

## Safeguarding Children, Young People and Vulnerable Adults

### Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

This procedure also links to:

- Procedure to follow if an allegation of abuse is made against a member of Fennies Nurseries
- Notifications to Ofsted procedure
- Fennies managing investigations toolkit
- Fennies disciplinary policy
- Making a complaint procedure
- Pre-existing injuries procedure
- Whistleblowing procedure
- Domestic abuse procedure
- Online safety, mobile phones, cameras and Smart Watches policy
- Attendance policy (children)

### Contact telephone numbers:

- Fennies Strategic Designated Lead (Shanti Flynn: 07894488829
- Local authority children's social care team *[insert number]*
- Local authority Designated Officer (LADO) *[insert number]*
- Local Authority referral team *[insert number]*
- Local Authority Out of Hours Team *[insert number]*
- NSPCC 0808 800 5000
- Ofsted 0300 123 1231
- Emergency police 999
- Non-emergency police 101
- Government helpline for extremism concerns 020 7340 7264

### What is 'Safeguarding'?

Working Together to Safeguard Children (2018) states that safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;

- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

It also reminds us that safeguarding “is everyone’s responsibility” (2018 p.11). Everyone who comes into contact with children and families has a role to play. Everyone should consider wider environmental factors in a child’s life that may be a threat to their safety and/or welfare.

The setting acknowledges that this policy will incorporate a range of specific safeguarding issues including (but not limited to):

<ul style="list-style-type: none"> <li>• Bullying (including cyberbullying)</li> <li>• Children and the court system</li> <li>• Children Missing Education (CME)</li> <li>• Children with family members in prison</li> <li>• Child missing from home or care</li> <li>• Child Sexual Exploitation (CSE)</li> <li>• Child criminal exploitation (County Lines)</li> <li>• Domestic Abuse</li> <li>• Homelessness</li> <li>• Drugs and alcohol misuse</li> <li>• Fabricated or induced illness</li> <li>• Faith abuse</li> <li>• Female Genital Mutilation (FGM)</li> <li>• Forced marriage</li> <li>• Gangs and youth violence</li> </ul>	<ul style="list-style-type: none"> <li>• Gender based abuse and violence against women and girls</li> <li>• Hate</li> <li>• Honour based abuse</li> <li>• Mental health</li> <li>• Missing children and adults</li> <li>• Online safety</li> <li>• Peer on Peer Abuse</li> <li>• Prevent duty (radicalisation and extremism)</li> <li>• Private fostering</li> <li>• Relationship abuse</li> <li>• Sexual violence and sexual harassment between children</li> <li>• Human trafficking and modern slavery</li> <li>• Youth produced sexual imagery or “Sexting”</li> </ul>
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### Local Safeguarding Partners

In 2019 Local Safeguarding Children Boards (LSCB) will be replaced by “safeguarding partners”. For the purpose of this policy we have used the term ‘Local Safeguarding Partner’ to cover both board and partnership arrangements in each of the local authorities that our nurseries are based in.

Three safeguarding partners (local authorities, police, and clinical commissioning groups) must make arrangements to work together with relevant agencies (as they consider appropriate) to safeguard and protect the welfare of children in the area. The 3 safeguarding partners should:

- agree on ways to coordinate their safeguarding services; act as a strategic leadership group in supporting and engaging others;

- and implement local and national learning including from serious child safeguarding incidents.

The three safeguarding partners must set out how they will work together and with any relevant agencies. All 3 safeguarding partners have equal and joint responsibility for local safeguarding arrangements.

## Procedures

We carry out the following procedures to ensure we meet the statutory requirements of the Early Years Foundation Stage 2017 and other statutory guidance, which incorporates responding to child protection concerns.

### Key commitment 1

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.

Fennies has a Strategic Safeguarding Lead (Stacey Bailey, Regional Quality Manager) who is responsible for the development and implementation of policies, procedures and practice which create a culture of safety.

