



Child Protection and Safeguarding Children Policy and Procedure
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Date: May 2021 Review date: May 2022 Signed: C Mullin

Safeguarding Officers at Best Start Nurseries Ltd

Head Office: Claire Mullin

St Mary's: Sandra Lear / Mia Renshaw

Contact Number: 01455 554034

Hedgehog Hill: Claire Bailey

Contact Number: 01327 323012

Important Contacts for anyone with a concern:

ST MARY'S

Local Authority First Response (children's Social Care) 0116 305 0005

Police **101** (Non-Emergency line)

Police: 0116 2222222

HEDGEHOG HILL

Local Authority MASH (children's Social Care) 01604 626 938

Police **101** (Non-Emergency line)

Police: 0300 011 1222

ALL SETTINGS

Ofsted **0845 601 4771** (If concerns are regarding staff)

DfE Advice and Support about Extremism: Telephone: 02073407264

Email: counterextremism-@education.gsi.gov.uk

Forced Marriage Unit(including for advice about FGM): 02070080151

At Best Start Nurseries Ltd we all share responsibility for Safeguarding and promoting the welfare of children and young people. This policy defines



the procedures to be followed by all members of staff, volunteers and helpers at Best Start Nurseries Ltd, upon where it is alleged or suspected, or has been discovered that a child has been abused by a third party.

This policy refers to the definition of a child as being from the age of birth to 18 years of age and therefore all children, parents, students between the ages are included in this 'Safeguarding Children Policy'

Our aims at Best Start Nurseries Ltd to protect each child are:

- To ensure staff remain vigilant and are aware of the appropriate response in the event of concern regarding a child's safety.
- To ensure staff and parents/carers are aware of the procedures which must be followed to ensure children are protected.
- To ensure the safety of the children whilst in our care to prevent them from any form of abuse and harm.

Our Nursery will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect and to be safe from any abuse in whatever form.

All staff receive Safeguarding and Child Protection training at Induction and is regularly updated both in and out of house in accordance with current legislation. They also receive regular updates via email, bulletins and at staff meetings on a termly basis. This includes online safety and how to report concerns. A training record is logged to record such training and updates. To this end we will:



- Create an environment to encourage children to develop a positive self-image
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Always listen to the children.

Definitions

Safeguarding

Promoting the welfare of children has been defined as:

- ~ Protecting children from maltreatment
- ~ Preventing the impairment of children's health or development
- ~ Ensuring the children are growing up in circumstances consistent with the provision of safe and effective care

Child Protection

Refers to the activity that is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm and is an integral part of safeguarding children and promoting their overall welfare.

Significant Harm

The Children Act 1989 introduced the concept of significant harm as 'the threshold that justifies compulsory intervention in family life for the best interests of the child'.

Abuse

'Abuse can happen to any child at any age. It can happen in well-off families and in poor families, it can happen to children from any ethnic and cultural background, it can happen to children with or without



disabilities, it can be deliberate or unintentional.

Children can experience abuse at home, at school, in leisure activities in children's homes - in fact anywhere. The abuse is usually caused by someone the child knows and rarely by a stranger.

Abuse can happen because of the way adults or other children and young people behave towards a child, it can also result from adults failing to provide proper care for the children they look after.'

(Local Safeguarding Children Board, Leicester, Leicestershire & Rutland.)

Abuse is classified in the Children Act 1989 into the following four categories

Physical Abuse: The actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child.

Procedure:

- All signs of marks/injuries to a child, when they come into Nursery or occur during time at the Nursery, will be recorded as soon as they are noticed by a staff member
- The incident will be discussed with the parent at the earliest opportunity
- Such discussions will be recorded and the parent will have access to such records
- If there appear to be any queries regarding the injury, the Local Safeguarding Children's Board (LSCB) in the local authority will be notified.

Neglect: The persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold and starvation, or extreme failure to carry out important aspects of care, resulting in the



significant impairment of the child's health or development, including non-organic failure to thrive.

