



Child Protection and Safeguarding Policy and Procedures

Wild at Heart Day Nursery Ltd.

January 2020

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Role / Agency	Name and Role	Contact Details
<i>Designated Nursery Safeguarding Lead and Child Protection Coordinator</i>	<i>Mrs Anna Rimmer Owner and Managing Director of Wild at Heart Day Nursery, Driffield.</i>	<i>Wild at Heart Day Nursery Ltd. Eastburn Road Driffield YO25 9LH 07845 671004</i>
<i>Deputy DSL and Child Protection Coordinator</i>	<i>Mrs Fiona Bonas Deputy Manager of Wild at Heart Day Nursery, Driffield.</i>	<i>Wild at Heart Day Nursery Ltd. Eastburn Road Driffield YO25 9LH 07834 857852</i>
<i>Early Help & Safeguarding Hub (EHaSH)</i>	<i>Child protection initial referral, support & advice: Urgent child protection concerns, Early intervention, Signposting to appropriate services, Early Help Assessment (CAF) process</i>	<i>Monday to Friday 9am – 5pm. 01482 395500 childrens.socialcare@eastriding.gcsx.gov.uk</i>
<i>EHaSH Out of Hours</i>	<i>Emergency out of hours and weekend child protection referral and advice team</i>	<i>01377 241273 emergency.duty.team@eastriding.gcsx.gov.uk</i>
<i>Local Police</i>	<i>Non-Emergency If a child is in immediate danger</i>	<i>101 999</i>
<i>Local Authority Designated Officer (LADO)</i>	<i>The LADO works for East Riding Safeguarding Children Partnership and should be contacted to report an allegation regarding a person who work of volunteers with children or young people.</i>	<i>For Agencies and Organisations Allegations phone 01482 396999</i>
<i>NSPCC</i>	<i>Help for adults concerned about a child</i>	<i>0808 800 5000</i>

Definitions

Safeguarding: *Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.*

Specifically, safeguarding means: protecting children from abuse and maltreatment, preventing harm to children's health or development, ensuring that children grow up with the provision of safe and effective care and taking action to enable all children and young people to have the best possible outcomes

Child Protection: *Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.*

(Definitions taken from the HM Government document 'Working together to safeguard children' 2018).

Policy Intention

Wild at Heart believes that a child or young person should never experience abuse of any kind and takes responsibility for promoting welfare and safety across our organisational activities and operations. We understand our duty to keep children and young people safe in all aspects of our practice and are committed to promoting a safeguarding culture which protects everyone.

Wild at Heart Day Nursery aims to:

- ⌘ Keep the child at the centre of all we do;*
- ⌘ Actively promote and safeguard the welfare of children, staff and others who come into contact with the nursery;*
- ⌘ Have clear procedures in place for dealing with and referring concerns the welfare of any individual and/or allegations of abuse;*
- ⌘ Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities;*
- ⌘ Raise the awareness of all staff of their safeguarding responsibilities and how to report concerns;*
- ⌘ Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children;*
- ⌘ Ensure staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and others and feel supported in this role;*

- ⌘ *Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the East Riding of Yorkshire Council;*
- ⌘ *Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest;*
- ⌘ *Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur;*
- ⌘ *Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the East Riding of Yorkshire Council and;*
- ⌘ *Create a culture of safety, equality and protection.*

This policy is published on the nursery website and is available in hard copy on request. A copy of the policy is available for inspection at the nursery during the day. It can be made available in large print or another accessible format if required.

What is child abuse?

A person may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Staff at Wild at Heart recognise that child abuse can and does happen in all types of families. The different social and cultural backgrounds of the children do not constitute barriers to child abuse and in most cases, children are abused by individuals known to them, rather than strangers.

Child abuse can take many formations, but all instances can be broadly categorised under one of four headings; neglect, physical abuse, sexual abuse and emotional abuse. The following identifies some possible manifestations of child abuse; however, these lists are not exhaustive.

