

# Safeguarding Policy

(DATE:)



The welfare and safety of the children in our care is of paramount importance. It is the responsibility of everyone involved and is the priority of The Family Nursery.

## Aims of this policy

The policy ensures that all staff in our Nursery are clear about the actions necessary with regard to a safeguarding issue. Its' aims and objectives are:

- To nominate a Designated Safeguarding Lead (DSL) and Deputy DSL who have received the appropriate training (where training took place) and have up-to-date knowledge
- To ensure all staff are suitable to work with children through following current Safer Recruitment Guidelines
- All staff to have an Enhanced Criminals Records Bureau certificate (see Safe Recruiting Policy)
- To Induct staff in Safeguarding matters (new starters to be booked on Safeguarding course within the first week (see Induction Policy)
- To provide staff with ongoing information to enhance their knowledge of how to identify abuse. We will hold: Regular staff training, discussion in Supervision meetings, discussion in weekly meetings and questionnaires to monitor understanding
- To raise the awareness of all staff and identify responsibility in reporting possible cases of abuse. To ensure we have sufficient staffing (ratios) to maintain safety
- Ensure effective communication between staff with regard to information sharing (weekly briefings to discuss any concerns)
- To ensure a cohesive and consistent procedure for those who encounter an issue of Safeguarding

- To notify Ofsted of any incidents or accident that may affect the safeguarding of all children. Staff will also notify Surrey County Council for support and advice
- The Safeguarding Officer will have knowledge and training about information sharing and working in partnership with parents

## **The Designated Safeguarding Lead (s)**

The Designated Safeguarding Leads (DSL) for Safeguarding role is to: -

- Ensure that the Surrey Safeguarding Children Partnership (SSCP) Procedures are followed
- Ensure that all staff are aware of the procedures and that appropriate training and support is provided to all staff
- Ensure a weekly forum where any signs of or concerns of abuse can be discussed
- Develop effective working relationships with other agencies and services
- Decide whether to take further action about specific concerns (e.g. refer to SSCP)
- Liaise with Social Work Teams over suspected cases of child abuse
- Ensure that accurate records relating to individual children are kept in a secure place
- Submit reports to, and attend, Safeguarding Conferences
- Ensure that the nursery effectively monitors children who have been identified as 'at risk'
- Provide guidance to parents, children and staff about obtaining suitable support.
- Keep up to date with all relevant procedures and legislations
- Attend TAC (Team Around the Child) and CAF (Common Assessment Framework) meetings
- Ensure staff are aware of their Duty under Prevent guidance with regard to children, staff and parents
- Report any concerns regarding radicalisation or safeguarding to Surrey Children's Single Point of Access (C-SPA)

## **Types of abuse**

The DSL will ensure that all staff are aware of the types of abuse and the signs that may be indicators of them. The Family Nursery will ensure that all staff / volunteers

who are part of the team will attend refresher training on this every year. The four main types of abuse are;

- Physical abuse (including FGM – see Appendix 2)
- Emotional abuse
- Sexual abuse
- Neglect
- Risk of radicalisation

Appendix 1 contains expansion of these areas and the warning signs to look out for. The Surrey Safeguarding Children Partnership also has information on this.

### **Preventing abuse by means of good practice**

- Adults will never be left alone for long periods of time, with individual children or with small groups
- Nappy changing takes place within sight of other adults
- If a child wishes to go to the toilet, they will be accompanied by a member of staff. The staff member must inform other staff they are taking them to the toilet. The staff member will check the toilets are clear and then leave the child to visit the toilet. This member of staff must stand in the corridor when the child is in the toilet
- Continued - ensure they are not left alone for a significant amount of time. When the child has finished washing their hands the staff member must accompany them back to the main room.
- Adults that have no DBS certificate will **never** be left alone with a child
- Children will have regular circle time and discussions on appropriate behaviour
- All staff are aware of where to access the response phone number. It is clearly displayed on notice boards within the nursery – see LADO display

### **Promoting fundamental British values**

**We will promote British values in an ‘active way’. This will be done by:**

- Promoting tolerance and understanding of other cultures, faiths and races
- Challenging behaviours from (staff / children / parents) that are not in line with fundamental British values of democracy, liberty and tolerance
- See **Appendix 2** for further expansion of these points

## Procedure for reporting

Staff may be in receipt of knowledge of safeguarding issues through:

- Observations of the child – changes in behaviour/mood/demeanour or physical signs that are a cause for concern.
- A child confiding in an adult something which is a cause for concern.
- Another parent reporting concerns they may have.
- Another agency contacting the Nursery, such as housing, to discuss the child.

