



## Little Sparrows Nursery Safeguarding Children/Child Protection Policy

EYFS: 3.4-3.18, 3.19, 3.21,  
3.22

At Little Sparrows Nursery we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

### Key Personnel

Designated Safeguarding Lead (DSL) is: Gill Thom

Deputy DSL is: Kim Knight

### Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
- Working together to safeguard children 2018
- What to do if you're worried a child is being abused 2015
- Framework for the Assessment of Children in need and their Families 2000
- Ofsted Inspecting Safeguarding in early years, education and skills 2019
- Early years inspection handbook for Ofsted-registered provision Sept 2021

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

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

## **Policy intention**

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Treat each child as an individual so that they can learn to be resilient, capable, confident and self-assured.
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children, where children are encouraged to share their thoughts and feeling through conversation, story-telling and role play.
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

The nursery is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

The nursery aims to:

- Keep the child at the centre of all we do
- Follow up on any unexplained absences. The nursery will keep a record of children who are absent without notice for more than one day, or on a regular basis. The parents will be called and asked for a reason for the absence.
- Ensure staff are trained to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Ensure staff understand how to identify early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures

- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Surrey Safeguarding Children Board
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Ensure that children are never placed at risk while in the charge of nursery staff
- Protect disabled or children with special educational needs.
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Safeguarding Children Board.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group. We recognise that a child who is abused or witnesses abuse and/or violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth. Research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

### **Liaison with other bodies and contact telephone numbers and email addresses**

- Contact children's services for advice/consultation about any concerns or to make a referral **Surrey Children's Single Point of Access (C-SPA) 0300 470 9100**
- Any referrals should be followed up using a **Request for support Form** (see sscb web site) within 48 hours **email [csplash@surreycc.gov.uk](mailto:csplash@surreycc.gov.uk)**
- **Emergency Duty Team (EDT) – 01483 517898**
- **Surrey Police 101 (or 999 in emergency) (101 for worries about Prevent or FGM)**
- For concerns that have already been allocated a social worker ring the North East referral Hub: **0300 123 1610**.
- For a child whose needs can be met through an Early Help Assessment contact the Early Help hub **01372 833133**. We have members of staff trained to have an understanding of Early Help and its procedures to access it.
- Surrey Safeguarding Children Board (SSCB) provide a procedures manual and for updates staff can access an online working document "Working together to Safeguard Children."
- The document "What to do if you're worried a child is being abused" is available for parents and staff. All staff are familiar with what to do if they have a concern.

- Guidance and the procedures manual can be found at [www.surreyscb.org.uk](http://www.surreyscb.org.uk)
- Any referral relating to an allegation against Staff, Carers and Volunteers should be reported to the LADO (Local authority designated officer) duty team **0300 123 1650 select option 3 or email: [lado@surreycc.gov.uk](mailto:lado@surreycc.gov.uk)**. LADO will advise on action to be taken.
- We notify the registration authority Ofsted of any incident or accident and any changes in our arrangements which affect the wellbeing of children, within 24 hours. To be followed up in writing within 14 days.**0300 123 1231**.
- Government helpline for extremism concerns **020 7340 7264**

SSCB Support Team  
 Fairmount House, Bull Hill,  
 Leatherhead, Surrey, KT22 7AH  
 Tel: 01372 833330 [sscb.training@surreycc.gov.uk](mailto:sscb.training@surreycc.gov.uk)

### **Types of abuse and particular procedures followed**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children. (*What to do if you're worried a child is being abused 2015*)

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

### **Indicators of child abuse**

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

### **Concerns**

- When a child's play or behaviour gives us cause for concern, the nursery investigates
- We allow investigation to be carried out sensitively. Staff in the nursery take care not to influence the outcome either through the way they speak to a child or ask questions of children
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.

### **Disclosures**

Where a child makes a disclosure to a member of staff, that member of staff

- Offers reassurance to the child
- Listens to the child
- Only use open questions to clarify information e.g. Tell, Explain, Describe (TED)
- Gives reassurance that she or he will take action.
- The member of staff does not ask leading questions of the child and does not make promises they cannot keep

## Recording suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure as soon as possible and within 24 hours, using the *Little Sparrows Safeguarding recording signs of abuse and disclosures document*, supported by the Designated Safeguarding Lead<sup>1</sup> (DSL). This record should include:

