



Wiggleberry Nursery – Child Protection Policy and Procedure

Date Policy Created 18th November 2020 by Kirsty Hanberry, Business Director

‘If this policy, or part of this policy, has to be implemented at any stage before the review date detailed, a full review of the policy will be actioned immediately.’

This policy must be read in conjunction with;

- **What to do if you're worried a child is being abused: Advice for practitioners**
- **Keeping children safe in education: Part one**
- **Working Together to Safeguard Children 2023**

The purpose of Wiggleberry Nursery’s child protection policy is to ensure every child registered with us is safe and protected from harm and ensure everyone who works for us shares this commitment. Safeguarding and promoting the welfare of children is everyone’s responsibility. To fulfil this responsibility effectively, Wiggleberry Nursery always ensures our approach is child centred and always in the best interests of each individual child.

Designated Safeguarding Leads (DSL)

DSL’s are responsible for liaison with local statutory children’s services agencies, and with the Local Safeguarding Children Partnership. They provide support, advice and guidance to staff on an ongoing basis, and on any specific safeguarding issues as required. The designated safeguarding lead (and any deputies) are the most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns. Wiggleberry Nursery has a named DSL and a Contingency Safeguarding Lead both who have Level 3 Safeguarding training.

Wiggleberry Mexborough

Nursery Manager – Charmaine Wall – Designated Safeguarding Lead

Contingency Leads: To contact in the event a setting DSL is unavailable.

Director – Kirsty Hanberry - 07795572163

Wiggleberry Nursery ensures that there is always a designated and appropriately trained member of staff to appropriately deal with safeguarding concerns available during setting opening hours.

We work as a team, fully understanding that no individual has a full picture of each child’s needs and circumstances. We know that if children and families are to receive the right help at the right time, everyone who meets them has a role to play in identifying concerns, sharing



Wiggleberry Nursery – Child Protection Policy and Procedure

information and taking prompt action. This means we will always take all welfare concerns seriously and act in the best interests of our children to:

- Protect children at our setting from maltreatment;
- Prevent the impairment of children’s mental and physical health or development;
- Ensure that children grow up in circumstances consistent with the provision of safe and effective care;
- Take action to enable all children at our setting to have the best outcomes.

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Ensure all staff can identify signs and indicators of abuse, including the softer signs of abuse and know what action to take
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

This policy will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our settings. Our role is particularly important, as we are in a position to identify concerns early, provide help for children, promote children’s welfare and prevent concerns from escalating. The main elements of our policy are prevention, protection and support.



Wiggleberry Nursery – Child Protection Policy and Procedure

We fully recognise the contribution we can make to protect children from harm and supporting and promoting the welfare of all children who are in our care. We will also assess the risks and issues in the wider community when considering the wellbeing and safety of our children. We will be able to recognise when a child is at risk, will be able to get help when for a child when they need it and will be able to identify children who may benefit from early help. All staff will be fully prepared to identify children who may benefit from early help, i.e. providing support as soon as a problem emerges at any point during the time the child is attending setting or through any ongoing future relationship with the family, e.g. the ongoing care of siblings etc. All staff members are aware of the systems within the setting which support safeguarding (in line with KCSIE 2023) and anyone who has any concerns about a child's welfare will be enabled to act immediately. Wiggleberry Limited, mainly through reporting immediately to the Designated Safeguarding Lead (DSL) and the Deputy Safeguarding Lead, who will also be able to support social workers and other agencies following any referrals.

Our Ethos

The child's welfare is of paramount importance. Our setting will establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe. Children at our setting will be able to talk freely to any member of staff if they are worried or concerned about something.

Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.

'Everyone' who has contact with children and their families has a responsibility in safeguarding children. It is important for children to receive the 'right help at the right time' to address risks and prevent issues escalating. All staff are advised to maintain an attitude of 'it could happen here' where child protection is concerned. Staff should not assume a colleague, or another professional will act and share information that might be critical in keeping children safe.

We foster an ethos where staff are respected as individuals and feel free to talk openly and honestly with peers, management and the owner. We follow our legal responsibilities under the Equality Act 2010, including the fair and equal treatment of practitioners regardless of age, disability, gender resignation, marriage and civil partnership, pregnancy and maternity, race religion or belief, sex and sexual orientation. We share good practice, foster team



Wiggleberry Nursery – Child Protection Policy and Procedure

working and encourage an environment where practitioners feel respected, supported and able to discuss any issues openly.

Working in partnership

Following changes made by the Children and Social Work Act 2017 local safeguarding children's boards (LSCB) have been dissolved and transformed in Safeguarding Children Partnerships (SCP).

Our policies and procedures are in line with guidance and procedures from Doncaster Safeguarding Children Partnership (DSCP) these can be found at <http://www.dscp.org/>. At all times we will work in partnership and endeavor to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2023).

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Child Protection and Covid 19

Wiggleberry Nursery is aware that there are additional safeguarding and child protection challenges due to the impact of the Covid 19 pandemic. We will continue to work together with local agencies and services given the greater risk of harm some children may have been exposed to through the COVID-19 pandemic. Wiggleberry is aware that some children may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood which we will address and work with parents/carers to support. Families may also be under extreme stress due to the impact of Covid 19, such as health issues such as Long Covid or mental health issues which may have implications for child protection.

In certain cases, the impact of the pandemic may have exacerbated existing issues such as alcohol and substance abuse or domestic violence.

It is important that Wiggleberry Nursery has constant contact with our children and families. During the pandemic, children and families have had periods of Covid 19 isolation where they have not accessed nursery which may have had lasting effects on mental health, behaviour and personal, social and emotional needs. These impacts may be particularly evident for our children who are deemed as 'vulnerable' but important for all our children.

Vulnerable children



Wiggleberry Nursery – Child Protection Policy and Procedure

Some children may be vulnerable who are not officially in statutory systems and Wiggleberry will support all children who we believe may have challenging circumstances at home.

