

SAFEGUARDING CHILDREN

This policy is based on the guidance issued by the Department of Education - Guidance for Safer Working Practice for Adults working with Children and Young People; Working Together to Safeguarding Children and Young People (2015) and the Children's Workforce Development Council (CWDC) – Safer Recruitment.

It reflects the importance of safeguarding and promoting the welfare of children (those under the age of 18). It references The Prevent Duty and Forced Marriage.

This Policy aims to detail the framework for promoting and ensuring the safeguarding and protection of all children and staff. Safeguarding means "recognising that the needs, well-being and safety of all our children and staff are considered at all times and that actions relating to this are in line with legislation, recommendations and guidelines. All adults who work with children and young people are accountable for the way in which they exercise authority, manage risk, use resources and safeguard children and young people.

A duty is placed on Sunrise Day Nursery to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with children and young people are competent, confident and safe to do so.

This Policy is drawn up in accordance with the Local Safeguarding Children Board (LSCB) Child Protection Procedures and this Policy should be read in conjunction with these procedures and guidance – a copy of these are available from Westminster Local Authority or the Nursery Manager.

The aims of this Policy are:

- To identify the expectations of staff in relation to safeguarding
- To ensure relevant and effective safeguarding practices are in place
- To ensure the right of every child to learn within a safe environment
- To promote awareness to staff of the need to safeguard children and to recognise that safeguarding is everyone's responsibility
- To ensure that the fundamental rights and needs of our children and staff are observed
- To prevent abuse through the pastoral support offered to all children, parents, families and staff
- To raise awareness of different types of abuse and children in need issues

- To provide guidelines for staff in handling matters relating to actual or suspected child abuse
- To ensure staff act professionally
- To deter potential, unsuitable individuals from applying to Sunrise Day Nursery by demonstrating our attentiveness and vigilance in relation to safeguarding through our website and job advertisements
- To reject at interview stage anyone where we have doubts about suitability
- To prevent the risk of abuse by ensuring procedures and standards are in place within the Nursery to enable all staff to recognise the signs and report accordingly

Sunrise Day Nursery have a statutory duty under the Children Act 1989/2004 to assist the Local Authority Social Services Department acting on behalf of children in need. Sunrise Day Nursery will safeguard and promote the welfare of children in compliance with DfE guidance *Keeping Children Safe in Education (July 2015)* KCSIE and associated guidance *Working Together to Safeguard Children (2015)*. Sunrise Day Nursery also complies with the statutory guidance on children who run away or go missing from home or care (January 2014) and The Prevent Duty (The Counter-Terrorism and Security Act June 2015) and Social Media for Online Radicalisation (July 2015).

Background

All adults who work with, and on behalf of children are accountable for the way in which they exercise authority, manage risk, use resources, and safeguard children and young people.

The Children Act 2004, through the Stay Safe outcome of the "Every Child Matters Change for Children" programme, places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in these organisations are competent, confident and safe to do so. At Sunrise Day Nursery we have clear guidelines on the recruitment of staff and behaviour whilst at work.

We know that the vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children and young people in their care. However, the purpose of this policy is to recognise that work tensions and misunderstandings can occur. It is here that the behaviour of adults can give rise to allegations of abuse being made against them. Allegations may be malicious or misplaced. They may arise from differing perceptions of the same event, but when they occur, they are inevitably distressing and difficult for all concerned. Equally, it must be recognised that some allegations will be genuine

and there are adults who will deliberately seek out, create or exploit opportunities to abuse children. It is, therefore, essential we all take the necessary steps to safeguard children and young people and ensure that the adults working with them are safe to do so.

