

## Policy & Procedures

### Safeguarding / Child Protection Policy

<b>Signed on behalf of the nursery</b>
Eva Quillot

The Designated Safeguarding Lead at Miss Daisy's Brook Green is the Headmistress Eva Quillot. The Deputy Designated Safeguarding Lead is Kat Sagan.. Both carry a Safeguarding Level 3 certificate.

The chairman and overall Designated Safeguarding Lead for Dukes Education is Aatif Hassan.

#### **Statement**

Children have the right to be treated with respect, helped to thrive and be safe from any abuse. It is Miss Daisy's nursery school's primary responsibility to protect and promote the safety and wellbeing of every child in its care and child protection is taken very seriously.

Miss Daisy's Nursery School works with children, parents and the community to ensure the welfare and safety of children and to give them the very best start in life.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. Any suspicion of abuse should be promptly and appropriately responded to in line with the relevant statutory obligations and government guidance.

Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

#### **Policy intention**

To safeguard children and promote their welfare we will:

1. Create an environment to encourage children to develop a positive self-image



2. Provide positive role models
3. Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
4. Provide a safe and secure environment for all children
5. Always listen to children
6. Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help, they need
7. Share information with other agencies as appropriate.

Miss Daisy's Nursery is aware that abuse does occur and are vigilant in identifying signs of abuse and reporting concerns. Our staff have a duty to protect and promote the welfare of children and may often be the first people to identify that there may be a problem. They may well be the initial people in whom children confide information that may suggest abuse or may spot changes in a child's behaviour which may indicate abuse.

**Miss Daisy's Nursery aims to:**

1. Keep the child at the centre of all we do
2. Ensure staff are trained to understand the safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
3. Ensure that all staff feel confident and supported to act in the best interest of the child share information and seek the help that the child may need
4. Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures
5. Make any referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Hammersmith & Fulham Safeguarding Children Board
6. Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
7. Ensure that children are never placed at risk while in the charge of nursery staff
8. Take any appropriate action relating to allegations of serious harm or abuse against any person working with children, or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities

9. Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
10. Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Hammersmith & Fulham Safeguarding Children Board.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group.

### **What is 'Safeguarding'?**

Working Together to Safeguard Children (2018) states that safeguarding and promoting the welfare of children is defined as:

1. Protecting children from maltreatment
2. Preventing impairment of children's health or development
3. Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
4. Taking action to enable all children to have the best outcomes

It also reminds us that safeguarding "is everyone's responsibility" (WTSC). Everyone who comes into contact with children and families has a role to play. Everyone should consider wider environmental factors in a child's life that may be a threat to their safety and/or welfare.

**The setting acknowledges that this policy will incorporate a range of specific safeguarding issues including (but not limited to):**

1. Poor Parenting particularly in relation to babies and young children
2. Forced marriage
3. Bullying, including online bullying and prejudice-based bullying
4. Racist, disability and homophobic or transphobic abuse
5. Gender-based violence/violence against women and girls
6. Child sexual exploitation and trafficking
7. The impact of new technologies on sexual behaviour, for example 'sexting' and accessing pornography

8. Substance misuse
9. Issues that may be specific to a local area or population, for example gang activity and youth violence
10. Children and the court system
11. Children Missing Education (CME)
12. Children with family members in prison
13. Child missing from home or care
14. Child criminal exploitation (County Lines)
15. Domestic Abuse
16. Homelessness
17. Drugs and alcohol misuse
18. Fabricated or induced illness
19. Faith abuse
20. Female Genital Mutilation (FGM)
21. Forced marriage
22. Gender based abuse and violence against women and girls
23. Hate
24. Honour based abuse
25. Mental health
26. Missing children and adults
27. Online safety
28. Peer on Peer Abuse
29. Prevent duty (radicalisation and extremism)
30. Private fostering
31. Relationship abuse
32. Sexual violence and sexual harassment between children
33. Human trafficking and modern slavery
34. Sexual Violence and Sexual Harassment
35. 'Upskirting'
36. Youth produced sexual imagery or "Sexting"
37. Any other issues not listed here but that pose a risk to children, young people and vulnerable adults.
38. Breast Ironing

