**Tiddlywinks nursery, 22 Sylvia Avenue West Heath B31 3LE**

**OFSTED 509315**

**Safeguarding & Child Protection Policy**

D.S.L. Susan Emeny/ Deputy Chloe Hall D.S.L.

At Tiddlywinks we are all responsible and committed to safeguarding the children in our care. We have a statutory duty protect children and put procedures in place to ensure they are kept safe. We are therefore dedicated to the highest standards in protecting and safeguarding the children entrusted to our care at all times.

We follow Birmingham City Councils Partnership Threshold Document “*Right Help, Right Time*”

# Aims of the policy.

We will ensure that arrangements are in place for:

1. All reasonable measures to be taken to minimise the risks of harm to children’s welfare.
2. All appropriate actions to be taken to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies.
3. All persons working within the setting are made aware of this policy.
4. That we are committed to working collaboratively with outside agencies

### Right Help Right Time Approach

Following the guidance of Birmingham Children’s Trust (accessed: April 2025).

Tiddlywinks will follow the Right Help Right Time approach to ensuring children are safe.

### Aims:

Safety and Protection – ensuring that every child at the setting feel safe holistically through Bronfenbrenner’s ecological system theory. This will work endlessly to support them through safeguarding and protecting them from harm and ensuring their wellbeing.

Health and Wellbeing – Promoting children’s physical and mental health ensuring necessary resources and support are appropriate for each individual.

Inclusion and Respect – Fostering an inclusive practice where they feel valued and respected. Ensuring children have a voice and share their experiences at all of their decision-making processes.

Opportunities and Growth – Connecting children to meaningful opportunities which will set them up for adulthood and to encourage their full potentials.

### Tiddlywinks Will:

* Provide effective help and support from day of induction into the nursery.
* Holistically work with parents in partnerships and build relationships.
* Encourage discussions with parents as they know their child best.
* Have a transparent approach to partnerships with parents and carers.
* Encouraging resilience building to help and support families when needed.

Ensuring that practitioners understand the RHRT Four layers of children’s Needs through training and cpd.

# Concerns About children

**The definition of a child is a person under the age of 18.**

The definition of a vulnerable child or adult is a person who is substantially dependent upon others in performing basic physical functions, or their ability to communicate with those providing services, or to communicate with others, is severely impaired, and, as a result, they would be incapable of protecting themselves from assault or other physical abuse, or there is a potential danger that their moral well-being may be subverted or overpowered.

**Abuse is a violation of an individual's human and civil rights by any other person or persons.**

Abuse may consist of a single act or repeated acts. It may be physical, emotional, sexual, verbal, or psychological. It may be an act of neglect or an omission to act or it may occur when a vulnerable person is persuaded to enter into a sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Staff are made aware of the four types of abuse and what signs to look out for. Regular staff training is given in-house and externally.

# Types of Abuse

**Physical abuse** - Physical abuse is defined as any type of physical harm purposely inflicted on a child or vulnerable adult such as smacking, pulling, pinching, pushing etc (refer to Disciplinary policy)

**Emotional abuse** - Emotional abuse is defined as any type of inappropriate verbal communication such as shouting, name calling, insulting, intimidation and such like. It includes intimidation, favouritism or being negative towards a child or their family members.

**Sexual abuse** - Sexual abuse is defined as any type of inappropriate physical contact inflicted on a child or vulnerable adult. It also includes inappropriate photographs or recording of a child or vulnerable adult in an undressed state or of a sexual nature. It includes allowing the child to be in a vulnerable state where sexual abuse could take place or subjecting the child to sexual language, pictures or footage.

**Neglect** - Neglect is defined as not meeting the physical or emotional needs of the child or vulnerable adult for instance leaving a child in a soiled nappy, not sufficiently dressed, denying food or drinks and such like.

Considerations need to be given towards families who could be exposed to the **TOXIC TRIO** - Mental Health, Domestic Violence and Substance Abuse. This can make the family more vulnerable and susceptible to abuse.

**Female Genital Mutilation** is physical abuse which is now identified in Section 17 of the children’s act. Female Genital Mutilation is a partial or total removal of the external female organs for cultural reasons. It is severely painful, and has serious health consequences. It is usually performed on girls between the ages of 4 and 13 but in some cases on infants or young women.

**What to look out for** – We must always be respectful towards cultural beliefs but there must be no compromise in communicating the message that female genital mutilation is neither legal nor acceptable on the UK.

If staff are concerned that a child may be at risk of female genital mutilation then they must immediately report the matter to the DSL.

Staff should be aware of any parents/careers

* discussing a cultural celebration or travelling to their home country forbeing taken 'home' to visit family
* a special occasion to 'become a woman'
* an older female relative visiting the UK.

### Radicalism and British Values

We take guidance from the June 2015 ‘The Prevent Duty’ document on how to identify when children may be vulnerable to radicalisation or if we identify any signs from any setting users and what to do if identified. We promote British Values using the EYFS framework to assist us.

