

Felixstowe Nursery School

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Safeguarding children, young people and vulnerable adults

(Including managing allegations of abuse against a member of staff)

Statement: -

Our setting will work with children, parents and the community to ensure and maintain the rights and safety of children, young people and vulnerable young people. We aim to provide them with a safe, caring, secure and supportive environment with high standards of care. Safeguarding children, young people and vulnerable adults from harm is a shared responsibility by everyone within the setting. Whilst we are aware we must safeguard children we do not stifle them or take away opportunities to try out new experiences and challenges, balancing the risk and safety of the environment this is achieved by carrying out and managing a risk assessment. Our safeguarding policy is based on three commitments.

Safeguarding children, young people and vulnerable adults

All staff remain alert to any signs that during the current COVID-19 outbreak a child in their care is suffering from or likely to be suffering from harm. This includes signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus.

Procedures: -

We carry out these procedures to ensure we meet the three commitments to safeguard the children in our setting, which incorporates responding to child protection concerns.

Commitment One: -

Our setting is committed to building a 'culture of safety' in which we protect the children, young people and vulnerable adults from abuse and harm by the service we provide.

Staff, parents and volunteers: -

- Our designated person who co-ordinates child, young person or adult protection and prevent duty issues is

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- 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.

- The deputy person is.....

- Our designated officer who oversees the work of the designated person and who will cover the role if the designated person is absent is

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- The designated person, the suitably trained deputy and the designated officer ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
 - The designated person (and the person who deputises for them) understands LSP safeguarding procedures, attends relevant LSP training at least every two years and refreshes their knowledge of safeguarding at least annually.)
 - All staff are trained to understand policies safeguarding policies and procedures during their induction period, parents and volunteers are made aware of the settings safeguarding policies and procedures also. They are always available to read and refer back to. They are updated annually or sooner if circumstances change.
 - All staff understand that safeguarding is their responsibility
 - Key person- The key person system we operate ensures each child can form strong relationships with a person they can approach with their worries and can be sure their concerns will be treated seriously and with respect.
 - All staff have an up-to-date knowledge of safeguarding issues and are alert to potential indicators and signs 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 care 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 LSP or safeguarding partners in areas where the safeguarding partners have replaced the LSP.
 - 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.
- We ensure adequate and appropriate staffing resources to meet the needs of the children.
- Staff are aware of their legal duties including those arising from the Prevent Duty. This sets out the need for 'British Values' to help everyone live in safe and welcoming community where they can feel they belong.
- Staff provide a range of cultural opportunities which promote the fundamental British values of tolerance, respect, understanding and empathy for each other.
- Staff take account of the latest advice and guidance to help address specific vulnerabilities and forms of exploitation e.g. Child sexual exploitation, radicalisation & extremism, forced marriage
- Staff/volunteers are never left unsupervised or on their own with a child.
- Candidates are required to have carried out an 'enhanced disclosure' check with the Disclosure and Barring Service prior to starting at the setting and prior to their position being confirmed.
- All prospective applicants are informed that posts are exempt from the Rehabilitation of Offenders Act 1974.
- If an applicant has been rejected due to a disclosure they are informed as they have the right to know and challenge any incorrect information.
- We abide by Ofsted requirements in respect of references and Disclosure and Barring Service (DBS) checks for staff and volunteers to ensure no unsuitable person works at the setting or has access to the children.
- We record information about staff qualifications, the identity checks and vetting processes that have been completed including;
 - the Disclosure and Barring Service reference number;
 - certificate of good conduct or equivalent where a UK DBS check is not appropriate;
 - the date the disclosure was obtained
 - the details of who obtained it
- We inform all staff 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.

