



Safeguarding Policy

Safeguarding and Child Protection Policy and Procedures: EYFS (2014) Link: 3.4 - 3.8

Rainbow Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff, students and volunteers to share this commitment. The safety of the children is paramount.

SAFEGUARDING AND CHILD PROTECTION POLICY

Rainbow Nursery recognises it is our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Our prime responsibility is the welfare and well-being of all children in our care enabling them to have optimum life chances.

Our policy is in line with and has been endorsed by the London Borough of Richmond upon Thames's (LBRUT) Local Safeguarding Children's Board (LSCB), and therefore includes the correct local procedures in accordance with the statutory guidance '*Working Together to Safeguard Children*' (2015)

Our policy is reviewed annually, or more if necessary, and made available to parents via email (or hard copy if requested).

Support

Child protection training is mandatory for all staff and will be part of their induction process. The designated safeguarding officer and deputy will ensure that the staff's knowledge, understanding and practice of safeguarding children is current and up-to-date at all times. Where gaps are identified support and training will be mandatory.

Rainbow Nursery School fully recognises its responsibilities for child protection. We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. Our fundamental responsibility is the welfare and well being of the children in our care.

The Designated Safeguarding and Child Protection person at the Rainbow Nursery School is: Mrs Lavinia Wilkins
Contact Telephone Number: 020 8744 2456

The Deputy Designated Safeguarding and Child Protection Person at Rainbow Nursery School is:
Contact Telephone Number:

In order to do this, we:

- Develop and implement procedures for identifying and reporting cases, or suspected cases of abuse, **including procedures to be followed in the event of an allegation being made against a member of staff or volunteer.**
- Ensure we practice **robust recruitment procedures** in checking the suitability of staff/ volunteers/assistance to work with children; this will include regular **enhanced DBS checks**, health checks and references and follow guidance from the ISA.
- Ensure all staff (paid and unpaid) have read and understood the safeguarding child protection policy and procedures.
- Have a designated and deputy senior person for child protection, who ensures all staff are confident in their knowledge, role and responsibilities
- Ensure a member of staff has attended the introduction multi agency safeguarding and Early Help Assessment Planning Tool training to support for their roles.
- Ensure every staff member (including temporary/ supply staff/volunteers/ assistants) knows the name of the designated and deputy person responsible for safeguarding children
- Ensure all staff understands their responsibilities in being alert to signs of abuse and their responsibility for referring any concerns to the designated person responsible for child protection.
- Involve parents/carers wherever possible and ensure they have an understanding of the responsibilities placed on the setting (staff) for safeguarding children by setting out its obligations in the nursery policy & procedures.

- Raise awareness of child protection issues and equipping children with skills needed to keep themselves safe.
- Ensure staff are positive role models to children and other members of the team and never engage in rough, physical or sexual provocative games
- Ensure staff do not engage in any form of inappropriate touching.
- Staff will ensure that, if any form of manual or physical support is required (see physical intervention policy), it is provided as a last resort and done openly and appropriately, and that children are always consulted and their agreement gained (taking age and development of children in to account).
- Develop effective links with relevant agencies and co-operate as required with any enquires regarding child protection matters including attendance of case conferences.
- Keep **up-to-date written records** of concerns about children, even where there is no need to refer the matter immediately (dated and signed on each page)
- Ensure all records are kept securely locked away. If a data base is used to record sensitive information it will be stored on a memory stick (not the hard drive of a computer) and kept off premises or locked in a robust safe. Under the Data Protection Act,
- we will register with the '**Information Commissioners Office**' (ICO) Telephone number: 01625 545740 or www.ico.gov.uk and follow the guidelines required.
- Establish a safe environment in which children can learn and develop, particularly in their confidence and self-esteem and to provide opportunities to achievement in accordance with the EYFS.
- Support children who have been abused in accordance with his/her agreed child protection plan.

The above guidance is not considered as an exhaustive list. If staff have any concerns regarding the appropriateness of any practice/action they should contact the manager/ designated safeguarding officer or deputy/SPA/Ofsted.

Our setting, Rainbow Nursery School, recognises that because of the day-to-day contact with children, staff are well placed to observe the outward signs of abuse.

Therefore, the setting will:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults (key person) in the nursery whom they can approach if they are worried.
- Include opportunities in the curriculum to develop the skills they need to recognise and stay safe from abuse.