In order to manage risk and identify early signs of radicalism with all setting users we are alert to any changes in behaviour. In the event of any concerns with radicalism, staff will immediately record and report it to the DSL or acting DSL and they will use their professional judgement in taking action. If the DSL feels that there is a need to refer then they will make an immediate referral to the **Channel programme.** The channel programme is a programme which focuses on supporting vulnerable people who are at risk of being drawn into terrorism or radicalisation. It promotes working together and raising awareness. All staff complete online training recommended by the Channel programme.

### In the event of an extremist entering the premise with threatening behaviour

Staff are aware of the procedure to follow in the event of an extremist entering the building. The police will be called immediately, refer to the Critical Incident Policy.

**Sergeant Pete Sandhu - Telephone number 101 ext 8633071- Email prevent@westmidlands.pnn.police.uk**

### Designated Person (DSL)

Susan Emeny in named DSL, Chloe Hall is Deputy, they have undergone all of the relevant advance safeguarding training to enable her to support the nursery staff and practice.

The Designated Safeguarding Lead is Susan Emeny

Her role is to

* Adhere to Birmingham Partnership Threshold Document – ‘Right help, Right Time’ with regards to referring a child or young adult if there are concerns about possible abuse.
* To keep detailed written records of all concerns about a child/young adult even if there appears to be no need to make an immediate referral.
* Ensure that all such records are kept confidentially and locked away and are separate from child records.
* Ensure that an indication of further record keeping is marked on the child’s records.
* **To liaise and joint work with Children’s Advice and Support Services (CASS) Tel 0121 303 1888, Early Years Consultants on 0121 303 6754 and other relevant agencies.**
* Ensure that all Child Protection procedures are kept up to date and inform other staff of any relevant information.
* Attend regular training to enable her to carry out her role to its fullest potential.
* To understand our setting procedures and to deal with allegations of suspected or actual abuse in a professional manner.
* To guide and support staff and parents during any child protection issues.
* In the absence of **Susan Emeny, Chloe Hall will act as DSL**
* All staff have been trained and are aware of the procedures to follow in the event of having to make a referral.

### What to do if we are worried about a child being abused

We recognise that some children may be victims of neglect, physical, sexual or emotional abuse. Setting staff may, in their day to day contact of the children, be placed in a situation where they need to identify abuse and offer support for the children in need.

In order to protect our children, we aim to:

* Create an atmosphere where all our children can feel secure, valued and listened to.
* Recognise signs and symptoms of abuse.
* Respond quickly and effectively to cases of suspected abuse.
* Monitor and support children at risk.
* Use the Early Years Foundation Stage Curriculum to raise children’s awareness, build confidence and skills.
* Work closely with parent/carers and families and support external agencies.
* Ensure that all adults within our setting who have access to children have been checked as to their suitability to work with children. *(refer to staff recruitment policy)*

**A child with suspicious bruises or marks is neglected or acts out of character**

* If a child has bruises or marks which do not have a satisfactory explanation then the staff member will report it to the Designated Safeguarding Lead (DSL) or acting manager immediately. These will be recorded on a body form in the safeguarding file.
* All safeguarding concerns are immediately passed on to the DSL who will make a professional judgement as to whether a referral needs is required.

**Staff will not investigate the allegation themselves but they will fact find**

If a referral is needed the DSL or manager will call Children’s Advice and Support Services (CASS). CASS will then decide if they need to transfer the matter to the Multi agency Safeguarding Hub (MASH)

* When a referral is made we will download a Request for Support Form from the Birmingham Safeguarding website, complete and return by email, securely to CASS@birmingham.gcsx.gov.uk within the hour.
* The DSL will follow up in writing within 24 hours and expect a response from the Social worker within 48 hours. If a response has not been received then the DSL will call again.
* The DSL and relevant staff members will thoroughly document all evidence including dates and times.
* The staff member involved and the Designated Safeguarding Lead will support each other. Susan Emeny will also support.
* The manager will immediately call the police if a situation occurs where a child is at immediate risk and try to prevent the adult from taking the child. For instance, if a parent/carer collects the child under the influence of drugs or alcohol or a parent/carer is violent, or a child who is about to be collected discloses abuse at home.
* If a child is brought into the setting with serious injuries Susan Emeny or Chloe Hall, or who ever is D.S.L. person, Claire Walters is also D.S.L., will immediately call 999 for an ambulance to take the child together with their file to the hospital. A second person will refer the child to CASS immediately and record.
* We record existing injuries on a body form which record and injuries a child may have when they enter the setting. We record in order to recognise patterns of injuries. This is also recorded on CR8 and CR10 forms which are located in the child’s personal file.
* If a child makes an allegation of physical abuse, or if we suspect a child may have been physically abused, staff are aware that they are not permitted to search the child’s body for marks or bruises as this would be classed as assault.
* Confidentiality must be paramount at all times.
* We make sure that all children are kept visible and that we put the needs of the child first before the needs of the families. Therefore, if we need to make a referral and the parents/carers subsequently remove their child from our setting then we have a duty of care to notify the CASS and the Area SENCO team immediately.

### We endeavour to work with parents/carers and families as much as possible but in some cases, we are unable to inform them of our recordings, observations, and the referral itself.

**When a child makes an abuse allegation, suggests abuse, or has signs of abuse including domestic violence.**

A child may make a direct allegation or a comment which may suggest abuse.

