



Safeguarding children policy statement and child protection procedures

It is normal practice to inform the Designated Safeguarding Lead DSL, Lynne Dear, or Deputy DSL, Emma Candler or Julie Austin, of any concerns you may have regarding the welfare of a child. The proprietors, Anita Huckle and Sally Scobie, will be kept fully informed on all safeguarding concerns. However, if you feel this avenue is not appropriate, or that you feel your concern has not been heard, you can make a direct referral to: (in accordance with your child's home address catchment area)

The Essex Safeguarding Children Board, (County Hall, Chelmsford, CM2 6WN) as follows during normal working hours Monday-Friday 9am-5pm:-

- For advice for safeguarding offences contact The Children & Families Hub on **0345 603 7627** and specify if you require the:
- Priority referral line (for urgent-non referrals) or the
- Consultation line if you have any concerns about a child or wish to discuss these with a Social Worker to seek advice about whether a referral is appropriate.
- In an emergency, for immediate referral or out of hours contact the Emergency Duty Team on **0345 606 1212** or ring the police.
- If there is an allegation against a member of staff, the DSL or the Deputy DSL will contact the LADO (on duty) on **03330 139 797**.
- The full local procedures for the Essex Safeguarding Board can be found at www.escb.co.uk

Or the Suffolk Safeguarding Children Board, (Suffolk County Council, Endeavour House, Russell Road, Ipswich, IP1 2BX) as follows during normal working hours Monday-Friday 9am-5pm:

- For advice for safeguarding offences contact The Suffolk Multi Agency Safeguarding Hub (MASH) professional consultation line on **0345 606 1499**. **This is NOT a referral line. If you have immediate safeguarding concerns call Customer First on 0800 800 4005.**
- If there is an allegation against a member of staff, the DSL or the Deputy DSL will contact the LADO (on duty) on **0300 123 2044**.

At Pippins all staff hold a minimum Level 1 Safeguarding qualification, we aim for fifty percent of staff to hold a Level 2 Safeguarding qualification. The Manager holds a Level 3 Safeguarding qualification and attends all updated Safeguarding training and refresher courses.

Safeguarding

Pippins is dedicated to the provision, support and promotion of high-quality care and education for the benefit of children, families and communities and is committed to safeguarding children and promoting their welfare.

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

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



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

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. In our setting we strive to protect children from the risk of radicalisation, and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy. This document is therefore underpinned by and should be used in conjunction with our other organisational policies and procedures that are listed below.

- Recruitment and selection
- Induction and probationary reviews
- Supervision and appraisals
- Training and development
- Health and safety
- Disciplinary policy and grievance procedures
- The Prevent Duty
- British values
- Complaints policy and procedures
- Code of professional conduct
- Equal opportunities
- Email, internet and telephone policy
- Whistle blowing policy
- Non-Attendance
- Data protection
- Online Safety
- Human Trafficking and Modern Slavery
- Domestic Violence, Honour Based Violence (HBV) and Forced Marriages
- Looked after Children

Our nursery will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect and to be safe from any abuse in whatever form.

Policy intention:

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct.
- Support staff to notice the softer signs of abuse and know what action to take.
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities



- Help children to understand how they can influence and participate in decision-making and how to promote British values through, play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help, they need
- Share information with other agencies as appropriate.

Pippins is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or spot changes in a child's behaviour which may indicate abuse.

Child Protection

Child protection refers to the activity that is undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm and is an integral part of safeguarding children and promoting their overall welfare.

Definition of significant harm

The Children Act 1989 introduced the concept of significant harm as *'the threshold that justifies compulsory intervention in family life in the best interests of children'*. It gives local authorities (LAs) a duty to make enquires to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

Whilst there are no absolute criteria to rely on when judging what constitutes significant harm, consideration should be given to:

- The severity of the ill-treatment including the degree of harm
- The extent and frequency of abuse and/or neglect
- The impact this is likely to have or is having to the child / children involved.

This may be a single traumatic event, e.g. a violent assault, suffocation or poisoning or it can be a combination of events, both acute and long-standing, that impairs the physical, intellectual, emotional, social or behavioural development of the child.

This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to welfare issues including physical, sexual, emotional abuse or neglect.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed in the best interests of the child.



