 Teynham House

41 Alderwood Road

Eltham

SE9 2LR

020 8850 4720

elthamgreennursery@outlook.com

 **Safeguarding and Child Protection Policy**

Safeguarding = Proactive

Child Protection = Reactive

**Mission statement**

 Eltham Green Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We aim to create an environment where our children feel safe, are encouraged to talk, and are listened to. Safeguarding practices are implemented through daily planning and according to the child’s age and stage of development. Staff members working with children are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and develop a culture where Safeguarding is everyone’s responsibility.

**Reference to frameworks/guidance**

* Children Act 1989
* Children Act 2004
* Childcare Act 2006
* Early Years Foundation Stage 2017
* Counterterrorism and Security Act 2015 (Prevent duty)
* Equality Act 2010
* General Data Protection Regulations 2018
* Multi agency statutory guidance for Female Genital Mutilation 2020
* Working together to safeguard children 2018
* Keeping children safe in education 2020
* Inspecting safeguarding in Early Years education and skills settings 2019

**Designated safeguarding lead role and responsibilities:**

 **Michelle Wawrzewski-** Our designated safeguarding lead is the person who has responsibility for ensuring our settings safeguarding policy is adhered to.

In the absence of the designated safeguarding lead, please refer to:

**Deputy Designated Safeguarding lead:**

 **Louise 0’Shea-**To carry out the duties of a designated lead in their absence.

The safeguarding lead should:

* Be available during nursery hours (if not on the premises, can be contacted by telephone)
* Attend formal training every 2 years as a minimum, also yearly refresher training including online training, ebulletin’s and safeguarding newsletters
* Manage referrals to children’s social care and the Channel programme concerning radicalisation, understand the assessment process for early help
* Understand the role of the nursery in terms of Prevent Duty
* Keep detailed, accurate and secure records of concerns and referrals
* Refer cases to DBS where staff member has been dismissed or left due to risk or harm to child
* Liaise with other professionals as and when needed
* Act as a source of support, advice, and expertise for staff
* Know about child protection case conferences and reviews and contribute effectively
* Ensure all staff have and understand their own copies of the nursery’s safeguarding and child protection policy
* Ensure nursery’s safeguarding and child protection policy is updated and renewed annually
* Be aware of needs of children and those with special educational needs
* Ensure safeguarding and child protection policy is available publicly e.g., on parent’s notice board and website
* Ensure that posters displaying the nursery’s duty to safeguard children and who to contact if a concern is raised are visual.

**All staff’s roles and responsibilities:**

* The designated lead and deputy are suitably trained and attends relevant training every two years with updates annually.
* Staff are trained every three years with updates annually.
* We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are aware of them too.
* All staff have an up-to-date knowledge of safeguarding issues and are alert to potential indicators and signs of abuse and neglect. They understand their professional duty to ensure safeguarding and child protection concerns are reported to the relevant professionals. All staff know how to refer their concerns in the event they feel their setting has not acted adequately.
* All staff understand the principles of early help and are able to identify those children and families who may need early help and enable them to access it.
* All staff understand their responsibilities under GDPR and the circumstances under which they may share information about you and your child with other agencies.
* Staff are aware of their professional conduct at work and to behave professionally following policies and procedures such as positive behaviour, online safety and whistle blowing.
* We ensure that adequate and appropriate staffing are provided to meet the need of the children, maintaining ratios at all times.
* We ensure that all staff have an enhanced DBS and other suitability checks are carried out during the recruitment stage. DBSs are updated regularly.
* Procedures are in place to record the details of visitors to the setting.
* We have an entry phone system in place at our setting which ensures we have control over who comes into our setting. So, no unauthorised person has access to the children.
* All staff are aware the importance of keeping written records of concerns/incidents on our incident and existing injury forms.
* All staff should promptly record in writing verbal conversations relating to safeguarding concerns.
* We ensure that written records of all complaints/concerns are kept safely in a locked cupboard and remain at the setting until the child’s 25th birthday.
* We aim to ensure that our children attend regularly, in the case of an absence we advise parents to notify us on the reasons why. If no notification has been made from parents/carers, we contact them ourselves to seek the reasons for absence and to ensure their well-being. We have 2 emergency contacts per child on record for communication purposes.
* Staff have a duty to read the following documents:

Keeping Children safe in Education 2020

Staff code of conduct

Safeguarding and child protection policy

Behaviour policy

Children’s absence policy

Confidentiality policy

Disqualification by association under the Childcare Act 2006

**Practical Advice**

We acknowledge that abuse of children can take different forms - physical, emotional, neglect and sexual (PENS).

**Physical**- This may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child

**Emotional** – This includes many types of behaviours such as: Intimidation and threats, criticism, undermining, being made to feel guilty, economic abuse, and telling you what you can and can’t do.

**Neglect** – Persistent failure to meet child’s basic physical and/or psychological needs, likely to result in serious impairment of child’s health or development

**Sexual** – this involves forcing or enticing children to take part in sexual activities, not necessarily involving high level of violence, whether a child is aware of what is happening. Activities may involve assault by penetration, non- penetrative acts such as masturbation, kissing and touching outside of clothing. It includes non-contact activities such as involving children to look at online pornographic materials or watching sexual activities.