The DfE defines vulnerable children as the following:

- Those with a social worker
- Those with an EHCP (Education, Health and Care Plan)
- Children known to children’s social care services in the past
- Children whose home circumstances might be particularly challenging because of domestic abuse, parental offending, adult mental health issues and drug and alcohol addiction.

Child Abuse

What is Child Abuse?

All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

Abuse

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.



Wiggleberry Nursery – Child Protection Policy and Procedure

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. It should be noted that the sexual abuse of children by other children is a specific safeguarding issue in education and all Wiggleberry staff are aware of this and are familiar with our policy and procedures for dealing with this.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate

Wiggleberry Nursery – Child Protection Policy and Procedure

care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Signs and symptoms

Some common signs that there may be something concerning happening in a child’s life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body.

These signs don’t necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour. However, this should not stand in the way of you raising a concern to the designated lead.

Children experiencing abuse often are subject to more than one form of abuse, and the signs can vary according to factors such as age.

You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children’s safety and wellbeing.

Physical abuse	Neglect
<p>Bruises</p> <ul style="list-style-type: none"> - Commonly on soft areas - Defence wounds - Cluster bruises - Bruised in shapes – objects/hand shapes 	<p>Poor personal hygiene and appearance</p> <ul style="list-style-type: none"> - Be smelly/dirty - Unwashed clothes - Inadequate clothing – e.g. no winter coat - Appear hungry or unfed

Wiggleberry Nursery – Child Protection Policy and Procedure

<p>Burns or scalds</p> <ul style="list-style-type: none"> - Could be from liquids, objects, flames, chemicals, electricity - Shapes – objects/cigarettes <p>Bite marks</p> <p>Fractures or broken bones</p> <ul style="list-style-type: none"> - Multiple fractures at different stages of healing <p>Other</p> <ul style="list-style-type: none"> - Scaring - Breathing difficulties 	<ul style="list-style-type: none"> - Frequent untreated health problems and reoccurring health needs - Lack of supervision – repeated injuries - Over tiredness - Under/overweight <p>Housing and family issues</p> <ul style="list-style-type: none"> - Unsuitable living arrangements - Unsupervised - Struggling as a young carer - Poor attachments with carers - Failure to thrive
<p style="text-align: center;">Sexual abuse</p> <p>Emotional and behavioural signs</p> <ul style="list-style-type: none"> - Avoiding being alone with or frightened of people or a person they know. - Language or sexual behaviour you wouldn't expect them to know. - Having nightmares or bed-wetting. - Alcohol or drug misuse. - Self-harm. - Changes in eating habits or developing an eating problem. <p>Physical</p> <ul style="list-style-type: none"> - Bruises - Bleeding, discharge, pains or soreness in their genital or anal area. - Sexually transmitted infections. - Pregnancy. <p>If a child is being or has been sexually abused online, they might:</p>	<p style="text-align: center;">Emotional abuse</p> <ul style="list-style-type: none"> - seem unconfident or lack self-assurance - struggle to control their emotions - have difficulty making or maintaining relationships - act in a way that's inappropriate for their age. <p>Babies and pre-school children who are being emotionally abused or neglected might:</p> <ul style="list-style-type: none"> - be overly-affectionate to strangers or people they don't know well - seem unconfident, wary or anxious - not have a close relationship or bond with their parent - be aggressive or cruel towards other children or animals. <p>Older children might:</p> <ul style="list-style-type: none"> - use language you wouldn't expect them to know for their age - act in a way or know about things you - wouldn't expect them to know for their age - struggle to control their emotions

Wiggleberry Nursery – Child Protection Policy and Procedure

<ul style="list-style-type: none"> - spend a lot more or a lot less time than usual online, texting, gaming or using social media - seem distant, upset or angry after using the internet or texting - be secretive about who they're talking to and what they're doing online or on their mobile phone - have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet 	<ul style="list-style-type: none"> - have extreme outbursts - seem isolated from their parents - lack social skills - have few or no friends.
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Procedure for Reporting a Child Protection Concern

1. Immediately alert the Designated Safeguarding Lead (DSL) to the concern, either via telephone or in person.

Note: If for any reason the setting DSL is unavailable follow the line of deputy DSL and contingency DSL. If none are contactable **YOU** must deal with the concern personally and immediately.

2. Instruct the person raising the concern/or yourself complete a Wiggleberry Safeguarding Concerns form immediately (unless to do so would delay action for a child in significant danger or risk)

3. Assess the safeguarding concern and its course of action;

- Deal with any immediate danger, threat to life or risk and contact Police 999 if appropriate.
- If you believe there has been an occurrence of FGM, contact SY Police on 101
- If the concern is urgent and regarding a child being put at risk of significant harm contact the relevant Multi-Agency Safeguarding Hub:
 - Doncaster MASH 01302 737777 (01302 796000 – out of hours).
 - Doncaster MASH - the automated response will tell you to complete the referral online, however, if your concern is urgent stay on the line and for concerns regarding children press 2, you will then be connected to the Multi Agency Safeguarding Hub. If this concern is not deemed to be immediate you will be directed to complete the online referral form. The form must be completed within 24 hours of the telephone referral being made.

Wiggleberry Nursery – Child Protection Policy and Procedure

- If the safeguarding concern is not urgent but still regarding the welfare of a child complete the online referral form - www.dscp.org.uk/report-concern
- If your concern is regarding a child already known to professionals' telephone the professional involved directly. If you cannot get in touch with the professional involved or you are wanting professional advice contact the Professional number (not to be shared with parents/carers) 01302 737033 or Amanda Longstaff on 07977850155.

Note: In For this form to be processed it must be completed in full and the child's parent/carer should be made aware that you are making a referral (contact with parents/carers will not be made, if to do so, would place the child at more risk of significant harm).

