

Child Protection and the Safeguarding of Children Policy and Procedure

Wivenhoe Park Day Nursery recognises our moral and statutory responsibility to safeguard and promote the welfare of all children. We strive to provide a safe and welcoming environment where all children feel respected, valued, and cared for. We are alert to the various signs of abuse and neglect and follow strict procedures to ensure children receive effective support, protection and justice.

Related strategies and policies which we adhere to:

- Safeguarding Vulnerable Groups Act 2006
- The Children's Act 1989
- Childcare Act 2016
- Counter Terrorism and Security Act 2015
- Keeping children safe in education (DfE 2023)
- Working Together to Safeguard Children 2018 a guide to inter-agency working to safeguard and promote the welfare of children
- What to do if you are worried a child is being abused (DfE, 2015)
- The Statutory Framework (DfE, 2024)
- Essex SET Procedures (ESCB, May 2022)
- Effective support for Children and Families in Essex (ESCB, 2021)

Please read this policy alongside the following nursery policies:

- Allegation against a staff member policy.
- The use of IT devices including mobile phones.
- Safe recruitment and supervision of staff policy.
- Whistle blowing policy.

Designated Safeguarding Lead (DSL)

Wivenhoe Park Day Nursery has a named Designated Safeguarding Lead who co-ordinates Safeguarding Children issues within the setting. In the Designated Person's absence, the second named person below will take responsibility for co-coordinating Safeguarding issues within the setting. The persons appointed for this setting are named immediately below:

Lucy Rose	Position: Early Years Practice Manager (DSL)
Donna Forsyth	Position: Deputy Manager
Dawn Saunders	Position: Business Operations Manager



One of the above **MUST** be on the nursery premises or be contactable at all times. The DSL must hold up-to-date Level 3 safeguarding training. The DSL is responsible for liaison with Local Statutory children's services agencies, and with LSP (Local Safeguarding Partners)

The DSL will take advice from the **Local Authority Designated Officer (LADO)** or the **Children and Families Hub** on all Safeguarding issues.

The DSL must provide advice and support to other members of staff in the form of staff training in Safeguarding and Child abuse. The training will be provided at staff induction and through ongoing training annually. The training will also enable staff to identify children, staff and parents who may be at risk of being drawn into terrorism, radicalisation or extremism.

Training

Everybody has a responsibility to safeguard children from harm, therefore it is important that all staff feel confident to recognise the different possible signs of abuse and neglect and know exactly what to do if they have a concern. It is the responsibility of the DSL and the Business Operations Manager to ensure that all staff receive regular training.

The DSL will attend Level 3 training every 2 years. The staff team are level 2 trained and will receive repeated training every 3 years. Refresher training is delivered by the DSL annually.

Regular discussions around safeguarding are held in senior meetings, room meetings, staff supervisions and appraisals to ensure that keeping children safe is in the forefront of our minds.

Safer recruitment

We practice robust recruitment procedures in checking the suitability of staff, volunteers to work with children, this will include DBS checks, health checks and references.

Safer recruitment means that applicants will;

- Complete an application form including their work and experience history.
- Provide two references including their suitability to work with children.
- Provide evidence of identity and qualifications
- Apply for an enhanced DBS check and be put on the update service to run a new check annually.
- Be interviewed by a diverse panel (one of which who has completed safer recruitment training).
- Staff induction that includes introduction to safeguarding. Nursery Managers will complete safer recruitment training every 2 years.
- Please see the **Safe Recruitment and Supervision of Staff Policy**.

Volunteers and students

Being part of the university means that we strive to support students in their studies and experiences in the early years.



All volunteers and students will:

- Provide the nursery with an up-to-date DBS check.
- Induction and tour of the nursery.
- The DSL will ensure students and volunteers are aware of their responsibilities to safeguard children. This will include reading the safeguarding policy.

Recognising abuse

Child abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm. Abuse can happen to a child regardless of their age, gender, race or ability. Abusers can be adults (male or female) and other young people and are usually known to and trusted by the child and family.

Although there are specific indicators of some types of abuse, some general indicators or causes for concern may include:

- Change in what is 'typical' behaviour for the child.
- Becoming withdrawn.
- Being over emotional.
- Isolation from certain tasks.
- Struggle to build relationships with others.
- A disclosure from the child.

Abuse can often be difficult to recognise in young children not only due to developing language, but also because under 5s behaviours can fluctuate regularly due to their age and stage. With this in mind we endeavour for all persons working, volunteering and visiting the setting to have an understanding of the indicators of abuse and know how and whom they must report concerns to.