Sexual Abuse: The actual or likely sexual exploitation of a child or young person. This may include physical contact e.g.) rape or oral sex, or non-contact activities e.g.) watching sexual activities or encouraging a child to behave in inappropriate sexual ways.

If a child starts to talk openly to an adult about abuse they may be experiencing; the procedure stated later in this document under 'recording abuse suspicions' will be followed.

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the nursery manager
- The matter will be referred to LSCB in the local authority.

Emotional Abuse: Severe or persistent emotional ill treatment or rejection, likely to cause adverse effect on the emotional and behavioural development of a child.

Procedure:

- The concern should be discussed with the *manager/*room supervisor/*registered person
- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records



- A Common Assessment Framework (CAF) may need to be completed (*England only*)
- If there appear to be any queries regarding the circumstances, the matter will be referred to the LSCB in the local authority.

The fundamental responsibility of the Nursery is to ensure the welfare and protection of the child and that every child in our care has the right to freedom from abuse. It is therefore the policy at this setting that all staff members have an enhanced Disclosure and Barring Service (DBS) application, in respect of all people who work unsupervised directly with children. Staff members are not left unsupervised with the children until we have received their enhanced DBS and suitable references. All staff will receive appropriate training at the induction stage in abuse of a child. This training will focus upon the types of abuse, the signs and symptoms involved and the appropriate action to be taken.

With respect to sources of abuse, the Nursery recognizes the following:

The Nursery management procedure and arrangements are designed so that all possible measures are taken to ensure that abuse of a child does not occur as a result either directly or indirectly of any of the activities provided by the Nursery.

Where it is suspected that a child has suffered abuse at the hands of a third party the Nursery has a duty to report these suspicions to the Local Authority.

There is now a single number to ring for our Local Safeguarding Children's Board First Response (Children's Social Care) _ **See top of policy**

The Secure Agency electronic referral form can be found at:



www.leics.gov.uk/firstresponse. / [Contact Early Help Support or the MASH - Help and protection for children \(nctrust.co.uk\)](#)

Advice and support can also be obtained by calling the Leicestershire Children's Social Care advice line for professionals: 07966111058

Police **101** (Non-Emergency line)

Ofsted **0845 601 4771** (If concerns are regarding staff)

Safeguarding Children who have special educational needs and/ or disabilities:

Parental Procedures

If you suspect or witness anything that you believe to be abuse or unacceptable behaviour from any staff member, please inform the Safeguarding Officer(s) - Pauline, note down your observations or concerns. If you suspect the Safeguarding Officer of abuse or feel uncomfortable reporting this to a staff member then please contact Ofsted on the following number: **03001234666**

Setting Procedures

All staff need to adhere to and be aware of their behaviour relating to safeguarding and child protection (please see staff behaviour policy and Safeguarding for further details).

Recognising signs:

Being vigilant and able to recognise the signs of abuse is an essential element of safeguarding children. It is important that all practitioners are alert to any signs or behaviours which make them feel concerned. This may



include:

- ▶ Becoming excessively aggressive, withdrawn or clingy.
- ▶ Significant changes in behaviour.
- ▶ Unreasonable fear of certain places or people.
- ▶ Unexplained bruises/marks.
- ▶ Deterioration in a child's wellbeing.
- ▶ A child making comments which lead to concern.

Close observations must be recorded the discussed with the settings lead person for safeguarding children..

Recognising the signs of abuse and neglect in vulnerable children.

There are additional barriers that exist when recognizing the signs of abuse and neglect of children who have Special Educational Needs or disabilities that we as Early Years Practitioners need to be aware of and recognize.

Some of these barriers are:

- Assumptions and attitudes that some people hold about abuse and children with impairments.
- Provision of support available to children and their families.
- Impairment related factors such as dependency on carers.
- Communication barriers to seek help and support.
- Lack of holistic child focused assessments.