**Staff will not investigate the allegation themselves but they will fact find**

* The child will be listened to in an understanding and empathetic manner without the adult offering any comments, questions or leading answers *(refer to section below – listening to children)*
* The member of staff will report it immediately to the DSL and record exactly what has been said including dates and times. The DSL will report the matter to Susan Emeny.
* If a parent/carer or any other volunteer or visitor makes an allegation against a member of staff then our procedures ‘what to do if a setting user makes an allegation about a member of staff ‘will be followed (*refer to section - If an allegation is made against a staff member)*
* If the child is accusing a member of staff, volunteer or visitor then we will follow our procedures ‘what to do if a setting user makes an allegation about a member of staff’
* If the child is accusing a parent/carer or individual outside the nursery then the decision to refer is made by the DSL supported by the management team. They consider the child’s disclosure and any previous history recorded on body forms and the CR8/CR10 forms. The DSL, supported by the management team will decide whether the accusation warrants a referral or we would record or speak to the parents/carers in some instances providing this would not put the child at risk of harm. In the case of a referral the DSL would follow the above procedures outlined on page 4. We will not inform the parent/carer if we feel that the child is at significant risk. If there is a delay from the IASS and we fear the child may be collect we would contact the police immediately.
* All evidence is documented and stored in the Safeguarding file in a locked filing cabinet.

# Listening to children

At Tiddlywinks Nursery we endeavour to:

* Create the opportunity and environment for children to be able to talk about their concerns.
* Establish systems to enable cover for the member of staff listening to a child’s concerns.

**We always**

* Take the matter seriously.
* Reassure the child or young adult
* Be non judgemental and respond be aware that children's experiences will differ depending on ability, age, culture, ethnicity, gender, race, religion or sexuality.
* Report immediately to the DSL.
* Record information using the actual words of the child/young adult and note any questions the child may raise.
* Record dates, times, who was present, positions in the room and anything factual about the child’s appearance.
* Use a silent witness where possible.
* Recommended questions we will use to ask the child are the WHAT? WHO? WHEN?
* How have you done that?
* How’s that happened to you?
* What’s happened to you?
* When did it happen?

**We never**

* We never ask leading questions, interrogate or jump to conclusions.
* We never force a disclosure.
* The member of staff will not promise to keep it a secret.
* We will never ask the child/young adult to write down their account.
* We will never ask the child to repeat it to anyone else.
* We never investigate with or without others.
* We never take photographs or examine the child.
* We never attempt any medical judgment.
* We will never arrange a medical examination.
* We will never tape/record an interview.
* We will never ask a child/young adult to remove any item of clothing. Staff should always be aware of their own vulnerability at this point and should take steps to minimise risk to themselves whilst supporting the child.

### Tiddlywinks will support all children by:

* Encouraging self esteem and appropriate self-assertiveness whilst not condoning aggression or bullying.
* Promoting a caring, safe and positive environment within the setting.
* Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
* Notifying The CASS/MASH team on 0121 303 1888 as soon as there is significant concern.
* Providing continued support to a child about whom there have been concerns for, who leaves the setting by ensuring that appropriate information is confidentially forwarded to the child’s new provision.

We recognise that matters relating to Child Protection are confidential. The manager/proprietor or DSL will disclose any information about a child or young adult to other staff members on a need-to-know basis.

*WE ENSURE WE SAFEGUARD CHILDREN WHO ARE VULNERABLE TO EXPLOITATION, BREAST IRONING, FORCED MARRIAGE, FEMALE GENITAL MUTILATION, GANG OR CRIMINAL BEHAVIOUR OR HUMAN TRAFFICKING BY LOOKING OUT FOR SIGNS AND RECORDING EVERYTHING. IF WE FEEL THAT A CHILD IS IN DANGER THEN REFREALS MAY NEED TO BE MADE WITHOUT PARENTAL KNOWLDEGE.*

# DOMESTIC ABUSE

Staff training is offered to enhance staffs understanding of domestic abuse and to enable them to be aware of the signs to look out for.

We use the West Midlands Domestic Violence & Abuse standards for guidance.

If a member of staff declares that they are a victim of Domestic Violence we will support them while managing risk in a safe and cultivating environment. We will give consideration to whether their professional judgment is compromised by the Domestic violence and we may relieve them of sensitive duties such as Child Protection Officer and give consideration which children they may have in their key group.

Susan Emeny will always be notified if staff declare domestic violence and if their children are subject to a child protection plan. Susan Emeny, together with her management team will risk manage following a sensitive meeting with the staff to fact find.

### Making a referral of Domestic Abuse

Where a practitioner has serious concerns about a staff or parents’ situation they should complete the Safe lives DASH risk assessment checklist with their client. If 14 or more boxes have been ticked “yes” or there is significant cause for concern (may include repeat victim cases) it should be brought to the attention of their Susan Emeny or Chloe Hall, for referral to the MARAC. A combination of actuarial assessment (number of ticks) and clinical assessment (professional judgment) for cases with a smaller number of ticks may also be referred to MARAC at the discretion of the Designated MARAC Officer. We use the MARAC website for guidance.

### Safeguarding Children - Acting on Concerns

If we were to have concerns about a child experiencing domestic violence then we follow our procedures in making a referral to CASS (0121 303 1888) using a request for support form or if it is outside of normal office hours to the Emergency Duty Team.

