

Safeguarding (Child Protection) Policy



Safeguarding (Child Protection) Policy

The safety and well being of all children is of paramount importance and it is the responsibility of all the community of Tiny Treasures Day Care & Education (Directors, Employees, Volunteers and Parents) to promote good child care practice and protect children from harm. Safeguarding is a much wider subject than the elements covered within this single safeguarding policy, therefore this document should be used in conjunction with the other nursery policies and procedures.

Our nursery will work with the children, parent's external agencies and the community to ensure the welfare and safety of children and to give them the best start in life.

Tiny Treasures Day Care & Education will operate under the relevant provisions of The Children Act (1989) & (2004) and the Warwickshire Safeguarding board Guidelines. Any suspicions of abuse will be reported to the relevant Children, Young People and Families Department.

This policy applies to all children from unborn up to 19 years of age (Section 105 of the Children Act 1989, and up to 25 years of age where there is a continuing duty of public care or SEN issues)

Children under 1 year of age are most at risk of abuse. It is therefore imperative that the welfare of the unborn children of service users who are pregnant is considered including the risk from domestic abuse.

This policy has been written in line with government and local guidance, specifically:

- **'Working Together to Safeguard Children, a guide to inter-agency working to safeguard and promote the welfare of children' (2013) (revised July 2018)**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281368/Working_together_to_safeguard_children.pdf
- Statutory Framework for The Early Years Foundation Stage (2017)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335504/EYFS_framework_from_1_September_2014_with_clarification_note.pdf
- Inspecting safeguarding in the early years,, education and skills setting (Revised August 2016)

Other relevant guidance Documents Ofsted:

<http://www.ofsted.gov.uk/sites/default/files/documents/eyfs2014/Evaluation%20schedule%20for%20inspections%20of%20registered%20early%20years%20provision%20from%20September%202014.pdf> □
Any relevant information or advice provided by the Early Years and Childcare Team.

Other relevant legislation:

- Children's Act (1989 s17 , s47 and 2004)
- Protection of children Act (1999)
- Data Protection Act (1998)
- Safeguarding Vulnerable Groups Act (2006)
- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)

- Human Rights Act (1999)
- Race relations (Amendment) Act & Regulations (1976 & 2000)
- Equalities Act (2006)
- Data Protection Act (1998) Non Statutory Guidance

Our prime responsibility is the welfare and wellbeing of all children in our care. Therefore, we believe that we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. All staff will work as part of a multi-agency team where needed in the best interest of the children. In order to safeguard children and young people Tiny Treasures Day Care & Education expects all staff, volunteers, students and partners to use the following:

Green form. - Logging a concern about a child's safety and welfare (Form C)

White form for Logging a concern about the behavior of a member of staff or volunteer

All staff will log any concerns per child for close monitoring. This information will include:

- Any concerns regarding the child (must alert management when filling out either forms)
- Any accidents or incidents which may have taken place during their attendance at Tiny Treasures Day Care & Education
- Any significant discussions with parents/carers which the Key person judges to be relevant.
- Any communications with outside agencies relating to the child.

The Early Intervention Service

Children accessing Tiny Treasures Day Care & Education may undergo an Early intervention assessment in order to establish and address any needs as concerns are raised or on entry as part of the registration process.

This promotes integrated multi-agency working, whereby information is shared, service planning and the delivery is coordinated and provided at an early stage to prevent/reduce the likelihood of under-achievement, family breakdown or any other family support needs going unaddressed.

Information Sharing promotes multi-disciplinary and multi-agency working at an early stage in order to identify and provide services to children in need of additional support before their needs escalate. Tiny Treasures Day Care & Education expects all staff to refer to the **information Sharing: Guidance for practitioners and managers** to ensure good practice.

<https://www.education.gov.uk/publications/eOrderingDownload/00807-2008BKT-EN-March09.pdf>

Tiny Treasures Day Care & Education will work with its partners to develop a common approach should suspicions of abuse be expressed. Abuse is defined as physical, emotional, sexual, verbal and neglect.

Concerns with regard to the impact of domestic abuse on children will also be raised. Any concerns with the exception of sexual abuse may be raised in a sensitive manner with the child's carers. All concerns regarding sexual abuse will be raised with the relevant Children Young People and Families Department prior to speaking with the family, as is procedure.