#### **Legal framework and definition of safeguarding**

1. Safeguarding Vulnerable Groups Act 2006
2. The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
3. Working together to safeguard children, 2018
4. Keeping Children Safe in Education, 2019
5. Childcare Act 2006
6. Children Act 2004
7. Common Law
8. Human Rights Act 1998
9. General Data Protection Regulation 2018
10. Children and Adoption Act 2006
11. Children and Young Persons Act 2008
12. Sexual Offences Act 2003
13. Female Genital Mutilation Act 2003
14. Forced Marriage (Civil Protection) Act 2007
15. Children Safeguarding Vulnerable Groups Act 2006
16. The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014
17. Prevent Duty 2015
18. Counter Terrorism and Security Act 2015
19. Inspecting Safeguarding in Early Years, Education and Skills Settings, 2019
20. Voyeurism (Offences) Act 2019
21. Anti-Social Behaviour, Crime and Policing Act 2014
22. Counter-Terrorism and Security Act 2015
23. The Serious Crime Act 2015
24. The Children and Social Work Act 2017

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

1. Protecting children from maltreatment
2. Preventing the impairment of children's health or development
3. Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
4. Taking action to enable all children to have the best outcomes.

*(Definition taken from the HM Government document 'Working together to safeguard children 2018').*

## **Types of Abuse**

### **Physical abuse**

Action needs to be taken if staff have 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 Headteacher.

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.

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. The signs may include a 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.

### **Procedure:**

1. All signs of marks/injuries to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member
2. The incident will be discussed with the parent at the earliest opportunity, where felt appropriate
3. Such discussions will be recorded, and the parent will have access to such records
4. If there appear to be any queries regarding the injury, the local authority children's social care team will be notified in line with procedures set out by the Local Safeguarding Children Board (LSCP).

## **Sexual abuse**

Action needs to be taken under this heading if the staff member has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, 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 physical symptoms may include genital trauma, discharge, and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could 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.

If a child starts to talk openly to an adult about abuse, they may be experiencing; the procedure stated later in this document under 'recording abuse suspicions' will be followed.

### **Procedure:**

1. The adult should reassure the child and listen without interrupting if the child wishes to talk
2. The observed instances will be detailed in a confidential report
3. The observed instances will be reported to the nursery manager
4. The matter will be referred to the local authority children's social care team
5. A sensitive and confidential discussion will be held with the parents/carers of any other children party to inappropriate play.

## **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 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. 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.

Procedure:

1. The concern should be discussed with the Headteacher
2. The concern will be discussed with the parent
3. Such discussions will be recorded, and the parent will have access to such records
4. If there appear to be any queries regarding the circumstances, the matter will be referred to the local authority children's social care team.

### **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, starvation or 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 or shoes that are too small, 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.

Procedure:

1. The concern will be discussed with the parent
2. Such discussions will be recorded, and the parent will have access to such records
3. If there appear to be any queries regarding the circumstances the local authority children's social care team will be notified.



## Online abuse

### Recording suspicions of abuse and disclosures

Staff should record of any observation or disclosure, supported by the Headteacher/Designated Safeguarding Co-ordinator (DSCO). This record should include:

1. Child's name
2. Child's address
3. Age of the child and date of birth
4. Date and time of the observation or the disclosure
5. Exact words spoken by the child
6. Exact position and type of any injuries or marks seen
7. Exact observation of any incident including any other witnesses
8. Name of the person to whom any concern was reported, with date and time; and the names of any other person present at the time
9. Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the Headteacher, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly, and disclosure is not forced, or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and Ofsted, and/or a Common Assessment Framework (CAF) needs to be initiated. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about a parent's or staff's supposed or actual behaviour.