### ‘What to do if we are worried about a child being abused’

All young people living in homes where domestic violence is prevalent will grow up in an atmosphere of fear, tension, intimidation and confusion.

What children may experience;

* Directly observe physical or sexual violence, by being in the same or next room, being woken, seeing their mothers in distress or injured.
* Directly observe, and often experience, emotional violence and abuse.
* Have been directly threatened, injured or abused, themselves.
* Being forced to participate in the abuse and degradation by the abuser.
* Live with secrecy and shame-whether it be keeping the violence a secret or where they have had to flee, keeping their past life a secret.
* Feel that somehow it is their fault that it is happening.
* Intervene (by calling the police or trying to protect their mum or other siblings) and get injured themselves.

### If they have to flee the violence, they will:

* Experience disruption of their home and schooling
* Experience loss of friends, pets or toys, of their routines and activities and of their father
* Often find themselves brought to the centre of the violence as the perpetrator seeks renewed control over contact with them
* The effects that Domestic Violence can have on children can vary and are normal responses to abnormal situations that children are experiencing.

### Abusers often use children as a form of abusing their partner

This may include:

* Threats to harm the children
* Threats of breaking up the family unit
* Threats to abduct child
* Turning the children against their mother/father
* Withholding money
* Abusing the children physically, sexually or emotionally
* Abuse through child contact after separation

### Children's Disclosures

It can be daunting for a child to disclose abuse because of the following fears and beliefs:

* They may feel the abuse is their fault
* They will get into trouble
* Nobody will believe them
* Nobody can stop it
* The abuse will get worse
* Their abuser will be sent to prison and it will be their fault
* People they love will be hurt if they tell
* They may feel the abuse is their fault
* They told before and nobody listened
* They will be taken into care
* Their abuser has said that they will hurt them if they tell
* They believe that this is what happens in families
* They love their parents
* They may blame it on their behaviour i.e. If I'm good they won’t do it again
* They may believe that they are a bad child
* They feel ashamed of what the abuser does

### Abduction

If there is a threat that the perpetrator may abduct the children then Management would call an emergency meeting with the non offending parent to discuss the safety of the child/ren. We would work with the family to safeguard the child within the boundaries of the law.

# Family Common Assessment Framework (FCAF)

The aim of CAF is to assess a child's needs at the first sign of difficulty so as to prevent a child's needs becoming more serious. This therefore provides a good opportunity to identify any domestic abuse that the child may be affected by in order to offer early integrated support to the child and the non-abusing parent.

### Children Accessing Support

Older children can access support themselves through a number of services, such as Childline, Birmingham Signposting Services, Open Door Youth Counseling Service and Amazon. A new counseling service is about to start in Ashram for black and minority ethnic children who have experienced domestic violence.

The following websites are aimed specifically at children who have experienced domestic violence [**www.thehideout.org.uk**](http://www.thehideout.org.uk/)

Where children have been more deeply emotionally affected by their experiences and need more intense support, the GP may consider a referral to the Child & Adolescent Mental Health Teams which aim to support, help and intervene with children and young people who are experiencing emotional and mental health problems.

### Family Support

Families who have experienced domestic violence will often be very isolated and may have trouble coming to terms with and talking together about the abuse they have experienced.

Mothers who have experienced abuse will be signposted to Women's Aid (city-wide).

### STAFF

**WHAT TO DO IF A SETTING USER MAKES AN ALLEGATION ABOUT A MEMBER OF STAFF – Or if we have concerns regarding the suitability of staff.**

*All references in this document to 'staff, members of staff or individuals’ should be interpreted as meaning all paid or unpaid staff / professionals and volunteers. This also applies to any person, who manages or facilitates access to an establishment where children are present.*

Staff behaviours are considered within the context of four groups, physical, sexual, emotional and neglect. These include, but are not limited to, concerns relating to inappropriate relationships between members of staff and children or young people, for example:

* Having a sexual relationship with a child under 18 if in a position of trust in respect of that child, even if consensual (see ss16-19 [**Sexual Offences Act 2003**](http://www.legislation.gov.uk/ukpga/2003/42/contents));
* 'Grooming', i.e. meeting a child under 16 with intent to commit a relevant offence (see s15 [**Sexual Offences Act 2003**](http://www.legislation.gov.uk/ukpga/2003/42/contents)).
* Other 'grooming' behaviour giving rise to concerns of a broader child protection nature (e.g. inappropriate text / e-mail messages or images, gifts, socialising, social media or IT games etc);
* Possession of indecent photographs / pseudo-photographs of children;
* Excessive use of force in restraining a child/young person;
* Inappropriate use of isolation/restriction.

If concerns arise about the person's behaviour to her/his own children, the LADO team and/or children's social care will inform the employer, Susan Emeny in order for her to manage risk and ascertain whether there may be implications for children with whom the person has contact at work. This may lead to us following our disciplinary process *(refer to the above section on Domestic Violence).*

If the employee discloses any issues during a supervision, meeting or through conversation which would lead us to question the individuals suitability to work with children or young adults then we will also follow our disciplinary process. This may occur within or outside the typical working hours.