Note: Online referrals at <http://dscp.org.uk/report-concern> or <https://www.doncasterchildrenstrust.co.uk/worried-about-a-child>

- No further action (NFA) - Judgement only to be made by a DSL and reasons for NFA to be recorded on Safeguarding Concerns Form and agreed with practitioner.

Note: Contact must be made to the Multi Agency Safeguarding Hub which covers the locality in which the child lives in - Wiggleberry Nursery does have some children who attend who live in Rotherham. In this instance – contact should be made with the Rotherham Multi Agency Safeguarding Hub (MASH) on 01709 336080.

4. Once a referral to multi-agency has been made any advice given from agencies must be followed, acted upon and recorded on the safeguarding concerns form.
5. Continue close observation of the child to ensure their continued safety and further referrals to the appropriate agency to be made as necessary.

Note: If no contact has been made by multi agency via telephone, post or in person within 7 days you must contact the relevant agency for a status check.

Recording

All information regarding safeguarding concerns must be recorded formally on a Wiggleberry Nursery Safeguarding Concerns form. Staff should make an objective record of any observations or disclosures being clear, concise and truthful (supported by the DSL). All witness testimonies must be recorded on the appropriate witness forms and submitted to the DSL immediately after the safeguarding concern is raised.

All information regarding on going safeguarding and child protection cases must be formally recorded on a diary of intervention form and phone/meeting records.



Wiggleberry Nursery – Child Protection Policy and Procedure

These records should be kept in a confidential file/box with individual folders/sections for each child with safeguarding concerns in a locked location. An integrated approach working closely with other agencies e.g. health, social care, police, education etc will be adopted and records shared between appropriate agencies to promote the safeguarding of children.

Early Help

Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. We will work with local agencies in Doncaster to put processes in place for the effective assessment of the needs of individual children who may benefit from early help services. Any child may benefit from early help, but all school and college staff should be particularly alert to the potential need for early help for a child who:

- Is disabled or has certain health conditions and has specific additional needs
- Has special educational needs (whether they have a statutory Education, Health and Care Plan or not)
- Has a mental health need
- Is a young carer
- Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- Is frequently missing/goes missing from care or from home
- Is at risk of modern slavery, trafficking, sexual or criminal exploitation
- Is at risk of being radicalised or exploited
- Has a family member in prison, or is affected by parental offending
- Is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- Is misusing alcohol and other drugs themselves
- Has returned home to their family from care
- Is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage
- Is a privately fostered child, or
- Is persistently absent from education, including persistent absences for part of the school day.
- Is showing early signs of abuse and/or neglect



Wiggleberry Nursery – Child Protection Policy and Procedure

For referrals to be made to the Early Help Team, Wiggleberry Nursery MUST seek parents/carers permission to make the referral and share information, it is good practice for parent/carers to be present and contribute to the completion of the Early Help referral.

Early help enquiry ‘One Front Door’ Available at:

www.doncasterchildrenstrust.co.uk/worried-about-a-child or
<https://dscp.org.uk/report-conern>

Specific forms of abuse and safeguarding issues

This policy and procedure will be read in conjunction with ‘Keeping children safe in education (2023)’, this includes all specific forms of abuse detailed in Annex.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181962/Keeping_children_safe_in_education_2023_-_part_one.pdf

Child on Child Abuse

At Wiggleberry Nursery, all staff are aware that children can abuse other children (child-on-child abuse), and that it can happen both inside and outside of the nursery setting. All staff are clear as to the setting’s policy and procedures with regard to child-on-child abuse and the important role they have to play in preventing it and responding where they believe a child may be at risk from it. Staff understand that if they have any concerns regarding child-on-child abuse they should speak to their designated safeguarding lead (or a deputy). Staff understand the importance of challenging inappropriate behaviours between children that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment, can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Wiggleberry Nursery – Child Protection Policy and Procedure

Child-on-child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as ‘teenage relationship abuse’)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- Consensual image sharing, especially between older children of the same age, may require a different response. It might not be abusive – but children still need to know it is illegal- whilst non-consensual is illegal and abusive. UKCIS provides detailed advice about sharing of nudes and semi-nude images and videos.
- sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse.
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- upskirting, which typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm, and
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

Children missing from education

Wiggleberry Nursery keeps robust records of absenteeism and contacts families (and outside agencies where applicable) when a child does not attend the setting. A child going missing, particularly repeatedly, can act as a vital sign of a range of safeguarding possibilities, this may include abuse and neglect, which may include sexual abuse or exploitation. It may indicate mental health problems, risk of substance abuse risk of travelling to conflict zones, risk of female genital mutilation or risk of force marriage. See Children Absence Policy and Procedure.

Wiggleberry Nursery – Child Protection Policy and Procedure

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both CSE and CCE are forms of child abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

Child Sexual Exploitation (CSE)

Child sexual exploitation is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include noncontact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet. CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge for example through others sharing videos or images of them on social media. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the sexual perpetrator or facilitator. Some children may not realise they are being exploited for example they believe they are in a genuine romantic relationship.

Like all forms of abuse, exploitation and child sexual exploitation:

- Can affect any child or young person (male or female) CSE can affect any child who has been coerced into engaging in sexual activities under the age of 18 years, including 16- and 17-year-olds who can legally consent to sex;
- Can still be abuse even if sexual activity appears consensual;
- Can include both contact (penetrative or non-penetrative acts) and non-contacted sexual activity;
- Can take place in person or via technology, or a combination of both;
- Can involve force and /or enticement-based methods of compliance and may, or may not be accompanied by violence or threats;

Wiggleberry Nursery – Child Protection Policy and Procedure

- May occur without the child or young person’s immediate knowledge; Can be perpetrated by individuals or any groups.
- The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse; and
- Is typified by some form of power imbalance in favour of those perpetrating the abuse e.g. age gender, sexual identity, cognitive ability, physical strength, status and access to economic or other resources.

Some of the following signs may be indicators of child sexual exploitation.