The nursery aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer 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.
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children including non-verbal children, looked after children and children whose parents may have one or more of the 'toxic trio'.
- Ensure staff understand how to identify early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- 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
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including through annual safeguarding newsletters and updates.
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with SET procedures set out by the Essex Safeguarding Children Boards.
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensure that information is only shared with those people who need to know in order to protect the child and act in their best interest.
- Keeping the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times.
- Ensure that children are never placed at risk while in the charge of nursery staff.
- Identify changes in staff behaviour and act on these as per the Staff Behaviour policy.
- 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
- 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.
- 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 Essex Safeguarding Children Boards.
- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability of care for the children. This includes information about their health, medication or about changes in their home life.

Children will be supported by offering reassurance, comfort and sensitive interactions. Activities will be devised according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.



Definition of abuse and neglect, and possible signs and indicators

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them, or by failing to act to prevent harm. Children may be abused within a family, institution, or community setting by those known to them or a stranger. This could be an adult or adults, another child or children. We follow '*What to do if you're worried a child is being abused (advice for practitioners)*' guidance 2015.

The signs and indicators listed below may not necessarily indicate that a child has been abused but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

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

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

- Low self-esteem
- Wetting and soiling
- Recurrent nightmares
- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention.

Peer on Peer Abuse

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take place in the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children and will take advice from the appropriate bodies on this area. At Pippins we also discuss this with the children during emotional literacy and persona doll sessions.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, female genital mutilation 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, or where an adult knowingly does not prevent an injury to a child.



Signs and indicators may include:

- Unexplained recurrent injuries or burns other than those normally seen in a young child
- Improbable excuses or refusal to explain injuries
- Wearing clothes to cover injuries, even in hot weather
- Aggression towards others
- Fear of physical contact - shrinking back if touched including fear of suspected abuser (not always the case)
- Admitting that they are being physically hurt.

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 nursery manager or room leader.

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 Designated Safeguarding Lead or the nursery manager.

Procedure:

- All signs of marks/injuries to a child noticed when they come into nursery will be recorded on an 'Accident at Home' form. Any that occur during time at the nursery, will be recorded as soon as noticed by a staff member on an 'Accident/Incident' form
- The incident will be discussed with the parent at the earliest opportunity
- Such discussions will be recorded, and the parent will have access to such records
- Records are monitored for any signs of pattern or repetition.
- If there appear to be any queries regarding the injury, the Multi-Agency Safeguarding Partnership/ Board in the local authority will be notified.

Child Sexual Exploitation (CSE)

Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

Working Together to Safeguard Children 2015 (2017 updated version) 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.”

We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns, we will follow the same procedure as for other concerns and we will record and refer as appropriate.

Definition of Sexual Exploitation

“The sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive ‘something’ (for example, food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing, and or others performing on them, sexual activities.

Child sexual exploitation can occur through use of technology without the child’s immediate recognition, for example the persuasion to post sexual images on the internet/mobile phones with no immediate payment or gain. In all cases those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and /or economic or other resources.”

The UN Convention on the Rights of the Child, article 34 states '*governments must protect children from sexual abuse and exploitation*'. Section 11 of the Children Act 2004 places a duty on key organisations to ensure that they work together to improve the wellbeing of children.

The Department of Education coordinating the cross government **Tackling Child Sexual Exploitation Action Plan** published by the government in 2011 with progress report in 2012, brings together a range of national and local partners to protect children from this previously hidden form of abuse.

County Lines

Criminal exploitation is also known as ‘county lines’ and is when gangs and organised crime networks groom and exploit children to sell drugs. These criminals groom children into trafficking their drugs for them with promises of money, friendship and status. Once they've been drawn in, these children are controlled using threats, violence and sexual abuse, leaving them traumatised and living in fear. We will be aware of the possibility of this happening and if we have concerns, we will follow the same procedure as for other concerns and we will record and refer as appropriate.

Female Genital Mutilation

This type of physical abuse is practised as a cultural ritual by ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and other siblings involved. This procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman’s first pregnancy and varies widely according to the community. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as physiological concerns about a child in this area; you should contact children’s social care team in the same way as other types of physical abuse. There is a mandatory duty to report to the police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed at Pippins.