Allegations of historical abuse will be responded to in the same way as contemporary concerns.

If the company have concerns about the individuals suitability to work with children and this leads to suspension, the company will have a duty of care to inform any other child care based commitments the individual may have in the interests of safeguarding. Staff are asked during supervision about their suitability to work with children and to disclose any additional employment, either paid or voluntary.

### Procedures we will follow for

1. Gross Misconduct.
2. If an allegation has been made against a staff member or someone in a position of trust.
3. Or if the company has any concerns about the individual’s suitability to work with children or young adults.

The person to whom an allegation or concern is first reported will treat the matter seriously and keep an open mind.

### Management will not:

* Investigate or ask leading questions if seeking clarification;
* Make assumptions or offer alternative explanations;
* We do not promise confidentiality, but give assurance that the information will only be shared on a 'need to know' basis.

### The Safeguarding officer and management will:

* Possibly remove from the room while the SO and management team fact find and decide whether the member of staff poses a risk of harm.
* Fact find – This means making a written record of the information (where possible in the child / adult's own words), including the time, date and place of incident/s, persons present and what was said. Sign and date the written record
* Discuss the matter with the team while taking into consideration the staff members historical information regarding any other incidents, warnings or complaints.
* Susan Emeny and Chloe Hall will then consider whether it is low level risk e.g was the staff member in on the day of the allegation, does the staff member have a history of incidents, was the incident on CCTV? The team will then make a decision of whether to suspend or not. This is how they will risk manage.
* If the team feel the allegation is viable or they feel uneasy about the staffs history of performance then the staff member will be suspended immediately, without prejudice, on full pay while investigations are carried out by outside agencies. The company will not investigate the matter, but will fact find.
* The staff member will be required to leave the setting immediately, handing over any of the nursery keys.
* Staff are not allowed to discuss the issue with any staff or parents/families while on suspension.
* Management will not disclose to the staff member what the allegation was about or show any CCTV evidence as it is a safeguarding matter.
* The DSL will then contact **The Early Years and Childcare Service Duty Line** to share concerns and to request a **LADO** form, this form can be found on the Birmingham Safeguarding Board’s website.
* We will complete the form and email it back, **within the hour** and the LADO team will advise us of what actions to take next and we will act on the advice given.
* The DSL will report the suspension **to OFSTED** by filling out an Early Years Incident Online Form within the hour (0121 675 4806 out of hours). If the child is hurt we would call an ambulance and police first.
* Low level incidents should also be referred to the LADO **within the hour** team via phone and they will advise if a LADO form will need to be completed.
* The LADO team will advise the DSL whether or not informing the parents of the child/ren involved will impede the disciplinary or investigative processes. Acting on this advice, if it is agreed that the information can be fully or partially shared, the DSL will inform the parent/s. In some circumstances, however, the parent/s may need to be told straight away (e.g. if a child is injured and requires medical treatment). They will not be shown any CCTV until the LADO team or the police say it is appropriate to do so.
* The suspended individual will be offered support from a neutral member of staff from the setting.
* Evidence will be gained from written statements and CCTV footage.
* If staff are not suspended then management will ensure they manage risk. This could be by means of regular supervision, further training or ensuring they are not left alone with the children.

# Birmingham City Council will assign a **L**ocal **A**uthority **D**esignated **O**fficer (LADO) to:

* Receive the reports or allegations and will oversee the management and oversight of the individual case.
* Provide the company with advice and guidance.
* Liaise with the police and other agencies.
* Monitor the progress of the case to ensure that it is dealt with as quickly as possible and consistent with a thorough and fair process. LADO aim to deal with most cases within one month or 1-3 months if police need to forensically check or examine equipment.
* LADO will undertake random CCTV searches to support their investigation.
* Provide the company with advice and guidance in relation to making referrals to the [**Disclosure and Barring Service (DBS)**](http://trixresources.proceduresonline.com/nat_key/keywords/dis_barring_service.html) and regulatory bodies such as Ofsted, the GMC etc.
* Chair strategy meetings where there is concern about a person in a position of trust. The setting Safeguarding Officer will be expected to attend.

The LADO is the Head of Child Protection and Review in the Directorate for People, who is supported by the LADO Team (Tel: 0121 675 1669).

The LADO team will then investigate

**Initial consideration by the designated senior manager and the LADO team**

There are up to three strands in the consideration of an allegation:

* A police investigation of a possible criminal offence.
* Children’s social care enquiries and/or assessment about whether a child is in need of protection or services.
* Consideration by an employer of disciplinary action

You should consult with the LADO or early years safeguarding officer what action you have taken such as a risk assessment re the staff member which may or may not include suspension.

* Full evidence will be made available to the member of staff subject of the allegation as soon as is agreed appropriate within the ongoing needs of any investigation by the Police, LADO team or by any disciplinary process.
* If the outcome is dismissal the staff member has the right to appeal. Written detailed evidence will be kept on file and sent to the above bodies.
* The Independent Safeguarding Authority will be notified by the DSL via telephone upon the staff's dismissal and a form completed immediately.
* If a parent/carer feels they need to make a complaint against a member of staff in confidence then they may contact first contact the manager **Susan Emeny.** If they feel that **Susan** has not dealt with it appropriately or the complaint is regarding **Susan** herself then they may refer the matter onto OFSTED on 0300 123 4666.