Disclosure:

When a child tells someone they are being abused or have been abused it is known as a **Disclosure**. If a child discloses abuse, practitioners should ensure the following occurs:

- ▶ They remain calm



- ▶ They listen properly to what the child is saying
- ▶ They reassure the child
- ▶ They record all relevant information in as much detail as possible, including; date, time, exact wording used, responses, all contextualising information and anything else which seems relevant.
- ▶ They do not interrogate or ask leading questions.
- ▶ They do not look shocked.
- ▶ As with any discussions with children, adults should ensure their responses are appropriate to the developmental level and age of the child.
- ▶ Afterwards write down the conversation using the exact words. Include the date, time, venue and any names mentioned. Then sign and print your name.
- ▶ Do not discuss with any colleagues only inform the settings lead person for safeguarding children.

Recording:

The lead person for safeguarding children should ensure any information which causes any amount of concern is recorded in the child personal folder. If a child arrives at Nursery with a bump or bruise then this should be recorded on a home accident form which should be signed by the parent/carer when they are dropped off. Any discussions or decisions made relating to safeguarding a child/children should be recorded. Parents/carers have a right to access information held by the setting about their child unless it is deemed that this may lead to an increased risk of significant harm to an adult or child.

If a Staff Member is suspected to be involved in child abuse:

Any member of staff/student/volunteer who is subject to an allegation of child abuse will be suspended while the allegation is investigated.



The procedure to follow an allegation made about a staff member is as follows:

- * Follow the steps above as regards to listen to the child and make appropriate records.
- * The Safeguarding Officer will then identify the concerns straight away.
- * Then refer to Ofsted immediately (it is an offence to not inform Ofsted within 14 days) and inform them of the allegation and the procedure you have taken.
- * Follow advice given by the DO.
- * The DO will organise a strategy meeting with all professionals to be involved and will decide on who will carry out the investigation.
- * The DO will advise on the outcome and the staffing decision.
- * The Disclosure and Barring Service (DBS) will then be informed. This service helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Disclosure and Barring Service (DBS) and Independent Safeguarding Authority (ISA)

Any referrals made, must be made to the Local Authority in which the child lives.

What to do if it is the Nursery Manager suspected of abuse or an allegation made against the Nursery Manager

If a disclosure is made about the Nursery Manager then the following steps need to be taken:



- If possible contact our Operations Manager Claire Mullin on 01455 554034.
- Follow our Whistleblowing policy and procedures. This will ensure that all concerns are handled sensitively and effectively.
- Contact Ofsted on: 08456014771.

In the event of any investigation determining that a member of staff has committed such offence then they will be dismissed immediately.

Peer on Peer Abuse:

Here at Best start Nurseries Ltd we continue to ensure that any form of abuse or harmful behaviour is dealt with immediately and consistently to reduce the extent of harm to the young person, with full consideration to impact on that individual child's emotional and mental health and well-being, purpose and aim. Children and young people may be harmful to one another in a number of ways which would be classified as peer on peer abuse. There are many forms of peer on peer abuse, such as – sexting/cyberbullying/sexual assaults. It can be from child to child or through adults to children.

Any form of peer on peer abuse will always be taken seriously and acted upon, under the appropriate policy e.g. safeguarding, bullying, not dismissed as 'banter' or 'part of growing up'.

If an employee from Best Start Nurseries Ltd is involved then the whistleblowing policy should be implemented and dealt with accordingly.

Preventative Measures:

We have various measures in place that help prevent abuse occurring



within the Nursery. We endeavor to offer whatever support we can to each child that our skills will permit.

There is a designated person who receives up to date training and information, and who all staff members can go to with any concerns.

