

*This is the Safeguarding Children (Child Protection)  
Statement and Policy of*



**Hadley Wood Pre-school and Playgroup Ltd**

EYFS: Section 3 – Safeguarding  
and welfare requirements

**Definition:** Safeguarding has been defined as *'everyone's responsibility'*.

Within HWPP we aim to maximise and adhere to the safeguarding and welfare requirements of the Statutory Framework for the EYFS (2021) and legal framework including primary legislation, The Children's Act, 1989 and 2004; *"The welfare of child is paramount"* where staff **MUST** undertake a *'Duty of Care'* and have a role to play in safeguarding and promoting the welfare of children as highlighted in the statutory guidance, *Working together to Safeguard Children, 2018*.

**General Policy Statement**

- To create an environment in which children are safe and given the very best start in life.
- To ensure that any suspicions of abuse are promptly listened to, assessed and dealt with in the most appropriate manner.

***Aims***

- We will promote our children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self image which includes their heritage arising from their colour, and ethnicity, the languages spoken to them at home, their religious beliefs, cultural traditions and home background.
- We will encourage the children to develop a sense of autonomy and independence.
- We will support children to develop their self confidence and the vocabulary to resist inappropriate approaches.
- We will keep the setting safe online, we refer to 'Safeguarding children and protecting professionals in early years settings: online safety considerations and use appropriate filters, checks and safeguards, monitoring access at all times and maintaining safeguards around the use of technology by staff, parents and visitors in the setting.
- We will ensure that children are never placed at risk while in the care of nursery staff.
- We will help children to establish and sustain satisfying relationships within their families, with peers and with other adults.
- We will work with parents to build their understanding of and commitment to the principles of safeguarding all our children.

The legal framework for this work is:

### ***Primary Legislation***

The Protection of Children Act, 1999

Data Protection Act, 2018

The Children Act 1989 and 2004, (Every Child Matters)

Children and Social Work Act 2017

Childcare Act 2006 (amended 2018)

Counter-Terrorism and Security Act 2015.

Inspecting Safeguarding in Early years, Education and Skills settings 2022

Prevent Duty 2015

Safeguarding Vulnerable Groups Act, 2006

Statutory Framework for the Early Years Foundation Stage (2021)

Working Together to Safeguard Children, 2021

Keeping Children Safe in Education, 2022

### ***Guidance***

What to Do if You are Worried a Child is Being Abused (2015)

Early Years Foundation Stage Framework (2021)

### ***Secondary Legislation***

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976) Regulations

Rehabilitation of Offenders Act 1974

Within this document the following headings fall under the umbrella of ‘*safeguarding*’:

- Physical Abuse
  - ✓ Fabricated Illness
  - ✓ Female Genital Mutilation (FGM)
  - ✓ Breast Ironing/Flattening
  
- Sexual Abuse
  - ✓ Child Sexual Exploitation (CSE)
  - ✓ Child Criminal Exploitation (CCE)
  
- Emotional Abuse
- Neglect Abuse
- County Lines
- Cuckooing
- Contextual Safeguarding
- Domestic Abuse
  - ✓ Forced Marriage/Under-age Marriage
  - ✓ Honour Based Violence
- Extremist – The Prevent Duty
- Child on Child Abuse
- Empowering Children
- Monitoring Children’s Attendance

- Looked After Children
- Children with SEN&D
- Human Trafficking
- Adult Exploitation
- Up Skirting
- Child abuse linked to faith or belief (CALFB)
- Social Networking

#### Liaison with other bodies

- We have a copy of ‘What to Do if You are Worried a Child is Being Abused’ and staff are familiar with what to do if they have concerns.
- We notify Ofsted of any incidents or accidents and any changes in our arrangements which may affect the wellbeing of children.
- We hold a list of contact number of agencies who may need to be contacted in the event of suspicion of child abuse.