- Child's name
  - Child's age and date of birth
  - Date and time of the observation or the disclosure
  - An objective record of the observation or disclosure
  - Exact words spoken by the child
  - Exact position and type of any injuries or marks seen
  - Exact observation of any incident including any other witnesses
  - Name of the person to whom any concern was reported, with date and time; and the names of any other person present at the time
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- Any discussion held with the parent(s) (where deemed appropriate). However, if it is suspected that by informing the parents will place increased risk to the child or impede a Police investigation, advice will be sought from the C-SPA and or the Police about the next steps.
  - These records should be signed by the person reporting this and the DSL or DDSL, dated and kept in a separate confidential file.
  - In the absence of the DSL or DDSL, staff must be prepared to refer directly to C-SPA (and the police if appropriate) if there is the potential for significant harm
  - If a child starts to talk to an adult about potential abuse, it is important not to promise the child complete confidentiality. This promise cannot be kept.
  - It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

Use the SSCP Levels of need document to decide the relevant action to be taken. If we suspect a child is suffering, or is likely to suffer, harm or abuse the DSL must contact the C-SPA, by sending a request for support form by secure email to: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk). If a child is in immediate danger the Police must be called and C-SPA notified.

Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff to co-operate with C-SPA, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

If there is not a risk of significant harm, the DSL will either actively monitor the situation or consider offering Early Help.

### What happens next?

It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. The member of staff should be informed by the DSL what has happened following a report being made. If they do not receive this information, they should seek it out.

If we have concerns that the disclosure has not been acted upon appropriately, we will follow [Surrey's Inter Agency Escalation Policy and Procedures](#).

## Information sharing and managing the Child Protection file

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<sup>1</sup> Referred to in the EYFS as a lead practitioner

Safeguarding and child protection files are kept up to date. Information will be kept confidential and stored securely accessed only by trained staff who need to see it.

Where children leave the setting, the DSL will ensure their Safeguarding and Child Protection file is transferred to the new setting or school as soon as possible, and within 5 days for an in-year transfer or within 5 days of the start of the new term. Confirmation of receipt should be obtained.

If no new setting details are known, then the file will be kept until the child is 25.

### **Physical abuse**

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented.. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing, hitting, poisoning, burning or scalding. These are not usual childhood injuries and should always be logged and discussed with the nursery manager.

### **Bruising in non-mobile children**

Bruising in children not independently mobile (any child who is not yet crawling, bottom shuffling, pulling to stand, cruising or walking independently: includes all children over 6 months even if they are rolling, or children with significant disabilities resulting in immobility should raise a suspicion of maltreatment.

### **Female genital mutilation**

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. It is illegal in England and Wales. It is a form of violence and abuse against women.

Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, and incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns.

If you have concerns about a child relating to this you should contact the police by calling 101.

### **Fabricated illness**

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

### **Procedure:**

- All signs of marks/injuries to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member
- The incident will be discussed with the parent at the earliest opportunity, where felt appropriate
- Such discussions will be recorded and the parent will have access to such records
- If there are queries regarding the injury, the DSL will refer to C-SPA or the police.

## **Sexual abuse**

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse, they may be experiencing the procedure below will be followed.

### **Procedure:**

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the nursery manager or DSL
- The matter will be referred to C-SPA

## **Emotional abuse**

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis conveying to a child, they are worthless or unloved or inadequate. Lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. It may also include overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another such as witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

### **Procedure:**

- The concern should be discussed with the DSL
- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- An Assessment Framework form may need to be completed
- If there are queries regarding the circumstances the matter will be referred to C-SPA

## **Neglect**

Action should be taken if the staff member has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold, starvation

or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

**Procedure:**

- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- An assessment form may need to be completed
- If there are queries regarding the circumstances refer to C-SPA

**Other areas for concern**

**Domestic abuse**

Living in a home where domestic abuse takes place is harmful to children and can have a serious impact on their behaviour, wellbeing and understanding of healthy, positive relationships. Children who witness domestic abuse are at risk of significant harm and staff are alert to the signs and symptoms of a child suffering or witnessing domestic abuse. Children affected reflect their distress in a variety of ways. Their usual behaviour may change, they may become withdrawn, tired, start to wet the bed and have behavioural difficulties.

**Child Sexual Exploitation**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs or wants. It does not always involve physical contact it can also occur through the use of technology. Staff are aware of the link between online safety and vulnerability.

**Extremism – The Prevent Duty**

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care. In the first instance speak to the DSL. She will follow the safeguarding procedure and refer cases by email to [preventreferrals@surrey.pnn.police.uk](mailto:preventreferrals@surrey.pnn.police.uk) following the [Prevent referral form](#).

If further advice is sought from the police dial 101 or 01483 632982 and speak to the Prevent supervisor for Surrey.