**Contact telephone numbers and email addresses:**

For case consultations please contact the Child Protection Advisers:

*Tricia Hunte*

*Charlotte Holt*

*Piyush Bhattacharya*

Telephone: 020 8753 5125

*Megan Brown*

Safer Organisations (incorporates LADO) and Safeguarding in Education Manager

Telephone: 020 8753 5125

Mobile: 07776 673 020

Email: [megan.brown@lbhf.gov.uk](mailto:megan.brown@lbhf.gov.uk)

For LADO consultations and referrals please contact the duty Child Protection Adviser on:

Telephone: 020 8753 5125

email: [LADO@lbhf.gov.uk](mailto:LADO@lbhf.gov.uk)

If you cannot reach a duty CP Adviser you can reach:

Named LADO

*Megan Brown*

Safer Organisations (incorporates LADO) and Safeguarding in Education Manager

Telephone: 020 8753 5125

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CSE Lead

*Emily Harcombe*

Family Support and Child Protection Advisor (Monday to Wednesday only)

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Mobile: 07467 734 648

Email: [emily.harcombe@lbhf.gov.uk](mailto:emily.harcombe@lbhf.gov.uk)

Tri-borough FGM

*Rochelle-Ann Naidoo*

Tri-borough Senior Practitioner



Telephone: 020 7641 1610

Email: [rmaidoo@westminster.gov.uk](mailto:rmaidoo@westminster.gov.uk)

#### Bi-borough PREVENT

Contact the local team on:

Telephone: 020 8753 5727

Email: [prevent@lbhf.gov.uk](mailto:prevent@lbhf.gov.uk)

#### Tri-borough Multi-Agency Safeguarding Hub (MASH)

*Karen Duncan*

Tri-borough MASH Business Support Officer

Telephone: 020 7641 3991

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Hammersmith and Fulham School Admissions, Attendance, Child employment, Elective home education and children missing education (ACE) Team

*Elizabeth (Liz) Spearman*

Hammersmith and Fulham Head of ACE and Admissions

Telephone: 020 8753 6231

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#### Ofsted Early Years:

0300 123 1231

Designated Safeguarding Co-ordinator (DSCO - Eva Quillot)

0203 266 0044

[eva.quillot@missdaisynursery.com](mailto:eva.quillot@missdaisynursery.com)

Deputy Safeguarding Co-ordinator (Kat Sagan):

0203 266 0044

[kat.sagan@missdaisynursery.com](mailto:kat.sagan@missdaisynursery.com)

In an emergency call the Police - 999

#### Wider areas of Safeguarding:

#### Prevent Duty

All staff must be able to identify children who may be vulnerable to radicalisation and remain vigilant to the signs of extremism. We aim to protect the children from the risk of radicalisation as set out in our safeguarding duties. Any concerns regarding a child's exposure to radicalisation will be carried out in the same manner as any other child protection concern.

Miss Daisy's Nursery takes the Prevent Duty extremely seriously.

The prevent duty has four general themes and comes under Safeguarding:

1. Risk Assessment
2. Working in Partnership
3. Staff Training
4. IT Policy

Miss Daisy's Nursery is committed to protecting children from the risk of radicalisation and identifying children who may be vulnerable to radicalisation and extremism. This is a vocal or active opposition to the fundamental British values including:

1. Democracy
2. The rule of law
3. Individual liberty
4. Mutual respect and tolerance of different faiths and beliefs.

We promote British values as an integral part of our Early Years Foundation Stage curriculum. For example:

1. Children learn about the principles of democracy because they are involved in decision making and have choices about where they play and what they play with.
2. The rule of law features throughout our approach to supporting children's behaviour, within the resources we have, to identify people who help us, such as police officers.
3. We focus on building children's self-confidence and encourage their thinking skills to endorse the principles behind the value of individual liberty.
4. We are committed to ensuring equality of opportunity and all cultures and beliefs are valued and promoted through a range of activities, such as learning about different cultural festivals and proactively challenging negative attitudes and stereotypes.

These principles form an integral part of Miss Daisy's Nursery and can be seen in practice linking to the seven areas of the Early Learning Goals and the characteristics of effective teaching and learning.

As with other behaviours, staff are alert to those that would be a cause for concern and have an impact on children's well-being and safety.

These are:

1. Staff know the procedures to take if they are concerned about a child's behaviour and can swiftly identify children who may be at risk of radicalisation.
2. Staff would record information to share if need be with the police, Prevent co-ordinators, Channel police practitioners and their LSCP. They would also work in close partnership with these professionals and organisations, to endeavour to safeguard children.

In line with equality of opportunity, challenge and discuss with children negative stereotypes and attitudes - this is closely linked to children's personal, social and emotional development.