### ***Staffing***

Our designated lead person who co-ordinates Safeguarding/Child Protection issues is *Angie Roberts in Butterflies and Irene Georgiou* as Designated Safeguarding Officer (DSO) in Caterpillars.

- We provide suitable and appropriate staffing resources to meet the needs of all our children.
- All staff must be appropriately trained within our setting. At least 1 member of staff including the Supervisor must be qualified to Level 3 or equivalent and holds 2 years-experience of working within an early year’s setting. Remaining staff should be trained to Level 2 and preferably 3 or equivalent qualification.
- Children aged 2-3 the ratio of staff is 1:4 children.
- Children aged 3-4 the ratio of staff is 1:8 children or 1 qualified EYPS/EYTS/QTS 1:13 children.
- All successful applicants for interview undergo a rigorous recruitment procedure to include completion of an application form, references and means of identification (see *Staff Recruitment Policy*).
- All staff must undertake an enhanced DBS check and will not be left unsupervised until satisfactory completion.
- Helpers and students are never left unsupervised within the setting and are not deemed to be used as staff ratios.
- Personal mobile phones are to be kept in the kitchen and not accessed until the end of the session, subject to emergencies and approval from the Supervisor. See *Staff Code of Conduct/Behaviour Policy*.
- Discussions with staff regarding the high expectations expected in all areas but in particular to behaviour and conduct at work are part of the induction process. Staff sign the *Staff Code of Conduct/Behaviour Policy*.
- All staff attend Safeguarding/Child Protection training and the Supervisor/Deputy attend updates every two years or sooner if there is a change in legislation.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would

otherwise have led to dismissal for reasons of child protection concern. In all such cases we inform Ofsted as soon as it is reasonably practicable to do so but at least within 14 days.

### ***Parents, Carers and Visitors***

- Before children start at the setting parents are required to fill in a form regarding who can collect their child.
- Any other person who is not named, regardless of whether we know them or not, the parent must inform us, where we will record who is collecting, the person who informed us and then at collection, that person will have to relay a password (given upon registration) and sign to say they have collected the child. NO child will be allowed to leave the premises without the PASSWORD given and signature taken.
- No parent is to use their mobile phone within the two halls unless permission is granted from the Supervisor. For example, to take pictures/videos at concerts.
- There is a visible sign indicating mobile phones are prohibited.
- All visitors sign a visitors' book stating the reason for their visit and their length of stay.
- We have control over who enters our setting by way of our entry system (camcorder) which allows us to see and speak to the person at the door before allowing entry. If the visitor is not recognised a member of staff will tend to the door and enquire asking for ID if it is a professional body attending the setting on behalf of a referral/assessment. No unauthorised person has unsupervised access to the children.
- We will ensure parents are fully aware of our safeguarding and child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur.

### ***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.

### ***Record Keeping***

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 and in line with guidance of the local authority 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.

The nursery keeps appropriate records to support the early identification of children and families that would benefit from support. Factual records are maintained in a chronological order with parental discussions. Records are reviewed regularly by the DSL to look holistically at identifying children's needs.

## **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 inflicting harm, 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 more rarely, 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, advice for practitioners (2015) and Working Together to Safeguard Children (2018)*

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
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

### **Emotional states:**

- Fearful
- Withdrawn
- Low self-esteem.

### **Behaviour:**

- Aggressive
- Oppositional habitual body rocking.

### **Interpersonal behaviours:**

- Indiscriminate contact or affection seeking
- Over-friendliness to strangers including healthcare professionals
- Excessive clinginess, persistently resorting to gaining attention
- Demonstrating excessively 'good' behaviour to prevent parental or carer disapproval
- Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed
- Coercive controlling behaviour towards parents or carers
- Lack of ability to understand and recognise emotions
- Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

There are *five* recognised categories of abuse:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect
- Domestic Abuse

**Physical Abuse:** May involve, but is not limited to, hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also occur when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child known as Fabricated and Illness Syndrome (FIIS). Physical abuse also includes Female Genital Mutilation (FGM).