Breast Ironing

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage. Although this is unlikely to happen to children in the nursery due to their age, we will ensure any signs of this in young adults or older children are followed up using the usual safeguarding referral process.

Fabricated Illness

This is also a type of physical abuse. 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.

Honour Based Violence

Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community. Women and girls are the most common victims of HBV however it can also affect men and boys. Crimes of 'honour' do not always include violence.

Crimes committed in the name of 'honour' may include:

- Assault
- Forced marriage
- Domestic abuse
- Sexual or psychological abuse.
- Threats of violence
- Being held against your will or taken somewhere you don't want to go.

There is a mandatory duty to report to the police any cases where honour-based violence appears to have taken place, we will ensure this is followed at Pippins.

Domestic Abuse / Honour Based Violence (As above information) / Forced Marriages

We look at these areas as a child protection concern. Please refer to the separate policy for further details on this.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include noncontact activities, such as involving children in looking at, or in the production of sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Signs and indicators may include:

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age



- Medical problems such as chronic itching, pain in the genitals, venereal diseases
- Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia
- Personality changes such as becoming insecure or clingy
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a carer
- Becoming worried about clothing being removed
- Suddenly drawing sexually explicit pictures or acting out actions inappropriate for their age
- Using sexually explicit language.
- Not knowing where they are, because they have been moved around the country
- Go missing from home, care or education.

Action needs to be taken if the staff member has witnessed an occasion(s) 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 physical symptoms may include genital trauma, discharge and bruises between the legs or sign 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:

- The adult should reassure the child and listen without interrupting if the child wishes to talk.
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the nursery manager or DSL
- The matter will be referred to Multi-Agency Safeguarding Partnership/Board in the local authority children's social care team.

Harmful Sexual Behaviour

As part of our safeguarding procedures we ensure that our staff are aware of the stages of normal sexual behaviour for the ages of the children within our care. Knowing the signs of normal sexual behaviour helps



pippins staff spot the warning signs if something might not be quite right. Action needs to be taken if a staff member witnesses inappropriate adult knowledge of sexual behaviour.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects in 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. It may include little or no contact or love given to the child from the abuser; this could also include a child being left with no stimulation or adult support for a sustained amount of time.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children to frequently feel frightened or in danger, or the exploitation or corruption of children.

Signs and indicators may include:

- Physical, mental and emotional development lags
- Sudden speech disorders
- Overreaction to mistakes
- Extreme fear of any new situation
- Neurotic behavior (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression.

Action should be taken 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:

- The concern should be discussed with the nursery manager or DSL
- The concern will be discussed with the parent
- Such discussions will be recorded, and the parent will have access to such records
- If there appear to be any queries regarding the circumstances, the matter will be referred to the Multi-Agency Safeguarding Partnership/Board in the local authority.

Adult sexual exploitation

As part of our safeguarding procedures we will also ensure that staff and students are safeguarded from sexual exploitation.



Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing (e.g. shoes may be too small on a persistent basis) or shelter (including exclusion from the home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs and indicators may include:

- Constant hunger
- Poor personal hygiene / nappies remaining unchanged for a significant period of time
- Constant tiredness
- Poor state of clothing or clothing such as shoes being too small / big and hurting the child when wearing them
- Untreated medical problems
- Compulsive scavenging
- Destructive tendencies.

Action should be taken if the staff member has reason to believe that there has been any type of 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 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 or identified special educational need or disability 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:

- The concern will be discussed with the parent
- Such discussions will be recorded, and the parent will have access to such records
- If there appear to be any queries regarding the circumstances the Multi-Agency Safeguarding Partnership/Board in the local authority will be notified.



Toxic Trio

The toxic trio consists of **Domestic violence and abuse, Parental mental health and Parental substance misuse.**

Indicators for Domestic Abuse

- When meeting the parent/carer, the victim either does not attend or takes a passive role – e.g. waits for her/his partner to speak first.
- Evidence of single or repeated injuries with unlikely explanations, e.g. fell into the table.
- Invisible injuries on parent, e.g. holding themselves differently, limping, holding parts of their bodies.
- Adult appears frightened, ashamed or evasive.
- The victim parent/carer may be absent from nursery drop offs and picks up with unlikely explanations.
- Child may have difficulties in concentrating.
- Children may blame themselves for parental behaviour. Self-blame may result in low self-esteem.
- Child's lack of trust in adults.
- Regressive behaviours – such as soiling.
- Children showing emotional and behavioural difficulties – often aggressive/sexualised – The child acting out what they see or hear.

