out. Unless a staff member has a good reason not to, they should still discuss any such case with the designated officer.

Peer on peer abuse:

Children may display abusive behaviours towards other children. Apple day nursery 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 and will take swift action to intervene where this occurs. We use small group times 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.

Mobile Phones and smart watches:

- Staff will not be permitted to use their mobile phones or smart watches during working hours. They may access them off of the premises or in the staff during lunch breaks only.
- Mobile phones must be turned off and not accessible when in contact with children and smart watches must not be worn.
- Any staff seen using their mobile phone/smart watch or accessing them during working hours will have disciplinary action taken against them. This is inappropriate and unprofessional and is taken very seriously.
- In the event of an emergency, staff may use the settings phone with permission from management. Staff should make family members aware of the nursery contact details in case of emergency.

Under no circumstances should mobile phones or smart watches be used.

Social networking site:

- Relationships will stay professional between staff and parents, therefore it will be recommended that staff should avoid communication with parents via social networking sites i.e. Facebook. Staff using the sites between themselves will NOT discuss any incidents that have occurred at the nursery or any children attending the setting.
- Any emails sent to management via the settings email address will remain confidential and only discussed with relevant members of staff when necessary.

Digital Camera:

- Each floor will have a digital camera for taking photographs of the children. These are the only cameras that staff may use. Staff are not permitted to use their own cameras or phones to take photos under any circumstances.
- When a child joins the nursery, parents are given a form which asks for their permission to have their child photographed by staff and states that these photographs will be used for nursery displays and profiles only. Photographs will only be displayed if we have a signed permission form.
- All digital cameras are kept in each room.

- A member of management will print the photographs out and will then delete them from the camera before it is used again.
- No photographs will be stored on the computer.

Prevent Duty

The Prevent Duty Guidance came into force on 1 July 2015. It places duties on schools and registered childcare providers around keeping children safe and promoting welfare. Providers are required to 'have due regard to prevent people from being drawn into terrorism'.

In order to fulfil the Prevent Duty, the setting will ensure:

- Staff are able to identify children who may be vulnerable to radicalization and know what to do when they are identified.
- Staff assess the risk of children being drawn into terrorism and work in partnership with local partners such as the police, prevent coordinators, channel police practitioners and their LSCB to take account of local risks and respond appropriately.
- Staff are take action when they observe behaviour of concern.
- Staff focus on children's personal, social and emotional development, ensuring children learnt right from wrong, mix and share with other children, value other's views, know about similarities and differences between themselves and others, challenge negative attitudes and stereotypes.
- Staff are able to make referrals to local channel panels, channel police practitioners or the BSCB (Barnet Safeguarding Children Board), if there are concerns that an individual may be vulnerable to being drawn into terrorism or extremism.

Preventing Extremism and Radicalisation

In 2010, the Government published the Prevent Strategy. This raised more awareness of the specific need to Safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable people to hold extreme views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

At Apple we value freedom of speech and the expression of belief as fundamental rights underpinning our society's values. We encourage both children and staff to speak freely and voice their opinions.

Apple is committed to providing a secure environment for children, where they feel safe and are kept safe. The staff at our setting encourage that Safeguarding is everyone's responsibility.

What we will do:

If a member of staff has concerns that a child or family may be at risk of radicalisation or involvement in terrorism, they should speak with the designated child protection officer. We will help support children who may be vulnerable to such influences as part of our wider Safeguarding responsibilities and where we believe a child may be directly affected by extremist materials or influences we will ensure that the child is offered assistance. In addition to this, we will seek external support from the Local Authority immediately.

Apple will closely follow the locally agreed procedures set out by the Local Safeguarding Children Board (LSCB) for Safeguarding individuals vulnerable to extremism and radicalisation.

Legal Framework:

- **Children Act 1989 s47**
- **Protection of Children Act 1999**
- **Data Protection Act 1998**
- **The Children Act (Every Child Matters) 2004**
- **Safeguarding Vulnerable Groups Act 2006**
- **Counter terrorism and security Act 2015**
- **Keeping children safe in Education 2016**
- **The Sexual Offences Act 2003**
- **Working together to Safeguard children 2018**

Policy Date: August 2021	Date to be reviewed: August 2022
Name of Signatory: Kristy Renshaw	Position: Manager
Signature:	<i>Signed on behalf of Apple Day Nursery</i>



Job title: Designated Safeguarding/Child Protection co-ordinator

Purpose of post

- To support a high standard of physical, emotional, social and intellectual care for all children in the nursery and protect all children from harm and neglect
- To give support to other team members throughout the nursery in regards to child protection
- To support nursery management with all aspects of safeguarding.

Responsible to

Nursery Manager

Duties and responsibilities

Managing referrals

- To refer cases of suspected abuse to Children's Social Care without delay
- To support staff who make referrals to Children's Social Care
- To refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- To refer cases where a crime may have been committed to the Police as required.

Work with others

- Liaise with the manager/owner to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- As required, liaise with the 'case manager' and the designated officer(s) at the local authority for child protection concerns, in cases which concern a staff member
- Liaise with staff on matters of safety and safeguarding (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies
- Act as a source of support, advice and expertise for all staff.

Training

- Undergo training to ensure the knowledge and skills required to carry out the role are in place. This training should be updated at least every two years
- Undertake Prevent Duty awareness training

- Refresh knowledge and skills at regular intervals, as required, and at least annually, to ensure the nursery is up-to-date with any developments
- Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference; be able to attend and contribute to these effectively when required to do so
- Ensure each member of staff has access to, and understands, the child protection policy and procedures, especially new and part time staff
- Be alert to the specific needs of children in need and those with special educational needs
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Understand and support the nursery with regards to the requirements of the Prevent Duty, and be able to provide advice and support to staff on protecting children from the risk of radicalisation
- Be able to understand the unique risks associated with online safety and be confident that you have the relevant knowledge and up to date capability required to keep children safe whilst they are online at nursery
- Be able to recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and be confident to support SEND children to stay safe online
- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings among all staff.

Raise Awareness

- Ensure the nursery's child protection policies are known, understood and used appropriately
- Ensure the nursery's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with staff and management regarding this
- Ensure the child protection policy is available and parents are aware of the fact that referrals about suspected abuse or neglect may be made, and the role of the nursery in this
- Link with the local authority to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

Child protection file

- Keep the child protection up to date and confidential at all times
- Ensure their child protection file is transferred to the new setting as soon as possible.

Availability

- Ensure you are available to speak to staff, parents and other professionals when concerns arise
- Provide a quiet and confidential area to have these discussions.