Aim of Policy

The aim of this policy is to ensure we develop the practices and ethos that will safeguard the welfare of the children in our care. This policy in conjunction with the Safer Recruitment Policy and guidelines will aim to prevent unsuitable adults from working within Sunrise Day Nursery. Our aim is to:

- **Deter** potential, unsuitable individuals from applying to Sunrise Day Nursery by demonstrating the school's attentiveness and vigilance in relation to safeguarding through our website and job advertisements.
- **Reject** at interview stage anyone we have doubts about suitability.
- **Prevent** the risk of abuse by ensuring procedures and standards are in place within schools and nurseries to enable all staff to recognise the signs and report accordingly.
- **Prevent and detect** by adhering to a robust safer recruitment process it is also vital that we have a safe culture. Everyone within Sunrise Day Nursery should feel comfortable sharing their thoughts with others if they have any concerns that child abuse is taking or may be about to take place. These matters will be sensitively and confidentially investigated.

Types of Abuse

- **Neglect** is the persistent failure to meet a child's basic physical or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter (including exclusion from home or abandonment), failing to protect a child from physical and emotional harm or danger, failing to ensure adequate supervision, including the use of inadequate care-takers, or failing to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- **Emotional abuse** is the persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. Emotional abuse occurs in all incidents of sexual abuse due to the deceit employed by the abuser in targeting, manipulating and exploiting the child. The fact that the abuser is,

sometimes, someone in a position of trust compounds the psychological impact on the victim.

- **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. It may include non-contact activities, such as involving children in looking at, or being involved in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Acceptable Behaviour

At Sunrise Day Nursery we expect all our staff to behave in a professional, courteous manner, promoting the values of the company and working within current legislation. Below are some of the behaviours expected from staff. This list is not exhaustive and reasons for inappropriate behaviour will be investigated and the outcome may be disciplinary action.

- **Confidentiality** – We will have access to confidential information about children which may be highly sensitive or private. These details must be kept confidential at all times and only shared when it is in interests of the child to do so. Such information must not be used to intimidate, humiliate, or embarrass the child or parent/carer concerned. We do not promise to keep secrets about anything that could be damaging to the protection of a child. Any concerns and allegations about adults should be treated as confidential and passed to a senior manager.
- **Propriety** – We adopt high standards of personal conduct in order to maintain public confidence and respect in the work that we do. There may be times, for example, when behaviour or actions in personal life come under scrutiny from local communities, parents/carers, the media or public authorities. This could be because the behaviour is considered to compromise the work of Sunrise Day Nursery or indicate an unsuitability to work with children. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour. Inappropriate use of social networking sites such as Facebook is also considered unsuitable behaviour. Managers must be notified if any parent or carer is a 'friend' on such a site. In normal circumstances this would be deemed inappropriate due to the content uploaded to such sites.
- **Mobile Phones, Camcorders and Digital Cameras** – Mobile phones must be switched off at work and left in lockers, along with other electronic devices e.g. digital cameras, MP3/4 players, camcorders. The Company will accept no responsibility for the loss or misuse of such items. There is no need for such items whilst working with the children. If it is necessary to take a phone on a trip or outing, this will be at the request of a manager for safety reasons. In

such circumstances, the phone must only be used for work purposes.

If there is a need to take photographs of the children – at play, special activity etc. – a nominated person will be asked to take the photographs, will be in the presence of another adult, will have the permission of the parent/carer and will use the Company Camera.