Indicators for Mental Illnesses

- The parent/carer's needs or illnesses taking precedence over the child's needs.
- Possible alcohol/substance misuse and self-harming behaviour.
- Have low self-esteem and become depressed.
- Adopt paranoid or suspicious behaviour.
- Parent is withdrawn and avoids contact wherever possible, often avoiding nursery contact at all.
- Child presenting as worried/anxious/preoccupied and withdrawn.
- Child finds it difficult to concentrate.
- A child missing nursery regularly as s/he is being kept at home as a companion for a parent/carer.
- Child's physical and emotional needs neglected (may be associated with parental depression).
- Show behaviour difficulties, violent or self-destructive behaviour.

Indicators of Substance Abuse

- Visible signs of parent under the influence of a substance, e.g. hyperactivity, smell of alcohol, slurred words, changes in behaviour.
- Parent presents as increasingly irritated, emotional unavailable or irrational.
- Lack of engagement or interest from parents (e.g. non-attendance at parents' evenings)
- Visible injuries on parent/carer.
- Depression, anxiety or withdrawal.
- Inadequate food, heat and clothing for children (family finances used to fund adult's dependency).
- Child talking drugs or related paraphernalia.
- Behavioural difficulties – inappropriate display of sexual and/or aggressive behaviour.



- Injuries/accidents (due to inadequate adult supervision).
- Poor attendance or late arrival.

At Pippins staff are aware of the indicators related to the toxic trio and are confident to report any concerns to the DSL and nursery manager and safeguarding procedures will be followed.

Self-Harm

Self-harm can take lots of physical forms, including cutting, burning, bruising, scratching, hair-pulling, poisoning and overdosing.

Indicators of Self-Harming

- cuts
- bruises
- burns
- bald patches from pulling out hair
- depression, tearfulness and low motivation
- becoming withdrawn and isolated, for example wanting to be alone in their bedroom for long periods
- unusual eating habits; sudden weight loss or gain
- low self-esteem and self-blame
- drinking or taking drugs

At Pippins staff are aware of the indicators related to Self-Harming and are confident to report any concerns to the DSL and nursery manager and safeguarding procedures will be followed.

Reporting Procedures

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding lead (DSL) as soon as possible.

Staff will report their concerns to the DSL (in the absence of the DSL they will be reported to the deputy DSL)

Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely.

If appropriate, the incident will be discussed with the parent carer, such discussions will be recorded, and the parent/carer will have access to these records on request.

If there are queries/concerns regarding the injury/information given, then the following procedures will take place:

The designated safeguarding lead will:

- Contact the local authority children's social care team to report concerns and seek advice (if it is believed a child is in immediate danger, we will contact the police).
- Inform OFSTED
- Record the information and action taken relating to the concern raised.
- Speak to the parents/carers (unless advised not to do so by the local authority children's social care team).



- The designated safeguarding lead will follow up action taken by the local authority social children's care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2018). We will never assume that action has been taken.

Keeping children safe at Pippins is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSL or deputy DSL they should call the Local Authority Children's social care team or the NSPCC and report their concerns anonymously.

Monitoring attendance of children

Although it is not compulsory for children to attend the early years setting, under our safeguarding responsibilities and the statutory framework guidance we are required to monitor children's attendance and patterns of absence to ensure they are consistent and no cause for concern.

Parents should please inform Pippins prior to their children taking holidays or days off and all sickness should be called into the nursery on the day, so management are able to account for a child's absence. This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

If a child is not going to attend a session, we ask parents/carers to phone or email by 11am and share the length and reason for this absence. This information will also enable us to monitor illnesses that may occur across the setting. Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remain safeguarded.

The nursery manager and DSL are required to monitor and review all absences in order to safeguard children and demonstrate this during inspections, so please help our team by letting us know of any planned or unplanned absences as soon as possible. (Refer to non-attendance at nursery policy for more information).