Where staff are persistently unable or unwilling to attend a disciplinary meeting without good cause **Susan Emeny** will make a decision with the management team on the evidence available.

We will then take the advice of the LADO team, the police and our setting policies with regards to reinstating or dismissing the staff member.

Dismissal will be reported to the ISA who will then carry out their own investigations as to whether they see you are fit to continue to work with children or young or vulnerable adults.

A decision to dismiss will only be taken by Susan Emeny. Managers and deputies have the authority to suspend. Staff will be informed as soon as possible of the reasons for the dismissal, the date on which the employment contract will end, the appropriate period of notice and their right of appeal.

### The Birmingham Safeguarding Board

The setting adheres to the Birmingham Safeguarding Children’s Board (BSCB) procedures. The Birmingham Safeguarding Children’s Board website is visited regularly. All relevant serious Case Reviews are read by management and copies are kept in the office and will be the subject of training, staff room and used in staff training.

**CAF /FCAF**

The Common Assessment Framework provides a universal assessment tool for early intervention for practitioners working with children, young people and their families. It provides an initial checklist to be used for assessing children the results of which highlight any additional or specialist support bringing together agencies to share information, undertake appropriate assessments and provide multi agency support.

Family Common Assessment Framework is mandatory training for all staff. We undertake the FCAF procedure for families who request it or suggest it for those who are unaware of it. The lead practitioner will support the family and the settings management team will support the practitioner. We will support the family with the parents/carers permission to signpost and request the assistance of outside agencies.

### Recording of information

CR8 and CR10 forms are completed. These forms record any communication or correspondence with parents/carers and families, any absences, illnesses and medication. Management will accurately record a short summary of the information in legible manner.

Staff complete existing forms which record any injuries which the child may enter the setting with. These are then stored in the Safeguarding folder in a locked filing cabinet.

Staff should liaise with the **Susan Emeny** the Behavioural Needs Officer, to discuss any behavioural concerns around a child, so with the co-operation of parents/carers, strategies can be put into place. We use the Framework for Intervention as a means of managing Behaviour and in supporting our safeguarding procedures. All changes in behaviour are recorded and monitored and strategies and plans are put into place to improve behaviour and meet the individual needs of the child. *(refer to Behaviour Policy)*

We have a designated safeguarding shelf in the office. The child protection folder is kept in a locked filing cabinet.

# The role of all staff and other persons within the setting

All staff, volunteers and support staff have a duty to safeguard children and young or vulnerable adults within the setting. This policy outlines how staff can meet this duty and their role:

* To make safeguarding paramount in the setting and abide by the policy and all other child protection documentation.
* For staff to be aware and abide by our disciplinary policy which outlines actions of gross misconduct.
* For staff to be regularly trained and aware of potential indicators of abuse.
* Open to hearing concerns from children and others, without seeking to investigate these concerns themselves.
* Informed on how to report any concerns to the DSL.
* Informed on how to report any concerns to the setting manager/proprietor.
* Informed on how to report any concerns relating to the manager/proprietor.

Staff Recruitment and Employment *- Refer to staff employment policy*

* The job advertisement is worded in such a way that would show we are a setting who will be thoroughly vetting our staff prior to employment. This is intended to deter possible offenders applying for the position.
* At least one reference is verbally checked prior to interview.
* All staff are required to provide a CV at the time of the interview to show their previous work history and complete a detailed questionnaire. They are asked to discuss their previous work history. Management question for any breaks in employment.
* The candidate is required to show photograph identification such as a passport. A copy is taken and kept on file.
* They are required to provide details of two referees (they cannot be family members or partners). Written references are requested by the nursery and kept on file. These are still verbally checked. One of the references ideally should be from a current employer who can comment on his or her suitability to work with young children. Staff are never left unattended until we have received their two written references and their DBS has been returned.
* Volunteers who are working with children for the first time are required to give two character references (not family or partners).
* Student are asked to bring a letter from their school, college, university or training company to show state that they are suitable to work with children.
* Staff with unsatisfactory references are not employed.
* The original qualification certificate is viewed at the interview and a copy is taken and kept on file.
* The candidates current DBS is accepted if it is within date of 12 months of their start date with Tiddlywinks. Management views the DBS to check it is clear and the number and date of viewing is written on their questionnaire form.
* We renew DBS’s every three years as recommended by the Birmingham Safeguarding board. We question changes in personal circumstances, actions which would lead to unsuitability to work with children in every supervision.
* We will not employ anyone who has been barred from childminding, fostering or adopting or from any childcare or vulnerable persons profession.
* During their first week of employment, staff will be given a lengthy induction into their new role where copies of all policies and procedures are given and explained. These are signed for to say they have been given and understood.
* **Susan Emeny** is the designated Policies and Procedures Officer, monthly questionnaires testing the staff member’s knowledge of the policies. These questionnaires always have a minimum of five safeguarding questions. Staff progression is recorded and if knowledge is limited then the induction is repeated.
* Staff are employed on a three-month trial period. Management reserve the right to extend this trial period.
* Staff have 12 weekly supervisions (refer to staff development policy) and an annual Professional Development Plan to discuss their work and aid with the professional development. The supervision process offers an opportunity for staff to inform us on any personal changes which would impact on their credibility or suitability to work with children thus leading to possible safeguarding concerns.
* The setting holds quarterly staff meetings which always include safeguarding content.
* All staff are made aware of their role as a member of staff and know what behaviour is acceptable and unacceptable and consequences of their actions. *(Refer to the grievance and disciplinary policy)*
* Volunteers, students and ply workers are not allowed to be left alone with the children.
* All staff sign in and out of the setting and visitors sign a visitor’s book giving the reason and time of visit, showing their identification. Visitors are accompanied at all times and never left alone with the children.
* Staff are given clear guidelines of their duties and what is expected of them by means of a job description and code of conduct.
* They are provided with a contract as well as policies and procedures which outline that they must not verbally, physically, neglectfully or mentally abuse a child, staff member, parent or visitor. They are informed that this will lead to immediate suspension and an investigation by the LADO team the Independent Safeguarding Board and possibly the police.
* It is outlined in our **Whistle Blowing Policy that** it is their duty to report any such incidents which they may witness or are knowledgeable about to the DSL. The Designated Whistle Blowing Officer will then report it to the person managing at the time. They may also go directly to the manager or whistle blower.
* Staff are made aware that they are not to leave unqualified staff, agency staff or new members of staff who have not received clearance from management unattended at any time.
* We use a reputable staffing agency for emergency cover and ensure that all staff are fully vetted by the agency prior to arrival (refer to staff Employment Policy). We record their DBS numbers on an agency induction sheet which also includes their personal details and a signature to confirm that we have informed them of our safeguarding policy and relevant health and safety information.