**Staffing and volunteering**

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the



Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or any other adult who may be present in the nursery regardless of whether or not they have a DBS clearance.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery.

During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children's services team, the Local Safeguarding Children Board (LSCB) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have a named person within the nursery who takes lead responsibility for safeguarding and coordinates child protection and welfare issues, known as the Designated Safeguarding lead (DSL). The nursery DSL liaises with the Local Safeguarding Children Board (LSCB) and the local authority children's social care team, undertakes specific training, including a child protection training course, in addition to receiving regular updates via e-bulletins, meeting other DSL'S attending Early Years network meetings and keeping up to date with developments within this field.

The Designated Safeguarding lead (DSL) at the nursery is: (the nursery manager) **Gill Thom**  
The deputy safeguarding Lead is (the deputy manager) **Kim Knight**.

- They attend refresher training every 2 years.
- They are responsible for reviewing our safeguarding policy annually.
- They also ensure they understand Surrey's Effective Family Resilience assessment process and request for support pathway for providing Early Help and statutory intervention.
- Have a working knowledge of how local authorities conduct a Child Protection case conference/review conference and attend/contribute effectively.
- Understand the importance of information sharing within the setting and with other safeguarding partners.
- Understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this.

The DSL is expected to refer cases:

- Of suspected abuse and neglect to the C-Spa and support staff to make these referrals
- To the Channel programme (where there is a radicalisation concern) and support staff to make these referrals
- Report concerns that a child may be at risk of radicalisation or involvement in terrorism, and use the PREVENT REFERRAL FORM. If the matter is urgent then Police must be contacted by dialling 999. If further advice from the police is needed dial 101 or 01483 632982 and ask to speak to the Prevent Supervisor for Surrey.
- To the DBS where a person is dismissed/left due to risk/harm to a child
- To the police if a crime has been committed.

Other staff attend refresher training every 3 years and can discuss safeguarding concerns at any time. They are made aware of the requirement that it is everyone's responsibility to report concerns and take action to respond and report a safeguarding concern to the DSL/DDSL.

If there is risk of significant harm and the DSL or DDSL are not available staff are prepared to refer directly to the Children's Single Point of Access (C-SPA) and the police if appropriate.

- Procedures are in place for Gill/Kim to review our accident and incident book and child protection concerns file to identify possible safeguarding issues.
- Updates are emailed to all staff and discussed at the next Staff meeting or during supervision.

- A copy of this policy and procedure document is available for parents and carers to view on our 'website'.
- We provide adequate and appropriate staffing resources to meet the needs of all children
- Little Sparrows Nursery operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children including verification of their identity, qualifications, disqualification by association regulations and a satisfactory DBS check. We comply with the Disqualification under the Childcare Act 2006. ( Guidance 2018)
- There is at least one person undertaking recruitment who has completed safer recruitment training.
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether they have committed an offence or been involved in an incident that means they are disqualified from working with children. All medication on the premises are securely stored, and out of reach of children, at all times.
- Staff are advised that they must not be under the influence of alcohol or any other substance which may affect their ability to care for children.
- This information is also stated within every member of staff's contract
- We request DBS for all new staff. we use the DBS update service to re-check staff's criminal history and suitability to work with children
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- All students will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised and are asked to read and sign a safeguarding information sheet and are familiar with the SSCB procedures manual.
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use and we have procedures for recording details of visitors in place.
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.
- Should a member of staff be dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm, a referral will be made to the DBS and Ofsted

## **Disciplinary Action**

Where a member of staff or a volunteer is dismissed from the pre-school or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

## **Informing parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LSCB/ local authority children's social care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

## **Confidentiality**

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

## **Support to families**

- The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.
- The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation.
- Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCB
- With the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

## **Allegations against/concerns raised in relation to employees, students or volunteers of the nursery or any other person living or working on the nursery premises**

Little Sparrows Nursery will follow "Surrey Safeguarding Children's Partnerships procedure for allegations against adults who work with Children."

- 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 in a way that indicates he or she may pose a risk of harm to children
- Behaved or may have behaved in a way that indicated they may not be suitable to work with children

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

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to the owner and deputy DSL.