- All staff and volunteers are required to notify us if anyone in their household 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.
- We have strict procedures about only allowing authorised persons into the setting.
- All visitors and their details are recorded coming into the setting.
- We have strict admittance procedures to the setting and only allow authorised persons access into the setting. Visitors do not have unsupervised access to the children.
- We use a password system to ensure children are only collected by authorised persons and for added security. The parent informs a member of staff who is collecting their child either by verbal or written instruction and tells us their personal password, the person collecting the child will be asked their identity and password before staff will allow the child to leave with them. If staff are not provided with these details the parent will be contacted and the child will remain in setting until staff are confident, they are safe to leave in line with the settings policies and procedures.
- Staff receive training in safeguarding to ensure they are knowledgeable in their role and are confident with all aspects of safeguarding. Training throughout the team is staggered so information is always current and updated. Staff always maintain professional boundaries. Staff also keep updated using www.suffolk.gov.uk/care-and-support/safeguarding/ and www.suffolkscb.org.uk/ and www.education.gov.uk and www.suffolk.gov.uk/caf websites
- 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.
- Risk assessment ensures we are alert to those more vulnerable and at potential risks in the community.
- Personal belongings such as mobile phones and cameras are kept in the locked tin in the kitchen area away from the children. Only the setting phone is used around the children.
- A digital camera is used in setting and parents provide signed consent for staff to use these in their child's learning journey and within the setting.
- We ensure that children are not photographed or filmed on video for any purpose than to record their development or their participation in events organised by the nursery. Always see Use of mobile phones and camera policy for the settings procedures to ensure safety. Parents sign a consent form and have access to records holding visual images of their child. Any images of children are held securely and in a locked filing cabinet when not in use. Staff do not use personal cameras or filming equipment to record images.
- Personal mobile phones are not used where children are present.
- Staff and students of the setting are aware that confidentiality of the children, their families, other staff members and the setting as a whole is maintained when using such social networking internet sites i.e. Face book, no aspects involving or relating to the setting are discussed on such sites.
- Staff are aware of the potential risks through social media and the internet and will act on any concerns identified.
- Staff are aware that the internet can pose risks to children and young people such as Cyber bullying, Sexting, Grooming and Under-developed social skills
- Suffolk has an e-safer strategy to raise awareness of e-safety issues and to help people to use the internet safely <https://youtu.be/i4GKXsAOYZE>
- We advise parents and staff about E-safety website <https://thinkuknow.co.uk> internet safety

- Any personal information is held securely and in line with data protection requirements and guidance from the ICO.
- The designated person in the setting has responsibility for ensuring that there is an adequate online e-safety policy in place.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- The designated person 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 care, or where appropriate, the LADO, Ofsted or RIDDOR

Commitment Two.

Our setting is committed to responding promptly and appropriately to all incidents or concerns regarding safeguarding that may occur. We will work with the statutory agencies in accordance with the procedures set out in 'What to do if you're worried a child is being abused' (HMG 2015) and have full access to Government's statutory guidance 'Working together to Safeguard Children (2015) and the Care Act 2014.

Types of abuse/symptoms

Physical abuse- Occurs where a child has been subject to some form of assault, such as hitting, shaking, biting burning, squeezing, throwing or poisoning. This can result in bruising, lacerations, burns and fractures.

Sexual abuse-Forcing or enticing a child to take part in sexual activities this can include penetrative or non-penetrative acts such as witnessing acts or pornographic photography. Sexual abuse can result in displaying inappropriate behaviour, infections, swelling, discomfort and bruising of genital areas. Sexual abuse does not necessarily involve high levels of violence, the child does not have to be aware of it happening, grooming child in preparation for abuse including via the internet.

Emotional abuse-Is the persistent pattern of emotional cruelty and treatment of a child. Constant taunting, rejection, verbal abuse and inappropriate expectations leading to feelings of worthlessness, inadequacy, social isolation, fright, behavioural problems and underachievement. Not giving children opportunity to express views, deliberately silencing them or making fun of them, what they say or how they communicate.

Neglect-A persistent failure to meet a child basic physical or psychological needs such as food, warmth, inappropriate clothing, failing to access appropriate medical care and attention, deprivation of love and emotional support leading to serious impairment of health and well-being.

Bullying- Deliberate hurtful behaviour, usually repeated over time by physical, verbal or emotional actions causing distress, physical harm, fright, behavioural problems, become withdrawn and can cause damage to health and development.