**Fabricated Illness:** Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. The parent or carer may seek out unnecessary medical treatment or investigation; they may exaggerate a real illness and symptoms or deliberately induce an illness through poisoning with medication or other substances or they may interfere with medical treatments. Fabricated illness is a form of physical abuse, and any concerns will be reported, in line with our safeguarding procedures.

### ***Female Genital Mutilation (FGM)***

FGM is a form of physical abuse against children. FGM is also known as female circumcision or female genital cutting. FGM is defined by the World Health Organisation as ***'all procedures involving partial or total removal or the external female genitalia or other injury to the female genital organs for non-medical reasons.'***

The Female Genital Mutilation Act was introduced in 2003 and came into effect in March 2004. It was made illegal to practice FGM in the UK; take girls who are British nationals or permanent residents of the UK abroad for FGM whether it is lawful in that country; and aid, abet, counsel or procure the carrying out of FGM abroad. FGM can take place from birth but more commonly occurs between 5-14 years of age. FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death (definition taken from the Multi-Agency Statutory Guidance on Female Genital Mutilation).

The procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community.

FGM is child abuse and is illegal in the UK. It can be extremely dangerous and can cause:

- Severe pain
- Shock
- Bleeding
- Infection such as tetanus, HIV and hepatitis B and C
- Organ damage
- Blood loss and infections
- Death in some cases

Signs:

- Child is female
- From a culture where FGM is practiced
- Parents request an extended summer holiday in their country of origin.

Any concerns about a child or family, will be reported to the children's social care team in the same way as other types of physical abuse. We have a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18.

## ***Breast Ironing***

Breast ironing, also known as "breast flattening", is a process where young girls' breasts are ironed, massaged and/or pounded down using hard or heated objects for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage. Although this is unlikely to happen to children in the nursery due to their age, we will ensure any signs of this in young adults or older children are followed up using the usual safeguarding referral process.

Breast Ironing/Flattening is a form of physical abuse and can cause serious health issues such as:

- Abscesses
- Cysts
- Itching
- Tissue damage
- Infection
- Discharge of milk
- Dissymmetry of the breasts
- Severe fever

Any concerns about a child or family, will be reported to the children's social care team in the same way as other types of physical abuse.

All children can suffer injuries during their early years as they explore and develop. If an explanation of how a child received their injury doesn't match the injury itself or if a child's injuries are a regular occurrence or there is a pattern to their injuries, then we will report our concerns.

***Sexual Abuse:*** Sexual abuse involves 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. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Adult males do not solely perpetrate sexual abuse; women can also commit acts of sexual abuse, as can other children.

Action must be taken if a staff member witnesses an occasion(s) where a child indicates sexual activity through words, play, drawing, has an excessive preoccupation with sexual matters; or has an inappropriate knowledge of adult sexual behaviour, or language, for their developmental age. 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.

If a child is being sexually abused staff may observe both emotional and physical symptoms.

Emotional signs:

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Personality changes such as becoming insecure or clingy
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating

- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a carer
- Becoming worried about clothing being removed
- Suddenly drawing sexually explicit pictures or acting out actions inappropriate for their age
- Using sexually explicit language.

Physical Signs:

- Bruises
- Bleeding, discharge, pains, or soreness in their genital or anal area
- Sexually transmitted infections
- Pregnancy

Any concerns about a child or family will be reported to the children's social care team.

### ***Child Sexual Exploitation (CSE)***

*Keeping Children Safe in Education (2020)* describes CSE as: where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur using technology. CSE can affect any child or young person (male or female) under the age of 18 years, including 16- and 17-year olds who can legally consent to have sex. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g., through others copying videos or images they have created and posted on social media).