Staff will make a detailed record of all observations and discussions contemporaneously. This will include the concern, action taken and outcome. The record will be factual and not opinion based. All concerns will be reported immediately to one of the Designated Senior Persons (DSL):

Senior Designated Persons:
Yasmin Bi (Director, DSL) 0121 4391716
Lydia Yorke (Manager, DSL.) 02477671414

At least one DSL is available throughout the day, however if in the unlikely event that they are not present, staff will endeavor to contact them immediately or contact The Children's Information & Advice Service, the MASH or The Emergency Duty Team directly, for further support in case of emergencies.

Name of Agency	Contact Times	Contact details
Multi Agency Safeguarding Hub	Mon-Thur: open from:: 8:30am – 5:30pm Friday: 8:30am 5:00pm	01926 414144 email: mash@warwickshire.gcsx.gov.uk Out of hours contact: If need to get in touch out of usual office hours, please contact Social Care Duty Team immediately on: 01926 886922
Authority Designated Officer (LADO).	Mon-Thur: open from:: 8:30am – 5:30pm Friday: 8:30am – 5:00pm	Where there are concerns relating to a person in a Position of Trust (POT) this should be referred to the Local Authority Designated Officer (LADO). 01926 743433

		lado@warwickshire.gcsx.gov.uk
Warwickshire Safeguarding Board		01926742510
Nuneaton Police station:		02476 641111 or Emergency 999
Ant Terrorism Hotline:		Telephone: 0800 789 321 (in emergencies always call 999)
OFSTED		0300 123 1231

Circumstances of Concern

At Tiny Treasures Day Care & Education we are aware that concern over any abuse may develop by direct (verbal) or indirect (drawing, role-play, behaviour) of a child.

At Tiny Treasures Day Care & Education we will create an open safeguarding culture by ensuring:

- All children are listened to
- All children are respected
- All children are supported to participate in decisions that affect them, as is age appropriate.
- All Children are respected and valued regardless of race, culture, religion, family constitution, and language.

Forms of Abuse

And Alerting Signs and Symptoms

Physical abuse may be suspected when:

There is an unexplained, inconsistent or unreasonable explanation for an injury.

There are repeated injuries.

Injury was knowingly not prevented.

Physical chastisement is observed.

Bruising in babies or children not independently mobile

Bruising to soft tissue areas as oppose to areas of bony prominence e.g. face, back, stomach, buttocks, genitalia, ears, and arms/ armpits or hands or implement imprints on the body.

Cigarette burns bite or grip marks.

Scold marks where a child appears to have been 'dipped' into extremely hot water. Torn skin inside the upper lip (frenum) of a baby.

Sexual abuse may be suspected when:

A child exhibits sexual activity inappropriate for their age.

A child has demonstrated a knowledge of sexual acts that is not age appropriate. A

child has physical signs that will require a medical examination by their GP.

Bruising or bites to body parts.

Sexually explicit play, continual open masturbation or aggressive sex play with peers (as distinct from normal sexual curiosity).

Extreme use of sexually explicit language or other detailed descriptions/drawings of sexual activity by the child.

Emotional abuse may be suspected when:

A child demonstrates behaviour linked to adult rejection Persistent verbal abuse is observed.

Children are noted to being treated differently from their siblings and/or excluded from family activities.

Neglect may arise when:

A child appears isolated, excessively hungry, unkempt and inappropriately dressed.

They have been left without age-appropriate adult supervision.

There is an unexplained failure to thrive.

Nonattendance at school, excessive late attendance or truancy

Child has responsibilities that are not age appropriate e.g. cooking/ironing etc.

Eating disorders/food hoarding or stealing/ taking food from the bins. Repeated medical appointments have not been kept.

Domestic abuse or exposure to domestic abuse may arise when:

A child exhibits sudden or unusual levels of anxiety.

Recent change of behaviour (e.g. a confident/happy child suddenly becoming withdrawn, negative selfexpressions)

There is a sudden onset of sleep, eating or behavioural difficulties.

A child persistently plays out or talks about adult-like aggressive tendencies/conversation during play.

Persistent verbal abuse is observed.

A child demonstrates persistent use of verbal abuse to peers

A child exhibits sudden and unusual separation anxiety from main carer after having settled into the setting.