Staff at The Family Nursery take allegations very seriously, and the rights of the child are paramount.

- If any member of staff is concerned about a child, he or she must inform the DSL
- If a child makes a disclosure to a member of staff regarding abuse that person should listen carefully, record everything that is said, do not ask leading questions and then inform the DSL within 1 hour.
- Information regarding the concerns must be recorded by the member of staff on the same day on the Incident Reporting Log. The recording must be a clear, precise, factual account of the observations and must be dated. These sheets are kept in the DSL's 'Children Causing Concern' file, which is kept securely in the manager's locked cupboard.
- The DSL will decide whether the concerns should be referred to C-SPA (**0300 470 9100**). If it is decided to make a referral, this may be done without prior discussion with parents
- If a referral is made to Surrey Children's Single Point of Access (C-SPA), the DSL will ensure that a written confirmation of the concerns is sent to them within 48 hours when requested
- Particular attention will be paid to the attendance and development of any child who the nursery believes to be 'at risk' or who has been placed on the Safeguarding Children Register
- Records relating to Safeguarding children will be kept in a secure locked place, separate from the child's general file
- If a pupil who is known to be on the Safeguarding Children Register changes nursery school, the DSL will inform the social worker responsible for the case and transfer the appropriate records to the receiving School/Nursery, in a secure manner, to a named person, and separate from the child's general file.

## **If staff are concerned but not about abuse**

Sometimes concerns about a child / young person may not be about abuse. You may be concerned that a child's needs are not being met. Examples of this might be where a child is suffering due to poverty, homelessness, relationship breakdown at home, needing support with a disability etc. In these cases the Early Help Assessments should be used (replacing CAFS in Surrey).

- Gain consent from the parents to initiate EHAs process.
- Contact EHAs team [Anika.Wilson@surreycc.gov.uk](mailto:Anika.Wilson@surreycc.gov.uk) to discuss the issues.
- If appropriate start the EHAs process.
- If parents do not consent, continue to monitor the child and family.

## **Allegations against staff or volunteers**

If there is a concern related to a member of staff or volunteer the following procedure should be followed:

- Report immediately to the DSL or Deputy DSL.
- DSL to contact the Local Authority Nominated Officer (LADO) or Police (in an emergency) without delay.
- Ensure the child is safe and comfortable.
- Agree with the LADO arrangements for informing parents and carers and the next course of action.
- If the person is still at work – decide with the LADO whether to remove the person from the situation (i.e. suspend them). In agreement with the LADO explain to the person that there has been a complaint.
- If the person is not at work consider whether they have access to children in another setting and consult with LADO to decide if they need to be informed.
- Ensure any investigation of an allegation is carefully recorded and kept in a secure file.
- If the allegation is against the DSL inform the Deputy DSL or a senior staff member who can contact the LADO directly.

## **Disciplinary Action**

Where a member of staff has been dismissed from The Family Nursery or internally disciplined because of misconduct relating to a child, we notify the LADO and inform the police (Emergency Duty Team- EDT) and Ofsted of any actions taken.

All information would be documented and recorded under data and confidentiality protection act and placed in a secure locked cabinet.

## Recording

The DSL will maintain a confidential record book in which the staff / volunteers can log details of any incidents and circumstances that have caused them concern. All concerns should be recorded and kept whether The Surrey Safeguarding Children Partnership is involved or not. The Incident Reporting Log will be used for this and will focus only on facts rather than assumptions etc. All records will be kept in the Children Safeguarding file, kept locked in the office and marked 'Private and Confidential.'

## Reacting to a disclosure

- Listen carefully rather than asking leading questions.
- Never promise any particular action or NOT to disclose any information shared.
- Allow silence and/or allow child, young person to be upset.
- Try to relate to the age, understanding or special needs of the child or young person.
- Write down carefully the information you have been given as soon as possible, preferably within 24 hours and only including what you have been told.
- Discuss this as soon as possible with the safeguarding lead/ manager.
- Any decision not to tell the parents must be discussed with the safeguarding lead/ line manager unless the child or young person is in immediate danger.

## Contextualised Safeguarding

**County Lines**- County lines is a form of criminal exploitation. It is a term used to describe the criminal networks moving illegal drugs and weapons from one area to another. This is often across police and local authority boundaries, although it can occur within the same geographical area.