### Supporting Staff

Management recognise that it can be very stressful and upsetting for staff who have dealt with a child or young adult who has or may suffer harm. Therefore, we support such staff by providing an opportunity to discuss their concerns with the DSL and to seek additional outside support where appropriate.

Management and the DSL are available for support for those who have been involved in safeguarding issues. Time will be allocated for staff to seek counselling through their GP if needed.

If a member of staff is suspended then someone will be delegated from the setting to support that person.

### Position of trust

Adults should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They will report any incident with this potential. Staff should dress in an appropriate manner for the tasks and role in which they undertake.

Staff do not baby sit for any setting users or friends of setting users. Staff will not invite any child into their home or personal living space.

Staff will not have any social contact with the children or their families unless the reason has been firmly agreed by senior management. Staff are aware that social contact in certain situations could be misconstrued as grooming.

Any gifts given from staff to children should be given openly for good reason or part of a reward plan and not for favouritism or by means of a bribe. Alternatively, staff will not accept gifts as bribes or lead the giver to expect any preferential treatment.

Staff do not have favourite children and treat all children as equal.

Staff need to be aware of their duty to raise concerns where they exist regarding the attitudes or actions of their colleagues for the safety of the children in their care.

From time to time a child or young adult may develop an infatuation with a member of staff. The staff should deal with this appropriately and sensitively and ensure that their behaviour is professional and the minor’s feelings are considered. The staff member should report this to the manager.

Staff need to ensure that they are appropriately handling the children in accordance with safeguarding measures. They should only touch the children in an appropriate manner. Staff must always offer a child comfort and reassurance in times of distress; however they should consider appropriate methods of delivering this.

When staff change nappies or assist children with toileting they must consider the child’s privacy at all times. Staff must remain professional with the job they are doing and never touch a child or young adult in a way which may be considered indecent.

Professional boundaries should always be maintained while dealing and communicating with all setting users.

We are a no smacking setting and therefore any incidents of smacking which are witnessed by staff will be immediately reported to the DSL. Consideration for the child’s protection is given in making the decision whether to refer children who are known to or are alleging to witnessing domestic violence. We display our ‘no smacking’ policy.

If the company have any information, concerns or witness any safeguarding incidents from any parents/carers or family members we made need ask them not to enter the nursery and find alternative collection arrangements. We may need to contact the MASH team or the police.

### Technology Safety

Our technology policy is adhered to and staff do not use their mobile phones around the children. They may use them in the staff room when there are no children in there and must turn them off the rest of their working day. Setting users are not permitted to take photographs or video footage within the setting on their personal phones or cameras unless in certain circumstances such as nativity and festivals where prior parental permission when written parental/carer consent is obtained. All webcams on the settings laptops/computers/tablets are deactivated.

Phones are carried and used for work based reasons when staff are out on trips and outings and when working with the out of schools club or school delivery or collection. Children’s photographs are not taken on staffs phones at these times.

Staff are aware that it is an offence to allow the child to watch inappropriate scenes on the television or PC or to view any indecent images. Staff will be liable for this.

All webcams on PC’s and laptops are disabled and covered up.

Children’s photographs are only displayed on Facebook or the Nursery Website with parental or guardian’s permission.

Staff are not permitted to record or suggest where they work on Facebook or any other social networking sites.

### Under 18’s policy

* If any staff member, volunteer, trainee or student under the age of 18 (referred to as a young adult in this policy), confides in a member of staff about current personal abuse, they will be made aware that our child protection policy and procedure will also apply to them and will be treated in the same procedure as a child within the nursery.

