

## Child Protection (Safeguarding) Policy

(This policy includes the use of Images, cameras and mobile phones within the setting)

### Policy statement

*Our setting will work with children, parents and the community to ensure the rights, welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.*

### Introduction

Butterflies Montessori Nursery believes that children have the right to be completely secure from both the fear and reality of abuse and we are committed to protecting all the children in our care from harm. We adhere to the content of 'Keeping Children safe in Education Sep 2022' and the 'Working Together to Safeguard Children July 2018' (with particular regard to Page 56 stating all staff to attend Child Protection training). In all aspects of our Child Protection practice we adhere to the EYFS requirements and follow the procedures on the [www.swcpp.org.uk](http://www.swcpp.org.uk) website. We follow guidance from **Our Safeguarding Children Partnership (OSCP) for Cornwall and the Isles of Scilly.**

Butterflies Montessori Nursery is a member of CB childcare consultancy as we endeavour towards promoting a safe environment in which all children can learn and develop to their full potential.

If we have any questions or queries, we contact MARU directly on 0300 123 1116 without delay.

We strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our Equal Opportunities and Inclusion policy for further information).

We have a duty of care to children and their families to prevent people being drawn into terrorism and use the 'Revised Prevent Duty Guidance: for England and Wales Apr 2021 (paragraphs 57-76)' for reference.

### Our Aim

The nursery aims to ensure as far as is possible that anyone, paid or voluntary, who seeks to work with children and young people through the nursery activities and who gains substantial access to them thereby is as safe to do so in Child Protection terms as can be guaranteed.

**Our Designated Child Protection Officer and Prevent Duty lead is Michele Dann (Nursery Manager) In her absence the designated person for Child Protection is Deputy Manager Amanda Lorrimer-Roberts.**

---

These Officers have suitable experience, training and expertise, and will be responsible for liaising with the Multi Agency Referral Unit (MARU), the Child Protection Children Board (SCB) who will make referrals to 'Channel' providing support to individuals being drawn into terrorism and Ofsted in any child protection matter.

### Our principles

**One** - Our policy affects all children (incl. vulnerable groups and adults) and aims to identify and prevent maltreatment, or impairment of health or development, and ensure children are growing up in circumstances consistent with safe and effective care.

**Two**— Our activity is proactive, where we create an environment to encourage children to develop a positive self-image, be independent and participate in decision-making- promoting British values through play, discussion and role modelling (see our policy on British Values).

**Three** – Our responsive work to protect children who are suffering, or at risk of suffering, harm including:

- Children abused and neglected within families, including those harmed:
  - In the context of domestic violence or Female Genital Mutilation (FGM).
  - As a consequence of the impact of substance misuse.
  - As a consequence of the impact of parental mental illness
- Children abused outside families by adults known to them.
- Children abused and neglected by professional carer's, within institutional settings, or anywhere else where children are cared for away from home.
- Children abused by strangers.
- Children abused by other young people.
- Young perpetrators of abuse.
- Children abused through prostitution.

#### **Staffing and operational commitments**

- We ensure all staff, students and parents are made aware of our Child Protection policies and procedures. All parents of children on role have a copy of the Parent Information Leaflet and this is also displayed on the notice board with other supporting information.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out Enhanced Criminality Checks (now DBS).
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Enhanced Criminality Checks (now DBS) for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Staff are required to sign an annual declaration stating that there are no changes to their original Enhanced Criminality Checks (DBS).

- In respect of disclosure by association we advise the staff member to instruct the person to apply for a waiver of disqualification and follow advice given by Ofsted in terms of staff member suitability, following Ofsted investigation.

### **Staff Wellbeing and Medication**

At Butterflies Montessori Nursery we recognise the importance of all our staff's physical and mental wellbeing. We follow the Statutory framework 3.19 (September 2021) in regards to staff medication and closely monitor staff's wellbeing in a variety of ways including having regular supervisions. We have an open-door policy for staff to discuss any difficulties, concerns or medical needs and adapt to staff needs where appropriate to the setting and staff member. We provide support and training either in house or through outside agencies to assist staff members professional development.

### **Recognising Child Abuse**

The nursery is aware that abuse does occur in our society and we are vigilant in identifying signs and symptoms of abuse and reporting concerns.