The 'County line' or 'Deal line' is the mobile phone line used to deal and supply drugs. The criminal network or gang are likely to exploit children and young people (under 18) to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

County lines exploitation typically targets older children and teenagers, but even very young children can be affected or groomed for future involvement. Here are some warning signs to look out for:

**Behavioural Changes:**

- Unexplained aggression or secrecy – becoming unusually withdrawn, fearful, or secretive about new “friends” or activities.
- Sudden change in attitude towards authority – showing a lack of respect for parents, teachers, or police.
- Excessive tiredness – appearing exhausted due to being out late or engaging in unknown activities.

**Social & Routine Changes:**

- New, older “friends” or influences – associating with significantly older peers, particularly those already known to authorities.
- Sudden disengagement from school – decline in attendance, loss of interest in education, or unexplained absences.
- Missing belongings or unexplained gifts – possessing money, clothes, or phones that they cannot explain.

**Physical & Emotional Signs:**

- Unexplained injuries or bruises – possibly from coercion, punishment, or violence.
- Frequent distress, anxiety, or emotional outbursts – especially after using their phone or meeting certain people.

**Technology & Communication:**

- Excessive or secretive mobile phone use – receiving frequent calls or texts from unknown numbers.
- Use of slang or coded language – talking in a way that suggests involvement in criminal activity.

**Involvement in Unexplained Activities:**

- Spending time in locations far from home – especially in known hotspots for drug dealing.
- Carrying or hiding small packages or cash – acting nervously when asked about it.

Follow C-SPA reporting procedure if there are concerns relating to County Lines.

**Abuse linked to faith or belief-** where concerns for a child’s welfare have been identified, and could be caused by, a belief in witchcraft, spirit or demonic possession, ritual or satanic abuse features; or when practices linked to faith or belief are harmful to a child.

Any abuse that takes place against those who are branded (or labelled) either as a witch or as having been possessed by an evil spirit is unacceptable. Significant harm (including murder) can occur because of concerted efforts to 'excise' or 'deliver' evil from a child (or vulnerable adult).

Spotting the signs that this abuse exists can prevent escalation from 'subtle' harms that may often go unnoticed by many, to 'extreme' situations where there is loss of life. Witchcraft beliefs are used to blame a person (rather than circumstances) for misfortune that happens in life.

It can take place for some of the following reasons

- abuse as a result of a child being accused of being a 'witch'
- abuse as a result of a child being accused of being possessed by 'evil spirits'
- ritualistic abuse which is prolonged sexual, physical and psychological abuse
- satanic abuse which is carried out in the name of 'satan' and may have links to cults
- any other harmful practice linked to a belief or faith

The forms of abuse that can occur fall into the four main categories below.

### **Physical abuse**

This can involve ritualistic beating, burning, cutting, stabbing, semi-strangulating, tying up the child, or rubbing chilli peppers or other substances on the child's genitals or eyes.

### **Emotional abuse**

Emotional abuse can occur in the form of isolation. A child may not be allowed near or to share a room with family members, and threatened with abandonment. The child may also be convinced that they are possessed.

### **Neglect**

In situations of neglect, the child's family and community may have failed to ensure appropriate medical care, supervision, education, good hygiene, nourishment, clothing or warmth.



## **Sexual abuse**

Children who have been singled out in this way can be particularly vulnerable to sexual abusers within the family, community or faith organisation. These people exploit the belief as a form of control or threat.

Child abuse linked to faith or belief is not confined to **one faith**, nationality or ethnic community. Examples have been recorded worldwide across various religions including Christians, Muslims and Hindus.

The number of known cases suggests that only a small minority of people who believe in witchcraft or spirit possession go on to abuse children and adults.

Abuse may happen anywhere, but it most commonly occurs within the child's home.

### **What to look out for**

Indicators of child abuse linked to faith or belief include the following:

- physical injuries, such as bruises or burns (including historical injuries/scaring)
- a child reporting that they are or have been 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 deteriorating (eg rapid loss of weight, being hungry, turning up to school without food or lunch money, being unkempt with dirty clothes)
- it may be evident that the child's parent or carer does not have a close bond with the child
- a child's attendance at school or college becomes irregular or there is a deterioration in a child's performance
- a child is taken out of a school altogether without another school place having been arranged
- Wearing unusual jewellery/items or in possession of strange ornaments/scripts.