Neglect – *is the persistent failure to meet basic physical and psychological needs, which may result in the serious impairment of the child's health and development. For example, poor hygiene, untreated medical problems, emaciation or under nourishment. Staff may notice behavioural signs such as a child who always seems to be hungry, is constantly tired or talks of being left alone.*

Procedure: *The concerns should be discussed with a senior member of staff who will then talk to the parent / carer. Such discussions will be recorded, and the parent / carer will have access to such records. If there appears to be any queries regarding the circumstances the Early Help and Safeguarding Hub will be notified.*

Physical Abuse – physical signs may involve unexplained bruising in unlikely areas, facial bruising, hand / finger marks, bite marks, burns, lacerations or abrasions. Staff may notice certain behavioural signs that also indicate physical abuse such as a child that shy's away from physical contact, is withdrawn or aggressive towards others or their behaviour changed suddenly. Children and babies may be abused physically through shaking or throwing.

Female Genital Mutilation - This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England. This procedure may be carried out shortly after birth and during childhood as well as adolescence and varies widely according to the community. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections as well as physiological concerns. If there appears to be any queries regarding the circumstances the Early Help and Safeguarding Hub will be notified in the same way as other types of physical abuse. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed in our setting.

Breast Ironing - Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage. Although this is unlikely to happen to children in the nursery due to their age, we will ensure any signs of this in young adults or older children are followed up using the usual safeguarding referral process.

Fabricated Illness - This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Procedure: All signs of marks / injuries to a child when they come into nursery will be recorded as soon as noticed by a staff member. A senior member of staff will discuss the incident with the parent / carer at the earliest opportunity. Such discussion will be recorded, and a signature obtained from the parent / carer who will have access to such records. If there appears to be any queries regarding the injury to the child, the Early Help and Safeguarding Hub should be informed immediately. Many children will have cuts and grazes from normal childhood injuries; these should also be logged and discussed with the nursery manager or room leader.

Sexual Abuse – *Physical signs may include bruising consistent with being held firmly, discomfort in walking / sitting, pain or itching in the genital area, discharge or blood on underwear or loss of appetite. Behavioural signs may include drawings or play showing indicators of sexual activity, sexually explicit language, knowledge of adult sexual behaviour, seductive behaviour towards others, poor self-esteem and a child who is withdrawn.*

Procedure: 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 the Early Help and Safeguarding Hub immediately.

Emotional Abuse – *physical signs of emotional abuse may include a general failure to thrive, not meeting expected developmental milestones. Behaviourally a child may be attention seeking, tells lies, have an inability to have fun, low self-esteem, speech disorders and be inappropriately affectionate towards others.*

Procedure: The concerns should be discussed with the parent/carer by the nursery manager. Such discussions will be recorded, and the parent/carer will have access to such records. If there appears to be any queries regarding the circumstances, the Early Help and Safeguarding Hub will be notified.

Child sexual exploitation (CSE) – *Working Together to Safeguard Children defines CSE as “...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. exploitation does not always involve physical contact; it can also occur through the use of technology.”*

Procedure: We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns, we will follow the same procedures as for other concerns and we will record and refer as appropriate.

County Lines – *‘County Lines’ is a term used when drug gangs from big cities expand their operations into smaller towns, often exploiting children and vulnerable people to sell drugs. People exploited in this way will quite often be exposed to physical, mental and sexual use and in some instances will be trafficked to areas a long way from home as part of the networks drug dealing business.*

Procedure: We will be aware of the possibility of County Lines and the signs and symptoms this may manifest as. If we have concerns, we will follow the same procedures as for other concerns and we will record and refer as appropriate.

However, when identifying any potential instances of abuse, staff must always be aware that children may demonstrate individual or combinations of the indicators detailed but may not be the subject of abuse. Individual or isolated incidents do not necessarily indicate abuse. However, staff should always remain vigilant and must not ignore warnings signs and contact East Riding's Early Help and Safeguarding Hub (EHaSH) at any stage for support.