Domestic abuse is often coupled with emotional, physical abuse and neglect, therefore staff remain aware of all the above indications.

Radicalisation and Extremism /Prevent,):

Under the counter terrorism and security act. As part of the Counter Terrorism and Security Act 2015, educational settings have a duty to 'prevent people being drawn into terrorism'. This has become known as the 'Prevent Duty'. Where staff are concerned that children and young people are developing extremist views or show signs of becoming radicalized, they should discuss this with the Designated Safeguarding Lead. The Designated Safeguarding Lead has received training about the Prevent Duty and tackling extremism and is able to support staff with any concerns they may have.

We are committed to ensuring that our children are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. Teaching the nurseries core values alongside the fundamental British Values.

Female Genital Mutilation (FGM):

The Serious Crime Act 2015 sets out a duty on professionals to take actions and notify the local authority when they discover that FGM appears to have been carried out on a girl under 18. Concerns about FGM should be taken to the DSL, so that a MASH referral can be made. Professionals at Tiny treasures are alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Female genital mutilation refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

Breast Ironing:

Breast Ironing also known as "Breast Flattening" is the process whereby young pubescent girl's 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. Breast ironing is classified as physical abuse therefore professionals must report, Concerns regarding Breast flattening should be taken to the settings DSL's, if in doubt it is the settings duty to inform MASH.

Bullying and cyber Bullying

Child Trafficking

Grooming

Harmful sexual Behaviour Parental

Mental Health

Parental Substance Misuse

Separation Divorce and Contact

Training

All staff will receive regular training on child protection and safeguarding and support via supervision with a line manager.

All Staff will be expected to complete the one Day Child Protection/safeguarding awareness course.

All DSLs will be expected to complete the Child Protection/Safeguarding for Managers (two Day) Training. In addition to this other courses such as domestic abuse, substance misuse/mental health and Parental Capacity are recommended in order to ensure that families in need are supported well and staff are confident in their knowledge and skills in dealing with issues of this nature.

Child Protection

Tiny Treasures Day Care & Education will co-operate with partner organisations to ensure effective communication of children at risk of significant harm and will attend child protection case conferences when required.

1. It is our policy and duty to provide an environment, which enables both staff and parents/carers (whistle blow) to report any concerns that they may have.
2. It is policy for the procedure to be written down and to be accessible to staff and parents/carers at all times.
3. Use of mobile phones and other unauthorised electronic devices is prohibited on the nursery site (see e safety policy)
4. Through own/others observations all staff must report to the manager on duty any causes for concern, e.g. behaviour, emotional, physical signs, bruises/injuries, failure to thrive or any other concerns.
5. If the concern is present on the child's arrival at the nursery the person bringing the child will be asked about the concern by the staff member or senior on duty.

PLEASE NOTE: It is important to avoid excessive questioning to child's parent/guardian.

6. The staff member identifying the safeguarding concern must make a detailed recording of what they have observed on the relevant form (incident or accident form).

When recording any form of concern on a child staff must ensure: □

Differentiate between fact and opinion

- Note facts accurately and clearly
- Identify sources of information
- Use body maps (if possible)
- Ensure clear and legible writing
- Ensure documents are dated and signed by the reporting member and any witnesses. Checklist for Protection of Staff against Allegations
- Always offer support rather than assume it is needed.
- Treat children with dignity and respect.
- Be as public as you can.
- Always ensure other staff knows where you are.

7. The DSL on duty must make decision if to take advice from mash or make direct referral to mash on **01926 414144**
8. If the concern arises out of normal office hours it must be referred to the Emergency Duty Team on **01926 886922** . (Contact details also on Safeguarding notice board.)
9. When making a referral to the mash Team the DSL will complete an Integrated Referral Form (available online on the Warwickshire safeguarding website) and await and follow instruction from mash team.
10. Where there has been no further contact from the mash team, the DSL will follow-up the referral by contacting the team. This two-way communication should continue until a satisfactory outcome has been achieved in relation to the child's welfare.
11. If anyone has safeguarding concerns on the nursery manager they must immediately inform the TINY TREASURES DAY CARE & EDUCATION Directors Akbar Azam or/ Yasmin Bi. In any form of allegation made against a member of staff or Management the following procedure will be followed.
12. Staff should always comply with the policy of confidentiality.
13. It is the staff member's responsibility to keep regular recordings of any concerns on each child and keep reports updated.
14. All accidents must be reported in writing (using the accident/incident forms) to Management and Parents/Career must be informed.