# In the event of a child making an allegation against another child

We would need to ascertain whether the incident was a developmental act of exploration as to what course of action we would take. This would lead us in dealing with any incidents in different ways.

If we felt, in our professional judgments that a child’s behaviour exceeded the developmental exploration then we would separate the children immediately while we gather relevant information from staff, children and any CCTV evidence. We would refer to the above section of listening to Children when speaking to those involved.

We would then inform the parents of both children immediately without disclosing the name of the other child involved

Dependant on allegation we may need to send the children home and sign post them to outside agencies for support.

We always need to be mindful that our after school and holiday club children are of an older age range who could be sexually active or that all ages could be acting out scenarios which they may have witnessed or experienced.

We would also take into consideration any other concerns which we may have recorded around the family.

 We would always seek the advice from the CASS team and record everything.

### Parental substance misuse

If a parent/carer or other adult authorised to collect a child is found to be under the influence of drugs or alcohol when they arrive to collect the child

* We will use our judgement as to their state.
* We will take talk to them and discuss whether they feel they are in a good state to care for a child and highlight the consequences of their actions of the child in their care.
* If we feel they are not able to care for the child adequately or that the child is at risk they will be asked to call on someone else to collect the child.
* If they refuse and we still feel the child is at risk and we no other alternatives we would make all reasonable attempts to prevent the parent/carer from taking the child ensuring our safety at all times. If they do leave with the child then we would need to call the police.
* In the event of any threatening or abusive behaviour or if the staff were in danger then the police will be called immediately.
* We will record the incident and it may lead to us making a referral to the CASS.
* The above procedures will be followed for parents/carers attending the setting smelling of cannabis.

# If a Child is not Collected from Nursery

If a child is not collected from the nursery at the end of the day then the parents will be contacted. Depending on their reply, the nursery will wait with the child until the adult arrives. After 1 hour and no response from a parent, guardian or representative, if a non-collection is evident, the Police will be contacted (only in extreme circumstances).

In the event of a drunken or violent parent/carer we would contact the police immediately.

We would always work alongside other outside agencies and families to safeguard children and assist with their welfare.

A copy of this policy is available to all parents/carers and all other setting users upon request. Staff are provided with the policy upon induction. Temporary staff such as agency staff are informed of the settings safeguarding policy upon induction.

**Training**

All members of staff receive training on Safeguarding procedures and updates and refreshers every 2 years or when required.

The DSL and Deputy Managers are trained on core training and updated regularly. In addition to this they attend network and safeguarding meetings to maintain up to date knowledge.

Child Protection training is clearly cross referenced and supplemented by other areas of training such as domestic abuse, risk assessment and Behavioural management.

**Information sharing and confidentiality**

We include safeguarding content in our staff newsletters, weekly management meetings, quarterly staff meetings and supervisions *(refer to supervision policy)*. We have monthly questionnaires on our policies and procedures which always include at least five safeguarding questions.

We read any new serious case reviews and discuss with staff during staff meetings. We refer to the Birmingham Safeguarding Website regularly for updated information. We keep these and sections 17 and 47 of the children’s act on file.

We abide by the following.

* What to do if you are worried about a child being abused – March 2015
* The Early Years Inspection Framework - August 2015
* Information Sharing – March 2015
* Inspection Safeguarding in Early Years, Education and skills settings – August 2015
* The Common Inspection Framework
* The Prevent Duty – June 2015
* the what to do flow chart for referral
* the POT flowchart
* Right Help Right Time
* Our own procedures if making a referral

Parents and carers are made aware of the settings policies by displaying them in the entrance hall. We have a display board designated for safeguarding. This includes a safeguarding statement and who the DSL is.

Parents/carers will be informed that in cases of suspected abuse there may be need to contact other agencies without informing them first. This decision is made betweenthe manager/proprietor, DSL and The Early Years and Childcare Team. This is a legal obligation and not a personal decision. This is highlighted in the parent/carer policy.

In cases where the parent/carer is not the accused the setting will support them and signpost them to useful agencies.

Confidentiality is maintained at all times and information is only shared on a need to know basis, however safeguarding overrides confidentiality and the data Protection Act 1998.

**Teaching and Learning**

The EYFS curriculum policy is used to raise children’s awareness and build on children’s confidence to provide the child with various different strategies to support their own protection and understand the protection of others.

The setting promotes child support services through the use of outside agencies such as Childline, Connexions, and Birmingham Signposting Services.

**Visitors and Volunteers**

All visitors and volunteers’ are informed of the DSL and her role.

**Abbreviations**

DSL – Designated Safeguarding Lead

LADO – Local Authority Designated Officer

CIAS – Children’s Information & Advice Service

CAF – Common Assessment Framework

FCAF – Family Common Assessment Framework

IASS – Information Advice and Support Services

DBS – Disclosure and Barring Services

ISA – Independent Safeguarding Authority

MASH – Multi Agency Safeguarding Team

MARF – Multi Agency Referral Form

POT- Position of Trust

IDA -  Independent Domestic Violence Advisor

MARAC - Multi-agency Risk Assessment Conference

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