Domestic violence- Exposure to domestic violence can have serious impacts on child's development and well-being, a form of emotional and psychological abuse having to witness physical and emotional events/assaults. Dangers increased if drugs or alcohol associated with violence. The child can be seen as a child in need

Radicalisation- Exposure to radical ideas and views can lead to a child developing a distorted view of their culture and place in society. This could predispose them to violence later in their life. Younger children may normalise radical views and language expressed by adults who have care responsibilities for them

Responding to suspicions of abuse: -

- We acknowledge and are aware of the different forms of abuse -physical, emotional sexual, neglect, bullying (See Valuing diversity and promoting equality and Achieving positive behaviour policy) and domestic violence.
- 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, disability, language, religion, sexual orientation or culture and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- Children suffering any form of abuse can demonstrate it
 - Verbally (direct or indirect disclosure);
 - Significant changes in their behaviour;
 - Through changes in their behaviour, appearance or through their play;
 - Deterioration in their general well-being;
 - Unexplained bruising, marks or signs of possible abuse or neglect
 - Any reason to suspect abuse or neglect 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 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.
- Staff are aware and alert to potential indicators of abuse or neglect.
- Staff are supported to recognise indicators that may suggest vulnerability to violent extremism or radicalisation
- In accordance with our Prevent duty we will report any concerns that come to our attention that a child may be exposed to radical views.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, radicalisation, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- 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, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSP 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. We are also aware that early years practitioners should follow local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.

- 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 also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriages or honour base 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 these factors affecting older children and young people 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 refer and/or seek advice to the local authority children's social work service and/or police.
- We will be alert to the threat's children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors, we follow the procedures below for reporting child protection and child in need concerns and follow the LSP procedures. or when they come into force replacing the LSP, we will follow the local procedures as published by the local safeguarding partners.
- When such indicators are apparent, the child's key person or person noting the evidence will make a dated record of the details of concern and share this with the settings designated child protection officer. The information is stored in a locked cabinet. A separate file is kept on each child.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns about children's welfare to the local authority children's social care department. We co-operate with them fully in further investigations. We also may contact and liaise with the police and other agencies/professionals identified by the Local Safeguarding Partners.
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children by asking open ended non- judgemental questions of children (how, who, where, when and why, checking out and clarify the details of what we think they have told us with them, using reflective listening
- We use the detailed formats and procedures from the Common Assessment Framework when making referrals to children's social care or other appropriate agencies.
- We take into account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students from college or from school on work placement, young employees or young parents. Where abuse or neglect is suspected we follow the procedures for reporting any other child protection concerns. The views of the young person will always be taken into account in an age appropriate way, but the setting may override the young person's refusal to consent to share information if it feels necessary to prevent a crime from being committed or intervene where one may have been or to prevent harm to a child or adult. Sharing information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- NB If a child leaves the setting in circumstances which lead us to believe that there may be a safeguarding issue, this will be followed up by using our safeguarding procedures.

- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- All staff know that they can contact the NSPCC whistleblowing helpline if they feel that or organisation and the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
- If a child known to Children's Social Care (Child Protection Plan / Child in need) leaves the setting as described above or has an unexplained absence we will follow safeguarding procedures and inform the relevant social worker/social work team.
- We have a whistle blowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas.,
- Working with neglect, the management of risk and understanding parenting capacity, Practitioners need to access tools which enable them to effectively assess risk of neglect- Graded care profile
- Staff need to balance and assess risk and the family's capacity to adapt to change and understand plans
- Providing early help such as Lighthouse Women's Aid, Home Start, Fair share.org, speech therapist.

Recording suspicions of abuse and disclosures: -

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), or observes signs, signals or symptoms that gives cause for concern, such as significant changes in their behaviour, deterioration in their general well-being. Unexplained marks, bruising or signs of suspected abuse or neglect; that member of staff will: -
- Stay calm, listening carefully to the child, offering reassurance and assurance that they will take action.
- The member of staff does not make false promises of keeping it private this has to be shared and cannot be kept confidential.
- The member of staff uses reflective listening and asks open non- judgemental questions, who, where, when;
- A written record is made that is an objective record of the observation or disclosure that includes:

The date and time of the observation or disclosure

The exact words spoken by the child as far as possible

The name of the person to whom the concern was reported with date and time

The names of persons present at the time.

These records are signed and dated and kept in the child's personal file which is kept securely and confidentially. The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity, and always within 1 working day.