Whistle blowing

This applies to all, assistants/ staff members/ volunteers/ students and visitors

Any individual who has reasonable suspicion of malpractice should inform the manager immediately. If they do not feel this is the appropriate person, they should approach Mrs Lavinia Wilkins /Ofsted / SPA/ & the Local Authority.

It is recognised for some people that this can be a daunting and difficult experience
All reports will be investigated

All reports will be dealt with in confidence, to include only those staff on a 'need to know' basis.

Whistle blowing @ Ofsted Hotline: To contact the hotline call 0300 123 3155 (Monday to Friday from 08.00 to 18.00), email whistleblowing@ofsted.gov.uk or write to WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

Safeguarding Procedure

We will follow the procedures set out by the Local Safeguarding Children Board and the Local guidance and take account of guidance issued by the DfE.

We have a copy of 'what to do if you're worried about a child being abused' for parents and staff to be familiar with.

If we have any reason to believe that a child is subject to either physical, emotional, sexual abuse or neglect, we will **immediately** report any suspicions of abuse to the **Single Point of Access Team (SPA) on 020 8891 7969** or out of hours the **Emergency Duty team on 020 8770 5000** who will refer me to a duty social worker or the LADO.

However, if I am/we are seriously concerned about a child's immediate safety, we will dial 999

Parental partnership

Where possible, we will, discuss concerns with the parent/carer for an explanation, providing it does not put the child at immediate risk. Parental agreement will be sought for a referral to the SPA team unless seeking agreement is likely to place the child at risk of significant harm through delay or the parent's actions or reactions.

Where we decide not to seek parental permission before making a referral to the SPA Team, the decision will be recorded in the child's file with reasons, dated and signed and confirmed in the referral to LA & SPA.

Where the parent refuses to give permission for the referral, unless it would cause undue delay, further advice should be sought from the Early Years consultant safeguarding champion or the designated child protection person and the outcome fully recorded.

Parents must notify the nursery regarding any concerns they may have about their child and any accidents, incidents or injuries affecting the child, which will be recorded.

WHAT TO DO IF YOU HAVE CONCERNS ABOUT A CHILD

Taking action:(Safeguarding Processes Flowchart; Safeguarding Incident Recording Form; Comments, Concerns or Complaints Record)

You may become concerned or worried about a child's care, behaviour or an injury to a child, but the child may not have said anything to suggest they have been abused. **Every case is individual and decisions to investigate or follow up a concern should be made by SPA not by the setting or DSO.**

SPA can be contacted for initial advice and guidance. Refer to the Safeguarding Processes Flowchart.

- In an emergency about a child's immediate safety, e.g. urgent medical attention, dial **999**
- Stop other activity, responding to a suspicion of abuse, i.e. a child subjected to either physical, emotional, sexual abuse or neglect, (or an allegation against an adult), takes immediate priority
- Report immediately any concerns to the Designated Safeguarding and Child Protection person (Principal) or deputy DSP, or most senior person if not available. You may contact **SPA** directly.
- Refer to the Safeguarding Processes Flowchart
- If there is any reason to believe that a child is subject to physical, emotional, sexual abuse or neglect, report these to the SPA team or out of hours Emergency Duty Team (020 8770 5000) and follow advice from SPA. **SPA acknowledge** receipt of referral and decide on next course of action within one working day. LADO will make contact.
- Record who you spoke to, any advice given and actions taken
- Referral forms are available and can be found online http://www.richmond.gov.uk/child_protection
- Ask the parent or carer about what has been observed, so long as it does not put the child at risk (see Seeking Consent (above))
- If decide not to discuss our concerns with the child's parents record this and the reason why the judgement was made
- Record exactly what has been heard or seen, what has been said, and what was done
- Use body map to record injuries (NOT photographs)
- Keep the notes taken at the time, without amendments, omissions or additions, even though subsequent reports may be written (date and sign each page)
- Operate on a 'need to know' basis only. Do not discuss the issue with colleagues, friends or family
- To seek support for staff if they are distressed (see below)

No longer has concerns

- If SPA no longer has concerns ensure: accurate records are maintained using the 'Comments, Concerns and Incident Record' (see Safeguarding File).
- Ensure the information is protected and does not breach the Information Commissioners Office guidance. Confidentiality must be maintained adopting a 'need to know' approach.

WHAT TO DO IF A CHILD DISCLOSES ABUSE

It often takes great courage for a child to talk about their abuse. Children learn to be very good at covering up abuse and give plausible explanations for what happened. They may have to betray a person who is close to them, who they may love, or who has power over them. A child who discloses may risk a great deal by hoping you will believe what they say.