Looked after children

As part of our safeguarding practice, we will ensure our staff are aware of how to keep looked after children safe. In order to do this, we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order).
- Contact arrangements for the biological parents (or those with parental responsibility).
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.
- The details of the child's social worker and any other support agencies involved.
- Any child protection plan or care plan in place for the child in question.

Please refer to our Looked After Children Policy for further details.



Recording suspicions of abuse and disclosures (Records of Concern)

Staff should make an objective record of any observation or disclosure (supported by the nursery manager or Designated Safeguarding Lead (DSL). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child/parent/carer/staff member and details of the concern using factual information
- Exact observation of a child's / adult's actions
- Exact position and type of injuries or marks seen on a body map sheet
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time.
- Any discussion held with parent/carer (where deemed appropriate).
- This should then be discussed with the nursery manager, DSL, and the Deputy DSL. After further discussion the matter may need to be raised with the Children's Social Care/Child Protection team and Ofsted.

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

Storing Records of Concern

All records of concern MUST be kept in locked storage. At Pippins these records will be kept in the main office in a locked filing cupboard. Closed records of concern must be kept indefinitely.

Responding to a child's disclosure of abuse (what to do and say)

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 in not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

- Stay calm and listen carefully. Try not to look shocked
- Find an appropriate opportunity to say that the information will need to be shared and do not promise to keep secrets
- Allow the child to continue at their own pace
- Only ask questions for clarification and avoid asking any questions that may suggest a particular answer
- Reassure the child that they have done the right thing in telling you and tell them what you will do next and with whom the information will be shared. Reassure them that this is not their fault
- Record this in writing using the child's own words as soon as possible after the disclosure
- Ensure that this includes the date and time, any names mentioned and to whom the information was given



- Sign and date this before securely storing this record and referring this to the nursery manager and the DSL.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the Multi-Agency Safeguarding Partnership/Board and Ofsted, and/or a Multi-Agency Referral Form or CAF(Suffolk) or Children & Family Request for Support form or Shared Family Assessment (Essex) needs to be initiated. Staff involved may be asked to supply details of any information they have concerns with regard to a child. The nursery expects all members of staff to co-operate with the local authority children's social care team, police and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make comment either publicly or in private about a parent's or member of staff supposed or actual behaviour.

Open Records of Concern and Information Sharing

It is the duty of Pippins and the Designated Safeguarding Lead to ensure that information is shared when a child has an open record of concern. This may happen when a child moves on to school or attends a new setting. The Designated Safeguarding Lead MUST ensure copies of all records relating to the record of concern are handed in person directly to the Designated Safeguarding Lead within the nursery or new setting. Records of Concern MUST NOT be sent through the post or via email unless a secure email system is used.

If a child leaves the nursery with no forwarding information and a record of concern is open. It is the Designated Safeguarding Lead's duty to ensure a referral is made to the local children's safeguarding board immediately.

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 mobile phones and/or digital cameras are locked away in the Nursery setting.

All staff will have child protection training within their first six months of employment 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 Multi-Agency Safeguarding Partnership/Board and Ofsted to enable them to report any safeguarding concerns independently, if they feel necessary to do so.

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Lead (DSL).

The nursery DSL liaises with the Multi-Agency Safeguarding Partnership/Board 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. They in turn support the ongoing development and knowledge update of all staff on the team.

Our Designated Safeguarding Leads are required to receive comprehensive safeguarding training at least every two years and update their knowledge on an ongoing basis, but at least once a year. At Pippins we ensure there is always a DSL or deputy DSL available for staff to discuss any concerns with at all times.

Although, under the EYFS, we are only required to have one designated lead for safeguarding, but for best practice and to ensure cover at all times, we have three staff trained to safeguarding level three status in place at Pippins. This enables safeguarding to stay high on our priorities at all times. There will always be at least one designated safeguarding lead on duty or contactable at all times when our provision is open. This will ensure that prompt action can be taken if concerns are raised.