- Acquisition of money, clothes, mobile phones etc. without plausible explanation.
- Gang association and/or isolation from peers/social networks.
- Exclusion or unexplained absences from education.
- Leaving home/care without explanation and persistently going missing or returning late.
- Excessive receipt of texts/calls.
- Returning home under the influence of alcohol and or drugs.
- Inappropriate sexualised behaviour for age/sexually transmitted infections.
- Evidence of/suspicions of physical or sexual assault.
- Relationships with controlling or significantly older individuals or groups.
- Multiple phone callers and concerning use of internet or social medias; ☒ Increasing secretiveness around behaviours.
- Self-harm or significant changes in emotional well-being.

Child Criminal Exploitation (CCE): County Lines

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting, or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others. Children can become trapped by this type of exploitation, as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experience. Children may still have been criminally exploited even if the activity appears to be something they have agreed or consented to. It is also important to note that the experience of girls who are criminally

Wiggleberry Nursery – Child Protection Policy and Procedure

exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation. Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity, drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Often the key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs.

Like other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person (male or female) under the age of 18 years;
- can affect any vulnerable adult over the age of 18 years;
- can still be exploitation even if the activity appears consensual;
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- can be perpetrated by individuals or groups, males or females, and young people or adults; and
- is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

For more information on County Lines, please see:

[https://assets.publishing.service.gov.uk/media/65322ad1e839fd001486720d/2023_FOR_PUBLICATION -
_Criminal_exploitation_of_children_young_people_and_vulnerable_adults_county_line_s1.pdf](https://assets.publishing.service.gov.uk/media/65322ad1e839fd001486720d/2023_FOR_PUBLICATION_-_Criminal_exploitation_of_children_young_people_and_vulnerable_adults_county_line_s1.pdf)

Wiggleberry Nursery – Child Protection Policy and Procedure

Serious violence

All staff should be aware of the indicators, which may signal children are at risk from, or are involved with, serious violent crime. These may include increased absence from school or college, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

Children of Substance Misusing Parents/Carers

The effects on children of the misuse of alcohol by one or both parents or carers are complex and may vary in time and is strongly associated with risks of significant harm to children. In some cases the misuse of alcohol may be one factor which, when linked to domestic violence or mental illness, may increase the risks to the child.

For the child/ren or an unborn baby, the effects of living with a parent/s or carer who abuses alcohol can have a devastating effect on their development and well-being:

For the foetus most damage is associated in the first three months, non-attendance for ante-natal care or avoidance by the mother to book herself for ante-natal care will increase the risk to the unborn baby;

- Ongoing drinking by the mother may lead to Foetal Alcohol Syndrome;
- Limited or confused contact with the parent;
- Lack of stimulation and warmth can affect the early attachment relationship between the mother and baby leading to insecurity;
- If associated with violence the child is at greater risk of physical injury;
- Delays in seeking medical attention and poor concentration;
- Poor educational attainment, struggling with reading and writing;
- May experience behavioural and emotional difficulties;
- Older children are more likely to use alcohol, cannabis and tobacco.

If the child is not at risk of or suffering from significant harm and early help referral may be initiated with the consent of parents/carers. If the child is at risk of or suffering from significant harm a referral to children's social services will be made.

Wiggleberry Nursery – Child Protection Policy and Procedure

Children with Special Educational Needs and/or Disabilities (SEND)

Children with special educational needs and/or disabilities (SEND) may be more vulnerable to abuse, we recognise that additional barriers can exist when recognizing abuse and neglect within children with special educational needs and disabilities, these can include;

- Many disabled children are at an increased likelihood of being socially isolated with fewer outside contacts than non-disabled children
- Their dependency on parents and carers for practical assistance in daily living, including intimate personal care, increases their risk of exposure to abusive behaviour
- They have an impaired capacity to resist or avoid abuse
- They may have speech, language and communication needs which may make it difficult to tell others what is happening
- They often do not have access to someone they can trust to disclose that they have been abused
- They are especially vulnerable to bullying and intimidation
- Looked after disabled children are not only vulnerable to the same factors that exist for all children living away from home, they are particularly susceptible to possible abuse because of their additional dependency on residential and hospital staff for day to day physical care needs.
- Assumptions that indicators of possible abuse such as behavior, mood and injury relates to the child's disability without further exploration.

Where there are concerns raised about the safety and welfare of a child with SEND, Wiggleberry Nursery will ensure that they are treated in the same way as with any other child, with careful consideration of any additional needs or requirements.

Dangerous Dogs

The Dangerous Dogs Act (1991) prohibits people from having in their possession or custody - dogs that are 'prohibited' (Pit bull terrier, Japanese Tosa, Dogo Argentino and Fila Brasileiro – N.B from February 1st 2024 XL Bully dogs have been added to the banned dogs list – as of 31st Dec 23 it is illegal to breed, sell, advertise, exchange, gift rehome abandon or allow XL Bully dogs to stray in England and Wales). Any dog can be 'dangerous' (as defined by the Act) if it has already been known to inflict or threaten injury.

Where there is a report of a child having been injured by a dog (or exposed to the risk of injury) a referral to the children's social care team should be considered. Consideration should be given to:

- The nature of the injuries;



Wiggleberry Nursery – Child Protection Policy and Procedure

- Whether the parents or dog owner sought medical advice;
- Whether the dog has previously shown aggression; and
- What action the pet owner has taken to prevent the reoccurrence of any attack.

If practitioners have reason to believe or are made aware of a prohibited and/or dangerous dog a referral to South Yorkshire Police on 101 and social care team should be made aware.

In the unlikely event that a dog enters the nursery vicinity the children will be brought inside and the door closed. The nursery manager will assess the situation and if deemed necessary will contact the police on 101.

Domestic Abuse

Domestic abuse can encompass a wide range of behaviours between those aged 16 or over who have been intimate partners or family members regardless of gender or sexuality. This may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home. All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

Exposure to domestic abuse and/or violence can have a serious, long-lasting emotional and physiological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave their home as a result. Children may also become aggressive, display anti-social behaviour, suffer from depression or anxiety and not thrive.