When children are suffering from physical, sexual, or emotional abuse, or experiencing neglect, this may be demonstrated through:

Significant changes in their behaviour

Deterioration in their general well-being

Their comments which may give cause for concern, or the things they say (direct or indirect disclosure)

Changes in their appearance, their behaviour, or their play

Unexplained bruising, marks or signs of possible abuse or neglect and

Any reason to suspect neglect or abuse outside of the setting

We are aware of other factors that affect children’s vulnerability that may affect/have affected children using our provision such as abuse of children who have special educational needs and/or disabilities or who are privately fostered. We have a duty to inform our local authority children’s social care team of any privately fostered children.

We are aware of our duty of care to safeguard children against all aspects of abuse including some of the following:

* **Female Genital Mutilation** = Female genital mutilation, is also known as female genital cutting and female circumcision. This is the ritual cutting or removal of some or all the external female genitalia. The practice is found in Africa, Asia, and the Middle East, and within communities from countries in which FGM is common.
* All staff are aware of their mandatory duty to report disclosures on FGM about a female under 18 years of age personally to the police

Staff are aware of the signs to look out for and update their training for FGM yearly.

* **Radicalisation** = Radicalisation is the term used to identify an individual or group who come to adopt increasingly extreme political, social, or religious ideals.
* In relation to radicalisation and extremism, we follow the prevent duty guidance for England and Wales published by the home office.
* All staff complete yearly online prevent training and are familiar with procedures with responding to concerns about radicalisation

Other examples:

* **Child sexual exploitation** = sexual exploitation of children involves the prostitution of children, child pornography, and the sale and trafficking of children.
* **Sexual violence =** Sexual violence is any sexual act or attempt to obtain a sexual act by violence or coercion, acts to traffic a person or acts directed against a person's sexuality, regardless of the relationship to the victim.
* **Sexual harassment** = Sexual harassment is a type of harassment technique that relates to a sexual nature and the unwelcome or inappropriate promise of rewards in exchange for sexual favours.
* **Honour based violence =** Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community. For example, honour-based violence might be committed against people who become involved with a boyfriend or girlfriend from a different culture or religion or want to get out of an arranged marriage.
* **Peer on Peer abuse =** Peer-on-peer sexual abuse is abuse that happens between children of a similar age or stage of development. It can happen between any number of children and can affect any age group. Peer-on-peer abuse includes but is not limited to physical and sexual abuse, sexual harassment and violence, emotional harm, on and offline bullying and teenage relationship abuse.

Staff cover these forms of abuse through their ongoing safeguarding training.

**Reporting concerns**

Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give 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 staff member will:

* Listen to child and offer reassurance
* Does not question the child, although it is ok to ask questions for the purposes of clarification
* Makes written records on the existing injury form or the incident form, depending on the situation which then forms a collective record of the observation or disclosure that includes: The date and time of the observation or disclosure, the exact words spoken by the child as far as possible, the name of the person to whom the concern was reported with dates, times and other people present.
* These records must be signed by a manager (Michelle Wawrzewski or Louise O’Shea) or designated safeguarding lead (Michelle Wawrzewski or Louise O’Shea) that day
* These records are signed and dated and kept in the child’s personal file, which is kept securely and confidentially
* Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child at risk or interfere with the course of a police investigation. Advice will be sought from social care if necessary.
* If manager/designated safeguarding lead feels the observation or disclosure requires more than monitoring or to seek advice, then they may contact Royal Borough of Greenwich’s **Safeguarding Consultation Line on 020 8921 2267** if out of the working day, you may call the **Social Care and Safeguarding Duty Team on 020 8854 8888**
* If the observation or disclosure requires a referral, then the contact is Royal Borough of Greenwich’s **Multi Agency Safeguarding Hub (MASH) on 020 8921 3172**

**Record keeping:**

• We ensure that when electronically recording safeguarding concerns with professional agencies, that all communications are password protected and kept confidential. Access to central electronic device is available to managers only. **Full details of the use of electronic systems and items can be found in our communications policy**. We also adhere to GDPR.

* All confidential information regarding safeguarding concerns will be filed in each individual child’s personal file. Once the child and family leave our setting, we ensure records are kept securely until the child’s 25th birthday.
* All written observations or disclosures remain confidential, and staff are informed on a need-to-know basis. Staff are aware of the importance of confidentiality whilst employed at our setting

**Suitability:**

* During the recruitment process an enhanced DBS check will be carried out as well as references to establish suitability for the role, this is also to ensure that no disqualified or unsuitable person works at the setting or has access to the children
* Where applicants are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information
* At our setting we have a whistle blowing policy that we adhere to. (See this policy for further details)

**Allegations against a staff member:**

* We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting which may include an allegation of abuse.
* We respond to any inappropriate behaviour displayed by any member of staff, volunteer or other person working on the premises, which includes

Inappropriate sexual comments

Excessive one to one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images

* We ensure that all staff and volunteers know how to raise concerns about a member of staff or volunteer within the setting. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response **(See Whistle-blowing policy for further details)**
* We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting may have taken, or is taking place, by first recording the details of any such alleged incident on our allegations against staff form.
* We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate and/or offer advice, please contact:

Sharon Pearson- (LADO)- 020 8921 3930

Childrens-LADO@royalgreenwich.gov.uk

* We also report any such alleged incident to OFSTED (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures we have taken. We are aware that is an offence not to do this.
* We cooperate entirely with any investigation carried out by children’s social care in conjunction with the police
* Where the management team and children’s social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended 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.

Updated: September 2021 Review date: June 2022.