Adult sexual exploitation

As part of our safeguarding procedures we will also ensure that staff and students are safeguarded from sexual exploitation.

Reporting procedures

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding lead (DSL) as soon as possible.

- ⌘ Staff will report their concerns to the DSL (in the absence of the DSL they will be reported to the Deputy DSL);*
- ⌘ Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely;*
- ⌘ If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded, and the parent will have access to these records on request and;*
- ⌘ If there are queries/concerns regarding the injury/information given, then the following procedures will take place...*

The designated safeguarding lead will:

- ⌘ Contact the East Riding Early Help and Safeguarding Hub (EHash) to report concerns and seek advice. If it is believed a child is in immediate danger, we will contact the police. If the safeguarding concern relates to an allegation against an adult working or volunteering with children, then the DSL will follow the reporting allegations procedure (see below).*
- ⌘ Record the information and action taken relating to the concern raised;*
- ⌘ Speak to the parents (unless advised not to do so by East Riding Early Help and Safeguarding Hub)*
- ⌘ The designated safeguarding lead will follow up with the EHaSH if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2018). We will never assume that action has been taken.*

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSL or deputy DSL they should call the East Riding Early Help and Safeguarding Hub (EHaSH) or the NSPCC and report their concerns anonymously. These contact numbers are displayed on page 2 of this policy document.

Recording suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or designated safeguarding lead (DSL). This record should include:

- Child's name*
- Child's address*
- Age of the child and date of birth*
- Date and time of the observation or the disclosure*
- Exact words spoken by the child*
- Exact position and type of any injuries or marks seen*
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time*
- Any discussion held with the parent(s) (where deemed appropriate).*

These records should be signed by the person reporting this and the DSL, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and Ofsted. Staff involved may be asked to supply details of any information they have of concerns with regards to a child. The nursery expects all members of staff to co-operate with the Early Help and Safeguarding Hub, local police and OFSTED in any way necessary to ensure the safety of the children.

All members of staff must know the procedures for recording information. Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

Informing parents

Parents are normally 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 authority children's social care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority.

Support to Families

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the local authority with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

Allegations against adults working or volunteering with children

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises, regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below:

The allegation should be reported to the Nursery manager. If this person is the subject of the allegation, then this should be reported to the deputy manager instead. The Local Authority Designated Officer (LADO) and Ofsted will then be informed immediately for this to be investigated by the appropriate bodies promptly.

•The LADO will be informed immediately for advice and guidance;

•If as an individual you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly;

- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted) to determine how this will be handled;*
- The nursery will follow all instructions from the LADO and Ofsted and ask all staff members to do the same and co-operate where required;*
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice;*
- The nursery reserves the right to suspend any member of staff during an investigation;*
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities;*
- Unfounded allegations will result in all rights being reinstated;*
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police;*
- Founded allegations will be dealt with as gross misconduct in accordance with our disciplinary procedures and may result in the termination of employment, Ofsted will be notified immediately of this decision;*
- The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated;*
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation;*
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry and;*
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.*

Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day, so the nursery management are able to account for a child's absence.

If a child has not arrived at nursery within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are

not contactable then the further emergency contacts will be used to ensure all parties are safe.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safeguarded.

This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

Looked after children

As part of our safeguarding practice we will ensure our staff are aware of how to keep looked after children safe. In order to do this, we ask that we are informed of:

•The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order);

•Contact arrangements for the biological parents (or those with parental responsibility);

•The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her;

•The details of the child's social worker and any other support agencies involved and;

•Any child protection plan or care plan in place for the child in question.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children.

All staff will attend child protection training or complete online E-Learning courses and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), the East Riding Early Help and Safeguarding Hub (EHaSH) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the

Designated Safeguarding Leads (DSL), there is always at least one designated person on duty during all opening hours of the setting. These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The nursery DSL's liaise with the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

Designated Safeguarding Leads

Although, under the EYFS, we are only required to have one designated lead for safeguarding, for best practice and to ensure cover at all times, we have two designated leads in place. This always enables safeguarding to stay high on our priorities. There will always be at least one designated lead on duty at all times our provision is open. This will ensure that prompt action can be taken if concerns are raised.