Mental Health

All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Though only appropriately trained professionals should attempt to make a diagnosis of a mental health problem, early years professionals are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following their child protection policy, and speaking to the designated safeguarding lead or a deputy.

Wiggleberry Nursery – Child Protection Policy and Procedure

Honour Based Violence (including female genital mutilation and forced marriage)

So-called Honour based violence (HBV) encompass incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, virginity testing, hymenoplasty and practices such as breast ironing. Abuse committed in the context of preserving “honour” often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBV are abuse (regardless of the motivation) and should be referred and professionals should be alerted to the possibility of a child being at risk of HBV, or already suffered HBV.

Breast Ironing/Flattening

Breast Ironing/ Flattening Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear, or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage. Breast Ironing/Flattening is a form of physical abuse and can cause serious health issues such as abscesses, cysts, itching, tissue damage, infection, discharge of milk, dissymmetry of the breasts.

Forced Marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and physiological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example).

Virginity Testing and Hymenoplasty

In some cultures, virginity is a concept that, denotes purity of a woman or girl. Some communities consider it important for a woman to be a virgin before she is married. In many cultures, the most common interpretation of the term ‘virgin’ is someone who has not had penetrative vaginal intercourse. The concept of virginity can perpetuate harmful attitudes around a women’s sexuality. In some cases, the requirement for a girl to refrain from sexual intercourse before marriage can lead to pressure to undergo virginity testing.

For the purposes of the Health and Care Act 2022, virginity testing is any examination (with or without contact) of the female genitalia intended to establish if vaginal intercourse has

Wiggleberry Nursery – Child Protection Policy and Procedure

taken place. This is irrespective of whether consent has been given. Virginity tests have no scientific merit or clinical indication as there is no known examination that can prove whether a woman has had vaginal intercourse.

Hymenoplasty

Hymenoplasty is a procedure undertaken to reconstruct a hymen, generally involving stitching hymenal remnants together at the vaginal opening, or surgically reconstructing a hymen using vaginal tissue. The aim of the procedure is to ensure that a woman bleeds the next time she has intercourse to give the impression that she has no history of vaginal intercourse. There is no guarantee that this will fully reform the hymen or cause bleeding when penetration is attempted. As with other forms of so called ‘honour-based’ abuse, these practices often take place behind closed doors, in highly conservative communities and cultures.

It is illegal to carry out, offer or aid and abet virginity testing or hymenoplasty in any part of the UK. These offences carry extra territorial jurisdiction and carry a maximum sentence of 5 years imprisonment and/or an unlimited fine.

Actions

If staff have a concern regarding a child that might be at risk of HBV or who has suffered from HBV, they should speak to the designated safeguarding lead (or deputy). As appropriate, they will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children’s social care. Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty that requires a different approach (see following section).

Female Genital Mutilation (FGM)

FGM comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long lasting harmful consequences.

Signs of FGM may include the child/young person having difficulty walking, sitting or standing, spend longer than normal in the bathroom or toilet have unusual behaviour after an absence from nursery, school or college. The child/young person may also become withdrawn or have a distinct change of behaviour, for example they may become depressed or aggressive.

Reporting FGM - Whilst all staff should speak to the designated safeguarding lead (or a deputy) about any concerns about female genital mutilation (FGM), The Female Genital

Wiggleberry Nursery – Child Protection Policy and Procedure

Mutilation Act (2003) places a statutory duty on professionals to report to the police on 101 where they discover that FGM appears to have been carried out on a girl under the age of 18.

The duty does not apply in relation to children we feel may be at risk of FGM or suspected cases. In this instance, please contact the Multi Agency Safeguarding Hub on 01302 737777.

Child abuse linked to faith or belief (CALFB) including Witchcraft

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

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation. This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

Signs and indicators of CALFB

The signs of abuse linked to faith or belief are like other forms of child abuse, however, children abused for the purpose of removal of demons or possessions often display 'particular and significant' signs of abuse either physically, in their presentation or their behaviours:

- Physical injuries, such as bruises or burns (including historical injuries/scaring)
- A child or family talking about the child being accused of being 'evil', and/or that they are having the 'devil beaten out of them'
- The child or family may use words such as 'kindoki', 'djin', 'juju' or 'voodoo' - all of which refer to spiritual beliefs.
- A child becoming noticeably confused, withdrawn, disorientated or isolated and appearing alone amongst other children.
- A child's personal care deteriorates (e.g. rapid loss of weight, being hungry, turning up to school without food or lunch money, being unkempt with dirty clothes).
- The child's parent or carer does not appear to have a close bond with the child.

Wiggleberry Nursery – Child Protection Policy and Procedure

- A child's attendance at nursery becomes irregular or a child disengages with nursery activities and routines.
- A child is taken out of nursery altogether without another nursery place having been arranged.
- Wearing unusual jewellery/items or in possession of strange ornaments/scripts.

Fabricated Illness

This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation or be treated unnecessarily.

The signs may include a parent/carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Looked After Children (LAC)

A child who is looked after by a local authority means a child who is subject to a care order (interim or full care order) or who is voluntarily accommodated by the local authority. See the Looked after Children's policy and procedure.

Parent/carer capacity

In the event that a parent/carer attends setting and is deemed to be under suspicion of being under the influence of alcohol or other substances or senior staff deem the parent/carer in an unfit state to appropriately care for their child the following procedure applies;

1. Immediately alert the Designated Safeguarding Lead (DSL) to the concern, either via telephone or in person.

Note: If for any reason the setting DSL is unavailable follow the line of deputy DSL and contingency DSL. If none are contactable **YOU** must deal with the concern personally and immediately.