Fennies staff, students and volunteers may raise concerns about any aspect of the nursery's practice, (which do not meet the criteria for being dealt with as a complaint, grievance or allegation), to the Strategic Safeguarding Lead in confidence and without fear of reprisals, to ensure that the nursery continues to work within best practice and safeguard children and young people for further information please see the Whistleblowing procedure

- Our Designated Safeguarding Lead (DSL) who co-ordinates child protection issues is, and is always available: xxxxxxxxxxxxxxxx
- When the setting is open but the designated person is not on site, a suitably trained deputy is available at all times for staff to discuss safeguarding concerns.
- Our two deputy DSL's are:
  - xxxxxxxxxxxx
  - xxxxxxxxxxxx
- Our DSLs have an additional job description, so that they are clear about the responsibilities of their roles.
- The DSL and the suitably trained deputy ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
- The DSL (and the person who deputises for them) understands LOCAL SAFEGUARDING CHILDREN PARTNERSHIP safeguarding procedures, attends relevant LOCAL SAFEGUARDING CHILDREN PARTNERSHIP training at least every two years and refreshes their knowledge of safeguarding at least annually.
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.

- All staff understand that safeguarding is their responsibility, this include notifying the DSL of any concerns as soon as possible. Informaiton regarding safeguarding is printed on the back of their lanyards.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and the signs and symptoms of abuse and neglect, and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children’s social work team or the NSPCC. They receive updates on safeguarding at least annually.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understand the principles of early help (as defined in Working Together to Safeguard Children, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand the thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the local safeguarding children partnership.
- All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
- We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
- We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
- We will be transparent about how we lawfully process data.
- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistleblowing and dignity at work.
- Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that

no disqualified person or unsuitable person works at the setting or has access to the children.

- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
- Volunteers must:
  - be aged 17 or over;
  - be considered competent and responsible;
  - receive a robust induction and regular supervisory meetings;
  - be familiar with all the settings policies and procedures;
  - be fully checked for suitability if they are to have unsupervised access to the children at any time.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
  - the criminal records disclosure reference number;
  - certificate of good conduct or equivalent where a UK DBS check is not appropriate;
  - the date the disclosure was obtained; and
  - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- From 31 August 2018, staff and volunteers in childcare settings that are not based on domestic premises are **not** required to notify their line manager if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children. For childminders and childcare provided from domestic settings they will be required to notify if anyone in their household has any relevant convictions, court orders or reprimands or had registration refused or cancelled in relation to childcare provision or have had certain Orders made in relation to the care of their children in accordance with the Childcare Disqualification and Childcare Regulations 2018, and Disqualification under the Childcare Act guidance effective from 31 August 2018.
- Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.
- In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour [outlined in the employee handbook].
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events

organised by us. Parents sign a consent form and have access to records holding visual images of their child. Staff do not use personal cameras or filming equipment to record images.

- Personal mobile phones are not used where children are present. (Please see the Online safety, mobile phones, cameras and Smart Watches policy for further details)
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- Any personal information is held securely and in line with data protection requirements and guidance from the ICO.
- The Designated Safeguarding Lead (DSL) in the setting has responsibility for ensuring that there is an adequate e-safety policy in place.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The deputy DSL will support the Designated Safeguarding Lead (DSL) to undertake their role adequately and offer advice, guidance, supervision and support.
- The Designated Safeguarding Lead (DSL) will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to the children's social worker services, or where appropriate the LADO, Ofsted or Riddor.

### **Key commitment 2**

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2018) and the Care Act 2014.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
  - significant changes in their behaviour;
  - deterioration in their general well-being;
  - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
  - changes in their appearance, their behaviour, or their play;
  - unexplained bruising, marks or signs of possible abuse or neglect;

- bruising in infants who are not independently mobile (please note that all incidents of bruising in infants who are not independently mobile must be referred to children's services / SPA (Surrey) / MASH).
- and, any reason to suspect neglect or abuse outside the setting.
- We understand how to identify children who may be in need of early help, how to access services for them
- We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local authority children's social work services
- We understand that we should refer any child who may be at risk of significant harm to local authority children's social work services.
- We understand that some children may reside in a different local authority area to the nursery, and that The Children Act 1989 sets the responsibility for safeguarding and promoting the welfare of such children lies (Section 17 and Section 47) within the local authority in which the child is to be "found", i.e. where they are at the time that a concern may arise, which will normally be where they are living.
- We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care department.
- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; breast ironing, (also known as breast flattening), Female Genital Mutilation and radicalisation; that may affect, or may have affected, children and young people using our provision.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and local safeguarding children partnership procedures on responding to radicalisation.
- The designated person completes online Channel training, online Prevent training and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers and health workers to report cases of Female Genital Mutilation to the police and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- If we become concerned that a child may be a victim of modern slavery or human trafficking, we will refer to the National Referral Mechanism, as soon as possible and