Signs and indicators may include:

- Physical injuries such as bruising or bleeding
- Having money or gifts they are unable to explain
- Sudden changes in their appearance
- Becoming involved in drugs or alcohol, particularly if you suspect they are being supplied by older men or women
- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong)
- Using sexual language that you wouldn't expect them to know
- Engaging less with their usual friends
- Appearing controlled by their phone
- Switching to a new screen when you come near the computer
- Nightmares or sleeping problems
- Running away, staying out overnight, missing school
- Changes in eating habits
- Talk of a new, older friend, boyfriend, or girlfriend
- Losing contact with family and friends or becoming secretive
- Contracting sexually transmitted diseases.

If a member of staff feels any children, older siblings or young parents are at risk of CSE then child protection procedures should be followed, and referral made to First Response.



## ***Child Criminal Exploitation (CCE)***

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur using technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people. Some of the following can be indicators of CCE:

- Children who appear with unexplained gifts or new possessions.
- Children who associate with other young people involved in exploitation.
- Children who suffer from changes in emotional well-being.
- Children who misuse drugs and alcohol.
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education.

If staff have any concerns regarding CSE or CCE, they will be reported in the usual way.

***Emotional Abuse:*** Working Together to Safeguard Children (2018) defines emotional abuse as ‘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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as 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. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Signs and indicators may include:

- Physical, mental and emotional development lags
- Sudden speech disorders
- Overreaction to mistakes
- Extreme fear of any new situation
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression
- Appear unconfident or lack self-assurance.

Action will 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. Children may also experience emotional abuse through witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

**Neglect:** Working Together to Safeguard Children (2018) defines Neglect as ‘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’. 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:

- a. Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b. Protect a child from physical and emotional harm or danger
- c. Ensure adequate supervision (including the use of inadequate caregivers)
- d. Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

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. In addition, neglect may occur through pregnancy because of maternal substance abuse.

Action will be taken if the staff member has reason to believe that there has been any type of neglect of a child.

## ***County Lines***

The National Crime Agency (NCA) describe county lines as ‘a term used when drug gangs from big cities expand their operations to smaller towns, often using violence to drive out local dealers and exploiting children and vulnerable people to sell drugs. These dealers will use dedicated mobile phone lines, known as 'deal lines', to take orders from drug users. Heroin, cocaine and crack cocaine are the most common drugs being supplied and ordered. In most instances, the users or customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment’. People involved in county lines are often subjected to physical, mental, or sexual abuse.

Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in several locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children’s homes and care homes.

Signs and indicators to be aware of include:

- Changes in the way young people you might know dress
- Unexplained, sometimes unaffordable new things (e.g., clothes, jewellery, cars etc.)
- Missing from home or schools and/or significant decline in performance
- New friends or relationships with those who don't share any mutual friendships with the victim or anyone else
- May be carrying a weapon
- Receiving more texts or calls than usual
- Sudden influx of cash, clothes, or mobile phones
- Unexplained injuries

- Significant changes in emotional well-being
- Young people seen in different cars/taxis driven by unknown adults
- Young people seeming unfamiliar with your community or where they are
- Truancy, exclusion, disengagement from school
- An increase in anti-social behaviour in the community
- Unexplained injuries
- Gang association or isolation from peers or social networks

## ***Cuckooing***

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person to criminally exploit them by using their home as a base for drug dealing, often in multi-occupancy or social housing properties. Signs and indicators to be aware of include:

- An increase in people entering or leaving a home or an increase in cars or bikes outside a home.
- A neighbour who hasn't been seen for an extended period.
- Windows covered or curtains closed for a long period.
- New faces appearing at the house or flat.
- New and regularly changing residents (e.g., different accents compared to local accent)
- Change in resident's mood and/or demeanour (e.g., secretive/withdrawn/aggressive/emotional).
- Substance misuse and/or drug paraphernalia.
- Increase in anti-social behaviour.

⇒ All concerns relating to County Lines must be referred to MASH.

⇒ For further information please refer to: Home Office County Lines Guidance (July 2017)

If staff have any concerns regarding county lines/cuckooing, they will be reported in the usual way.