2. Deal with any immediate danger, threat to life or risk and contact Police 999 if appropriate.
3. If the concern regards a child being put at risk of significant harm or is suffering from significant harm contact the Multi Agency Safeguarding Hub (MASH) 01302 737777. The automated response will tell you to complete the referral online

Wiggleberry Nursery – Child Protection Policy and Procedure

however, if your concern is urgent, stay on the line and for concerns regarding children press 2, you will then be connected to the Multi Agency Access Point. If this concern is not deemed to be immediate, you will be directed to complete the online referral form. The form must be completed within 24 hours of the telephone referral being made.

If the safeguarding concern is not urgent complete the online referral form.

If your concern is regarding a child already known to social care or you want professional advice - contact the Professional number (not to be shared with parents/carers) 01302 737033.

Note: For this form to be processed it must be completed in full and parental consent must be provided (consent will **NOT** be sought if to do so would place the child at more risk of significant harm)

Note: Online referrals at <https://dscp.org.uk/report-concern> or <https://www.doncasterchildrenstrust.co.uk/worried-about-a-child>

4. Once a referral to multi-agency has been made any advice given from agencies must be followed, acted upon and recorded on the safeguarding concerns form.
5. Continue close observation of the child to ensure their continued safety and further referrals to the appropriate agency to be made as necessary.

Note: If no contact has been made by a multi-agency via telephone, post or in person within 7 days you must contact the relevant agency for a status check.

6. At the first available and appropriate opportunity a Wiggleberry Safeguarding Concerns form must be completed regarding the incident.

Preventing Radicalisation

Children are vulnerable to extremist ideology and radicalisation and Wiggleberry Nursery acknowledges it has a duty to have due regard to the need to prevent people from being drawn into terrorism and protect children from radicalisation and any other forms of violent extremism in line with the 'Prevent Duty Guidance for England and Wales and promoting British values' and 'Prevent Duty (2015) – updated September 2023'

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Wiggleberry Nursery – Child Protection Policy and Procedure

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child vulnerability. Similarly, radicalisation can occur through many different methods and settings. Staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Early indications of radicalisation or extremism may include;

Showing sympathy for extremist causes;

- Glorifying violence, especially to others faiths or cultures;
- Making remarks or comments about being at extremist events or rallies outside of setting;
- Evidence of possessing illegal extremist literature;
- Advocating messages from illegal organisations or other extremist groups;
- Out of character changes in dress, behaviour and peer relationships;
- Secretive behaviour;
- Online searches or sharing extremist messages or social profiles;
- Intolerance of difference, including faith, culture, gender, race or sexuality;
- Graffiti, art work or writing that displays extremist views,
- Attempts to impose extremist views or practices on others;
- Advocating violence towards others.

Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionally and discuss concerns with the designated safeguarding lead who will contact the police (Prevent Lead 101) and/or children's social service. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism and provides an avenue for referrals.

Private Fostering

If a child, young person, anyone aged under 16 years old or 18 years old if they are disabled, is being cared for by someone other than a parent or close relative* for more than 28 days then they are being privately fostered.

Wiggleberry Nursery has a legal duty to notify the Local Authority private fostering team if a child is living with someone that is not a parent or close relative* to ensure the child is being kept safe and well and the family is receiving appropriate intervention and support.



Wiggleberry Nursery – Child Protection Policy and Procedure

*Close relatives are parents, step-parents, a partner with parental responsibility, grandparents, brother, sister, aunt or uncle or a special guardian – either by blood or by marriage. It does not include great aunts or uncles or great grandparents or cousins.

Doncaster – 01302 737789
(Rotherham – 01709 823963)

Serious violence

All staff should be aware of indicators which may signal children are at risk from or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

Online Safety

The use of technology has become a significant component of safeguarding and protecting children. Wiggleberry Nursery is aware of the predominate issues associated with online safety;

- Content – Exposure to illegal, harmful or inappropriate material.
- Contact – Harmful online interactions with others.
- Conduct – Personal online behaviour that increases the likelihood, or causes harm. See technology and social media networking policy and procedure.

At Wiggleberry Nursery we understand the responsibility to educate children, parents and practitioners about online safety; teaching those appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

Wiggleberry Nursery does not allow children to access internet enabled devices.

The Designated Safeguarding Lead will take the responsibility for any online safety concerns. Staff will report any online safety concerns to the DSL in a timely manner for her to record and act when required, in line with child protection policy and procedure.



Wiggleberry Nursery – Child Protection Policy and Procedure

To safeguard children and practitioners online, Wiggleberry Nursery have referenced 'Safeguarding children and protecting professionals in early years settings: Online safety considerations' 4th February 2019 and this guidance has been reflected in policy and practice.

Working with parents and carers

Wiggleberry Nursery is committed to working in partnership with parents and carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

Parents and carers are informed in their welcome pack that we have a child protection policy, they can request copies of any policies at any stage and have access to copies in entrance areas. Parents and carers are informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to the Multi Agency Access Point.

We are committed to working with parents positively, openly and honestly. We ensure that all parents and carers are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have consent or it is necessary to do so in order to safeguard a child from harm.

We will seek to share with parents any concerns we may have about their child UNLESS;
Discussion would put a child at additional risk of significant harm;
There is evidence to suggest that involving the parents/carers would impede the police investigation and/or section 47 enquiry;

- Sexual abuse is suspected or it is suspected that a parent is involved in the sexual exploitation of a child
- Organised or multiple abuse is suspected
- Fabricated or induced illness is suspected
- To contact parents/carers would place them or others at risk;
- Discussion would place one parent at risk of harm e.g. in cases of domestic abuse;
- It is not possible to contact parents/carers without causing undue delay in making the referral;
- Where there are concerns about possible illegal procedures or events such as Female Genital Mutilation (FGM), virginity testing, hymenoplasty or forced marriage or honour-based violence

Please note this list is not exhaustive

Wiggleberry Nursery – Child Protection Policy and Procedure

Child protection training

- All staff members will be given internal safeguarding training during their induction, this will enable them to identify, understand and respond appropriately to signs of possible abuse and neglect.
- All staff members will be trained in safeguarding to the level required relevant to their position within the organisation following guidelines from Doncaster Local Safeguarding Children Partnership.