Procedure:

If a child is suspected to be vulnerable to radicalisation staff need to inform the Headmistress who will contact Local Safeguarding Children's Board (LSCP) and if necessary will then be referred to the Channel programme <https://www.gov.uk/government/publications/channel-guidance> and if appropriate Ofsted will be notified.

### **Female Genital Mutilation (FGM)**

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Procedure:

If a child has told a member of staff that they have had/are due to have FGM or have said something that may lead a member of staff to believe this to be the case, a member of staff has observed a physical sign that may indicate FGM, her parent or guardian has disclosed that she has had/is due to have FGM or if it thought the child is at risk of FGM the Safeguarding Lead will call the Police and Local Safeguarding Children's Board and notify Ofsted.

Other areas to be consider are:

1. Poor Parenting particularly in relation to babies and young children
2. Forced marriage
3. Bullying, including online bullying and prejudice-based bullying
4. Racist, disability and homophobic or transphobic abuse
5. Gender-based violence/violence against women and girls
6. Child sexual exploitation and trafficking
7. The impact of new technologies on sexual behaviour, for example 'sexting' and accessing
8. pornography
9. Substance misuse
10. Issues that may be specific to a local area or population, for example gang activity and youth
11. violence
12. Any other issues not listed here but that pose a risk to children, young people and vulnerable adults.

### **Breast Ironing**

#### *Definition*

The United Nations (UN) states that Breast Ironing affects 3.8 million women around the world and has been identified as one of the five under-reported crimes relating to gender-based violence. The custom uses large stones, a hammer or spatulas that have been heated over scorching coals to compress the breast tissue of girls as young as 9 years old. Those who derive from richer families may opt to use an elastic belt to press the breasts so as to prevent them from growing.

Similarly to Female Genital Mutilation (FGM), breast ironing is classified as physical abuse. Breast Ironing also known as "Breast Flattening" is the process whereby young pubescent 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 and therefore be kept in education.

At Miss Daisy's if we suspect that a child has been a victim of Breast Ironing we will follow our Safeguarding procedure.

## **Safeguarding - Modern Slavery and Human Trafficking Policy**

Child trafficking and modern slavery is becoming a more frequent form of child abuse. Children are recruited, moved, transported and then exploited, forced to work or are sold on.

Modern slavery is a term that covers:

1. Slavery
2. Servitude and forced or compulsory labour
3. Human trafficking.

Victims of modern slavery are also likely to be subjected to other types of abuse such as physical, sexual and emotional abuse. This policy should be used alongside the following policies to ensure all children, staff, parents and visitors are fully safeguarded:

1. Safeguarding and child protection
2. Whistleblowing
3. Equality and inclusion

For an adult or child to have been a victim of human trafficking there must have been:

1. *Action* (e.g. recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation)
2. *Means* (threat or use of force, coercion, abduction, abuse of power or vulnerability) There does not need to be “means” for children as they are not able to give informed consent
3. *Purpose* (e.g. sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs).

### **Child Sexual Exploitation**

All staff are aware of the possibility of Child Sexual Exploitation and the signs and symptoms that this manifest as.

Working Together to Safeguard Children defines CSE as “...a form of child sexual abuse. 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 perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.”*

**Procedure:**

If a concern is raised about slavery or trafficking, then we will follow our safeguarding procedure. If the child (or adult) is at risk of immediate harm then the police will be called, otherwise the local authority will be contacted, and the referral process will be followed as per the safeguarding procedure.

**Safeguarding - Domestic Abuse, Honour Based Violence and Forced Marriage policy**

The UK’s cross-government definition of domestic abuse is:

*"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This abuse can encompass but is not limited to*

1. *psychological*
2. *physical*
3. *sexual*
4. *financial*
5. *emotional.*

The Serious Crime Act 2015 section 76 created a new offence of “controlling or coercive behaviour in an intimate or family relationship”.

The Domestic Violence, Crime and Victims Act 2004 extended provisions to help stop domestic abuse and created the new offence of "causing or allowing the death of a child or vulnerable adult". This Act was amended in 2012 by the Domestic Violence, Crime and Victims (Amendment) Act 2012 to include 'causing or allowing serious physical harm (equivalent to grievous bodily harm) to a child or vulnerable adult'.

Where domestic abuse is taking place in a child’s home the child is at risk of harm, whether they witness the violence or not. This may take the form of physical abuse, sexual abuse, emotional abuse or neglect.