The Designated Safeguarding Leads (DSL) at the nursery are Anna Rimmer (Wild at Heart manager) and Fiona Bonas (Wild at Heart deputy manager)

As designated safeguarding leads, we will ensure:

- ⌘ We provide adequate and appropriate staffing resources to meet the needs of all children;*
- ⌘ Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information;*
- ⌘ We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as child protection plans for their own children;*
- ⌘ This information is also stated within every member of staff's contract;*
- ⌘ We request DBS checks on an annual basis or we use the DBS update service (with staff consent) to re-check staff's criminal history and suitability to work with children;*
- ⌘ We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so;*

- ☞ We ensure we receive at least two written references BEFORE a new member of staff commences employment with us;*
- ☞ All students will have enhanced DBS checks conducted on them before their placement starts;*
- ☞ Volunteers, including students, do not work unsupervised;*
- ☞ We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern;*
- ☞ We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children;*
- ☞ All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use;*
- ☞ As a staff team we will be fully aware of how to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones or strangers lingering. We will ensure the children remain safe at all times;*
- ☞ The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management, so we are able to support the individual staff member and ensure the safety and care of the children is not compromised;*
- ☞ All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner;*
- ☞ Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately;*
- ☞ All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support;*
- ☞ We use peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly highlighted. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff can share*

any concerns they may have. Any concerns are raised with the designated lead and dealt with in an appropriate and timely manner and;

⌘ The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

Legal Framework

This policy is based on but is not limited to, the law and guidance detailed below. These laws and guidance seek to protect children and dictate how to best keep them safe and healthy.

- ⌘ Children Act 1989
- ⌘ United Nations Convention on the Rights of the Child 1991
- ⌘ Human Rights Act 1988
- ⌘ Sexual Offences Act 1988 ⌘ Data Protection Act 1998
- ⌘ General Data Protection Act (2016/679)
- ⌘ Children Act 2004 (incorporating Every Child Matters 2003)
- ⌘ Safeguarding Vulnerable Groups Act 2006
- ⌘ Equality Act 2010 ⌘ Protection of Freedoms Act 2012
- ⌘ Children and Families Act 2014
- ⌘ Special Educational Needs and Disability Code of Practice 2015
- ⌘ Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- ⌘ Working Together to Safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015
- ⌘ Information Sharing Advice for Safeguarding Practitioners; HM Government 2015
- ⌘ The Prevent Duty Guidance 2015
- ⌘ Female Genital Mutilation Act as amended by the Serious Crime Act 2015
- ⌘ Defining child vulnerability: Definitions, frameworks and groups Technical Paper 2 in Children's Commissioner project on vulnerable children 2017
- ⌘ Keeping Children Safe in Education; 2016
- ⌘ Early Years Foundation Stage 2017; Department for Education
- ⌘ Early Years Inspection Handbook 2017; Ofsted

Additional Information

As safeguarding children requires such a broad approach, it is impossible to address all elements within one policy and therefore we suggest this policy is read in conjunction with the following Wild at Heart Policies and Procedures: -

- ⌘ SEND policy*
- ⌘ First Aid Policy*
- ⌘ Whistleblowing Policy*
- ⌘ Equality of Opportunity policy*
- ⌘ Online Safety Policy*
- ⌘ HR policies relating to suitable recruitment & codes of conduct*
- ⌘ Human Trafficking and Slavery Policy*
- ⌘ Anti-bullying policy*
- ⌘ Complaints policy*
- ⌘ Speak Up policy*
- ⌘ Data Protection policy*
- ⌘ Prevent Duty and Radicalisation Policy*

We are committed to reviewing our policy and procedure annually or immediately in the event of changes to law, guidance or good practice.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>6th January 2020</i>	<i>Anna Rimmer</i>	<i>September 2020</i>