

Safeguarding, Protection and Welfare Policy and Procedure

Every one of us has a duty of care to minimise the possibility of children being exposed to harm, accidents or perpetrators of harm. We must therefore ensure all children are happy, safe, secure and free from the risk of harm within our environment and elsewhere. Children have the right to: live free from harm and neglect; not forced to do anything against their will, and to be protected. Children should be brought up in a positive environment where they are able to gain self-confidence, self-esteem and develop the skills needed to have a fulfilled life.

All practitioners or adults working with children at Tina's Tots has the responsibility to know their children and their families, building positive professional relationships where their voice is heard and taken seriously. All practitioners and adults working with children must be vigilant to changes in behaviours, attitudes, and appearance of children, families and colleagues. Reporting any concerns to the organisations designated safeguarding office immediately in a confidential manner. All practitioners and adults working with children must following the correct procedures set out below in a timely manner as this is crucial to ensuring children get the right help at the right time by the right people.

All practitioners and adults working with children at Tina's Tots will complete a safeguarding course before employment at Tina's Tots, they will complete an induction within their first week to ensure they understand the policy and procedures set out within this policy. Staff will complete regular safeguarding and child protection training and participate in regular safeguarding conversations and spot checks to ensure knowledge is up to date and retained.

Tina's Tots Designated Safeguarding Office has the responsibility of taking all concerns seriously, putting the child's wellbeing and safety at the centre of all decisions made. The DSO will make timely referrals to ensure the right help is received by the right person at the right time. The DSO will complete regular local authority safeguarding, child protection and DSO training to ensure knowledge is up to date and information is retained.

An inhouse safeguarding audit provided by Leeds City Council will form part of our self-evaluation along with the section 11 audit via LSCP and Ofsted inspections. We will assess our safeguarding policy and procedures, outcomes and impacts regularly to ensure safeguarding is of a high standard and no child slips through the net. Feedback from children and parents is essential to ensuring we are providing a safe, secure environment.

Designated Safeguarding Lead – Christina Smith and Kirsty Douglass

Terms and phrases

DSL: Designated safeguarding lead

LADO: Local authority designated officer

LSCP: Local safeguarding children's partnership

Recreational agencies: Sports clubs, Youth clubs, Church groups, Youth organisations

Educational agencies: Nurseries, Schools, After school clubs

Child: Under 18 (not yet had their 18th birthday)

Criminal responsibility: Any boy or girl aged 10 can be held criminally responsible for any crimes they may commit.

Young person: The age of a young person is 14 – 18 years

Significant harm: The ill treatment or impairment of health or development

Vulnerable: Child, young person or adult who: is in isolation, not knowing who to get help from, communication difficulties, learning difficulties, disabled, limited education/life experiences, dependency on others for basic care or mental health.

Behavioural indicators: Changes in behaviour which could be an indicator of abuse if repeated or alongside other indicators

Physical indicators: Indicators which may be displayed on the body or in actions which may be an indicator of abuse

Abuse: Deliberate or non-deliberate mistreatment. Direct or indirect actions of individual or organisation failing to protect a child. Adversely affects physical, psychological and emotional development of well-being.

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.

Emotional abuse – The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

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.

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.

Bullying - Bullying is the use of force, coercion, hurtful teasing or threat, to abuse, aggressively dominate or intimidate. The behaviour is often repeated and habitual

Fabricated Illness – When a parent or carer exaggerates or deliberately causes symptoms of illness in the child.

Domestic Abuse - Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. Anybody can be a victim of Domestic Abuse regardless of their age, gender, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home.

Mental ill health – Parental or child’s mental health is low and having effects on their daily lives.

Online abuse – Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including: social media, text messages and messaging apps, emails, online chats, online gaming, live-streaming sites. Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online. (see online safety policy)

CSE -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 (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.

CCE - Where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 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.

Grooming - Grooming is when someone is in a relationship of trust and has an emotional connection with a young person so they can manipulate, abuse and exploit.

County Lines - Gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of ‘deal line’. They are likely to exploit children and vulnerable adults to move and store the drugs and money.

Cuckooing – County lines gangs taking over a vulnerable adult’s house to operate from conducting criminal activity.

Modern Slavery – To be a slave carrying out household chores, sexual activity, criminal activity, organ harvesting, drug mules.

Trafficking – The selling of human beings for any of the acts listed in modern slavery.