**There are many different types of different types of abuse:**

**physical, neglect, emotional (including Domestic Abuse), sexual, child trafficking, grooming, harmful sexual behaviour, child sexual exploitation, bullying and cyber bullying and Female Genital Mutilation, radicalisation and extremism.**

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff will have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse, non-mobile bruising or neglect and radicalisation and extremism. To ensure that staff, students and volunteers have a consistent approach to identifying the different types of abuse, we use a safeguarding questionnaire including Prevent questions on induction and follow up with yearly in nursery training to refresh knowledge. All staff attend Safeguarding training within three months of their start date and attend training every 2 years thereafter with CB Consultancy level 2 or 3 according to work position. All the safeguarding documents are in a folder in the office cupboard as a guide. We also use the [www.swpp.org.uk](http://www.swpp.org.uk) website for more detailed information.

Where **signs and indicators raise cause for concern** we adhere to the following:

- the child's key person/ manager/ deputy manager makes a dated record of the details of the concern (using a '**Concern/Disclosure/Discussion Form**') and discusses what to do with the setting manager/deputy manager who is acting as the 'designated person'.
- We refer concerns to the Multi Agency Referral Unit and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by Cornwall and Isle of Scilly -**Our Safeguarding Children Partnership (OSCP) and Anti-terrorist hotline (0800 789 321)**

- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We use the Inter-agency referral form when making a referral.
- We follow advice given by the Multi Agency Referral Unit and document all conversations, including The Department for Education's dedicated helpline for Prevent.

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff will have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect. This also includes Child on Child abuse (see Separate Policy), County lines and Contextual Safeguarding, which includes Prevent/Wrap training.

To ensure that our nursery staff, students and volunteers have a consistent approach to identifying the DIFFERENT types of abuse, we use the **Our Safeguarding Children Partnership (OSCP) hand-out** in the Child Protection documents folder guide. We have examples of what vulnerability might look like in regards to Prevent. We also use the [www.swcpp.org.uk](http://www.swcpp.org.uk) with links to [nspcc.org.uk](http://nspcc.org.uk) and many other organisations for more detailed information. Where **signs and indicators raise cause for concern** we adhere to the following:

- The child's key person or session manager makes a dated record of the details of the concern (using a 'concern/disclosure/discussion form') and discusses what to do with the setting manager/deputy manager who is acting as the 'designated lead'.
- We refer concerns to the Multi Agency Referral Unit and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by Child Protection and Safeguarding - <https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/> Including 'the Channel referral process (inside Office cupboard door). National police Prevent advice line **0800 011 3764** open 9.00am to 5.00pm every day.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We use the Inter-agency referral on-line form when making a referral <https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/>
- We follow advice given by the Multi Agency Referral Unit and document all conversations.
- Our Community Safety Officer (West) - Preventing Extremism/Terrorism lead is Steve Rowell  
Phone: (01736) 336587 E-mail : [steve.rowell@cornwall.gov.uk](mailto:steve.rowell@cornwall.gov.uk) or [Prevent@Cornwall.gov.uk](mailto:Prevent@Cornwall.gov.uk)

### **Conduct and Recording suspicions of abuse and disclosures**

We use the Our Safeguarding children Partnership (OSCP) website, 'What is child abuse- Signs and Indicators' at [www.ciossafeguarding.org.uk/scp](http://www.ciossafeguarding.org.uk/scp) and the [www.swcpp.org.uk](http://www.swcpp.org.uk) website to ensure a consistent approach to identifying the different types of abuse.

Where a child makes comments to a member of staff that gives **cause for concern (disclosure)**, observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:

- listens to the child, offers reassurance and gives assurance that she or he will take action
- does not question the child
- **makes a written record using a 'Concerns/Disclosure/Discussion Form'** that forms an objective record of the observation or disclosure that includes:
  - child's name
  - child address
  - age of the child
  - date and time of the observation or the disclosure
  - exact words spoken by the child as far as possible
  - name of the person to whom the concern was reported, with date and time
  - and the names of any other person present at the time
  - an objective, factual and accurate record of the disclosure
  - the name of any other person present at the time, who should also write a report on the incident in question.
  - ALL records are signed, dated and stored securely.

**It is not our responsibility to attempt to investigate the situation within the setting.**

#### **Making a referral**

We follow the guidance written on the Cornwall interagency referral form

We keep a copy of this document and follow the detailed guidelines given.

All members of staff know the procedures for recording and reporting.

#### **Informing parents/working with parents**

Parents are normally the first point of contact.