Training	When	Who	How
Basic/Refresher safeguarding children and Child Protection This includes an Introduction to Early Help and Thresholds.	EYPs Every 3 years/DSL and Deputy DSL every 2 years	All early years workforce	5 hours delivered over 2 sessions by EY Safeguarding and Welfare Officers
Prevent training	Every 3 years	All early years workforce	eLearning run by the home office
Recognizing and preventing FGM	Every 3 years	All early years workforce	eLearning run by the home office
Basic child protection updates	Every year	All early years workforce	Internal team meeting held termly after each Safeguarding Forum Meeting by DSL
Safeguarding and child protection bulletin	Termly	All early years workforce	Email newsletter and hard copy in office (personal copy on request)
WRAP (Workshop for Raising Awareness of Prevent)	Every 3 years	Nursery Manager/DSL, Deputy Managers and Director	Training developed by Home Office, delivered by EY SG & W Officers
Signs of Safety – this is an information session which introduces the principles of the Signs of Safety approach and gives advice for practitioners who are	Every 3 years	Nursery Manager/DSL, Deputy Managers and all practitioners with	Full day training to be booked and accessed through Buy Doncaster provided by DSCP.

Wiggleberry Nursery – Child Protection Policy and Procedure

writing referrals and multi-agency reports.		responsibility for writing referrals and multi-agency reports	
Safer recruitment	Every 5 years	Nursery Manager, Director	E-learning provided by DSCP
Safeguarding forum	Termly	Designated Safeguarding Lead/Deputy DSL	Booked and accessed through Buy Doncaster, provided by DSCP

- A safeguarding training certificate from prior employment will only be accepted by the company if this has been issued by the same borough council under which the employee will work, was issued in the last 6 months and is relevant to the job role. If the certificate has been deemed invalid, the new staff member will be re-trained accordingly as per above.
- All training delivered to practitioners and volunteers on each level will include and ensure the understanding of the child protection and safeguarding policy and ensure that all are able to identify and respond to possible signs of abuse and neglect.
- All students and support staff including office and kitchen staff will complete in house safeguarding training through their induction and this training will be refreshed every year.
- The designated safeguarding lead will attend the LA Safeguarding Forum termly, the information and updates gathered will be fed back to the team in the staff meeting and policy and procedure amended if needed.
- All staff will receive a copy of the child protection and safeguarding policy and Keeping children safe in education: Part 1 during induction and after each new publication/re-issue.
- All staff will receive a safeguarding formal update at least annually to inform them of changes in practice, legislation, local safeguarding procedures, hot topics in the subject of safeguarding etc.

Managing allegations of abuse against staff, volunteers and owners

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children at our setting. We do recognise however that sometimes the behaviour of adults may lead to concerns being raised about their behaviour or an allegation of abuse being made.



Wiggleberry Nursery – Child Protection Policy and Procedure

We will take all possible steps to safeguard our children and to ensure that the adults at our settings are safe to work with children. We ensure that procedures are in line with 'Working together to safeguard children' (2023) guidance and Local Safeguarding Board procedures. If an allegation of abuse is made against staff, volunteers or owner, Wiggleberry Nursery will seek advice from the Local Authority Designated Officer (LADO). The LADO is a statutory post appointed by the local authority to who is responsible for co-ordinating the response to concerns that an adults who works with children may have caused or could cause harm to children.

Allegations of abuse can include but are not limited to the following;

- Behaviour that has harmed a child or may have harmed a child.
- The possibility that a criminal offence has been committed against, or related to, a child.
- Behaviour towards a child or children which indicates someone may pose a risk or be of risk of harm to children.
- An individual is viewed as potentially unsuitable to work with children.

Where allegations do not meet this criteria please see Wiggleberry Nursery – Whistleblowing policy and procedure.

Procedure for reporting an allegation against staff or volunteer

- When concerns of abuse or suitability relate to staff or volunteers, concerns should be raised immediately with the setting Nursery Manager/DSL, unless the concern is regarding the Nursery Manager where Kirsty Hanberry, Business Director will be notified.
- The Safeguarding Lead for DMBC will be contacted immediately and notified of the situation. Advice will be taken and followed in line with this policy and procedure.
- The employee who has had the allegation made against them will be immediately suspended pending investigation. The employee will not be told details of the allegation made or the name of the person who has made the allegations. They will be informed an allegation has been made against them and that they are being suspended pending further investigation. Suspension will be actioned by two senior staff members, preferably the Business Director and the Nursery Manager or if this is not possible, two other senior staff members including (but not exclusive to) DSL, Deputy Manager and Senior Early Years Practitioner. The suspension meeting should take place in a private area, ideally with both senior staff members present in person.

Wiggleberry Nursery – Child Protection Policy and Procedure

If this is not possible, as the Business Director is not on site, they are able to attend the meeting via a virtual link such as via Teams. After the staff member has been suspended, they will be asked to collect their personal belongings from the office (under the watch at all times of a senior staff member) and will then be escorted from the premises by one of the senior members. At no point during this process will they be allowed to re-enter the nursery or have any contact with children within the setting.