We recognise the main categories of abuse as;

- **Neglect:** The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.
- **Emotional abuse:** The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.
- **Physical abuse:** A form of abuse which 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:** Forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. Sexual abuse can take place online, and technology can be used to facilitate offline abuse.



All definitions have been taken from the document: *Working together to safeguard children 2018*

Procedure: If any person has a concern about a child whom they are working with, the setting procedure is as follows:

1. The concern must be reported to the DSL immediately in a confidential space, if the DSL is not on duty this must be reported to the deputy DSL.
2. The person reporting the concern will record their concern on a cause for concern form, with clear and factual details. This should include full names, dates and times of the incident/ conversations and when it was recorded. A body map should be used if there are any injuries to the child.
3. The DSL will make a decision as to the appropriate action that needs to be taken, this will be based on their individual background/ knowledge of the child and their family. The DSL may request for advice from the consultation line if unsure (see contact details below).
4. If it is believed that the child is suffering or at risk of significant harm, the DSL will contact the Children & Families Hub to make a referral. Our aim is to work together with families to protect and safeguard children therefore the family will be notified that we are making the referral unless we have reason to believe that this puts the child at increased risk. Parent/carers and families are to be treated with respect and in a non-judgmental manner by all staff whilst any external investigations are carried out in the best interests of the child.

Where a child is at immediate risk of significant harm, please call the Children & Families Hub on **0345 603 7627** and ask for the 'Priority Line' or call the **Police on 999**.

During out of hours (Monday to Thursday 5pm to 9am, Friday and Bank Holidays 4:30pm to 9am), please call: 0345 606 1212 or email: Emergency.DutyTeamOutOfHours@essex.gov.uk

Confidentiality

Personal information on children, families and staff needs to be kept securely, whilst being easily accessible. Confidential information on any child should be kept in a locked cupboard in the main office. All safeguarding concerns/reports are kept in a named red file marked private and confidential and stored in a locked filing cabinet. The retention of this information is kept inline with our Nursery retention policy.

Preventative measures: Early Intervention is at the heart of safeguarding children

Early help services can be offered to parents, children or whole families, but their main focus is to improve outcomes for children. For example, services may help parents who are living in challenging circumstances provide a safe and loving environment for their child. Or, if a child is displaying risk-taking behaviour, early help practitioners might work with the child and their parents to find out the reasons for the child's behaviour and put strategies in place to help keep them safe.



Signs that a child or young person may benefit from early help include:

- displaying disruptive or anti-social behaviour.
- having poor attendance.
- being involved in, or at risk of, offending.
- having poor general health.
- having anxiety, depression or other mental health issues.
- misusing drugs or alcohol.
- having a particularly challenging relationship with parents or appearing to be unusually independent from their parents.
- experiencing difficulties at home, such as domestic abuse, parental substance abuse or parental mental health problems.

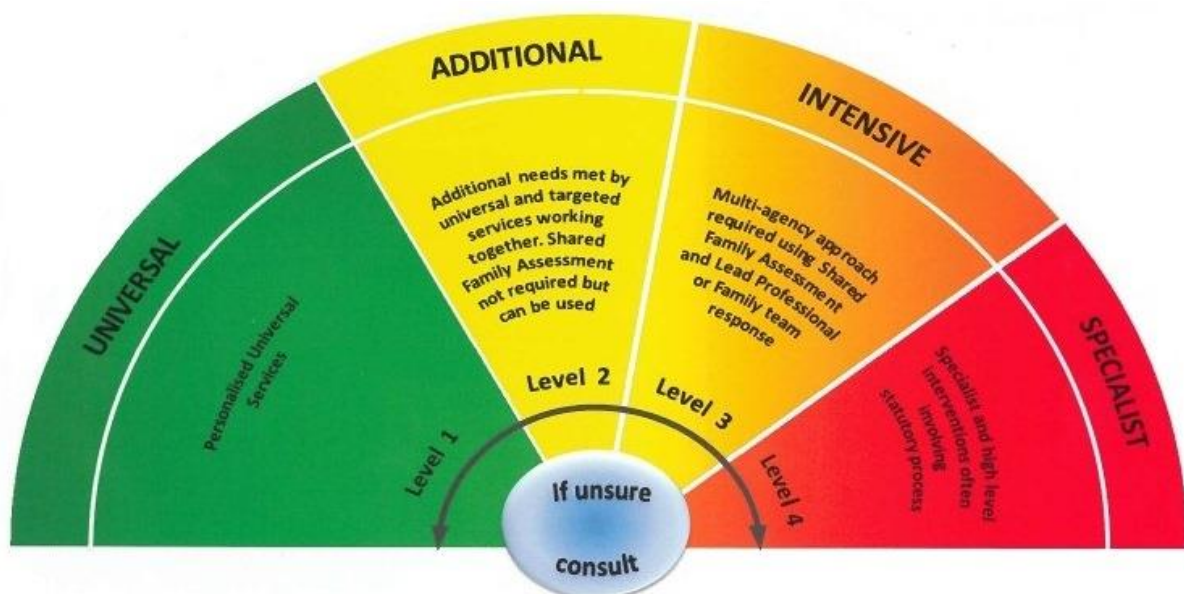
The directory of services helps to pinpoint local support groups and agencies that will be able to work with families - <https://www.essex.gov.uk/directory-of-services>