The role of the designated person is:-

- To receive all concerns, collect records, take appropriate advice, make a referral and report to the correct agency.
- Inform Manager/ Operations Manager/Proprietor.
- To be the support for the child, staff and parents.
- To ensure policies and procedures are up to date and that all staff know of them and they are implemented.
- To keep staff training and information up to date and to inform parents of the policies and procedures.
- To ensure all staff have signed a Staff Suitability Declaration and have an individual Competency Framework Evidence Log.
- To keep the appropriate level of continuity at all times.

Confidentiality is maintained at all times and will only be shared with those on a need to know basis. This includes Ofsted. Ofsted need only be informed of an allegation if it is about a member of staff and how the Nursery is dealing with the allegation.

Some other measures we have in place are:

- ~ Organisational Action Planning - to identify the required actions to implement our Safeguarding strategy.
- ~ Competency Evidence Logs - to state the safeguarding training and learning for each staff member.
- ~ Security of the building.



- ~ Staff and Visitor Logs
- ~ Behaviour Management Policy.
- ~ Confidentiality Policy.
- ~ Staff behavior and safeguarding policy.
- ~ All staff are required to obtain an Enhanced Disclosure and Barring Service application subject to employment and are required to attend in-house and out-house training regularly to refresh and update their knowledge of Safeguarding children and steps to take. A safeguarding course must be attended every three years.
- ~ Our Safeguarding policy is subject to a strict annual renewal.

Private and Fostering Arrangements:

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. (*Close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.)

The school will follow the legal requirements of reporting as set out by LSCB.

E-Safety:

The internet is an accessible tool to children in early years settings- gaming, mobile learning apps etc... All early years settings have a duty to ensure that children are protected from potential harm both within and



beyond the learning environment. Every effort will be made to safeguard against all risks, however it is likely that we will never be able to completely eliminate them. Any incidents that do arise will be dealt with quickly and according to policy to ensure that children and staff are currently supported.

Preventing Female Genital Mutilation:

Detailed information about FGM can be found on the Northants Child Protection Procedures website: www.northamptonshire.scb.org.

FGM is a collective term for all procedures which include the partial or total mutilation of the external female genital organs for cultural or other non-therapeutic reasons.

Legislation making FGM illegal has been in place for many years. It is known that children are subjected to this procedure both in the UK and overseas.

It is not an acceptable practice and is a form of child abuse under UK law. Although it is practised in Muslim, Christian and other religious groups, none of them support the practice.

If staff feel a girl may be at risk of FGM they should speak to the Designated Safeguarding Officer or Deputy DSP.

Our aim is to act now; we get involved from the first signs of need.

Extremism and the Prevent Duty.

The Prevent Duty came in to force in July 2015, in accordance with The Counter Terrorism and security Act 2015 Best Start Nurseries Ltd strive to safeguard the children in our care by actively promoting the following:



Observing,

- Changes in family behavior.
- Changes in the children's behavior, (aggression towards others).
- Comments made by a child which may cause concern, e.g. commenting on what their familiar adults have said, talking about fighting for "the cause".
- Comments regarding faiths, beliefs and cultures.
- Any other signs that family members may be showing extremism.
- Engagement, Intent & Capability as described in the Channel: Vulnerability assessment framework, a document which is available at http://course.ncalt.com/channel_general_awareness/01/index.html

Concerns,

- If the child is NOT in immediate danger then call the non-emergency police phone number 101.
- If the child is in IMMEDIATE danger call 999.
- Advice can be sought by contacting the Department for Education dedicated helpline 020 7340 7264.
- Further advice can be sought through emailing counter.extremism@education.gsi.gov.uk
- If you are at all worried about the safety of a child you MUST follow the child protection procedure (This Policy) to safeguard the child.

Eliminating and support,

- Support children in working through disagreements with their peers over resource sharing, activity choosing and role taking.
- Role modelling desired behaviours and mannerisms.
- Talking about feelings and opinions.



- Celebrating all faiths and beliefs.
- Supporting British Values.
- Staff to complete Channel General Awareness training at http://course.ncalt.com/channel_general_awareness/01/index.html .