## **Contextual safeguarding**

As young people grow and develop, they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

As part of our safeguarding procedures, we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

***Domestic:*** The Government defines domestic abuse as “Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality”. Staff need to understand what is required of them if children are members of the household where domestic abuse is known or suspected to be taking place. Our policy includes action to be taken regarding referrals to the Police and Children and Young People’s Services and any action to be taken where a member of staff is the alleged perpetrator or victim of domestic abuse. At HWPP we will follow our safeguarding policy and report any suspected concerns regarding Domestic Abuse to the relevant agency.

## ***Forced Marriage / Under-age Marriage***

In England, a young person cannot legally marry until they are 18 years old. This means that 16-17 year olds will no longer be able to marry or enter a civil partnership under any circumstances, including with parental or judicial consent from 26<sup>th</sup> February 2023. It will not be possible for anyone under 18 to marry or enter a civil partnership after this date.

<https://www.gov.uk/government/news/implementation-of-the-marriage-and-civil-partnership-minimum-age-act-2022>

## ***Honour Based Abuse***

Honour based abuse ‘is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community’. It is important to be alert to signs of distress and indications such as self-harm, absence from the setting, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in setting activities, unreasonable restrictions at home. Where it is suspected that a child/young person is at risk from Honour based abuse, HWPP will report those concerns to the appropriate agency to prevent this form of abuse taking place.

## **Extremism – The Prevent Duty**

Under the Counter-Terrorism and Security Act 2015 we have a duty to safeguard at risk or vulnerable children under the Counter-Terrorism and Security Act 2015 to have “due regard to the need to prevent people from being drawn into terrorism and refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism. It’s a gradual process so young people who are affected may not realise what’s happening.

Radicalisation is a form of harm. The process may involve:

- Being groomed online or in person
- Exploitation, including sexual exploitation
- Psychological manipulation
- Exposure to violent material and other inappropriate information
- The risk of physical harm or death through extremist acts

We have a Prevent Duty and Radicalisation policy in place. Please refer to this for specific details.

## ***Child on Child Abuse (allegations against other children)***

We are aware that peer-on-peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way we do for adults abusing children and will take advice from the appropriate bodies on this area; to support for both the victim and the perpetrator, as they could also be a victim of abuse. We know that children who develop harmful sexual behaviour have often experienced abuse and neglect themselves.

## ***Empowering Children***

- Key elements of child protection are introduced into our curriculum so that children can develop an understanding of how and why to keep safe.
- We create an atmosphere where individuals are valued and respected.
- We encourage children to feel confident and ‘good’ about themselves.
- Children are encouraged to mediate between each other to solve their own disputes and begin to develop a sense of autonomy.

## ***Monitoring children’s attendance***

As part of our requirements under the statutory framework and guidance documents we are required to monitor children’s attendance patterns to ensure they are consistent and do not give cause for concern. Parents should inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day, so the nursery management are able to account for a child’s absence. If a child has not arrived at nursery within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the further emergency contacts will be used to ensure all parties are safe.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children’s social care team to ensure the child remains safeguarded.

This should not stop parents taking precious time with their children but enables children’s attendance to be logged so we know the child is safe.

## ***Looked after children (LAC)***

As part of our safeguarding practice, we will ensure our staff are aware of how to keep looked after children safe. To do this, we ask that we are informed of:

- The legal status of the child (e.g., whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order).
- Contact arrangements for the biological parents (or those with parental responsibility).
- The child’s care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.
- The details of the child’s social worker and any other support agencies involved.
- Any child protection plan or care plan in place for the child in question.

## ***Children with SEN&D***

All members of staff need to be aware that children with SEN and disabilities can face additional safeguarding challenges because:

- There may be assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability
- They can be disproportionately impacted by things like bullying without outwardly showing any signs

- Difficulties may arise in overcoming communication barriers.