15. Staff will attend any meetings requested; with the support of a manager e.g. Case Conference, Early intervention meetings etc....
16. Support will be given to staff through training and supervision.
17. All procedures comply with the Children Act 1989 ,2004 and 2006 and the Early Years Foundation Stage 2017 and reflects advice obtained from Warwickshire Local Safeguarding board?
18. Always refer to Warwickshire LSCB (Local Safeguarding Children's Board) procedures and 'What to do if you're worried a Child Is Being Abused' document.
19. All staff should attend Child Protection Awareness and have an awareness of Common Assessment Framework.
20. All staff will be required to disclose any issues relating to their suitability to work with children and issues relating to disqualification by association on an ongoing basis via supervisions.
21. Staff must follow every policies and procedure, such as collection policy.

Mobile and other internet connected Devices

Mobile phones

22. Use of Mobile devices are strictly prohibited from the nursery rooms at all times, mobile phones and devices must be left locked up in the office and staff must sign then phone or device in and out. This is the individual's responsibility in ensuring this policy is followed, Staff must not use their phones during their working hours and Signs are up to remind parents and visitors. Breach of policy will result in disciplinary action taken.

Other personal internet connected electronic devices

23. Use of any personal internet connected electronic devices within the nursery premises is prohibited (inc. mobiles, ipads, laptops etc) and any failure to abide by this restriction will be considered a disciplinary offence.
24. All visitors should be advised regarding this restriction and the procedure should be explained on entry prior to accessing the children's area.
25. Appropriate signage should always be in place to advice parents and visitors as an ongoing basis.
26. All personal internet connected electronic devices (inc. mobiles, ipads, laptops etc) should be handed into the nursery office for safe-keeping a log must be kept to sign in and out.

- 27. Children's computers and ICT equipment is not internet connected at present.
- 28. Staff must ensure proper use of the designated ICT equipment in the nursery area in line with the ICT and E-safety policy.

Dealing with Disclosures

- Do report any concerns and worries to the DSL.
- Do find somewhere quiet and offer the child time to talk (in sight of other staff).
- Do write down everything the child tells you in their own words as soon as possible.
- Do be calm and comforting.
- Do be supportive to the parents/carers.
- Note dates, times, who was present, positions in the room, anything factual about the child's appearance. These notes must be kept secure.
- Always sign and date notes.
- Only use open ended questions (see Below).

Examples of open questions:

- Has something happened to you?
- Can you tell me what happened?
- Where did it happen?
- When did it happen?
- Was anyone else there?
- Tell me about what happened.

- × Don't discuss your concerns with anyone else except on a 'need to know' basis.
- × Don't ask your colleagues to come and look at bruises. Inform your manager.
- × Don't be judgmental, or express horror or anger.
- × Don't ignore what you've seen or heard.
- × Never promise confidentiality.
- × Never take photographs.
- × Never arrange medical examinations.
- × Never attempt a medical judgment.
- × Never remove clothing.
- × Never tape-record an interview/conversation.
- × Do not use leading questions, see below.
- × Do not be judgmental

Examples of leading questions:

- × Was it your dad that hit you?
- × Does your sister bully you?
- × Did it happen at home?
- × So that must have upset you.

Don't think what if I'm wrong - think what if I'm right

If a matter arises in the Nursery that an (individual) this could be a member of staff, management, visitor, outside agency or student, thinks that another member of staff has acted in a way that has been a breach of their professional conduct, it is that individual's duty to report the matter immediately to the management or Ofsted.

Confidentiality

All concerns will be treated with confidence and every effort will be made not to reveal a staff member's identity, if they so wish. However, while making all reasonable efforts to maintain the confidentiality of the matter, at a certain stage in the investigation it will be necessary to make the origin of the complaint known to the person or persons the allegations concern.

Protection

This Policy makes it clear that staff can speak up without fear of harassment, victimisation (including informal pressure), discrimination or disadvantage. Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or other procedures that already affect the member of staff. There will be no 'come back' if a member of staff reasonably believes that they have made a disclosure in good faith.

- Your employer has a responsibility to protect you from harassment or victimisation.
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith.
 - Malicious allegations may be considered as a disciplinary offence.