The Designated Safeguarding Lead (DSL) at the nursery is **Lynne Dear**, supported by **Emma Candler** and **Julie Austin** who are deputy DSL's. At Pippins:

- We provide adequate and appropriate staffing resources to meet the needs of children
- 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
- 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 child protection plans for their own children.
- This information is also stated in every member of staff's contract.
- All enhanced DBS checks will be updated on a regular basis, or we use the DBS update service to recheck staff's criminal history and suitability to work with children.
- We abide by Ofsted and EYFS requirements in respect of 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. We understand the strengthened requirement for checks on individuals who have lived or worked outside the UK.
- We ensure we receive at least two references preferably before a new member of staff commences employment with us. We adhere to the red line of safer recruitment.
- All students will have enhanced DBS checks conducted on them before their placement starts.
- Volunteers, including students, do not work unsupervised.
- We abide by the requirements of 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.
- 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
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use.
- As a staff team we will be fully aware of how to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones, Pokémon hotspots, strangers lingering. We will ensure the children remain safe at all times.



- The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff adhere to this policy too to ensure any changes are reported to management, so we are able to support the individual staff member and ensure the safety and care of the children is not compromised.
- All staff have access to and comply with the whistle blowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner.
- Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual roles and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately.
- All staff will receive regular supervision meetings and annual appraisals where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support.
- We use peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly highlighted. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff are able to share any concerns they may have. Any concerns are raised with the designated lead and dealt with in an appropriate and timely manner.
- 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 adult.
- We ensure all information about staff and volunteers is recorded on a single central record.
- All staff are made aware that when reporting concerns about a child they are reported to the county hub they live in; which may not be the county where they attend nursery. Staff are to be aware which county children live in, so they are confident where to report a concern if necessary.

Whistleblowing

If a member of staff has concerns about the behaviour of another member of staff towards a child, they should report it immediately to the DSL. Any concerns will be thoroughly investigated under Pippins' whistle-blowing procedures. **See Policy and Procedures file, located in the office.** If there is evidence of criminal activity, the police will always be informed. Wherever possible, and subject to the rights of the child, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution.

Physical Interventions

There may be times where staff deem it necessary to intervene physically or restrain a child. Reasons being, the child could pose a risk of harm to another child, a member of staff or volunteer or indeed themselves. At Pippins we would try all other avenues of reasoning, reassuring and distracting before we use physical interventions.

Staff receive training in behaviour management whilst at the setting, so they are equipped to handle such situations. If a child requires additional support during their time at Pippins, then an action plan would be put into place with the support of Parents/ carers.



If a staff member has to physically intervene with a child, once the situation has been diffused the manager must be informed immediately, in her absence the deputy manager and proprietor must be informed. They will then contact the parents/carers of the child and explain what has happened, before they arrive at the setting. Additionally, there is a **Physical Interventions Record Form** which must be completed fully by the members of staff involved. This is shared with the parent/carer and requires a signature from them.

Transparency

Pippins prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the setting. Copies of this policy, together with our other policies are readily available for viewing. We operate a policy of the month for all parents, guardians and visitors to read. We hope that all parents and guardians feel able to take up any issues or worries they may have with the setting. We will never ignore an allegation of child abuse and will always investigate any concerns thoroughly. Open communications are essential. Any deficiencies or weaknesses highlighted in child protection arrangements are remedied without delay.

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 Multi-Agency Safeguarding Partnership/Board/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 under the guidance from the Local Authority. Any member of staff who uses the Whistle-Blowing procedure is entitled to have his/her name protected from being disclosed by the manager to the alleged perpetrator, without their prior approval. However, it has to be recognised that evidence may be required by the police to be used in any criminal proceeding.

Anonymous Allegations

If we are faced with an anonymous allegation of child abuse which names both a member of staff and a child, we will handle it in exactly the same way as if we knew the identity of the person making the allegation. Where the allegation names the member of staff, we will always contact the LADO to seek advice and guidance within 24 hours.

Support to families

- The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.
- 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 under the guidance of the Local Authority 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.



Employees, students or volunteers of the nursery or any other person living or working on the nursery premises

We have a Staff Behaviour Policy in place that supports us to monitor staff and changes in their character. Staff are aware of the need to disclose changes in circumstance and use the whistle blowing policy where required.

Allegations against adults working or volunteering with children

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.