At Miss Daisy's Nursery we ensure that if there are any signs or symptoms that domestic abuse may be occurring, we act without haste and follow our main safeguarding / child protection policy

Signs may include:

1. Visible signs of injury on the adult being abused
2. Changes in behaviour of the adult(s) and child – e.g. the abused adult may become withdrawn, show low levels of self-esteem
3. One adult being visibly worried about what their partner may say in a certain situation (e.g. if the child has become dirty or injured at nursery)
4. One adult becoming scared of their partner
5. Adults becoming isolated from their friends or family
6. Signs of abuse in the child (as per the main safeguarding policy).

As part of our duty to keep children safe we provide the following:

Support leaflets and numbers for females and males who may be experiencing domestic abuse

### **Honour based Violence**

'Honour' based violence (HBV) is a type of domestic abuse which occurs in the name of so called 'honour'. Some families believe that certain actions bring shame on the family and may react with punishment. This may be rejecting a forced marriage, having a relationship not approved by the family, wearing the wrong clothing or wearing makeup. This can happen in families from a variety of cultures and countries and also happens within the UK.

Signs of HBV may include changes in behaviour of the person undergoing the violence, changes in how they dress or act and also in comments they make.

If signs of HBV are present in a parent or staff member within the nursery then we will act and follow our safeguarding policy to keep children safe in the environment as well as seeking support for the adult involved.

### **Forced Marriage**



We are aware arranged marriages are part of some cultural practices. We also recognise there is a clear distinction between a marriage in which the both parties are willing and able to give an informed consent to, and a marriage which is forced. Forced marriage is a criminal offence.

A forced marriage is a marriage in which one or both spouses do not and/or cannot consent to the marriage and duress is involved. If we become aware of a forced marriage occurring, then we will report it to the appropriate body. If the person is under the age of 18 then we will report it to the children's social care team as this is a child protection issue. We will follow our safeguarding reporting procedure.

### **Peer to Peer Abuse**

All members of staff at Miss Daisy's Nursery recognise that children are capable of abusing their peers. Peer on peer abuse can take many forms, including (but not limited to) bullying, cyberbullying, gender-based abuse, hazing (initiation type violence), sexually harmful behaviour and violence and 'sexting'. The setting is mindful that some potential issues may be affected by the gender, age, ability and culture of those involved.

Miss Daisy's Nursery believes that abuse is abuse and it will never be tolerated, dismissed or minimised. Any incidents of peer on peer abuse will be managed in the same way as any other child protection concern and will follow procedures in accordance with Local Safeguarding Children Board procedures.

Further information about the settings response to specific allegations can be located in (list relevant policies e.g. behaviour, anti-bullying, online safety etc.).

### **Safeguarding Children with Special Educational Needs and Disabilities**

Miss Daisy's Nursery acknowledges that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may 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.

Miss Daisy's Nursery will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.



Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.

Miss Daisy's Staff are aware that some children may be more vulnerable due to behaviour issues.

### **Staffing and volunteering**

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or any other adult who may be present in the nursery regardless of whether or not they have a DBS clearance.

All staff attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children's services team, the Local Safeguarding Children Board (LSCP) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have a named person within the nursery who takes lead responsibility for safeguarding and co-ordinates child protection and welfare issues, known as the Designated Safeguarding Co-ordinator (DSCO). The nursery DSCO liaises with the Local Safeguarding Children Board (LSCP) and the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field.

**The Designated Safeguarding Co-ordinator (DSCO) at Miss Daisy's Nursery is the Headmistress, Eva Quillot.**

1. We provide adequate and appropriate staffing resources to meet the needs of all children
2. Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before

posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information

3. We give staff members/volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children.
4. This information is also stated within every member of staff's contract
5. We request DBS checks and we use the DBS update service to re-check staff's criminal history and suitability to work with children
6. We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
7. We ensure we receive at least two written references before a new member of staff commences employment with us
8. All students will have enhanced DBS checks conducted on them before their placement starts
9. Volunteers, including students, do not work unsupervised
10. We abide by the requirements of the Safeguarding Vulnerable Groups Act (2006) and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
11. We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children
12. All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
13. All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
14. All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
15. The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult

### **Safe Working Practice**



All members of staff (including temporary staff and volunteers) are required to work within clear guidelines on Safe Working Practice / the setting's staff behaviour policy - Code of Conduct.