Outside of normal office hours please call 01926 886922 for the Emergency Duty Team

Concerns about a Person In a Position of Trust

- **Physical**

E.g the intentional use of force as a punishment, the use of objects to hit with, slapping, throwing objects or rough handling.

- **Emotional**

E.g. Belittling, Intimidation, scapegoating, sarcasm, lack of respect for children's rights, including any act of discrimination on the grounds of gender, race, disability.

- **Neglect**

Failing to act to protect a child or children, failing to seek medical attention or failure in carrying out appropriate risk assessments.

- **Sexual**

E.g Any Sexualized behavior towards children, sexual harassment/ assault and rape.

Anyone within the company alleged to have been abusive towards children will be reported the Local Authority's Lado. (contact details on page 14)

As the child's welfare is paramount, this will be treated seriously and will remain confidential within the bounds of those who need to know ie the duty line/ Ofsted so that a fair outcome will be reached, support will be provided to the child and family in all cases.

- If a concern arises against any person in a position of trust, (this may include a Manager/cleaner/cook/gardener/student/ staff member or volunteer) manager will ensure the concern is in writing form and details are exactly as seen heard and date and time is recorded.
- Management will immediately speak to the person in confidential with the deputy present if possible and inform them an allegation has been made against them. They will immediately be dismissed without prejudice according to the disciplinary policy).
- The nature of the concern will not be disclosed.
- Staff will be kept informed of what the duty lines action are.

All Allegations must be recorded on the setting's White form for Logging a concern about the behavior of a member of staff or volunteer and given to the DSL.

Procedure to report Concerns about a Person in a Position of Trust (in order of contact):

•

Name of Agency	Contact Times	Purpose	Contact details
Authority Designated Officer (LADO).	Mon-Thur: open from:: 8:30am – 5:30pm Friday: 8:30am – 5:00pm	Where there are concerns relating to a person in a Position of Trust (POT) this should be referred to the Local Authority Designated Officer (LADO).	01926 743433 lado@warwickshire.gcsx.gov.uk
Ofsted	ASAP	Reporting Position of Trust Concern and action taken.	0300 123 1231

Whistleblowing policy

Tiny Treasure Daycare & Education Centre is committed to maintaining a culture where it is safe and acceptable for all employees and users to raise concerns about poor or unacceptable service, civil offences (including negligence, breach of contract) or misconduct.

This policy is designed to assist those who have come to a decision to express a concern after a great deal of thought depending of the gravity and seriousness of that concern.

Staff will be encouraged to discuss any concerns they have at staff meetings, team meetings, appraisals, etc. The Manager operates an open door policy for all staff to enable them to express concerns at any time.

Staff must acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant agencies. This is particularly important where the welfare of children may be at risk. You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation.

These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young people, who are targeted. These children need someone like you to safeguard their welfare.

Appendix 1

The 'Every Child Matters' 2006 is no longer relevant as there is no reference is made to it or the five outcomes in either the new [Ofsted inspection schedule](#) or in the revised [Statutory Framework for the Early Years Foundation Stage](#)

However the aims, aspirations, goals and objectives of Every Child Matters remain relevant and should underpin all of the work that Tiny Treasures Day Care & Education undertake with young children. However, it is no longer necessary to use the ECM framework and to report against the five outcomes. The Every Child Matters outcomes have been replaced with the following terminology:

Every Child Matters Outcomes (2006)	Help Children Achieve More Outcomes (2010)
1. Be healthy	1. Health
2. Stay safe	2. Safeguarding and security
3. Enjoy and achieve	3. Education
4. Make a positive contribution	4. Employment and Skills
5. Achieve economic well being	5. Engagement and Participation

- **'Working Together to Safeguard Children, a guide to inter-agency working to safeguard and promote the welfare of children' (2013)**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281368/Working_together_to_safeguard_children.pdf
Please note that this document has replaced:
- Department of Health (DH), Department for Education and Employment (DfEE) and Home Office (2000) [Framework for the assessment of children in need and their families \(PDF\)](#).
- [Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children \(PDF\)](#). (2010)
- [Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 \(PDF\)](#). (2007)

- **What to do if you're worried a child is being abused (2006)**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190604/DFES04320-2006-ChildAbuse.pdf

Updated on 03/01/2018