The following action will be taken

- LADO will be informed immediately for advice and guidance on 0300 123 1650 option 3 LADO or email: [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk) immediately and before taking any action or investigation

- Following consultation with the LADO inform the parents of the allegation unless there is a good reason not to.
- Ofsted must also be informed within 14 days as well as the action taken in respect of the allegations.
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, SSCB) to determine how this will be handled
- The nursery will follow all instructions from the LADO, Ofsted, SSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The nursery reserves the right to suspend any member of staff during an investigation (depending on the allegation) alternatively other support or supervision may be put into place.
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 10 years or until retirement. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

### **Whistleblowing**

If any member of staff or a volunteer feels that there are unsafe practices, potential failures in the nursery's safeguarding arrangements or in the attitudes or actions of colleagues they should speak to the DSL or DDSL. If they feel unable to speak to these people or they feel they are not being listened to, they should report the matter to Ofsted via their whistleblowing hotline Tel 0300 123 3155 [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

The NSPCC whistle blowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about a way a concern is being handled by their setting. Staff can call 0800 028 0285 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Mobile Phone, i-pads, and personal cameras**

Staff and visitors should not use their mobile phones or personal cameras to take pictures of any child in the nursery. The nursery camera should be used instead. Mobile phones should be kept in the allocated phone box in the kitchen during the working day. If you need to make a phone call this must be done in the kitchen (after asking permission). All staff mobile phones should be password protected. All nursery devices should be locked away at the end of the working day.

### **Social Networking and E-Safety**

Our nursery is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within the nursery we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly.
- Using approved devices to record/photograph in the setting.
- Never emailing personal or financial information.
- Staff should not be online 'friends' with any parents/guardians of the children at nursery. Confidentiality around children and families in our setting is paramount and disciplinary action will be taken if information is disclosed to a third party. See separate babysitting policy.
- Reporting emails with inappropriate content to the internet watch foundation (IWF [www.iwf.org.uk/](http://www.iwf.org.uk/)).
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices.
- Ensuring children are supervised using internet devices. Staff are aware that the use of technology can enhance child learning and development however disciplinary action will be taken if unlawful or unsafe behaviour occurs.
- Integrating e-safety into nursery daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online.
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'.

## **Training**

All staff receive information about the safeguarding arrangements upon induction, the staff conduct policy, child protection policy, the role and names of the DSL and DDSL.

We seek out training opportunities for all adults involved in the nursery to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse, exploitation and neglect and that they are aware of the local authority guidelines for making referrals.

They will also know to identify inappropriate behaviour displayed by other members of staff, or persons working with children. Eg: inappropriate sexual comments, excessive one to one attention beyond requirements of their role, or inappropriate sharing or images. We ensure that all staff know the procedures for reporting and recording their concerns in the pre-school.

All permanent staff will attend the training "Working Together to Safeguard Children" training and undertake refresher training every 3 years and receive regular updates as required, but at least annually - to include Female genital mutilation (FGM), Honour based violence (HBV) Forced marriage (FM) Breast ironing, Prevent Duty, Child Sexual Exploitation (CSE) and grooming and child trafficking.

There are e-learning courses for all the safeguarding priorities listed above.

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the nursery manager/DSL or owner at the earliest opportunity.

## **Curriculum**

- We introduce key elements of child protection into our foundation stage curriculum, so that children can develop understanding of why and how to keep safe.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children
- We create within the pre-school a culture of value and respect for the individual and promote the fundamental British Values in the Early Years through delivery of the EYFS. E.g. Self-confidence and self-awareness (PSE). We encourage children to know their views count, talk about their feelings and support democracy by sharing views. We provide activities that involve turn-taking and sharing and collaboration and engage a sense of wondering/enquiring minds where questions are valued. Self-confidence and self-awareness (PSE).
- We help children to manage their feelings and behaviour through clear rules and a consistent approach.
- We support children's positive self-image and increase confidence through allowing children to take managed risks through a range of experiences such as forest school and encourage mutual respect and tolerance by learning about other cultures and having a range of literature and resources available. Also, by asking parents of differing cultures and faith to share with us.
- We liaise with the child's new setting or school when there are any safeguarding concerns.

### **Complaints**

- We ensure that all parents know how to complain about staff or volunteer action within the pre-school, which may include an allegation of abuse
- We follow the guidance of the LCSB when investigating any complaint that a member of staff or volunteer has abused a child
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person
- Any complaint will be reported to LADO duty team
- Summary allegation forms will be kept until retirement

### Disabled children

#### Children with disabilities and special educational needs

- safeguard disabled children and young people
- apply the SSCB Safeguarding Children Procedures equally to disabled children as to non-disabled children
- understand particular issues which influence the safety and well-being of disabled children and young people
- communicate directly with disabled children and young people whose safety and well-being is under investigation

Disabled children and young people have a right to services that support and safeguard them and maximise their independence.

<b>This policy was updated on:</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
4/12/2021	GILL THOM	Sept 2022