If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the **OSCP** does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

As **domestic abuse** is now defined as Emotional Abuse for children, in the event of knowledge of domestic abuse, we will advise the parent to contact the <https://www.cornwall.gov.uk/health-and-social-care/adult-care-services/domestic-violence-help-and-advice/> or Devon/Cornwall Police- [www.devon-cornwall.police.uk/domestic-abuse-support](http://www.devon-cornwall.police.uk/domestic-abuse-support) where advice and contact information may be found including Cornwall Domestic Abuse 24hr Helpline on 01872 225629 and saferfutures.org.uk – 0300 777 4777. Respect Men's Helpline - [www.mensadvice.org.uk](http://www.mensadvice.org.uk) or call 0808 801 0327 immediately for support. Failure of the victim to seek this support and advice will result in us making a Child Protection referral to the Multi Agency Referral Unit.

### Liaison with other agencies

- We work within Our Safeguarding Children Partnership (OSCP) guidelines.
- We have a copy of 'What to do if you're worried a child' is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including the Multi Agency Referral Unit.
- We notify **Ofsted** of any incident or accident and any changes in our arrangements which may affect the wellbeing of children **within 14 days**.
- If a referral is to be made to the Multi Agency Referral Unit (contact number 0300 1231 116), we act within the area's **Our Safeguarding Children Partnership (OSCP)** guidance in deciding whether we must inform the child's parents at the same time.

### Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We follow the guidance of Our Safeguarding Children Partnership (OSCP) and use the [www.swcpp.org.uk](http://www.swcpp.org.uk) website when responding to any complaint that a member of staff or volunteer within the setting working on the premises occupied by the setting has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.

We refer any such complaint **immediately** to the **Local Authority Designated Officer (LADO) on 01872 326536** to investigate. To report an allegation it is done via the <https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/allegations-against-people-who-work-with-children/lado-referral-form-guidance/>

The LADO should also be **informed within one working day** of all allegations that:

- come to an employer's attention
- are made directly to the police

It is an offence to fail to make a referral without good reason.

We also report any such alleged incident to **Ofsted within 14 days** and what measures we have taken and we document all stages.

- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where children's social care/LADO/DBS advise it is appropriate in the circumstances, the Owner will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is

not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

### **Disciplinary action**

Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child or there is an allegation against a member of staff or volunteer, we make a referral to **the LADO IMMEDIATELY on 01872 326536 AND the DBS referral helpline on 03000 200 190**

We follow the guidance called: Making Child Protection referrals to the Disclosure and Barring Service (DBS) and Referral guide for: Employers and volunteer managers that is available on the [www.gov.uk/](http://www.gov.uk/) website

### **Training**

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We seek that all staff are aware that safeguarding issues can manifest themselves via '**child on child abuse**' (See Child on Child Policy). This is most likely to include, but may not be limited to:
  - bullying (including cyber bullying);
  - physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
  - sexual violence and sexual harassment; sexting, up-skirting.
  - initiation/hazing type violence and rituals.
- We ensure all staff are aware of '**County lines**'. The term used to describe urban gangs supplying drugs to other parts of the UK using dedicated mobile phone lines and exploitation of vulnerable children.
- We ensure staff are aware of **Contextual safeguarding**, to consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.
- We ensure all staff are aware of Domestic abuse: defined as controlling, coercive or threatening behaviour, violence or abuse. Children and young people who are, or have been, intimate partners. It can take many forms and includes psychological, physical, sexual, financial and emotional abuse, stalking, so-called '**honour**'-based abuse, forced marriage and the illegal practice of Female Genital Mutilation.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

### **Planning**

The layout of the room allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others although staff ensure dignity and appropriate privacy for the child during toileting/nappy changing.

### **Curriculum**

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

### **Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Child Protection Children Board.

### **Support to families - Early Intervention/Integrated Working**

- We use OSCP Continuum of Need/Threshold Document as a guide to identify the four levels of need and appropriate service intervention to ensure families are referred to services in a timely way to reduce the need for a child protection referral. We will contact the Locality Team Early Help Co-Ordinator: contact details available on [www.cornwall.gov.uk/earlyhelphub](http://www.cornwall.gov.uk/earlyhelphub) or via the Multi Agency Advice Team, to discuss any concerns on Integrated Working.
- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Child Protection Children Board.

### **Creating Safe Environments to reduce risk**

All staff understands our child protection procedures and have had appropriate training and guidance in the principles of maintaining safe environments. To this end:

-Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a child. If staff are alone with a child, the door of the room should be kept open and another member of staff should be informed.

-If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully on an Incident Report form.