- **Physical Contact** – Children should only be touched in ways which are appropriate to our professional or agreed role and responsibilities. Where the child is very young, the manager will discuss with the parent or carer the physical contact that is acceptable and/or necessary. When physical contact is made with a child this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If an adult believes that their action could be misinterpreted, or if an action is observed by another as being inappropriate or possibly abusive, the incident and circumstances should be reported to a manager.
- **Behaviour Management** - All children have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour. We will not use any form of degrading treatment to punish a child including the use of sarcasm, demeaning or insensitive comments towards children. Any sanctions or rewards used should be those outlined in the behaviour management policy. The use of corporal punishment is not acceptable and whilst there may be a legal defence for parents who physically chastise their children, this does not extend, in any circumstances, to those adults who work with or on behalf of children and young people.
- **Intimate Care** – In some roles (particularly within nurseries and foundation stage) it will be necessary for intimate physical contact with children on a regular basis, for example changing nappies and clothes, assisting young children with toileting, providing intimate care for children with disabilities or in the provision of medical care. The nature, circumstances and context of such contact will comply with Sunrise Day Nursery's procedures and professional codes of practice or guidance and be part of a formally agreed plan, which is regularly reviewed. The additional vulnerabilities that may arise from a physical or learning disability should be taken into account and be recorded as part of an agreed care plan. The emotional responses of any child to intimate care should be carefully and sensitively observed, and where necessary, any concerns passed to managers and/or parents/carers.
- **First Aid and Administration of Medication** – When administering first aid and medication, wherever possible, adults should ensure that another adult is aware of the action being taken. Parents/carers should always be informed when first aid has been administered. In circumstances where a child needs medication regularly a health care plan should be established to ensure the safety and protection of children and the adults who are working with them.
- **One to one situations** – It is not our policy to have lone working. Wherever possible two adults should be with the children at all times. If this is not possible, another adult should be informed before working one-to-one with a

child. Members of staff who have started employment without an Enhanced DBS check must never be left alone with a child.

What to do if you are worried a child is being abused?

If you have any doubts or concerns about a child's welfare you should report the matter to your immediate Line Manager.

Responsibilities of Staff

All staff have a duty to safeguard and promote the welfare of all children in our care. We all have a **statutory** and moral duty to protect children and young people. If you hear, or become aware of anything that leads you to believe that the safety or welfare of any child or young person is at risk due to neglect, physical, emotional or sexual abuse, you **MUST** pass on the information to the DSL. Additionally, staff should remember to:

- Be alert to signs of abuse as well as other children in need issues
- Refer any specific concern to the Designated Safeguarding Lead (DSL)
- Be prepared to contribute to whatever actions are needed to safeguard the child or member of staff
- Read at least Part 1 of KCSIE 2015
- Abide by the Sexual Offences Act 2003
- Be confidential
- Refrain from physical contact – children and young people should only be touched in ways that are appropriate to our professional or agreed role and responsibilities
- Treat children and young people with dignity and respect even in those circumstances where difficult or challenging behaviour is observed
- Advise a colleague if 1:1 working is required

Children in Need and Specific Safeguarding Issues

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues and the Designated Safeguarding Lead will liaise with appropriate external agencies. Issues that may arise that staff should be aware of and look out for are:

- Mental Health Problems
- Domestic Violence
- Long Term Absence (Fabricated or Induced Illness)
- Faith Abuse
- Gangs and Youth Violence
- Gender Based Violence including Violence Against Women and Girls (VAWG)

- Bullying including Cyber Bullying
- Female Genital Mutilation (FGM)
- E Safety
- Child Sex Exploitation (CSE)
- Forced Marriage
- Teenage Pregnancy
- Teenage Relationship Abuse
- Self-Harm or Suicidal Thoughts
- Extremism, Radicalisation and Terrorism
- Risk Taking Behaviour
- Drug or Alcohol Abuse
- Sexting
- Trafficking, Exploitation and Modern Slavery
- Living with a family member's addiction to Drugs, Alcohol or behaviour such as Gambling

Sunrise Day Nursery is committed to ensuring:

- All staff are appropriately trained
- All staff adhere to the Safer Recruitment practices
- All staff have appropriate pre-employment checks
- Equal treatment for all regardless of sex, disability, religion or belief, sexual orientation, gender reassignment, age, race, ethnic origin, marital status, pregnancy or maternity
- This policy will be reviewed at least annually

Designated Prevent Lead

The Board of Directors of Sunrise Day Nursery are responsible for Safeguarding. The nominated Designated Prevent Lead is Christine O'Donovan, Nursery Manager. In her absence Tracey Storey, Director as Deputy Designated Prevent Lead assumes responsibility. Both the DSL and DDSL have been fully trained for the demands of the role in child protection, inter-agency working, participation in any case conferences, supporting children in need, record keeping and promoting a culture of listening to children and young people. The DSL and DDSL undergo refresher training at least every 2 years provided by the local authority or an external welfare agency acceptable to the LSCB. Sunrise Day Nursery will ensure all staff are trained and receive refresher training regularly.