Staff understand that children may make allegations against staff in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, all staff should take care not to place themselves in a vulnerable position regarding child protection or potential allegations. For example, it is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

Physical intervention should only be used when the child is endangering him/herself or others and such events should be recorded and signed by a witness. Staff should be aware of the settings Behaviour Management Policies and any physical interventions must be in line with agreed policy and procedure in which appropriate training should be provided.

### **Safeguarding - Lone Working Policy**

At Miss Daisy's Nursery we aim to ensure that no member of the team is left alone working in either a room alone or within the building at any time. However, there may be occasions when this isn't always possible due to:

1. Toilet breaks
2. Lunch cover
3. Nappy changes
4. Comforting a child that may be unwell in a quiet area
5. Following a child's interest, as this may lead staff away with a child to explore an area
6. Supporting children in the toilet area that may have had an accident
7. The duties some team members have, e.g. management, opening and closing the setting, carrying out cleaning or maintenance at the settings and staff operating outside operating hours.

We always ensure that our staff: child ratios are maintained.

It is the responsibility of both the employee and their manager to identify the hazards and minimise the risks or working alone.

Considerations when deciding on lone working include how lone workers manage with a variety of tasks such as talking to parents and supervising activities whilst maintaining the safety and welfare of children and ensuring that each member of staff required to work alone has the training and/or skills for the role; e.g. paediatric first aid certificate, child protection/safeguarding training and competency, food hygiene training and if children younger than school reception age are present; hold a level 3 qualification.

Public liability insurance for lone working will be sought where applicable.

Employees/managers' responsibilities when left in a room alone include ensuring:

1. To complete a risk assessment for staff working alone
2. Ratios are maintained
3. There is someone to call on in an emergency if required
4. The member of staff and children are safeguarded at all times (relating to additional policies as above).

Employee's responsibilities when left in the building alone:

1. To make a member of the management aware of when they are working and make plans to check in at their expected time of completion of the work
2. To ensure they have access to a telephone at all times in order to call for help if they need it, or for management to check their safety if they are concerned
3. Ensure that the building remains locked so no one can walk in unidentified
4. Report any concerns for working alone to the management as soon as is practicably possible.

Management's responsibilities when left in the building alone:

1. To ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation
2. To ensure that the employee has the ability to contact them or a member of the team event if their lone working is outside normal office hours (i.e. access to a phone, contact numbers of someone they can call)
3. To check that the employee has someone they can contact in the event of an emergency, and the numbers to call
4. To ensure that employees have the ability to access a telephone whilst lone working
5. If reporting in arrangements have been made and the employee does not call in, to follow it up.



Risk assessments are also completed for these occasions including hazards and risks and how these are controlled.

### **Informing parents**

Parents are normally the first point of contact. 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 LSCP/ Local Authority Children's Social care team/Police does not allow this. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

### **Confidentiality**

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the LSCP.

### **Support to families**

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interests of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCP with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

### **Allegation against a member of staff, student or volunteer or any other person who lives or works on the nursery premises**

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

#### **Procedure:**

The allegation should be reported to the Headteacher. If this person is the subject of the allegation, then this should be reported to the Owner/Registered Person.

The Local Authority Designated Officer (LADO), Ofsted and the LSCP will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

1. The LADO will be informed immediately for advice and guidance
2. A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCP) to determine how this will be handled
3. The nursery will follow all instructions from the LADO, Ofsted, LSCP and ask all staff members to do the same and co-operate where required
4. Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
5. The nursery reserves the right to suspend any member of staff during an investigation
6. All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
7. Unfounded allegations will result in all rights being re-instated
8. Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
9. All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re-investigation
10. The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
11. Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.



## **Supervision and Support**

The setting will ensure that members of staff are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage 2017.

All staff and volunteers will receive regular and planned supervision sessions. Uninterrupted time will be set aside to ensure any supervision sessions effective for both practitioner and management. Further guidance on supervision can be found in the Early Years Supervision booklet.

**Miss Daisy's Nursery School has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Headteacher or Deputy Headmistress.**