-Staff will never carry out a personal task for children that they can do for themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has a particular need, staff should not accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued.

-Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.

-In the event of allegations made by a child against a member of staff will be fully recorded, including any actions taken, in the Incident Record Book. In the event of there being a witness to an incident, they should sign the records to confirm this.

### **Use of Images on Nursery Camera**

The safety and welfare of the children within our care is of utmost importance. As part of our record keeping and assessment process we take photographs of the children. We use a nursery camera used for this purpose and the manager is responsible for printing the photographs. Unused photographs are deleted. All photographs that are no longer required are destroyed.

We use images of children for:

1. For personal Learning Journeys
2. For training purposes (including childcare students on placement with us)
3. For our website
4. In the Local media.

We support children, under supervision, to take photographs within the nursery on a child camera. The photos are developed by the manager and may be used in the child's Learning Journey. Images are deleted regularly from the camera card.

As an essential Child Protection requirement, prior to a child starting, parents/guardians are required to complete and sign a 'Permission Form for the use of Images'.

### **Use of Mobile Phones/Cameras and Smart watches by Parents/Guardians**

Parents and visitors are not permitted to use mobile phones/ cameras and or smart watches on the nursery premises. For further guidance see the separate mobile phone, camera and smart phone policy.

### **Use of Personal Mobile Phones by Staff**

Staff, students, and volunteers are not permitted to use/take their mobile phones beyond the nursery kitchen within nursery open hours. Phones must be stored in the clear box kept on the kitchen worktop/under serving ledge and never to be taken into areas where there are children. Staff may access their phones during their lunch break and only within the kitchen room.

## **Student Placements**

Students must work within the guidance provided by their training provider and also all policies and procedures within the setting, in addition;

Students who require photos for their workbooks must;

1. Gain written permission from the child's parent/guardian.
2. Only use the settings camera under supervision of a staff member.
3. Print their photos on the settings printer.
4. Delete all photos from the camera after use.

## **Local Media/Website**

Photographs of special occasions maybe used in the Local media and/or on our website. Permission for the use of these photos is sought on our Images Permission Form which also details the conditions of consent. A record is kept of children whose parents/guardians have not given permission and we ensure that these children are not included.

## **Reporting 'Risk of Radicalisation'**

In order to promote positive values of equality, tolerance and respect for others, we have regard for the following:

The DfE have published guidance stating that childcare settings must promote British values i.e learning right from wrong, taking turns, sharing and challenging negative attitudes and stereotypes (see documents below). Ofsted will be required to inspect our setting against these criteria's as part of our Child Protection duty. Our '**Prevent Lead**' staff (Michele Dann) will attend the WRAP 3 training that they need to identify children, siblings and parents/carers or staff and volunteers at risk of radicalisation and how to refer them for further help if necessary through the **CORNWALL CHANNEL PROCESS** (*flowchart attached as an appendix*). We will not carry out unnecessary intrusion into our families lives but our staff will take action when they observe behaviour of concern and share concerns at the earliest opportunity. In the instance of a member of staff hearing a child/staff/volunteer/ third party worker, parent or carer make an anti-Semitic or discriminatory comment we would contact the local prevent lead and follow a Prevent action plan as deemed necessary. Referrals might be made to Channel (this is a programme that provides support for individuals who are at risk of being drawn into terrorism where they are deemed to be within the pre-criminal space). If a person is suspected to be within criminal activity and this is made known to us, we will contact the police by calling **101** (non-emergency) or **0800 789 321** (anti-terrorist hotline). This information has been taken from the guidance document and our policy on this will comply with the requirements under The Counter-Terrorism and Security bill March 2015 passed through parliament.

**Support documents:**

'Keeping Children safe in Education' (Sep 2022)

Working Together to Safeguard Children July 2018

Statutory framework for the early years. (September 2021)

Guidance for safer working practice for those working with children and young people in education settings. (May 2019)

HM Prevent duty guidance; DfE Promoting fundamental British values as part of SMSC in schools, Departmental advice for maintained schools November 2014; Cornwall Channel referral process document;

DfE the Prevent duty; Departmental advice for schools and childcare providers June 2015

Revised Prevent duty guidance: for England and Wales - Revised April 2021

Community Safety Officer (West) and Preventing Extremism/Terrorism lead - Steve Rowell

This policy was reviewed and amended

April 2023

Signed by nursery manager

\_\_\_\_\_  
\_\_\_\_\_

(Policies dated and signed by Manager in nursery 'Policy and Procedure File')