Guide for Reporting Concerns

Staff should refer any specific concerns to the DSL. In most circumstances concerns are managed by the DSL but the following exceptions apply:

- Children in need – should be referred to the local children's social care department
- Children at risk – must be referred to the local children's social care department immediately
- Allegations against staff – must be referred to the LADO within 1 working day
- Allegations against the DSL or DDSL – must be referred to the LADO within 1 working day
- If a crime has been committed – must be reported to the police within 1 working day

Induction, Training and Staff Qualifications

Every new member of staff, including part-time staff, temporary, visiting and contract staff working for Sunrise Day Nursery, should receive appropriate training on:

- Their responsibilities in being alert to the signs of abuse and other stated 'children in need' issues
- The procedures for recording and referring any concerns to the Designated Safeguarding Lead
- The Safeguarding Policy
- The Prevent Duty (The Counter-Terrorism and Security Act 2015) – Appendix 2
- Forced Marriage
- FGM
- Part 1 of KCSIE 2015

Procedures for Dealing with Cases

Safeguarding plays an integral part in Sunrise Day Nursery's policies and procedures. Staff receive compulsory training which supports all aspects of safeguarding including an understanding of signs of abuse in children and young people and examples of abuse by staff. It is important that children and young people receive the right help at the right time to address risks and prevent issues escalating, acting on and referring the early signs of abuse and neglect, keeping clear records, listening to views of the child or young person, reassessing concerns when situations do not improve, sharing information quickly and challenging inaction.

The Role of the LSCB (LSCB)

The Local Safeguarding Children Board (LSCB) was established by the Children Act 2004 to give a statutory responsibility to each local authority for inter-agency working to ensure co-operation and agreement when working together to

safeguard and promote the welfare of children and young people (under the age of 18 years).

Agencies that work within a LSCB are:

- Local authorities, including district councils
- The Police including the British Transport Police
- The probation service
- NHS including Strategic Health Authorities, Designated Special Health Authorities, Primary Care Trusts, NHS Trusts and NHS Foundation Trusts
- Organisations providing services under Section 114 of the Learning and Skills Act 2000
- Prisons and Young Offender Institutions and Secure Training Centres

What to do if you are Concerned about a Child or Young Person's Welfare

- Discuss your concerns with the DSL
- If a child or young person is at **SIGNIFICANT** risk of **IMMEDIATE** harm, contact the LSCB directly and advise the DSL who will contact the LADO

What to do if a Child or Young Person makes a Disclosure

- A disclosure may happen at any time, remain calm, listen carefully and allow the child or young person to speak for as long as they want to
- Staff should be aware that the way in which they talk to the child or young person may have an effect on the evidence which is put forward if there are subsequent criminal proceedings – do not question the child or young person, ask leading questions or make suggestions
- Remember the TED principles (Tell me, Explain to me, Describe to me)
- Make accurate notes including age, time, date, place and people who are present as well as what was said/disclosed – the nature of any injuries, if applicable, should also be included
- If the allegation the child or young person makes against a member of staff, inform the DSL immediately
- If one young person bullies another young person, this should be treated as a child protection concern where there is “reasonable cause to suspect that the young person is suffering, or likely to suffer, significant harm” – refer to the Bullying Policy

This Policy should be read in conjunction with:

- Whistle Blowing Policy
- Health and Safety Policy

- Safer Recruitment Guidelines
- First Aid Policy
- KCSIE Part 1
- Harassment, Bullying and Dignity at Work Policy
- Use of Social Media Policy
- Equality Act 2010 Policy

Signposting

Advice for Young People by Young People

www.coap.org.uk (coping with drug or alcohol or other difficult situations at home or with a parent)