- Any staff members suspended pending investigation will be suspended on full pay and will retain their employee rights during the period of their suspension.
- Where deemed appropriate (i.e. it is felt that LADO thresholds have been met or may have been met) the Business Director, Kirsty Hanberry will contact LADO to make them aware of the situation, and if instructed to do so by LADO, complete a referral form and send to LADO@doncaster.gov.uk. Notification to LADO will be made as soon as is reasonably practical, but in any event within 24hours of the allegation being made.
- If you are required to complete a LADO referral form, it is vital that as much information as possible is included on the form. Including wider employment details about the staff member in question such as employment status, years of service, level of DBS check, position within the organization and whether any previous concerns over conduct have been noted. It is also important to provide full details of the allegation including dates, times and any wider context.
- For complex situations or advice:

LADO Tel: 01302 737332
- Guidance provided by LADO should be followed in a timely and accurate manner.
- Full co-operation from Wiggleberry Nursery will be given to LADO and any other outside agencies throughout the course of any investigation.
- After the LADO investigation has reached its conclusion, Wiggleberry Nursery will conduct its own internal investigation onto the matter which may result in disciplinary action being taken against the staff member/s in question, including dismissal. If there is insufficient evidence found during the investigation, the staff member may be taken from their suspended status and fully re-instated to their position. Any internal actions identified during the investigation will be implemented and any policy or procedure changes made.
 - Ofsted will also be informed of any allegations made as soon as is reasonably practical, but in any event within 14 days of the allegation being made and of subsequent action in respect of allegations.

Wiggleberry Nursery – Child Protection Policy and Procedure

Procedure for reporting an allegation against the registered person and/or owners

- When concerns of abuse or suitability relate to the registered person and owner, Kirsty Hanberry, staff or volunteers should raise their concerns immediately with the Nursery Manager/DSL.
- The Nursery Manager/DSL will then gather evidence and facts regarding the allegation, will complete the LADO referral form and send to LADO@doncaster.gov.uk. Notification will be made as soon as is reasonably practical, but in any event within 24 hours of the allegation being made.
- For complex situations or advice:
LADO Tel: 01302 737332
- Ofsted will be informed of any allegations made as soon as is reasonably practical, but in any event within 14 days of the allegation being made and of subsequent action in respect of allegations. The process for notifying Ofsted in to complete a Serious Incident Reporting form which can be accessed at www.gov.uk/guidance/report-a-serious-childcare-incident. A copy of the report should be saved in a secure folder on Office 365 with controlled access.

Allegation process

The incident will be dealt with by the registered person and/or Nursery Manager/DSL with support from the Multi Agency Safeguarding Hub, DMBC Safeguarding Lead and LADO;

- A meeting will be carried out to determine how the investigation into the allegation will be handled in conjunction with LADO.
- The staff member will be temporarily suspended from their job role whilst the investigation is carried out, and Wiggleberry Nursery reserves the right to suspend any member of staff on full pay during an investigation.
- All investigations/ interviews will be documented and kept in a locked file.
- Unfounded allegations will result in all rights being re-instated.
- Founded allegations will be passed on to the relevant organisation (police) and will result in the termination of employment. Ofsted, Multi Agency Safeguarding Hub, DBS service and LADO will ensure their records are updated. (England and Wales only)
- Wiggleberry Nursery retains the right to dismiss any member of staff in connection with founded allegations and enquiry.
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents of the child in question.



Wiggleberry Nursery – Child Protection Policy and Procedure

- Under the safeguarding Vulnerable Group Act (2006) and The Disclosure and Barring Service (DBS) will receive a referral where a member of staff is dismissed or would have been, had the person not left the setting first because they have harmed a child or put a child at risk of harm.

Safer recruitment and suitable people

Wiggleberry Nursery provides a secure and safe environment for all children. All policies and procedures in relation to safer recruitment, suitable people and disqualifications are implemented and adhered to and any individuals responsible for recruitment, will hold an up-to-date Safer Recruitment Level 3 qualification in conjunction with DMBC.

We continually review and assess the suitability of all staff working with children through regular supervision and appraisal (see Safer Recruitment policy and procedure, Appraisal and Supervision policy and procedure and Students and Volunteer's policy and procedure.

Important Contacts

- Multi Agency Safeguarding Hub (MASH) – 01302 737777 (Doncaster)
- Professional advice line – 01302 737033 (not to be shared with parents)
- Early Help Enquiry 'One Front Door' – <https://dscp.org.uk/report-concern> or <https://www.doncasterchildrenstrust.co.uk/worried-about-a-child>
- Urgent out of office referrals – 01302 796000
- Early Help Hub – 01302 734110
- Local Authority Designated Officer (LADO) – 01302 737332 or LADO@doncaster.gov.uk
- Multi Agency Safeguarding Hub (MASH) – 01709 336080 (Rotherham)
- Police 999 - in emergencies or immediate danger
- Police 101 – Not in immediate danger but a crime has been committed (e.g. Prevent, FGM)
- Doncaster Safeguarding Children Partnership – dscp@dcstrust.co.uk – 01302 734214
- CSE Team (Child Sexual Exploitation) – 01302 737777
- Doncaster Domestic Abuse Hub – 01302 737080 – dahub@doncaster.co.uk
- Private Fostering – 01302 737789



Wiggleberry Nursery – Child Protection Policy and Procedure

- South Yorkshire Police Prevent Team - preventsouth@ctpne.police.uk or call 101 (Tel: 0114 2523217 (8-4pm) ****In an emergency where your own or others' safety is at risk, call 999****
- UK Anti-Terrorist Hotline Number (can be anonymous) - 0800 789 321
- National Prevent helpline – 0800 011 3764
- Disclosure and Barring Service (DBS) 0300 0200 190 or 0870 9090811
- Information commissioner's office (ICO) 0303 123 1113
- DMBC Early Years Safeguarding and Welfare Officer - Jayne Bloodworth – 01302 734434 or 07790390369 - jayne.bloodworth@doncaster.gov.uk
- DMBC Early Years Safeguarding and Welfare Officer - Amanda Longstaff – 01302 735582 or 07977850155 – amanda.longstaff@doncaster.gov.uk
- DMBC Early Years Safeguarding and Welfare Officer - Alison Webb – 01302 736219 - 07811832473 – alison.webb@doncaster.gov.uk
- 0808 800 5000 - NSPCC National Children's Helpline
- 0800 028 0285 – NSPCC Whistle blowing advice line
- Ofsted – 0300 123 1231 – Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD