



Northumberland Street
Alnwick
Northumberland
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SAFEGUARDING and CHILD PROTECTION (including E-SAFETY and WHISTLE BLOWING)

It is the responsibility of:

Lisa Lowes (Proprietor/Owner/Manager)

To ensure this policy is followed at all times.

Designated Child Protection Officers for the above address:

Lisa Lowes and Sally Lane (Deputy Manager)

Please note we have colour coded responsibilities in this document:

Child protection officer responsibilities are pink

Staff/student/volunteers responsibilities are green

Parent/carer responsibilities are yellow

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1. CHILD PROTECTION POLICY STATEMENT

Children's right to be strong, resilient and listened to is the heart of our care. We believe that all children deserve the opportunity to achieve their full developmental potential and have a right to be safeguarded from harm and exploitation. We aim to ensure all children feel loved, valued; protected and cared for in safe, secure and happy environments both at home and within the setting.

We continually strive to:

- **PROTECT CHILDREN FROM MALTREATMENT;**
- **PREVENT IMPAIRMENT OF CHILDREN'S HEALTH OR DEVELOPMENT;**
- **ENSURE THAT CHILDREN ARE GROWING UP IN CIRCUMSTANCES CONSISTENT WITH THE PROVISION OF SAFE AND EFFECTIVE CARE;**
- **UNDERTAKE A ROLE SO AS TO ENABLE ALL CHILDREN TO HAVE OPTIMUM LIFE CHANCES AND TO ENTER ADULTHOOD SUCCESSFULLY.**

We are committed to working cohesively and co-operatively with parents, carers and local authority agencies with a view to improving children's well-being in relation to the five outcomes set out in Every Child Matters (ECM) (DCFS, 2004). It is our policy to comply with the Early Years Foundation Stage (EYFS) Statutory Framework (DFE, 2012) all Childcare and Education Acts, Regulations, Codes of Practice and guidelines from the Northumberland Safeguarding Children Board (NSCB).

We recognise the severe effects all forms of abuse can have on children's emotional well-being, learning, development and engagement now and in later years. With this in mind we are committed to responding promptly and appropriately to all incidents or concerns of abuse that relate to adults and children who use our setting and will work with relevant agencies to support those who may be affected. Our policies provide individuals with protection from victimisation or punishment should they raise a genuine concern about misconduct or malpractice within the nursery and are intended to encourage individuals to be open and honest within the nursery and feel that it is safe and acceptable to raise any concerns.

Definitions:

- A '**Child**' is anyone who has not yet reached their 18th birthday, and refers to young people whatever their: Race, Religion, First Language or Culture; Gender or Sexuality; Age; Health or Disability; Social Standing; Location or Placement; Involvement in criminal behaviour and or Political or immigration status.
- '**Development**' relates to physical, intellectual, emotional, social or behavioural development;
- '**Health**' relates to physical or mental health; and '**Ill treatment**' includes sexual abuse and forms of ill-treatment which are not physical.

- **‘Harm’** is defined as the ill treatment or impairment of health or development, including the impairment suffered from seeing or hearing the ill-treatment of another;
- **‘Abuse and Neglect’** are forms of maltreatment. A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.
- **‘Child protection’** is the process of protecting individual children identified as either suffering, or at risk of suffering, significant harm as a result of abuse or neglect.
- **‘E-Safety’** is the safe use of information systems, electronic communications and recordable devices on which audio or photographic media can be shared.

All guidelines set out in this policy follow the procedures laid out:

Nationally in:

‘What to do if you’re worried a child is being abused’ and ‘Working Together to Safeguard Children’ (currently being updated)-see

https://www.education.gov.uk/publications/standards/publicationdetailpage1/dcsf_00305_2010).

Regionally in:

Families and Children’s Trust (FACT) multi threshold documents and Northumberland Safeguarding Children’s Board (NSBC) guidance on Safeguarding Children for Early Years & Childcare Providers (currently being updated-see

<http://www.northumberland.gov.uk/default.aspx?page=1921>).

Copies of up to date documentation, contact details and safeguarding information is stored in the **child protection and safeguarding** file located in the **staff room**.

THIS POLICY IS REVIEWED **ANNUALLY**.

2. ROLES AND RESPONSIBILITIES

See also staff suitability and training section 3 and whistle blowing section 10.

a) The **employer Lisa Lowes (Manager)** has overall responsibility for all matters relating to the Health, Safety and Welfare of adults and children; she will complete final reports for professionals and attend all core group and child protection meetings with outside professionals.

Day to day safeguarding responsibility lies with the designated **CHILD PROTECTION OFFICERS (CPO’s) Lisa Lowes and Sally Lane (Deputy Manager)**. Both members of staff have attended relevant child protection and CAF training and have a working knowledge of NSCB guidance and the FACT Multi-Agency Thresholds document. They spend time with children on a daily basis; this enables them to support staff to take the necessary steps to safeguard and promote the welfare of the children.

They work together to ensure that:

- Parents are provided with information on our child protection and safeguarding in their welcome packs, newsletters, discussions, notice boards and the nursery website (currently being updated), a copy of this policy is available for any parent who requests it.

- Adults and children know their rights and responsibilities, using plain, jargon free language appropriate to the age, culture and understanding of the individual.
- NSCB multi threshold documentation, Common Assessment Framework (CAF) documentation, Inclusion toolkit and Local Authority (LA) Children's Services care plans are used to identify and support a child in need.
- Behaviour management and anti-bullying measures (including cyber-bullying) and risk prevention measures are in place to protect the children, risks are identified and removed (see also E-safety section). Steps are also taken to promote the good health of children, prevent the spread of infection and appropriate action is taken when children are ill or injured (see illness, accident and medication policy).
- Support and guidance is provided to adults and children. All safeguarding concerns are taken seriously and shared with the relevant professionals.
- Contact details for social workers and relevant professionals are up to date.
- All information collated is factual, liaising with local child protection agencies, parents and with Ofsted, as appropriate (including notifying Ofsted of any incident or accident and any changes in our arrangements which may affect the wellbeing of children); in their absence team leaders will respond to any concerns prior to contacting the CPO's.
- That paperwork and records are reviewed as and when necessary.

b) ALL STAFF WILL:

- Be familiar with any signs, symptoms and indicators of abuse or neglect and ensure environments are safe for the children indoors and outdoors. Staff will follow all policies and procedures including those for the reporting and recording of concerns both inside and outside of the setting this includes private fostering arrangements.
- Develop trusting and supportive relationships with families whilst tracking children's developmental progress. They will use multi threshold documentation and inclusion toolkit to identify a child or families needs before they are in need of protection.
- Ensure that confidentiality is maintained at all times and take care not to infringe on privacy.
- Inform their team leader when they are first approached to babysit for any of the families in our care. Under no circumstances will staff discuss any aspect of the nursery or nursery practice with parents/other adults outside of our setting.
- Always use appropriate language in front of children, they will not shout, embarrass, ridicule children or ask them to keep secrets. They will not show favouritism or spend too much time with a particular child unless there is a particular reason for doing and be careful how they approach children (not touching or picking up a child who does not want to be touched or picked up).
- Ensure any intimate activities such as feeding routines, nappy changing, toileting or applying ointments or creams will be carried out in a sensitive manner. Adults will explain to the child

what they are about to do and communicate with the child throughout the experience. They will inform other adults prior to such activities and always have other staff within hearing distance or sight. A careful selection of appropriate baby toys will be held in the changing area, see also E-safety section. All children will have underwear/nappies on when doing activities.

- Ensure children are made aware of their own personal safety and the safety of others through activities and topics. Children will be encouraged to discuss their feelings/emotions and learn about what is right and wrong through role play, stories and group discussion.
- Be professional and act as good role models and work as a team. Staff must be aware of their actions outside of work, any behaviour which may be offensive to other staff, parents or children such as offensive text messages, e-mail, criminal offences etc will be taken seriously and will be dealt with by the management (see grievance and behaviour management policies).
- Fulfil their duty to protect children outside of our care, ensuring wherever possible that children are never placed at risk whilst in their parent/carers care (including where parents are seen to display unacceptable/aggressive behaviour, are under the influence of alcohol/drugs when they intend to drive their car or where inappropriate car seating arrangements are provided. All such concerns must be reported to the CPO or children's services/and/or the police where applicable.
- Listen to concerns of children and adults with an open mind, treating parents/carers as they wished to be treated, taking care that they distinguish between personal feelings, values, prejudices and beliefs, and professional roles and responsibilities whilst making each child's safety and welfare first priority.
- **BE AWARE THAT GROOMING OCCURS A PERPETRATOR WILL DO ANYTHING TO GAIN YOUR TRUST TO GET TO YOUR CHILD.**

c) ALL PARENTS MUST:

- Inform staff upon arrival if their child has sustained any injuries, illnesses or medical treatment that has occurred outside of nursery attendance.
- Inform staff if their child is to be absent/late (including holidays/illness/lateness).
- Share information or concerns with staff on all aspects of their child's development.
- Where possible inform staff of any issues or transitions that may have or are about to occur.
- Wherever humanly possible keep their children safe inside and outside of the setting, staff are at liberty to report any incidents or concerns involving parents' inability to safeguard their children.
- Maintain a professional relationship. Swearing, name calling, abusive or aggressive nature towards any adults or children will not be tolerated within our setting.
- **BE AWARE THAT GROOMING OCCURS A PERPETRATOR WILL DO ANYTHING TO GAIN YOUR TRUST TO GET TO YOUR CHILD.**

3. STAFF SUITABILITY AND TRAINING (See also recruitment policy).

Upon commencement of work/placement the manager and/or deputy manager will approve adult's ability to fulfil the requirements of their role and are suitable to be caring for children. Effective systems are put in place to develop all staff, students and volunteers' skills and knowledge and awareness of child abuse issues.

The designated CPO'S will:

- Attend any relevant training courses as necessary (including refresher courses at least every two years and designated persons training every 3 years).
- Abide by the Disclosure and Barring Service (DBS) guidelines (formerly ISA and CRB) and OfSTED regulations with regards to suitable people.
- Ensure relevant students, staff and volunteers checks are completed prior to commencement of work including:
 - Interview, DBS documents (formerly criminal records Bureau (CRB), ID and qualification checks. DBS/CRB numbers, issue dates and who obtained the DBS/CRB are recorded on staff confidential information forms.
 - Two references.

(No disqualified person or unsuitable person will gain access to the children.)

Upon commencement of work staff, students and volunteers will:

- Disclose any convictions, cautions, court orders, reprimands or warnings which may affect their suitability to work with children (including those received after commencement at work).
- Receive child protection instruction and a staff/student handbook on induction and on-going information at meetings, handouts and staff information boards.
- Receive child protection training (staff and modern apprentices) this is renewed every 3 years.
- Check visitor's ID prior to entry and record the details of visitors and reason for attendance.
- Ensure that no unauthorised person (including students) has unsupervised access to children. Outside professionals may be left alone with children at the agreement of parents.

4. CATEGORIES OF ABUSE

a) PHYSICAL ABUSE

Involves deliberately hitting, shaking, throwing, poisoning, burning or 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.

b) EMOTIONAL ABUSE

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are

worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all other types of maltreatment of a child.

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.
- Age or developmentally inappropriate expectations being imposed on children (including those beyond the child's developmental capability)
- Overprotection and limitation of exploration and learning or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

c) **SEXUAL ABUSE**

May involve forcing or enticing a child or young person to take part in sexual activities (not necessarily violent), including child trafficking, sexual exploitation, prostitution, whether or not the child is aware of what is happening. Sexual abuse may be carried out by men, women and other children.

Activities may involve:

- Physical contact, including penetrative acts (e.g. rape or oral sex) or non-penetrative acts (eg, kissing, rubbing or touching outside the clothing).
- Non-contact activities such as involving children in looking at, or in the production of sexual images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

d) **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 and/or as a result of maternal substance abuse.

Once a child is born it may involve a parent failing to:

- Provide adequate food, clothing and shelter
- Protect a child from physical and emotional harm or danger
- Provide adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care and treatment
- Neglect may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

e) **DOMESTIC ABUSE**

Includes any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are, or have been intimate partners or family members,

regardless of gender or sexual orientation (family members include mother, father, son, daughter, brother, sister and grandparents, whether directly, in-laws or stepfamily).

- This may include financial deprivation, physical assault, sexual abuse, rape, threats, intimidation, entrapment, mental or verbal abuse, humiliation, deprivation, systematic criticism or belittling.
- Perpetrators use domestic abuse in order to maintain power and control over another person.
- Prolonged and/or regular exposure to domestic abuse can have a serious impact on a child's development and emotional wellbeing. Children's exposure to parental conflict, even where violence is not present, can lead to serious anxiety and distress.

f) ALCOHOL/SUBSTANCE MISUSE/PARENTAL MENTAL HEALTH

The effects on children living with one or more parents who misuse alcohol or drugs or who have mental health issues are complex and vary over time, which is why a thorough assessment of needs and risk of harm are important. Where a child is known to be living under such circumstances we will work closely with their parents/carers and other professionals to access the correct level of support.

g) BULLYING (See anti bullying policy).

May involve name calling, damaging property, stealing, spreading rumours, cyber bullying, hurting someone or deliberately getting them into trouble. All staff are aware of any bullying or racial harassment. They will intervene firmly and quickly to prevent all form of bullying and racial harassment.

h) VULNERABLE CHILDREN (including those with additional needs or disabilities, English and an additional language, children from minority ethnic backgrounds, deprived households or living with high risk families, children under 1 , private fostering and looked after children).

These children may:

- Have fewer outside contacts than other children
- Receive intimate personal care, possibly from a number of carers
- Have impaired capacity to resist or avoid abuse
- Not understand or have the lack of assertiveness, vocabulary or skills to complain.
- Have communication difficulties making it difficult to tell others
- Where a child receives less affection from family/friends, they may be more accepting of a sexual relationship as a form of attention/friendship.

5. SIGNS AND SYMPTOMS OF ABUSE

Many of these signals could be associated with a child under stress. They may not necessarily indicate that a child is being abused or is at risk of abuse. However, a number of these signs together with inadequate explanations of how/why they occurred would give cause for concern.

Physical Abuse

Adult bite marks
Aggressiveness or withdrawn
Blood in white of eyes
Bruises to eyes and ears
Burns and scalds
Cigarette burns
Difficulty in moving limbs
Drowsiness from head injury or poisoning
Finger tip bruises
Injuries to immobile children
Injury to the mouth
Multiple bruising/scratching
Outline bruising e.g. belt, hand
Poor concentration

Emotional Abuse:

Attention seeking behaviour
Developmental delay
Difficulty in forming relationships
Eating disorders
Fear of failure (lack of confidence)
Fear of new situations
Few friends
Low self esteem
May bully others
Obsessive rocking, thumb-sucking
Poor self image
Self harm
Unwillingness to join in

Sexual Abuse:

Acting out sexual activity
Aggression/withdrawn
Bleeding from vagina or anus
Bruises, scratches, burns or bites
Eating disorders
Frequent masturbation
Injuries to genital/anal area
Pain in passing urine or faeces
Persistent discharge
Self harm
Inappropriate sexual awareness
Sexually transmitted diseases
Wetting, soiling, smearing excreta

Neglect:

Chronic nappy rash
Delayed physical development
Destructive tendencies
Frequently smelly
Impairment of health
Infections slow to clear up
Low self esteem
Overweight (or obese)
Persistent head lice
Persistently dirty/hungry
Slow growth
Stealing/hiding food
Underweight and small stature

Domestic violence

Aggression/withdrawn
Destructive tendencies
Deterioration in development and school refusal
Distress and anxiety
Excessive crying, clinginess, misery
Regression in behaviour
Less constructive in resolving peer conflict, may be aggressive and fight or be subjected to bullying
Low self esteem
Poor health/ sleeping habits

6. E-SAFETY

Includes cameras, video recorders, mobile phones, games consoles, computers/laptops, wireless and internet technologies, blogging, texting, email and social networking (as examples). We recognise the need to educate adults, children and young people about the benefits, risks and responsibilities of using information technology inside and outside of our setting. Our aim is to support adults and children to develop their awareness of e-safety in order to protect each other and the high quality reputation of our setting.

a) AUDIO/PHOTOGRAPHIC DEVICES

We believe one of the most effective ways to document children's learning is through the use of photography or videoing. Parents are requested to give their permission for taking photographs of their children for general, promotional or website usage, providing their signature as approval. Any

such media and information will be used appropriately; pictures and videos are store safely in line with data protection requirements and deleted from computers, memory cards or USB sticks after use.

- Anyone of these persons found to be in possession of their audio/recordable devices outside of the staff room may face disciplinary action.
- A senior member of staff may carry a mobile phone on their personal being when out on trips for contacting others in an emergency, this must not be taken into any toileting/nappy changing areas.
- Delivery/contract workers are supervised at all times and asked not to use recordable devices whist in the setting.

b) INTERNET/E-MAIL/BLOGGING/SOCIAL NETWORKING

The Internet is an unmanaged, open communications channel; anyone can send messages, discuss ideas and publish material with little restriction. Some of the material on the internet is published for an adult audience and can include violent, sexual or racist content; it is also an offence to store images showing child abuse and to use email, text or instant messaging (IM) to ‘groom’ children. Issues can also range from accessing inappropriate sites due to misspelling leading to accidental viewing of pornography or illegal images, cyber bullying, gambling, self-harm or suicide sites. Internet access may be monitored and any websites visited will be traceable back to specific individuals - even if deleted.

DO'S	DON'TS
(STAFF)- store your audio or photographic devices (including mobile phones) in the staff room	STAFF DO NOT use mobile phones during your working hours or use them to take photos of the children.
(STAFF)- Ensure nursery recordable devices are kept in sections or outdoors and ask permission from senior staff if you intend to take photos of children in/ near toilets.	PARENTS DO NOT take photos of children in the setting without the permission of staff or use audio/photographic devices in any toileting/nappy changing areas. DO NOT take photos of the children on your mobile phone.
(STAFF)- Ensure photo's are appropriate.	STAFF-DO NOT take the nursery camera or work USB sticks home or down load any pictures of the children for their own personal use.
Check the site, size of file and source; and abide by all age restrictions, copyright, licensing restrictions and website's terms and conditions of use. STAFF- inform others when you are taking children out of the room to access internet websites.	STAFF-Do Not Access internet for personal use during working hours- seek consent from team leaders or management to use. Do not intentionally import material believed to contain viruses or inappropriate, discriminatory or libellous.
STAFF MUST uphold the reputation and working relationships with families, children, staff and outside professionals.	STAFF/PARENTS MUST NOT post/text/send inappropriate, offensive or illegal messages/tweets to staff or others associated with our setting.
STAFF /PARENTS Keep personal information private and consider e-safety actions that could be construed to have an impact on professional relationships.	STAFF/PARENTS MUST NOT hold private discussions regarding the nursery or nursery practice outside of our setting via e-mail (unless the nursery site), social networking, mobile/home telephones or face to face. Parents may loose their child's place if this practice is ongoing.

7. CONCERNS AND DISCLOSURES

When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their attendance, appearance, their behaviour, or their play (including sexual behaviour which is usually explicit or inappropriate to the child's age). The Criteria for harm is defined as "Ill treatment or impairment of health or development which is acute or longstanding or a single or compilation of events, violent assaults or where care giving interrupts or damages a child's physical or psychological development."

Staff will:

- Be alert to injuries not typically associated with children's play; frequent common injuries (even with reasonable explanations) and/or conflicting/confusing explanations. Each incident will be classified on its own individual merit following guidance and recorded on the relevant documentation (see recording information section 8)
- Ask their team leader for a second opinion where there are concerns over a child's physical appearance, to maintain privacy this will be done in a nappy changing area. Where there are further concerns the CPO will carry out a non-evasive observation with the child's key worker present.

DISCLOSURE:

A child may choose to confide in or talk to an adult about their experiences of child abuse, this is called a disclosure. Disclosure may take the form of a direct statement or indirect statement, in writings and drawings, role play or stories. Children may be very anxious and fearful about confiding in someone, or may disclose in a very casual way during an activity in a calm 'matter of fact' way.

All disclosures will be referred to Children's Services. Guidelines on how to deal with a disclosure are discussed on induction and information provided in the child protection file and staff handbook.

Concerns over staff member behaviour/comments-**see whistle blowing section section10.**

DO'S	DO NOT
RECEIVE the information, LISTEN carefully to what the child is saying. Ask 'is there anything else you want to tell me', or 'would you like to talk about it'?	Ask direct and/or closed questions such as Why? When? Who? Where? How?
SUPPORT the child by giving them your time and creating a safe place for them to talk, away from other children and adults.	Make judgements or say anything about the alleged abuser.
REASSURE the child by TELL them they have done the right thing by telling you.	Promise to keep the disclosure a secret
REACT to the situation by doing something about it and explain what will happen next, as appropriate to the child's level of understanding.	Display shock or disapproval, anger or disgust
RECORD what the child has said as soon as possible, using the child's exact words, and making diagrams of any physical marks associated with the allegation.	Rush off to find someone else to listen or to find a pen/paper
REPORT the disclosure to the child protection officer (see also information sharing section).	Investigate any allegations, CPO will follow information sharing procedures.
TAKE CARE OF THEMSELVES , seeking support from the CPO.	Be afraid to seek help.
MAINTAIN CONFIDENTIALITY -communicate in an appropriate way.	Do not promise confidentiality.

8. RECORDING INFORMATION (see also organisational policy)

All members of staff will follow the procedures for recording and reporting safeguarding concerns, notes should be made as soon as possible after a conversation/observation. Records will be clear and factual and include date, time, place, noticeable non-verbal behaviour and/or words used by a child or adult. Where a disclosure has been made original notes must be kept in case they are needed by the police/court. A blank copy of the following documents are attached to this policy.

a) Learning journals/Key worker notes:

Staff note any absences, ongoing lateness, minor concerns or slight scrapes, bump, bruises or marks (**ON COMMON sites for accidental injury**), these are discussed informally with the parents (and staff, team leader and/or senior management where relevant). Key worker notes and children's journals are reviewed at least ½ termly to identify patterns of occurrence. Ongoing concerns are reported to team leaders and senior management at least ½ termly.

b) Injury/unusual behaviour record:

Staff note any concerns regarding inappropriate behaviour, minor marks on **NON COMMON SITES OF INJURY** or unusual genital discharge. Parents are asked or contacted for an explanation. These records are kept in a locked file with the child's confidential information in the office and reviewed every ½ term to check for patterns of occurrence. Staff inform the CPO when this record is completed.

c) Child protection recording form:

Is completed by the CPO where there is an influx in the amount of injury/unusual behaviour records a child has or moderate concerns over a child's safety (including parenting capacity, family and environmental factors). Parents will be contacted to discuss ongoing issues (where the child is at no immediate risk). These records are signed and kept in a locked safeguarding file in the office. The CPO may contact relevant professionals such as children's services, G.P, dentist or health visitor informally to discuss ongoing/moderate concerns. **See also information sharing section 9.**

d) Multi agency child protection referral forms:

Is completed by the CPO where a disclosure is made or where we believe there is an immediate threat to the child. A phone referral is also made to children's services made within 24 hours. These records are signed and dated and copied by the CPO and kept in a locked file in the office, the original document is sent to children's services within 48 hours

e) Inclusion toolkit and Common Assessment Framework (CAF) documents. (See additional needs and inclusion policy).

The CAF and inclusion toolkit is used where there are concerns about a child's health, welfare, behaviour not for when there are concerns that a child may have been harmed or may be at risk of harm. These are filled in with parents.

9. CONFIDENTIALITY AND INFORMATION SHARING (see also organisational policy)

Records kept on children are only shared with staff and their parents/cares in accordance with the confidentiality procedures. Working within the NSCB and national guidelines it is at times necessary to share information with outside professionals such as health visitors, G.P, dentists, speech and language or children's services in order to meet the needs of all children. Wherever possible this will be done with the consent from parents, we follow '**The 7 Golden Rules**' for information sharing see www.ecm.gov.uk/infomationsharing and

Data Protection Act (DPA) <http://.co.gov/fororganisations/dataprotection.aspx> .

In making the decision about sharing information, we will weigh up what might happen if the information is shared, against what might happen if it is not and make a decision based on what is in the best interests of the children. Parents should take note that any information shared freely in the presence of others (without a request to maintain confidentiality) or via social networking sites is seen as being in the public domain and therefore consent does not need to be sought.

We will not seek consent where it:

- Places a child or young person at increased risk of significant harm; or
- Places an adult at risk of serious harm; or
- Prejudices the prevention or detection of a serious crime; or
- Leads to unjustified delay in making enquiries about allegations of significant harm

The CPO will record their decision and reasons for it and note what information was shared, with whom and why.

All concerns are kept confidential and shared only with those who need to know. Parents are normally the first point of contact. Should any incidents occur where parents cannot give a reasonable or adequate explanation we will consult with them on whether a referral should be made; this will only be done if the nursery has strong concerns about the welfare or long-term safety of the child.

If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the NSCB does not allow this. In these cases the Local Authority (LA) investigating officers will inform parents.

Liaising with other agencies (See also additional needs policy and procedures).

Collaboration between different agencies is consistent and coherent to ensure children and their families receive the support they need. We will:

- Provide information about a child, young person or their family where there are concerns about a child's well-being or to contribute to an assessment;
- Undertake specific types of assessments as part of a core assessment or to provide a service for a child in need;
- Provide a report and attend a child protection case conferences, core group meetings etc.
- Continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- Follow the Child Protection Plan as set by the child's social worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.

10. WHISTLE BLOWING and STAFF MISCONDUCT (see also grievance and complaints policy)

Poor practice (**Relating to concerns regarding the policy, procedures or EYFS**).

Staff will:

- Challenge inconsistent, unsafe, harassment or bullying practices.
- Report any suspicions to their team leader no matter how trivial they seem.

Consistent poor practice or incidents will at first be dealt with by the section team leader, where unresolved Lisa Lowes or Sally Lane will investigate the matter in line with behaviour management and grievance policies and decide whether or not to initiate disciplinary proceedings.

If an employee or volunteer feels an incident cannot be discussed with their team leader, he or she should report it to the manager or deputy manager.

Any concerns regarding management or practices within the EYFS statutory framework should be reported to OFSTED at:

Piccadilly Gate

Store Street

Manchester

M1 2WD

Tel: 0300 123 4666

Safeguarding:

A breach of safeguarding and/or issues relating to E-safety or suitability to work with children including where a member of staff has:

- *Behaved in a way that has harmed a child or may have harmed a child.*
- *Possibly committed a criminal offence against or related to a child.*
- *Behaved towards a child or children in a way, which indicates that he/she is unsuitable to work with children.*
- *Failed to comply with legal standards, regulations or health and safety procedures.*

- *Deliberately concealed information about any of the above or where investigations/criminal proceedings are being undertaken in respect of safeguarding.*

Staff must:

- Report safeguarding issues immediately.
- Not leave themselves in a position that could warrant suspicion- i.e. being alone with the children for any length of time, they must understand what to do if they have any concerns or receive an allegation against another member of staff.
- Not be afraid to challenge inconsistent or unsafe practices or report any suspicions to the CPO's (Lisa Lowes/Sally Lane) no matter how trivial they seem.
- Make a record of any concerns they have, including name, date, time and witnesses.
- Contact children's services where they have any concerns regarding management and safeguarding. They may wish to also contact OfSTED'S whistle blowing hotline on: **0300 123 3155** or e-mail whistleblowing@ofsted.gov.uk

The CPO's (Lisa Lowes /Sally Lane) will:

- Ensure staff, students and visitors are made aware of whistle blowing procedures through induction, training, meetings and handouts.
- Record the concern and decide whether to refer the matter to children's services. Perpetrator/victims initials may be used on records, as information on individuals is confidential to the nursery. Incidents will be handed swiftly, appropriately and sensitively.
- Note any reasons why an allegation has not been referred and why, prior to carrying out any investigations internally. All investigations/interviews will be documented and kept in a locked file in the office.
- In the event of a serious allegation the CPO will contact the Local Authority Designated Officer (LADO) at children's services on: **Tel: 01665 626830** (Alnwick) or emergency Duty Team (Out of Hours): **08456005252 then:**
 - Share all relevant information they have about the person who is the subject of the allegation and about the alleged victim.
 - Follow advice from the LADO -either the member of staff or the child will be allocated to another area. The LADO will discuss next steps with the employer, including if the decision is or is not to investigate. Options open range from taking no further action, to summary dismissal or not to use the person's services in future. Staff may not be suspended automatically or without careful thought. Neither the LA, nor the police, nor Children's Services can require an employer to suspend a member of staff or a volunteer. The power to suspend is vested in the employer (or Ofsted) alone. However, the LA designated officer can express views of the police/social care to inform the employer's consideration of suspension.

- The **employer (Lisa Lowes)** will inform the accused person about the allegation, where it is agreed with the LADO and/or appropriate the staff member will be suspended on full pay, or the volunteer excluded for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.
- Any member of staff has the right to have someone with them during discussions - a friend, colleague or relation. If suspension is necessary support arrangements will be made in discussion with the police and children's social care to ensure the employee is kept informed of the progress of the investigation.

The CPO will:

- Ensure every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated /considered.
- Contact OfSTED regarding any investigations relating to allegations of serious harm and inform them of any action taken within 14 days of the allegation occurring.
- Provide OfSTED with any information relating to court orders or prosecutions regarding staff members where relevant to safeguarding.
- Ensure confidentiality will be maintained wherever possible, the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the nursery. Adults who use whistle blowing procedure are made aware that their employment rights are protected.
- Ensure parents are given information in their welcome pack and through newsletters on how to complain about the behaviour or actions of staff or volunteers within the setting, which may include an allegation of abuse.
- Work in conjunction with the LADO to inform parents or carers of a child or children involved will be told about the allegation as soon as possible if they do not already know of it.
- Arrange counseling where necessary for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.'

The employer (Lisa Lowes) will:

- Notify the DBS where a member of staff has been dismissed due to safeguarding issues (this also applies should an employee leave rather than face disciplinary proceedings).
- Terminate a member of staff's contract (with immediate effect) should they be found to be on the barred list or found guilty of a safeguarding issue.
- Keep clear and comprehensive records of any allegations made, details of how allegations were followed up and resolved and any action taken and decisions reached. These will be kept in a person's confidential personnel file and a copy will be given to the individual. Such information will be retained on file, including for people who leave the organisation, at least until the person reaches normal retirement age, or for 10 years if that is longer.

EYFS key themes and commitments

Keeping safe	Respecting each other Parents as partners	The wider context	Personal, social and emotional development
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Legislation

Children Act (1989)
Criminal Justice and Court Services Act (2000)
Data Protection Act (1998)
Early Years Foundation Stage (EYFS) (2012)
Equalities Act (2006)
Every Child Matters (2004)
Human Rights Act (1999)
Protection of Children Act (1999)
Race Relations Act (1976) & (Amendment, 2000)
Safeguarding Vulnerable Groups Act (2006)
Sexual Offences Act (2003)
Special Educational Needs and Disability Act (2001)
Statutory Framework for the early Years Foundation Stage (DfE, 2012)
UN convention on rights of child

Further Guidance

- Working Together to Safeguard Children (revised HMG 2006)
- What to do if you're Worried a Child is Being Abused (HMG 2006)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework (2006)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Practitioners' Guide (HMG 2006)

This policy was adopted by

Rainbow Day Nursery

Held on

December 2012

Date to be reviewed

December 2014

Signed:

Name of signatory and role

Lisa Lowes (Manager)