Staff can also contact the Family and Wellbeing Hub on 01206 372300 and request a visit or a call from a health visitor.

If your concerns continue and more intervention is needed, you should complete a non-urgent request for support online. This should be completed with parents consent.

<https://www.essex.gov.uk/adult-social-care-and-health/report-abuse-or-neglect/report-concern-about-child>

If you are unsure the Effective support windscreen can help you to establish the level of need.





Universal (Level 1) is everyone, services that everyone has access to meeting basic core needs of the child such as health and education.

Additional support (Level 2) identifies that some extra support is needed. A staff member may take the following steps to offer support:

- Have a conversation with the parents.
- Single service referrals – where additional support is only required from one agency. Check that there are no other agencies/projects in your area that could offer support.
- 'In house' additional support – are there other colleagues who could work with you? Could a **Team around the Family** meeting be useful? Bring together, with the family, the practitioners who are currently working or have contact with them.
- Review/evaluate initial assessment – consider completing and registering an **Early Help Plan**.
- If appropriate discuss support / safeguarding needs with your designated safeguarding lead or use the Consultation Line prior to submitting a Request for Support.

Intensive support (Level 3) recognizes that a multi-agency approach may be required for vulnerable families and children with multiple needs.

Specialist intervention (Level 4) is intervention at a high level, meaning that a child is at risk of significant harm usually resulting in a child protection case.

Level 3 & 4 requires more urgent help – see below:

- **Immediate Risk of Significant Harm - Priority**

Where a child is at immediate risk of significant harm, please call the Children & Families Hub on **0345 603 7627** and ask for the 'Priority Line' or call the Police on **999**.

During out of hours (Monday to Thursday 5pm to 9am, Friday and Bank Holidays 4:30pm to 9am), please call: **0345 606 1212** or email: Emergency.DutyTeamOutOfHours@essex.gov.uk

- **Request for Support**

If you are concerned that a child or young person is being harmed or neglected, or is at risk of this, you should go to the [**Essex County Council**](http://www.essex.gov.uk) website where you can make a request for support to the Children & Families Hub.

- **Consultation**

The Children and Families Hub offers a consultation line for professionals providing advice and guidance. You can access this by calling 0345 603 7627 and asking for the 'Consultation Line'.



Allegations made against an employee, student, volunteer or other adult

It is essential that any allegation of abuse made against a person who works with children is dealt with fairly, quickly and consistently in a way that provides effective protection for child, but at the same time supports the person who is the subject of the allegation.

Where an allegation is made against a member of staff or volunteer, the staff member receiving the allegation must do the following:

- Inform the DSL or a senior member of staff immediately. If the DSL is the subject of the allegation, then this should be reported to the other named DSL, who will then:
- Inform the Local Authority Designated Officer (LADO) within 24 hours and inform Ofsted within 14 days.
- The nursery should also inform the local authority through our Education Partners
- Inform HR
- Follow advice and guidance from the above authorities.
- Carry out an investigation if required, following the instructions of appropriate professionals.
- Keep all documentation in a secure locked cupboard in the main office.
- Any statements regarding the investigation should be written in the complainant's own words.
- Where appropriate for less serious allegations, and if external professionals feel appropriate, re-assign the member/members of staff to work in another area whilst the investigation is taking place.
- Support members of staff, including the staff against whom the accusation has been made, throughout the investigation.
- On conclusion of the investigation follow the advice and guidelines from the involved appropriate external bodies such as Ofsted and the Local Safeguarding Children's Board. Ensure that all bodies concerned in the investigation are informed of the agreed outcome.

Suspension of a member or members of staff may be deemed appropriate whilst the investigation is taking place. The nursery, in consultation with HR, reserves the right to suspend any member of staff on full pay during an investigation.