Where the Local Safeguarding Partners safeguarding procedures stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Partnership

Making a referral

- Referrals following a disclosure are made immediately to CUSTOMER FIRST by telephone 0808 800 4005 giving the details of the child.
- Referrals made by telephone in urgent cases, will be followed up in writing within 24 hours. All referrals are made as soon as possible using the multi-agency referral form on the online portal <https://cypportal.suffolk.gov.uk>
- Concerns about a child's health and /or development are referred to the SENCO who will work with the child and their family keeping a record of concern that they will share with them.
- Concerns relating to behaviour and/or family circumstances impacting on the child, parents should be approached about engaging in the CAF process. Staff require informed consent from the parents for the CAF process to be implemented. We complete the form together and send the completed form to the CAF administrator 01473 263210 caf.admin@suffolk.gov.uk. A copy of this form is kept securely as the settings record of concern. They will notify us if a CAF is already in place.
- If parents are not willing to engage in either of the above, they are using the Safeguarding Children Board flowchart for referral to Customer First.
- Children needing immediate protection- the police are contacted in all other circumstances Customer First are contacted (0808 800 4005)
- Customer first should acknowledge our written referrals within one working day if we do not hear back within 3 working days we will contact Customer First.
- 'What to do if you're worried a child is being abused' (HMG 2015), provides valuable guidance to follow and is used as a reference guide
- We keep a copy of this document with the safeguarding information and follow the advice, flow chart and detailed guidelines given.
- All members of staff are familiar with the safeguarding procedures and follow the procedures for recording and reporting.
- Staff will work in partnership with other professionals to provide a united team to support the child and family.
- We follow the advice and guidance of Customer First following referrals and agree with the recipient of the referral what the child and parents will be told, by whom and when.
- Use Threshold Matrix (LSP)

Escalation process

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the LSP escalation process.
- We will ensure that staff are aware of how to escalate concerns.
- We will follow local procedures published by the LSP or safeguarding partners to resolve professional disputes.

Informing parents

- Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events, unless it is felt that this may put the child or other person at risk, or may interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where necessary.

- We inform parents when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants a referral to the social care parents are informed at the same time as the referral is made, except where the procedures of the Local Safeguarding Partners does not allow this such as where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser, sexual abuse or FGM may have occurred. If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should consider seeking advice from children's social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

Liaison with other agencies and multi-agency working

- We work with the Local Safeguarding Partners guidelines
- We have a copy of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues and concerns about children's welfare, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, the setting and social services work well together.
- Local authorities are vital to all aspects of prevent work.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of the children or where an allegation of abuse has been made against a member of staff and any specific procedures such as responding to concerns about radicalisation or extremism (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practical, but at the latest within 14 days of the allegation being made.
- Contact details of the National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- We acknowledge, value and respect the benefits, help and support we gain from inter agency support.
- We realise that effective engagement with parents and families are important as they are in a prime position to spot signs of radicalisation. We support families that raise concerns and will advise them on the ways to gain the correct support mechanisms.
- We notify agencies with statutory responsibilities immediately if concerned under as duty under 26 of the Counter-Terrorism and Security Act 2015, these are customer First or the police.
- We acknowledge that liaison roles need time and address this by building relationships and showing our respect and support.
- By demonstrating respect, support and assistance professional boundaries will be removed and good professional relationships developed and maintained.
- Child-line contact details are 0800 1111
- We contact MASH for advice and guidance- 0345 606 1499

Allegations against staff and persons in position of trust

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied

- by the setting, which may include an allegation of abuse.
- We ensure that all staff volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.
- We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
- We respond to any inappropriate behaviour displayed by members of staff or any person working with the children, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities or inappropriate sharing of images.

We will recognise and respond to allegations that a person who works with children has:-

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response
- We respond to any disclosure by children or staff that abuse by a member of staff, or volunteer within the setting, or anyone working on the premises occupied by the setting, may have taken place, by first recording the details of any such alleged incident. We act immediately, failure to do so is a criminal offence.
- We refer any such complaint immediately to a senior manager within the organisation and the Local Authority Designated Officer (LADO) as necessary to investigate and/or offer advice:
 - Contact details for the LADO in the southern area are... Landmark House, 4 Egerton Road, Ipswich, IP1 5PF. Telephone 01473 263112 (central number- 0300 123 2044) LADO@suffolk.gov.uk
 - We also report any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures we have taken. We are aware that it is an offence not to do this.
 - We co-operate entirely with any investigation carried out by the children's social care in conjunction with the police.
 - We would ask the person about whom the allegation has been made to leave the premises.
 - Where the management committee and children's social care team agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, for the full duration of the investigation. This is not an indication of admission that the alleged incident has taken place but is to protect the staff as well as the children and families throughout the process. Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.
 - The setting does not conduct any interviews or investigations of their own
 - Concerns about conduct or safeguarding are recorded in the member of staff's personal file.

Disciplinary action

- Where a member of staff or a volunteer is dismissed from the setting due to

engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA) of relevant information, so that individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

- We have a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed because they have harmed a child or put a child at risk of harm. This complies with our responsibilities under the Safeguarding Vulnerable Groups Act 2006, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups

Whistle- blowing

Whistle-blowing is reporting raised concerns about malpractice within the setting such as mistreating children or staff, failing to comply with health and safety requirements, deliberately not complying with policies and procedures. Our setting expects all staff and volunteers to be respectful of others, be professional, and follow the settings policies and procedures at all times.

- To ensure the safety and well-being of everybody within the setting we require and encourage all staff and volunteers to report any misconduct to the manager or deputy of the setting they are the child protection co-ordinators of the setting. The nature of the concern is established. Is it about conduct or alleged abuse/neglect of a child?
- If the concern is about conduct our complaints procedure is followed.
- All concerns will be treated as confidential unless unable to do so by law, this is stated at the time the concern is raised.
- The person raising the concern will be protected and not discriminated against in any way.
- If staff are concerned they are informed that Public Interest Act 1998 is in place to protect them from any harassment, victimisation or bullying if they are concerned as do the settings policies and procedures.
- The person raising the concern will be asked to put it in writing if appropriate and as quickly as possible. The earlier concerns are raised the more effective and efficient it can be dealt with and resolved.
- Investigation into the concern will be carried out and the concern will be dealt with accordingly until a suitable outcome is achieved and the management and person disclosing are satisfied the issues raised have been resolved.
- If the person still has concerns about the outcome or procedures being followed by the management then the settings Early Years Advisor should be contacted and informed of the concerns or Ofsted should be contacted and informed, staff are informed of this when the concern is raised.
- NSPCC anonymous whistleblowing advice line - 0800 028 0285

Commitment Three

Our setting is committed to promoting awareness of child abuse issues throughout its training and learning programmes that staff attend. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs of and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect

and that they are aware of the local authority guidelines for making referrals.

Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming, and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures.

- Designated persons receive appropriate training, as recommended by the Local Safeguarding Partnership, every two years and refresh their knowledge and skills at least annually.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year. We discuss safeguarding at staff meetings monthly.
- Staff they are aware of their role of identifying children who may be at risk of radicalisation and protecting them from such risks and those who show indicators that may suggest vulnerability to violent extremism. Researching and reading current literature, discussions and training ensure this happens.
- Safeguarding is included in each staff meeting so all staff are confident and aware of their roles and responsibilities.
- Staff take account of the latest advice and guidance provided to help address specific vulnerabilities and forms as exploitation such as Child sexual exploitation (CSE), Radicalisation & extremism and forced marriage.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all the children, so that they may grow to be strong, resilient and listened to and develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We provide a range of cultural opportunities which promote the fundamental British Values defined as Democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs this ensures we promote respect, understanding and empathy for each other.
- We build up the children's self-esteem, help them make choices and decisions, learn to respect each other and have a voice. All of this is implicit in the Early Years Foundation stage (2014) and supports fundamental British Values of Democracy, rule of law and individual liberty building their resilience to radicalisation
- We ensure this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Partners and in line with the GDPR, Data Protection Act 2018, and Working Together 2018.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the setting.
- We make it clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the settings designated role and tasks in supporting that child and their family, subsequent to any investigation.
- We will engage with any child in need plan or early help plan as agreed.
- Confidential records are kept on a child and shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Partnership.

*A 'young person' is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer or parent.

Legal Framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Safeguarding Vulnerable Groups Act (2006)
- Data Protection Act (1998)
- The Children Act (2004 s11)
- Children and Social Work Act 2017
- Counter-Terrorism and Security Act 2015
- Childcare Act 2006Child
- Safeguarding Practice Review and Relevant Agency (England) Regulations 2018

Secondary Legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

Further guidance

- Working Together to Safeguard Children (HMG, 2018)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Advice for Practitioners providing Safeguarding Services (DfE 2018)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)

(The United nations Convention on the Right of the Child (1989) defines a child as: - A person below the age of 18, unless the laws of a particular country set the legal age for adulthood younger)

This policy was adopted at a meeting of Felixstowe Nursery School.

Held on

Date to be reviewed.....

Signed by Chairperson.....

Signed by Manager.....