We will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations. These notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. We understand that if we fail to comply with this requirement, without reasonable excuse, we commit an offence.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to the proprietor, DSL or manager or deputy manager instead.

The Local Authority Designated Officer (LADO), Ofsted and the Multi-Agency Safeguarding Partnership/Board will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance.
- If as an individual, you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform LADO yourself directly.
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, Multi-Agency Safeguarding Partnership/Board) to determine how this will be handled.
- Pippins will follow all instructions from the LADO, Ofsted, Multi-Agency Safeguarding Partnership/Board and asks all staff members to do the same and co-operate where required
- If the allegation could possibly interfere with the normal working of the nursery, the member of staff will be allocated to another area, after due consultation with all parties and professionals, including LADO
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice.
- The nursery reserves the right to suspend any member of staff on full pay during an investigation.
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities.
- Unfounded allegations will result in all rights being re-instated.
- 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 is also required to notify the Disclosure and Barring Service (DBS) to ensure their records are updated.

- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re-investigation.
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry.
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.
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Suspension

Suspension of a member of staff is a neutral act and does not imply that any judgement has been reached about his or her conduct. Even so, it is a serious step, and we will take legal advice beforehand, and will normally only suspend a member of staff where:

- There is serious risk or harm (further harm) to the child
- The allegations are so serious as to constitute grounds for dismissal, if proven
- The police are investigating allegations of criminal misconduct
-

We recognise that we have a duty of care towards all our staff, and we will always:

- Keep an open mind until a conclusion has been reached
- Interview a member of staff before suspending him or her
- Keep him or her informed of progress of the investigation

Any member of staff who is invited to a meeting whose outcome is likely to result in his or her suspension, is entitled to be accompanied by a friend or Trade Union Representative (if applicable). Staff members who have been suspended must remain off site for the duration of their suspension, suspension will take place with an immediate effect.

Alternatives to suspension

We will always consider whether an alternative to suspension might be appropriate. Possibilities include:

- Sending the member of staff on leave
- Giving the member of staff non-contact duties
- Placing the member of staff at another setting until the issue has been resolved (If applicable)

If the staff member resigns

The resignation of a member of staff mid-way through an investigation would not lead to the investigation being abandoned. Our policy is always to complete every investigation into the allegations of child abuse.

Code of conduct for staff

New members of staff and volunteers are given copies of the Pippins' Safeguarding Policy. Discussion of the procedures set out in that document forms a vital part of our induction process. The code of conduct provides guidance for staff when faced with handling any issue relating to child abuse. It is emphasised to all staff that anyone may make a direct referral to Social Services regarding any child. This referral can remain anonymous if preferred.



The DSL or the Deputy DSL, who all have received specialist training in this topic, should always be informed if a member of staff has any concerns.

Designated Safeguarding Lead (DSL)

Lynne Dear, nursery manager is the Designated Safeguarding Lead for Pippins and Emma Candler and Julie Austin are the Deputy Designated Safeguarding Leads.

They have all been fully trained for the demands of these roles in child protection and inter-agency working. They regularly attend courses with other child support agencies to ensure they remain conversant with best practice. They undergo refresher training every two years. The DSL can be contacted at Pippins on 01787 228567.

The setting's records on child protection are kept in a locked filing cupboard in the office and are checked monthly by Lynne Dear and the DDSL's. They will check for re-occurring incidents and will monitor any children who may present concern. Access is restricted to both the DSL and the Deputy DSL. The policies and procedures are reviewed annually by the Manager and Designated Safeguarding Leads.

Extremism – the Prevent Duty

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism or radicalisation to the police (In Prevent priority areas the local authority will have a prevent lead who can also provide support). This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns reporting further. As good practice, all staff access the home office e-learning Prevent Duty training and also the Channel General Awareness training.

Trafficking/Missing children

Local authorities and Multi-Agency Safeguarding Partnership/Board's are aware that from April 2013 new definitions of missing children have been rolled out by police forces across the country. An explanation of how police respond to young missing persons and these new definitions are contained in the Association of Chief Police Officers (ACPO) and National College of Policing interim guidance on the management, recording and investigation of missing persons 20136.