Allegations to LADO: 03330 139 797 or lado@esex.gov.uk.

Prevent Duty

Prevent duty is the duty in the Counter Terrorism and Security Act 2015. It reflects the need to prevent people from being drawn into terrorism and protect children from the risk of radicalisation and extremism.

Radicalisation is where a child or adult is groomed to ignore British Values of democracy, rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.



It is not acceptable to:

- Actively promote intolerance of other faiths, cultures and races
- Fail to challenge gender stereotyping
- Justify violence
- Isolate children from their wider community
- Fail to challenge behaviours that are not in line with fundamental British Values.

In order to comply with guidelines for Prevent duty and reduce the risk of potential radicalisation, and extremism the nursery must:

- Be alert to changes in children's behaviours which could indicate that they may be in need of help or protection.
- Be aware that children at risk of radicalisation may seek to hide their views, the key person approach and parent partnerships means that we get to know the child and the family well and therefore any personality, behaviour or demeanour changes are identified quickly.
- Provide staff training.
- Promote British Values through daily activities and good role modelling.
- Seek advice and guidance if we have concerns about a child that is at risk of radicalisation.

All concerns regarding prevent can be raised to:

The Children and Families Hub: 0345 603 7627

Prevent hotline number: 0808 800 5000

For emergencies only call the police: 999 or 101

All staff undertake the following training to ensure they are confident in identifying causes for concern.

<https://www.elearning.prevent.homeoffice.gov.uk/>

British values

The concept of 'Fundamental British Values' has been included within the EYFS since 2014. Now, it is a part of the statutory Prevent Guidance that all childcare providers must follow. 'The Prevent Duty, 2015'.

Democracy is where we make decisions together. Like many other British Values, it's also about making sure that everyone has equal rights and is treated equally. The Rule of Law is about understanding that rules matter and are important in our society. At an earlier level it's also about understanding cause and effect and identifying that our actions have consequences. Individual Liberty focuses on freedom for everyone.

Mutual Respect and Tolerance is about treating others as you wish to be treated, learning about different faiths and culture and listening to different viewpoints.



Female Genital Mutilation: Recognising and Preventing (FGM)

FGM is the partial or total removal of the external female genitalia for non-medical reasons. It causes long term mental and physical suffering, difficulty in giving birth, infertility and even death. Female genital mutilation (FGM) is illegal in the UK and it has been since 1985. In 2003 it also became a criminal offence for UK nationals or permanent UK residents to take their child abroad to have female genital mutilation.

Therefore, FGM is a form of child abuse, and it is our responsibility to protect and safeguard children from abuse. If we have any concerns that a child is at risk of FGM or has had the procedure carried out we will immediately call the police on 101.

If you would like advice the 24hour helpline is available.

FGM helpline 0800 028 3550

<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

Absence

When a child has an unexplained absence in their normal attendance pattern the Parents/Carers are contacted to establish the reason for the child's absence. All absences are recorded including the reason for the absence.

Accidents at home

If a parent informs us of an accident or incident that occurred at home the nursery staff we complete a Prior Injury form with the parents, this is stored electronically should we need to refer to it. If a child arrives at nursery with a prior injury and the parent hasn't informed us we will contact the parents to find out what had happened. A prior injury form will be completed with the parents at the next opportunity.

If the injury is suspicious the parent may be asked to explain what happened in more detail. If this raises concern with the nursery staff member the above procedures will be followed.

The nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld or has a complaint or concern relating to child protection, it is their duty to bring this matter to the attention of the Nursery Manager at the earliest opportunity.

The University of Essex is committed to safeguarding and promoting the welfare of all who participate in our organised activities or services.

Please refer to the university Safeguarding policy and guidance for more information.

[Safeguarding policy and guidance | University of Essex](#)



Useful Contact Telephone Numbers

For advice with initial concerns regarding any child protection issue contact:

Children and Families Hub: 0345 6037627 www.escb.co.uk

Emergency Out of hours service: 0345 606 1212 or police 999

Information for practitioners:

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Named person for contact and advice regarding the procedure for allegations against staff:

Local Authority Designated Office – (LADO): 0333 0139797

Ofsted 0300 123 1231

To report concerns relating to terrorism or radicalisation contact **Police 101**

Document reviewed on	January 2024	Where this document is displayed / duplicated; Website safeguarding notice board Policy folder
Reviewed on behalf of the nursery by	Lucy Rose/Dawn Saunders	
Date for next review	January 2025	