Response needs to follow that mentioned above. However, depending on the needs of the child staff need to:

- Be more vigilant to any changes in behaviour outside those which are considered that child's norm or any unexplained cuts and bruises
- Record any concerns on the 'Concern Log' and report to the designated officer
- In the first instance, try to ascertain what has happened through play with the child
- Look and consider any patterns of events which may occur and consider with the designated person the next step. This may involve contacting MASH.

**Human Trafficking and Slavery:** Please refer to our Human Trafficking and Slavery policy for detail on how we keep children safe in this area.

**Adult sexual exploitation:** As part of our safeguarding procedures, we will also ensure that staff and students are safeguarded from sexual exploitation.

### *Up Skirting*

Up skirting involves taking a picture of someone's genitals or buttocks under their clothing without them knowing, either for sexual gratification or to humiliate, or distress, the individual. This is a criminal offence, and any such action would be reported following our reporting procedures.

### *Child abuse linked to faith or belief (CALFB)*

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

### *Social Networking – E Safety*

HWPP is aware of the growth of internet and mobile device use and the advantages this can bring. However, it is also aware of the dangers and strives to support staff and stakeholders in working with children and families to use technology safely.

To ensure staff and stakeholders understand their responsibilities the induction/introduction process to the organisation includes a thorough understanding of all the policies including Code of Conduct and Staff Behaviour - including E-Safety (please see the latter for a more comprehensive understanding and explanation).

In addition, staff and stakeholders have access to online safety training which can be found at <https://moodle.ndna.org.uk>

Whilst regulation and technical solutions are very important, their use must be balanced by educating children to take a responsible approach. The education of children in online safety is therefore an essential part of safeguarding provision at HWPP. Children need the help and support of the nursery to recognise and avoid online safety risks and build their resilience. We ensure staff working in the setting are vigilant of any potential breaches with regards to safeguarding of children.

Online safety should be a focus when working externally and staff and stakeholders should reinforce e-safety messages when working with children.

Should staff or stakeholders have a concern they should report this through the DSL (Angie Roberts) and to the Child Exploitation and Online Protection Centre (CEOP) London: National Crime Agency (NCA). For further information visit <https://www.ceop.police.uk>

Should staff or stakeholders receive emails with inappropriate content this will also be reported to the DSL who will report this to the internet watch foundation (IWF [www.iwf.org.uk](http://www.iwf.org.uk)).

### ***Responding to suspicions of abuse***

***Recognising abuse is the most important duty that staff undertake to ensure that they are protecting children from abuse. Staff are not responsible for diagnosing or investigating child abuse. However, we do have a clear responsibility to be aware of, and alert to signs that not all is well with a child in our care. Not all concerns about children relate to abuse; there may be other explanations. Staff must keep an open mind and consider what they know about the child and the child's circumstances.***

### ***Recording Abuse***

Staff know about the signs of abuse and will share with the supervisor/ playgroup leader any concerns including:

- Any significant changes in children's behaviour.
- Any unexplained bruising or marks.
- Any comments children make which may give cause for concern.
- Any deterioration in a child's general well-being.
- We acknowledge that abuse of children can take different forms ~ physical, emotional, sexual, and neglect as well as domestic abuse.
- Changes in children's behaviour, appearance, or failure to thrive will be investigated. Physical, sexual, emotional, domestic abuse or neglect may become apparent in their behaviour or play.
- Investigations will be carried out sensitively without bias to establish a true and honest account.

- If a child comes to the setting with a visible injury, staff will enquire of the parent/carer the circumstances of the injury. Both the injury and the explanation will be logged in the child's record. This is dated and signed by the member of staff. The child will be monitored in the future.
- Our concerns will be with the child. A child whose behaviour or appearance changes will be listened to, reassured and encouraged to understand that they themselves are valued and respected and have not been at fault.
- Where a child makes a disclosure to a member of staff, the child will be reassured, given reassurance that action will be taken but information they reveal will not be kept secret as other people need to know.
- Where a child makes a declaration to a member of staff, they will make an objective record of the observation of disclosure noting the exact words spoken by the child if possible. The name of the person to whom the concern was reported, date, time and the name(s) of any other person present at the time will be recorded. Record where and when this discussion took place. Use a body map if appropriate.
- This will be discussed with the Supervisor, Playgroup leader and the DSL. MASH and OFSTED will be notified, and the information stored within the child's personal file.
- Any member of staff receiving a disclosure or noticing possible abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event into context using the 'Declaration Form.'
- They should be clear, accurate, written chronologically and differentiating between fact, opinion, judgement and hypothesis. Judgements made, actions and decisions taken, and who agreed and who is responsible should be carefully recorded.

Your record should cover:

- What you saw: when and where (this includes the position of any bruising or marks you have seen on the child, trying to indicate size, colour and shape recorded on the body map)
- What you said: when, where and who too
- What was said to you: when, where and to who
- What you thought and why you thought it
- What you did: and
- Any other relevant information

Find out if there have been any previous concerns so that information can be collated.

All handwritten records should be retained even if they are typed up later. They must be shown to the designated person before they are filed. They should be kept in the locked cabinet and confidentiality must be maintained. Parents must submit a written request to access their child's file/records.

### ***Reporting Abuse***

- Staff should discuss the appropriate action with the DSL – Angie or Irene. Discussions should explore any known reasons/factors which may have caused a change in the child's behaviour (change in family set-up, death of a family member) or other factors surrounding the direct disclosure (if relevant)



- Once all the information has been gathered, possible options for action could be:
  - Carry on recording incidents and take no further action at present but continue to monitor the child's behaviour closely and carefully record concerns.
  - Discuss with parents at the earliest opportunity to ascertain if there is a known reason for a change in behaviour. No further action needs to take place unless the discussion highlights more concerns. Staff need to record the discussion including why they are not referring further.
  - If concerns persist, then additional support may need to be provided for the family.

However, if after discussion with parent/carers, staff feel that the child needs Child Protection, the following options can be pursued:

- Inform parent/carers that that you will be referring to the First Response Team (or Social Care if they already have a social worker) because it is believed that the child is at risk **BUT ONLY IF STAFF BELIEVE DOING SO PUTS THE CHILD OR THEM AT NO FURTHER RISK.**
- Discuss with First Response Team (or Social Care if they already have a social worker) without informing parents, **IF STAFF BELIEVE DISCUSSING WITH PARENT/CARER WILL PLACE A CHILD OR THEM AT RISK.**
- Staff may contact the First Response Team without giving details of the family by way of gaining advice (Anonymised Referral)
- Contact the Emergency Services

### *Allegations against staff*

Any allegations against staff will be co-ordinated in the first instance by our designated safeguarding lead (DSL) *Angie Roberts*. If an allegation is made against our designated person, staff can either report to Irene Georgiou (DSO) who can report this to the Local Authority Designated Officer (otherwise known as the LADO) or *alternatively, staff can use the whistle-blow hotline to make an anonymous call regarding any member of staff within one working day.*

Hadley Wood Pre-school and Playgroup is committed to the fair treatment of its staff, potential staff or users of its services regarding of race, gender, religion, sexual orientation, responsibilities of dependents, age, physical/ mental disability, or offending background.

Lado (Local Authority Designated Officer) will be notified and contacted for advice and the best way forward if the allegation relates to an adult who:

- behaved in a way that has harmed or may have harmed a child.
- possibly committed a criminal offence against children or related to a child.
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- Ofsted will be notified. The accused person will be suspended on full pay until the issue has been resolved.
- We co-operate entirely with any investigation carried out by social services in conjunction with the police.

- Staff know the procedures for reporting and recording their concerns and are aware that we have the document issued by DfE's, 'What to Do if You are Worried a Child is Being Abused' for reference.

### ***Organisation***

- A member of staff will not be left alone for long periods of time with individual children or small groups. Duration would depend on activity e.g., the length of time required to change a nappy.
- Staff ensure that the layout of the room allows for constant supervision.

### ***Liaise with other bodies***

- If suspicions are raised regarding a child, in the first instance parents, carers, other children, and other third parties will be very tactfully questioned by the supervisor or her appointed person in a way not to arouse suspicion. The supervisor or her representative will try to assess the situation and determine whether there is cause for concern.
- Confidential records relating to children about whom the setting has concerns will be shared with the Social Services Department if they feel that adequate explanations for changes in the child's condition have not been made.

### ***Support to families***

- The setting takes every opportunity to build up an approachable, trusting and supportive relationship among families, volunteers and staff in the group.
- The setting continues to welcome the child and the family whilst investigations continue into allegations of abuse in the home.
- Confidential records relating to a child will only be shared with the parent or guardian if appropriate under the guidance of the local authority.

### ***The Nursery safeguards children and staff by;***

- Providing adequate and appropriate staffing resources to meet the needs of all children.
- Informing applicants for posts within the nursery 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.
- Giving staff members, volunteers and students regular opportunities during supervisions and having an open-door policy 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 child protection plans for their own children.
- Requesting DBS checks on a **termly** basis/or we use the DBS update service (with staff consent) to re-check staff's criminal history and suitability to work with children at regular intervals.
- Abiding 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.
- Ensuring we receive at least two written references BEFORE a new member of staff commences employment with us.

- Ensuring all students will have enhanced DBS checks completed before their placement starts.
- Volunteers, including students, do not carry out any intimate care routines and are never left to work unsupervised with children.
- Abiding by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 (amended 2018) in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern will be reported to the Disclosure and Barring Services (DBS).
- Having procedures for recording the details of visitors to the nursery and take security steps to ensure that that no unauthorised person has unsupervised access to the children.
- Ensuring all visitors/contractors are supervised whilst on the premises, especially when in the areas the children use.
- Staying vigilant to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones or strangers lingering. We will ensure the children always remain safe.
- Having a Staff Behaviour Policy that sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management, so we can support the individual staff member and ensure the safety and care of the children is not compromised.
- Ensuring that staff are aware not to contact parents/carers and children through social media on their own personal social media accounts and they will report any such incidents to the management team to deal with.
- Ensuring that all staff have access to, and comply with, the whistleblowing policy, which provides information on how they can share any concerns that may arise about their colleagues in an appropriate manner. We encourage a culture of openness and transparency, and all concerns are taken seriously.
- Ensuring all staff are aware of the signs to look for of inappropriate staff behaviour, this may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately.
- Ensuring all staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training, safeguarding concerns and any needs for further support or training.
- Having peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly identified. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff can share any concerns they may have. Concerns are raised with the designated lead and dealt with in an appropriate and timely manner.
- Ensuring 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.
- 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 **Supervisor – Angie Roberts /DSL** at the earliest opportunity.

### ***Early help services***

- When a child and/or family would benefit from support but do not meet the threshold for Local Authority Social Care Team, a discussion will take place with the family around early help services.

- Early help provides support as soon as a concern/area of need emerges, helping to improve outcomes and prevent escalation onto local authority services. Sometimes concerns about a child may not be of a safeguarding nature and relate more to their individual family circumstances. The nursery will work in partnership with parents/carers to identify any early help services that would benefit your child or your individual circumstances, with your consent, this may include family support, foodbank support, counselling or parenting services.

Please also refer to:

- Staffing and Employment Policy
- Health and Safety Policy
- Monitoring the Arrival and Departure Policy
- Collection/Late Collection Policy
- Lost Child Policy
- Staff Code of Conduct/Behaviour including E-Safety
- Confidentiality Policy
- Prevent Duty Policy
- Fabricated Illness & Honour Based Abuse Statement

**All staff have been consulted during the writing of this policy and have approved its content.**

Revised Feb/March 2024

Supervisor's signature .....Angie Roberts.....

*This policy will be reviewed annually and rewritten if amendments are required.*