According to this guidance, a missing person is: 'Anyone whose whereabouts cannot be established and where the circumstances are out of character or the context suggests the person may be subject of crime, abuse, sexual exploitation, trafficking or at risk of harm to themselves or another.'

An absent person is: 'A person not at a place where they are expected or required to be.'

Child trafficking and modern slavery are child abuse. It is where children are recruited, moved or transported and then exploited, forced to work or sold.

Children are trafficked for:

- child sexual exploitation



- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs and bag theft.

Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another. At Pippins ensuring that children are safe is of utmost priority to us; we are very astute to monitor children's absences and attendance at our nursery to observe for any unusual or repetitive absences. To support this weekly record of non-attendance sheets are completed which included absences and children's holidays. These documents are reviewed monthly by managers and the DSL. We have a duty to refer any concerns of child trafficking or missing children in our care. For advice on trafficking concerns we would contact the Child Trafficking Advice Centre for specialist information: email help@nspcc.org.uk Phone: [0808 800 5000](tel:08088005000) For any concerns of missing children we would contact the Children and Families Hub for advice or for immediate concerns the Police.

E-safety

Pippins is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within the nursery we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly.
- Using approved devices to record/photograph in the setting.
- Never emailing personal or financial information.
- Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk/)
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices.
- Integrating e-safety into nursery daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online.
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'
- We encourage staff and families to complete a free online e-safety briefing which can be found at <http://moodle.ndna.org.uk/>
- Ensuring children are supervised when using internet devices.
- We abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated.
- Children's screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning.



Reviewing Policy & Procedure

Our policies and procedures for dealing with child protection and safeguarding are reviewed for any deficiencies or weaknesses on an annual basis and in accordance with all new legislation, training and guidance.

Contact telephone numbers

- Ofsted 0300 123 1231
Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD
- Essex Safeguarding Children Board (ESCB) 0330 013 8936
- Children & Families Hub – 0345 603 7627
- Local Authority Designated Officer (LADO) – Essex 03330 139 797
- Essex Local authority children's social care team 01206 761954
- Essex CC Emergency Duty Team 0345 606 1212

- Suffolk Safeguarding Children's Board 08456 066067
- Suffolk customer first 0808 800 4005
- Suffolk Local Authority Designated Officer 0300 123 2044
- Suffolk Multi Agency Safeguarding Hub Professional Consultation Line 0345 606 1499
- Suffolk Emergency Duty Team 0808 800 4055
- Non-emergency police 101
- Emergency police 999
- Government helpline for extremism 020 7340 7264
- Child Trafficking Advice for specialist information 0808 800 5000

The legal framework for this policy is based on:

- Safeguarding Vulnerable Groups Act (2006)
- The Childcare Act 1989 and 2004
- The Childcare Act 2006
- Children and Social Work Act 2017
- Criminal Justice and Court Services Act 2000
- The Police Act 1997
- Keeping children safe in education 2018
- Data Protection Act 2018
- The Human Rights Act 1998
- The Sexual Offences Act 2003
- Freedom of Information Act 2012
- Working together to safeguard children, HM Government, 2018
- What to do if you're worried a child is being abused 2015
- Caring for Young Children and the Vulnerable
- NSPCC Child Protection Helpline 0808 800 5000
- The Statutory Framework for Early Years Foundation Stage (EYFS) 2017
- Counter- Terrorism and Security Act 2015



The sources of information used in producing this policy and procedures are:

- The National Day Nurseries Association
- Statutory guidance in making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004
- Working together to safeguard children - HM Government (2013) and previous version 2010 for the appendix relating to staff allegations
- NSPCC – www.nspcc.org.uk
- Kidscape www.kidscape.org.uk

Pippins Children's Nursery 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 nursery manager or proprietors at the earliest opportunity.

Safeguarding in Early Years and Childcare

Early years providers have a duty under section 40 of the Childcare Act 2006 to comply with the welfare requirements of the Early Years Foundation Stage.

Early years providers should ensure that:

- * Staff complete safeguarding training that enables them to recognise signs of potential abuse and neglect.
 - * They have a practitioner who is designated to take lead responsibility for safeguarding children within each early years setting and who should liaise with local statutory children's services agencies as appropriate. This lead should also complete child protection training.
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Reviewed by: Lynne Dear 24th September 2019