Alternative to Samaritans (for Young People)

Get Connected is a confidential 24-hour free telephone helpline that might be a suitable alternative to the Samaritans – www.getconnected.org.uk or 0808 808 4994

Bullying (including Cyber)

Workplace http://www.supportline.org.uk/problems/bullying_at_work.php
Cyber <http://www.nhs.uk/Livewell/Bullying/Pages/Cyberbullying.aspx> or
<http://www.saferinternet.org.uk/about/helpline>

Child Sex Exploitation

<http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-sexual-exploitation/what-is-child-sexual-exploitation/> or
<http://www.stopitnow.org.uk/> or 0808 1000 900

Domestic Violence

For women: <http://www.nationaldomesticviolencehelpline.org.uk/> or 0808 2000 247
For men: http://www.mensadvice.org.uk/mens_advice.php.html or 0808 801 0327

Drug or Alcohol Abuse

Drugs - <http://www.talktofrank.com/> or call: 0300 123 6600 text: 82111
Alcohol - <https://www.drinkaware.co.uk/understand-your-drinking/is-your-drinking-a-problem/alcohol-support-services> or call: 0300 123 1110
Both - <http://www.addaction.org.uk/>

Eating Disorders

B-Eat - <https://www.b-eat.co.uk/support-services/helpline> or Adults 0345 634 1414
email help@b-eat.co.uk. Under 25's 0345 634 7650 email fyp@b-eat.co.uk
<http://www.eatingdisorderssupport.co.uk/help/links-resources>

E-Safety

<http://www.saferinternet.org.uk/about/helpline> or 0844 381 4772

Extremism, Radicalisation and Terrorism

<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty> or 020 7340 7264 email:
counter.extremism@education.gsi.gov.uk

Faith Abuse

<http://www.equalityadvisoryservice.com/app/home> or 0808 800 0082

FGM

<http://www.nhs.uk/NHSEngland/AboutNHSservices/sexual-health-services/Pages/fgm-resources.aspx> or 0800 028 3550

Forced Marriage

Karma Nirvana Victim Support 0800 5999 247
<https://www.gov.uk/guidance/forced-marriage> Forced Marriage Unit email fmufco.gov.uk or 020 7008 015; Outreach email fmoutreach@fco.gov.uk; Facebook: Forced Marriage page; Twitter: @FMUnit

Gangs and Youth Violence

For concerned adults - <http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/staying-safe-away-from-home/gangs-young-people/> or 0808 800 5000

For young people - <http://www.childline.org.uk/Pages/Home.aspx> or 0800 1111

Gender Based Violence

Solace Advice Hub email advice@solacewomensaid.org.uk or 0808 802 5565
Women and Girls Network Advice Hub email advice@wgn.org.uk or 0808 801 0660 - 24 Hour Domestic Violence Helpline 0808 2000 247

Living with a Family Member's Addiction to Alcohol or Drugs

<http://www.nhs.uk/Livewell/drugs/Pages/caring-for-a-drug-user.aspx> or 0300 123 6600

<http://www.adfam.org.uk>

Long Term Absence

<http://fitforwork.org/employee/> or 0800 032 6235

Mental Health Problems

<http://www.nhs.uk/conditions/stress-anxiety-depression/pages/mental-health-helplines.aspx>

Self-Harm or Suicidal Thoughts

Suicide <http://www.nhs.uk/conditions/Suicide/Pages/Introduction.aspx>

Self-Harm <http://www.nhs.uk/conditions/Self-injury/Pages/Introduction.aspx>

Sexting

<http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting/> or
call: 0808 800 5000 (18 and over) 0800 1111 (under 18)

Teenage Pregnancy

<http://www.nhs.uk/conditions/pregnancy-and-baby/pages/teenager-pregnant.aspx#close> or 0300 123 2930

Trafficking, Exploitation and Modern Slavery

<http://www.salvationarmy.org.uk/human-trafficking> or 0300 303 8151