## Appendix 1 – Types of abuse

***This list is not exhaustive.***

### ***Physical abuse***

Action needs to be taken if staff has reason to believe that there has been a physical injury to a child, including deliberate poisoning; where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face. Many children will have cuts and grazes from normal childhood injuries - these should also be logged and discussed with the nursery manager. Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery manager.

### ***Sexual abuse***

Action needs to be taken under this heading if the staff member has witnessed occasions where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls / toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes. The symptoms may also include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

### ***Emotional abuse***

Action should be taken under this heading if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection. This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations being placed upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them. The child is likely to show extremes of emotion with this type of

abuse also: this may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

### ***Neglect***

Action should be taken under this heading if the staff member has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation and failure to seek medical treatment when required on behalf of the child) which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition neglect may occur through pregnancy as a result of maternal substance abuse.

### ***Indicators of child abuse***

- Failure to thrive and meet developmental milestones.
- Fearful or withdrawn tendencies.
- Aggressive behaviour.
- Unexplained injuries to a child or conflicting reports from parents / carers.
- Repeated injuries.
- Unaddressed illnesses or injuries.

### ***Risk of radicalisation***

In order for schools and childcare providers to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation should be seen as part of schools' and childcare providers' wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

Schools and childcare providers can also build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist

views. For early years childcare providers, the statutory framework for the Early Years Foundation Stage sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world.

## Appendix 2 – How we will promote British Values

Through our work on a daily basis, we will try to inculcate in the children a sense of what it means to be British and the positive values within the country. This will be done through activities, the value system of the setting, discussions, circle times and through nursery routines. Development of PSE and Understanding of the World will be key here:

- Staff can help children understand a simple sense of democracy by valuing each other's' views, talking about feelings and listening to children's opinions (e.g. on what our themes will be next week)
- Staff should support children in decision making, turn taking, sharing and collaboration
- Children should be given opportunities to develop enquiring minds in an atmosphere where questions are valued
- Children should be given guidance in distinguishing right from wrong
- Children should have the chance to explore the language of feelings and to reflect on different opinions
- As part of PSE, there should be a focus on making effective, respectful relationships, sharing and respecting other's opinions
- As part of Understanding the World, there should be a focus on learning about different views, faiths and cultures found in the wider community
- Children should learn to respect both their own and other's cultures and beliefs, discussing practices, celebrations and experiences
- Staff should promote diversity and challenge gender, cultural and racial stereotyping

## Appendix 3 – Female Genital Mutilation

For guidance please refer to Home Office / D of Ed document – “Mandatory Reporting of FGM”

<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

### **Direct disclosure / signs of FGM seen by staff member – Known cases**

From 31<sup>st</sup> October 2015 there is a Mandatory Requirement to report any disclosures of a person under the age of 18 that FGM has been carried out on her, or you observe physical signs which appear to show that the act of FGM has been carried out. If any disclosures are made or any signs seen, contact the Police on 101 number. Annex A of the above document contains a Mandatory Reporting Map to guide you.

*Where there is a risk to life or likelihood of serious immediate harm, professionals should report the case immediately to police, including dialling 999 if appropriate.*

### **Indirect disclosure – suspected / potential cases**

If FGM is indirectly disclosed, by a parent, sibling or guardian, or suspected, or it is feared a child may be at risk of FGM (Indirect disclosure) follow the usual Safeguarding Procedure, informing the DSL, who will refer the matter to Surrey Safeguarding Children Partnership (SSCP).

### **Useful Contacts**

- Children's Single Point of Access (C-SPA), a front door to Surrey County Council services for children, provides residents and people who work with children in Surrey with direct information, advice and guidance about where and how to find the appropriate support for children and families.

C-SPA is available 9am-5pm, Monday – Friday

Phone: 0300 470 9100

Out of hours number: 01483 517898

Email: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

- Emergency Duty Team (EDT), provides an emergency social care service for urgent situations which are out of normal office hours.

EDT is available 5pm-9am, Monday – Friday, Weekends 24 hours a day.

Phone: 01483 517898

Email: [edt.ssd@surreycc.gov.uk](mailto:edt.ssd@surreycc.gov.uk)

- The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. If you have a concern regarding someone who works with children, please contact the LADO on 0300 123 1650 Email: [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)
- Surrey Police: 101 (or 999 in an emergency)