Code of conduct: Individual professional expectations – See Staff Code of Conduct

Whistleblowing: Reporting or seeking advice from an outside agency such as LADO, NSPCC and Ofsted in regards to inadequate safeguarding at Tina’s Tots or taking issues further if you feel they have not been dealt with correctly by management.

DSO – Designated Safeguarding Officer

CME – Children Missing in Education

Our commitment to safeguarding

- We have safeguarding policies and procedures which are updated regularly and involve all.
- All staff are vigilant, know their children and feel comfortable raising issues of concern with the DSL’s.
- All information is stored electronically in one place to ensure a bigger picture is seen and no child slips through the net.
- All staff are committed to keeping all children safe from harm at nursery and outside and know their role and responsibilities within safeguarding.
- We will challenge outcomes if we are not entirely satisfied.
- We have strict recruitment policies and procedures in place to ensure safer recruitment takes place including DBS checks, Ofsted checks if required, references, suitability questionnaires and appropriate training and qualifications.
- We ensure all staff are trained regularly on safeguarding and child protection and raise awareness within the environment by having regular staff meetings, questionnaires, question of the week, spot questions, scenarios, true or false statement on safeguarding matters or hot topics from LSCP.
- We have a clear investigation process in the event of an allegation – see flow chart below.
- We have set recording and reporting processes to follow in the event of a disclosure or cause for concern for the safety and wellbeing of a child – see flow chart below.
- We have a detailed risk assessment for indoor and out which is regularly updated. Each room completes a daily risk assessment before opening to children on a morning. Any concerns are reported to the manager on duty.
- We have a code of conduct for all adults to follow to ensure children feel safe, secure and valued.

Under 18

Tina’s Tots takes the health and safety of all their staff seriously and aim to provide a safe secure environment to work in. Staff at Tina’s Tots that have not yet reached their 18th birthday may have additional requirements such as:

- Work only 8 hours per day
- May have a 1 hour break every four hours into their shift
- Parent permission form to be completed
- Begin their shift no earlier than 7am
- Finish their shift no later than 7pm

CCTV

The building has 24 hour CCTV, posters are displayed within the building to ensure everyone is aware. Contracts created after 15.01.20 state that cameras are recording within the building and how they are used. Contracts created prior to this date do not include such statement due to them being installed on 15.01.20, however all existing clients have been informed of their installation and how they are to be used. New cameras are to be installed to cover all areas of the nursery inside including the corridors, staff room, sensory room, outdoor spaces and kitchen, on top of the already existing areas. These are to protect both children and staff.

Should an accident or incident occur camera recordings may be used as part of the investigation process. The current memory of our cameras is 28 days. After this time, recordings will be recorded over. Parents will need to put in writing should they want to request to see any recordings, this will only be granted if there is good reason and will be decided on a case by case situation. A log will be kept of when, why and by whom the recordings have been shared with. These logs will be kept for 5 years.

Cameras do not record in the toilet areas. The change table in the baby room is not in sight of the camera and the children in pre-school room are changed in the toilets on a change mat. Efforts will be made to ensure children are provided with privacy during other times of undress.

Safeguarding – Protecting children from harm

Nominated Person – Christina Smith

Designated Safeguarding Officer (DSO) / Designated Safeguarding Officer – Christina Smith, Emma Pallister, Kirsty Adams

Tina's Tots expects everyone who works in direct contact with children, or anyone associated with Tina's Tots to:

- Complete the suitability questionnaire. This is completed as you begin your employment at Tina's Tots and a Suitability Questionnaire review is completed every 6 months.
- Have a good understanding of safeguarding and child protection, at least level 1 is required.
- Have a commitment to self-learning and keep training up to date.
- Provide Tina's Tots with any and all information required to ensure you are suitable to work with children.
- Declare any convictions of oneself, of a family member or someone living in the same household.
- Hold a DBS certificate and sign up to the update service.
- Follow and adhere to the code of conduct.
- Follow and adhere to all policies and procedures set out by Tina's Tots.
- Assist in the development and implementation of all policies and procedures.
- Commit to a whistleblowing ethos.
- To understand the role of LADO – Local Authority Designated Officer
- Tina's Tots takes a 'Seek to Understand' approach to all situations and will continue to seek understanding from a variety of resources, using a variety of methods to fully obtain understanding of a situation

All employees, volunteers and any person associated with Tina's Tots should be committed to:

- Protecting children against maltreatment.
- Protecting children from harm.
- Preventing the impairment of children's health and development.
- Ensuring children are able to grow up in safe and effective care.
- Take action to enable children to have the best outcomes, this may come in the form of communications with outside agencies.
- Follow all policies and procedures set out for this setting by C Smith, the EYFS, LSCP and current legislation.
- Ensure all media, gaming and internet usage is safe, suitable and age appropriate with adequate supervision and child settings.
- Ensure children understand e-safety and the sharing of personal details before using certain sites.
- Ensure all risk assessments are read and understood by all, and involve parents, staff and children in the review process.
- Ensure registers are completed and regular head checks taken when out on trip/visits.
- Never leave a child unsupervised when out on trips/visits.
- Be aware of the signs and symptoms of abuse and understand the route to follow with any cause for concerns – see below.
- Identify and act on any and all inappropriate adult behaviours – report immediately to DSO who will then take to LADO.
- Teach the NSPCC Underwear Rule as part of our Safeguarding teachings. P- Privates are private, A- Always remember your body belongs to you, N- No means no, T- Talk about secrets that upset you, S- Speak up someone can help.
- Create an anti-bullying environment by teaching children to understand what bullying is and the affects it can have on an individual.

- Help children keep themselves safe and independent by understanding themselves, others, roles and responsibilities and the world.
- Deal with all health and safety issues in and around the premises in a timely manner as not to result in harm.
- Provide resources and equipment that are safe and suitable for individuals.
- Follow the medication policy and procedure when storing or administering medicines.
- Follow the accidents, injuries and emergency policy and procedure in the event of such situation.
- Staff are to inform employer of any home-based situations which may affect their suitability to work with children and complies with safer recruitment requirements.
- Staff have regular, adequate training to enable them to provide the best service.
- Be open and professional with parents to ensure triangle of support for the child.
- All visitors to the setting are signed in, supervised around children and behave appropriately.
- All visits comply with risk assessments, ratio's and have parental consent.
- Take children's contact information along with info on specific requirements on visits.
- Gain parental consent to take or display images of children around the setting and on the Tina's Tots website.
- Parents, children and staff are prohibited to use personal phones or electronic devices whilst in the company of our children other than in an emergency.
- Understand the needs of each child and go about putting the necessary support in place.
- Make timely referrals; please refer to LSCP website, the Working Together to Safeguard Children document and the information below.
- Report cause for concerns to the DSO, social care, LADO and Ofsted – see below.
- Report any allegations against oneself and/or Tina's Tots to DSO, LADO and Ofsted.
- Act professionally at all times.
- Handle matters and information confidentially, sharing information on a 'Need to know' basis only.
- Understand the requirements and routes set out by the LSCP.
- Understand Ofsted, EYFS and legal child protection requirements in compliance with Childcare Act 2006 – section 40.
- Liaise with outside agencies to ensure each child is provided with the service they require in compliance with Every Child Matters 2004 document and the Children's act 1989 – section 17 (Disabled, SEN, young carer, signs of anti-social/criminal behaviour, substance abuse, adult mental health, domestic violence, returned from care, shows signs of abuse or neglect).
- Ensure records are kept confidentially on child's personal details, family history, emergency contact, medical history, allergies etc. (All personal information is kept in a locked cupboard).

Intimate Care

Intimate care is care tasks associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the sexual parts of the body. Our staff will provide the necessary intimate care for those who require it. Only staff with training, a clear DBS certificate and safeguarding certificate may perform intimate care. Intimate care should be provided in the designated areas of each room which is not covered on CCTV to protect the privacy of the child. Intimate care should not take place behind a closed door but in the designated discreet area within each room. Those providing intimate care should not be completely on their own whenever possible. Intimate care is recorded with times. Staff should explain to the child what is happening and encourage a form of consent before carrying out intimate care. Staff will only touch children that is absolutely necessary whilst providing intimate care. Intimate care should be provided as quickly as possible to avoid longer periods of undress. Professionalism and confidentiality is expected of all staff providing intimate care. Any concerns regarding the process, staff or child related to intimate care should follow the same safeguarding policy of course for concern forms to the DSO.

Early Help

We aim to provide every child with the care and assistance they require to be confident, happy, successful individuals who value themselves and respect others. Our curriculum supports independent growth in a supportive environment where children feel important and that their voice is heard. We want to assist children and their families to achieve safe, healthy and nurtured lives where they can attend, attain and achieve at Tina's Tots and at home. We work very closely with parents to offer support and work together as a team, identifying together any areas of support the child needs and working with outside agencies to gain this support. We aim to identify needs early on so that the child can have the right help, at the right time, by the right person. Sharing information and working together with the child at the centre of everything we do. We keep open and honest communications to achieve the best outcomes for children. Advice may be gained from families.first@leeds.gov.uk, 0113 3781840 to create successful Early Help Plans.

Correct Lines of Communication

It is important that the correct lines of communication are always followed this keeps children and staff safe, protected, and informed. (Please refer to the correct lines of communication policy)

Correct Line of Communication

It is vital that all staff understand and appreciate confidentiality and the correct line of communication. As you can see from the examples given below that in the majority of cases staff are not to discuss between themselves and that in most cases it is the responsibility of the nursery manager to inform people on a need-to-know basis. There are many matters which require professionalism and confidentiality which are not limited to the examples below. It is each staff member responsibility to seek advice from the nursery manager only, gaining advice on who to speak to on individual cases if they are unsure.

In some cases, multiple staff need to be informed therefore staff will follow a number line to ensure they communicate with the correct person first. 1 – first 2- Second 3-Third 4-Fourth

Communications should be held face to face during working hours wherever possible. In the event a text or email is the only way of communication full names of staff and children should not be written, use first three initials of first name with first initial of surname (i.e. would be C.S.M.)

Anyone seen to be breaking this line of communication will be seen to be breaking our policy and procedure and will be put on a disciplinary route.

	Inform Parents/next of kin	Inform All Colleagues	Inform Room Leader	Inform Managers	Inform DSO	Inform Ofsted	Inform LADO	Inform Social S
Staff member is going to be late or absent from work				1				
Know child is going to be late or absent from nursery			2	1	3			
Staff member suspects own family member has COVID				1				
Staff member has a concern about a child	3			2	1			4
Staff member has a concern about another staff member					1	3	2	
Staff member has a concern about the nursery manager						2	1	
Child has a minor accident	3	4	1	2				
Child has a major accident	2		3	1 (999)	4			
Staff member has a minor accident			2	1	3			
Staff member has a major accident	2		3	1 (999)	4			
Staff member sees something on social media regarding another staff member that doesn't 'sit right'	5 < 18			1	2		3	4 <small>(depending on staff role)</small>
Child does not turn up to nursery			1	2	3			4
Staff member does not turn up to work	5 < 18			3	1	2		4
A staff member is not carrying out their role correctly				2	1			
A child has medication to take that day		3	2	1				
A child has an allergy		3	2	1				
A child has a loose nappy or seems unwell	3	4	1	2				
A parent messages a concern				1	2		3	4
A parent messages a request		3	2	1				

Recording and Reporting

If there is a cause for concern, follow these steps:

- Disclosure** - Listen to the child, explain to them that it will be taken seriously, do not tell them you will keep their secret, don't interrupt them or make them repeat it. (DO NOT: confront the alleged abuser, ask leading questions, discuss with parent if it relates to them, promise to keep a secret, put off listening to a child or assume someone else will deal with it).
- Recording** - Make a FACT ONLY note of the concern/conversation including exact words used wherever possible – date, time, location and people present on a cause for concern form after discussing with the room leader unless concerning them. Cause for concern forms should be handed directly to C Smith, K Adams or E Pallister asap (cause for concerns must not be left until the next day – act fast). Matters should only be shared on a Need to Know basis. Have all the child's details to hand – name, address, D.O.B, developmental needs, agencies involved, school, GP, family history (who child lives with, D.O.B's etc) (These details can be found on the All About Me form), records of concerns (how arisen, whether discussed with parents, outcomes etc). Cause for concern forms MUST be filled out correctly with all the relevant information including DOB, address, full names, dates, times etc This MUST be completed before this is handed to the DSL as this could be potentially a document used in court and could be rejected from court if all the relevant information is not completed.
- Conversations** – Various conversations should be held with the following:
 - Between staff raising concern, room leader and DSO and/manager.
 - DSO to gain advice from advice and consultation line 0113 3789685/estconsultation@leeds.gov.uk (Leeds education safeguarding) dependent upon their advice follow next steps. (Carole Cooper Safeguarding coordinator – 0113 3789635)
 - With parents to ensure early help is identified, working together to protect and help the child and that all referrals or multi-agency support is understood. Parents will not be informed if they are the alleged abuser, or the child is or may be at risk of significant harm.
- Referring concerns about child**
 - DSO will call Education safeguarding 0113 3789685 if they are not available DSO will call Duty and Advice Team for advice (if at all unsure) – 0113 3760336
 - Carole Cooper is the Local Authority Lead in the Education Safeguarding Team.
 - DSO will call parents to gain consent for a referral to be made (unless child may come to significant harm by doing so).
 - DSO will call Children's Social Care as soon as possible but within 24 hours (other children must not be present) – 0113 3760336 Duty and advice team, 0113 3789685 Education safeguarding team (Social care - 0113 2224403/0113 2409536).
 - DSO may call 101 or 999 if the child is or may be at risk of significant harm or if a crime has/may have been committed.
- Referring concerns about a member of staff or adult working with children at Tina's Tots**
 - An allegation/concern about a member of staff or adult working with children at Tina's Tots should be written on a cause for concern form and handed directly and immediately to the DSO.
 - DSO will contact LADO immediately – 0113 3789687
 - DSO will notify Ofsted within 24 hours.
 - Police could be informed dependent upon allegation/concern (advice taken from LADO).
 - Accused adult may be suspended from duties until an outcome has been reached.
 - Internal investigation supported by information provided by LADO and police, may be required to fully understand whether a person is suitable to work with children and/or at Tina's Tots.
 - The accused may be able to return to normal duties with no further action, with training requirements, with an action plan/development plan or may have their contract terminated at Tina's Tots.
 - C Smith to inform public liability insurer if needed.

- DSP will notify DBS if the person in question has been dismissed or would have been dismissed if they hadn't terminated their own contract, due to an incident where they have or may have caused harm to a child.
6. **Process after** – Other agencies may be involved and may require further investigations to take place. If the allegation is made against a staff member this staff member will undergo investigation and will be brought in front of senior management to decide on the best course of action moving forward. Serious allegations will result in suspension until the investigation is complete and could result in permanent dismissal from employment at Tina's Tots. Many situations will require the member of staff to be on a suitability plan where they are observed and monitored to ensure they are suitable to work with children.

Advice and Consultation – Childcare consultation team 0113 3785555, ccct@leeds.gov.uk

- CME – Children Missing in Education
- Safeguarding Audit – Invited in for a deep dive evaluation.
- They assist with allegations against staff.
- Part of review serious child harm or child deaths.

Confidentiality

All staff have a line of communication policy to follow to ensure confidentiality and professionalism is applied to safeguarding concerns and other confidential matters. Parents are kindly asked to speak directly with management, ideally Christina with any concerns, complaints, or queries regarding safeguarding. We operate on a 'need to know' basis, making sure those needing to know are aware to ensure safe practice and monitoring is taking place. Confidentiality prohibits the sharing of personal information to anyone not needing to know, this does not affect the referral process if it is deemed a child requires help or is at or may be at significant risk of harm. Staff and parents will be requested to sign a confidentiality agreement to protect individuals and the business during investigation.

Whistleblowing – 03001233155 whistleblowing@ofsted.gov.uk

Whistleblowing is the term used when a worker passes on information concerning wrongdoing. In this guidance, we call that "making a disclosure" or "blowing the whistle". The wrongdoing will be something they have witnessed at work. The member of staff themselves would ring the LADO and Ofsted.

If a child is lost or missing:

1. The DSO/manager will contact the police -999, 112
2. The DSO/manager will contact the child's parents.
3. The DSO and manager will review the immediate safety of all other children.
4. Inform LADO (if this was a result of staff negligence) – 0113 3789687
5. Inform Ofsted within 14 days – 0300 1231231
6. Review risk assessments.

If a child is uncollected from the session:

1. DSO/manager will call parents.
2. DSO/manager will call emergency contacts if unable to contact parents (other family member).
3. Tina's Tots will look after the child for up to 45 minutes without successful contact with parent or emergency contacts.
4. The DSO will call children's social care after 45 minutes if no contact with parents or emergency contacts – 0113 2224403/0113 2409536

If a child does not attend on their scheduled day:

1. The DSO will call parents to check they are ok.
2. If there is no response when calling parents, an email and text to check they are ok will be sent (text from business phone).
3. With response from parents, emergency contacts will be contacted.
4. If there is no response from parents, emergency contacts, the text and/or email by 1pm the DSO will call education safeguarding for advice – 0113 3789685
5. Dependent upon advice gained above the DSO may carry out a home visit to check they are ok.
6. If no one is home a letter saying Tina's Tots has visited to check they are ok will be left.
7. If no response from all efforts of communication the DSO will call Education safeguarding 0113 3789685 to report.

If there is a suspicious bag

All staff are required to put their belongings in their allocated locker or with permission in the office.

All parents/carers are required to bring a small bag containing on the essentials for their child's day: Spare clothing, nappies, wipes and creams.

All medication for children must be signed in and handed to the office.

Visitors must leave their personal belongings in the office.

Due to the rules stated above there should not be any suspicious bags around the nursery, however for us to ensure we make every effort to keep children, staff and parents' safe managers will carefully look at, listen to and if deemed suitable by

management (to keep themselves and others safe) will look inside the bag. If the responding manager deems the bag unsafe to look inside the police will be called immediately and the evacuation policy adhered to (assembly point 3).

If there is a suspicious person within the grounds of Tina's Tots - Lockdown

If the suspicious person is within the outdoor areas the lockdown procedure must be followed:

- Lock all doors and windows
- Call for help, manager/DSO to call 999
- Move into the centre of the room/another room if deemed unsafe.
- Close blinds
- Keep the children safe and calm
- If the manager/DSO or room leaders in their absence deem the safety of the children at further risk by staying inside they must calmly create their way to assembly point 3.

If the suspicious person is inside the building:

- Assemble in the other room if seen safe to do so (when internal doors are fitted with fob entre for example)
- Evacuation to assembly point 3 if it is deemed unsafe to stay inside.
- Manager/DSO to call for help – 999 as soon as possible.

For urgent concerns call:

Children's social work service: 0113 2224403

Duty & Advice: 0113 3760336

Social care emergency team: 0113 2409536

Emergencies: 999, 112

Every Child Matters:

- Multi agency approach to assist in the protection of children.
- Work together to ensure abuse is detected and dealt with correctly.
- Ensure children are **healthy** – physically, mentally and sexually.
- Ensure children are **safe** from all forms of abuse.
- Ensure children are able to **enjoy and achieve** – attends and achieves in learning environments and meets National expectations.
- Ensure children can **make a positive contribution by** being law abiding, show positive behaviours, develop positive relationships and able to make positive decisions.

Prevent Duty

We take the safety of all our children very seriously and ensure that our children are developing culturally, spiritually, morally and socially by ensuring the fundamental British values are embedded in our everyday practice. We ensure the children are provided with opportunities to express themselves and listen to others, sharing and caring. We provide learning opportunities for children to gain an understanding of their own community, other communities, the world, festivals, beliefs, and cultures. We ensure children gain understanding about themselves, their backgrounds and their beliefs showing respect and tolerance for all. We ensure children feel safe and valued as a positive member of society and fill them with self-confidence and self-esteem so that they are less likely to be vulnerable to radicalisation. Should a child appear to be showing signs of radicalisation where thoughts and actions are not consistent with those set in the FBV referrals will be made to:

Police

Ofsted

Department for Education – 020 73407264

Counter Extremist team – counter.extremism@education.gov.uk

Staff suitability

We want to employ only the best people for the job. We carry out vigorous suitability checks to ensure we know as much about our staff as possible.

- We discourage unsuitable candidates from applying by ensuring safeguarding expectations are within advertisements.
- We hold face to face interviews where safeguarding knowledge and attitude is assessed.
- We request 2 references, one by previous employer wherever possible.
- We obtain an enhanced DBS certificate (If they are on the barred list for children, they are disqualified from working with children and therefore legally prohibited from working at Tina's Tots. Senior management will assess the risk of any other convictions stated on the DBS certificate however Tina's Tots must be satisfied that the candidate would be able to adhere to and implement the code of conduct, policies and procedures.)
- We obtain completed suitability forms where all candidates must state their suitability and whether anyone within their house has criminal convictions (If anyone within their home is on the barred list for children they are disqualified by association and therefore legally prohibited from working at Tina's Tots).
- We review DBS certificates via the update service throughout employment.
- We review suitability via new questionnaires.
- We review suitability through discussions, training, and monitoring.

Please see more details within our safer recruitment policy.

All information regarding our staff is logged centrally so that an overview can be obtained and tracked as to an individual's suitability, this will include information such as:

Medical Information, allegations, concerns, checks completed, personal circumstances, Paediatric First Aid training completed, safeguarding training completed, warnings and disciplinary, lateness and Absences

Code of Conduct

- You must conduct yourself professional at all times when at work or wearing Tina's Tots uniform, this includes but is not limited to your personal appearance, your behaviour/physical actions and the language of which you use.
- You must lead by example and be a positive role model for young people.
- You must consider how you portray yourself through social media, understanding that you represent the business.
- You must be accountable for your own actions and hold others accountable for theirs.
- You must act on your own concerns and never presume someone else will do something about them.
- You must work positively, cooperatively and professionally as a team member.
- Personal conversations must be limited whilst at work and always appropriate for the environment and the people within it.
- You must be committed to safeguarding and understand your role and responsibilities.
- You must listen to and support children and their families.
- You must be aware of confidentiality and the correct line of communication, keeping in mind that things are handled in the best interest of the child and we share on a 'need to know' basis.
- Do not promise to keep any one's secrets, child or adult and do not ask others to keep yours.
- Be aware that you are in a position of trust and do not use this to your personal advantage in any way.
- You must respect each and every person in connection with Tina's Tots Ltd.
- You must respectful language and behaviours at all times. You must not use sarcasm, derogatory vocabulary, insensitive language or behaviour, belittling comments or make jokes to separate or distinguish people.
- You must maintain appropriate professional boundaries with children, colleagues and parents and abide by the Fundamental British Values.
- Relationships of any kind with children, staff or parents or any other person related to Tina's Tots Ltd must be divulged to the manager.
- You must adhere to all policies and procedures.
- You are prohibited from social contact including but not limited to, physical and sexual contact, inside and outside of the organisation with children, staff or parents. Any such behaviours/relationships must be divulged to the manager asap. Any person suspecting such relationship has a duty of care to inform the manager and only the manager unless such relationship includes such person.
- You must avoid/minimise time spent alone with children.
- You are prohibited from the punishment of another in any form and of any description.
- You must only transport children and/or parents in your own vehicle if in an emergency situation and have management permission.
- You are prohibited from using any personal devices such as mobiles, smart watches etc whilst inside Tina's Tots Ltd apart from in the designated staff room. (see mobile phone policy)
- You are prohibited from using personal devices to take images of children who attend Tina's Tots Ltd.
- You must inform the manager of any changes within your personal circumstances or the circumstances of any family members which could affect your ability or suitability to work with children.
- You are prohibited from using or taking property, products and/or resources of any kind for personal use without permission from the manager.

Local Safeguarding Children's Partnership (LSCP) – administrator@leedslscp.org.uk

3 key agencies collectively hold new statutory responsibilities for safeguarding: Local Authority, Police and Health.

- Engages in activities that safeguard all children.
- Aims to identify and prevent abuse of children and ensure that children are growing up in safe circumstances.
- Leads and coordinates work that aims to target particular groups.
- Leads and coordinates arrangements for responsive work to protect children from harm.
- Has a lead in training for safeguarding and the content for delivery.
- Provides information and routes www.leedsscp.org.uk/Practitioners or call: 0113 3786018

Local Authority Designated Officer (LADO) - 0113 3789687

We will work closely with LADO if any harm is suspected of staff. See flow chart below for step by step guidance when there are concerns/an allegation of a member of staff, adult working with children or named person.

LADO:

- Oversee cases ensuring they are dealt with quickly and fairly.
- Advice and guide employers, voluntary organisations, police and other agencies.


LADO will be contacted if a member of staff:

- Has harmed or may have harmed a child.
- Has committed a criminal offence against a child.
- Is unsuitable to work with children.
- Has had an allegation made against oneself.

Child Protection – Protecting children who are or likely to be suffering from harm

Tina’s Tots ensure we:

- Protect children who are or who are likely to suffer from harm.
- Act in the best interests of the child, not act to result in harm and act safely.
- Pay reasonable attention to avoid negligence leading to harm.
- Store personal information confidentially.
- Keep a record of all cause for concerns and make timely referrals.
- Assess risks carefully.
- Set boundaries for behaviour.
- Observe and assess development and identify when intervention is needed.
- Be aware of the signs and symptoms of abuse and understand the route to follow with any cause for concerns.
- Identify and act on inappropriate adult behaviours.
- Take action if child is suspected to live in suffering in compliance with Children’s Act 1989 – section 47.
- Ensure all visitors to the setting are signed in and out with contact details and reason for visit. All visitors must provide a form of ID on entry.

Child's Name		DOB			
Date notified injury	Place on body	Description of Accident/Injury	Reason for accident/injury provided by parents	Parent signature	Manager Signed and logged
					

Office Use Only

Action to be taken	Actions to be taken by whom	Concerns/Involvement	Findings	Lead Officer Signed
		Social services		
		Health visitor		
		SENCO		
		Funded		
		Attendance		

Children may be at risk from harm due to many different reasons. Refer to the LSCP for types of abuse, one minute guides and further information.

3 Important Documents:

- Children Act 1989 – This states local authorities must have consideration for the child’s wishes when deciding on the services to provide the child.
- The Equality Act 2010 – This states local authorities do not discriminate and provide equal opportunities.
- The UNCRC (The United Convention on The Rights of The Child) – This protects the rights of a child and gives a child centred framework for the provision of services.

Existing Injuries

Many forms of abuse can be presented by injuries or marks; therefore, we have created an existing injuries form to complete with parents and to be passed on to the DSO/manager. This form helps to understand what might be happening in a child’s life and whether any help is needed to support the parent or the child. It can help to identify any Early Help needs and social service referrals and also to keep an overview of where children are having injuries to help to create a bigger picture (home, nursery, elsewhere etc). This information is logged on our records and may be shared with other agencies to protect the child from risk of harm and also to gain assistance when needed from the right person at the right time. The form looks like this:

Tina’s Tots will keep all information relating to a child and their overall safety and wellbeing in one place. It will include details of start date, previous childcare, existing injuries forms, accidents at nursery forms, safeguarding concerns (CFC forms), when sent home, serious conversations, medication, illnesses and absences, addition needs, agencies involved and any action taken. This information is kept confidentially and protected, however will be shared when a child is deemed at risk of harm. When there is no immediate risk of harm deemed Tina’s Tots will always attempt to gain parents’ consent. (Parents must make it clear on start up forms who has legal parental responsibility so that consent may be gained, and conversations held).

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Reviewed: 29.03.22

Written by: C. Smith
By: C Smith

Updated by: E Pallister
Shared: 29.03.22

Review date: April 2022

Child

Do you have a concern about the safety of a child or whether harm is coming to them at home or outside of the nursery?

If you have any concerns about a child or a concern with the parent caring for the child, please follow:

1. Complete a cause for concern form with facts only.

Use the room leader and DSO only for advice unless it concerns them. You must keep all concerns confidential from other staff, children and parents.

2. Take your cause for concern form to a DSO asap (within the same working day). Check with the DSO to ensure you are happy with their response and challenge if the outcome does not 'sit right'.

3. DSO call Education safeguarding – 01133789685 if they are not available DSO will call Duty and Advice team if you are at all unsure, requesting advice without supplying the child's details. Make an accurate note of exactly what has been said in the safeguarding log. Duty and advice team, Contact Number: 0113 3760336. If unable to contact either, email estconsultation@leedsgov.uk

4. DSO to inform parents of the concern, if it would not put the child at risk of significant harm.

5. DSO to inform social services and the police if a crime has been committed. (101 – non emergency or 999 for emergency)

Social services (Mon – Fri) 0113 2224403, out of hours 0113 5350600

6. DSO to update the overview log and the safeguarding log with an accurate account of what parents said and what social services have said.

7. DSO to check the outcome with social services, acting if the outcome does not 'sit right'.

Staff and Named Person

Has an allegation been made against a member of staff, or do you have concerns about their suitability?

If you have any concerns about a member of staff or anyone who works with children at Tina's Tots please follow:

1. Complete a cause for concern form asap with facts and actual words used. Hand it directly to a DSO. Do not share with any other staff, parents, or children. Do not confront the accused. Check the outcome with the DSO later, challenge the outcome if it does not 'sit right'.

2. DSO to call LADO straight away with any information known. LADO need to know details about the member of staff, their role, and the accusations made. They should inform us of next steps they will take.
LADO Contact Number: 0113 378 9687 Email: LADO@leeds.gov.uk

3. DSO to inform Ofsted via online notification of the accusation and anything said by LADO. Print and file in safeguarding log Ofsted notification <https://www.gov.uk/guidance/report-a-serious-childcare-incident>

4. Nursery Manager must be happy that the staff member is suitable, so an internal investigation will be completed alongside any LADO investigation. Staff could be suspended during investigation and/or contract terminated if Tina's Tots deem anyone unsuitable to work with children/carry out their role.

5. DSO to update LADO with any findings of internal investigation and any action taken.

6. DSO to update Ofsted with findings from investigation and any action taken.
enquiries@ofsted.gov.uk

7. Nursery Manager to inform DBS if a person is deemed unsuitable. [DBS - Login](https://www.gov.uk/guidance/db-login)
([disclosure.homeoffice.gov.uk](https://www.gov.uk/guidance/db-login))

8. DSO to update the staff overview spreadsheet with concerns and safeguarding log with information including actions taken, referrals, disiplinaryies etc. The staff's suitability will be monitored, and support put in place to ensure they are the best practitioner for the role.