- Ensure immediate safety of child
- Stop other activity and focus on what the child is saying, responding to a suspicion of abuse takes immediate priority
- Seeks any medical treatment without delay
- Stay calm and do not express shock or disbelief
- Listen carefully to what is being said, allow the child to continue at their own pace. Ensure questions are absolutely minimal and completely open, e.g. "How did that happen"?
- Repeat back to the child (as accurately as possible) what you heard, to check your understanding of what the child has told you
- Tell the child they are not to blame, it's not their fault and they have done the right thing in telling you
- Not to promise to keep secrets - finding an appropriate early opportunity to explain it will be necessary to tell someone else in order to help them and keep them safe
- Ask the child if they have told anyone else
- Tell the child what you will do next and with whom the information will be shared
- Inform the designated safeguarding person (DSP) as soon as possible
- Ask the parent or carer about what has been disclosed, so long as it does not put the child at increased risk (see Seeking Consent above)
- As soon as possible, record in writing what was said, using the child's own words. Record the date, time and names mentioned, to whom the information was given and ensure that all records are signed and dated
- Note anything the parent or carer tells you
- DSP to follow the BMN's child protection procedures and contact SPA

ALLEGATIONS CONCERNING A MEMBER OF STAFF, STUDENT OR OTHER ADULTS IN CONTACT WITH CHILDREN IN THE SETTING

All staff have a duty to disclose any concerns they have about the conduct of other staff or adults in contact with children (*Whistleblowing and Safeguarding Processes Flow Chart*). An allegation of child abuse made against a member of staff or other adult in contact with children may come from a parent, another staff member or from a child's disclosure. The allegation or concern may relate to a person who has:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against or related to a child, or
- Behaved towards a child/ren in a way that indicates they may pose a risk of harm to children

Action:

- Treat the matter seriously
- Listen
- Remove the adult from the situation (if applicable)
- Seek any necessary medical treatment for the child without delay
- Make a written record of the information including: when the alleged incident took place (time and date), who was present, and what was said to have happened and who else may have been present
- Avoid asking leading questions
- Keep an open mind
- Write down exactly what is said, not what you think they have said, recording the person's actual words. Do not rephrase and avoid interpretations, if you are not sure about a word or phrase clearly state this in notes
- Simply record the facts and information presented
- Sign and date the written record
- Do NOT investigate the allegation
- Report the matter immediately to the Designated Safeguarding and Child Protection person, or the Deputy DSP, where the designated person is the subject of an allegation report to SPA directly
- Contact SPA (within a maximum of 24 hours) for advice and further guidance who will the LADO who will offer advice and guidance
- Cooperate fully with the processes of the SPA team and with any police investigations. If the LADO and police decide an allegation requires further investigation a multi-agency strategy meeting will be held to agree on who has responsibility for the actions, their timescales and what records are to be made
- Follow the nursery's disciplinary procedure depending on the LADO recommendation. Due to the serious nature of the concerns, staff may be suspended until a full investigation has taken place.

- Ensure staff involved, including those who may have been suspended, are treated with respect, kept informed and supported throughout the investigation as a duty of care to an employee
- Await outcome of the investigation before taking further action against the practitioner with whom the allegation has been made
- Ensure, if it appears from the results of the investigation that the allegations are substantiated, that disciplinary action will follow, taking legal advice if necessary
- Make a referral to the Disclosure and Barring Service (DBS) if the allegation is substantiated and the person concerned is dismissed
- Inform OFSTED throughout the investigation as soon as is reasonably possible, but within 14 days of the allegations being made and actions taken. OFSTED may suspend the setting's registration at any time if it considers children are at risk
- **If an adult tenders their resignation this must not prevent an allegation being followed up, a formal conclusion reached and action taken.**
- Parents or carers of a child involved should be informed of the allegation as soon as possible, providing provision of information and advice at this stage does not impede the enquiry, disciplinary or investigative processes. However, parents or carers may need to be told immediately, eg. If child needs medical treatment

Support for those involved in a child protection issue

Child neglect and abuse is devastating for the child and can also result in distress and anxiety for staff who become involved.

Rainbow Nursery School will support the children, their families and staff by:

- Taking all suspicions and disclosures seriously
- Responding sympathetically to any request from a member of staff for time out to deal with distress or anxiety
- Maintaining confidentiality and sharing information on a 'need-to-know' basis only with relevant individuals and agencies
- Storing records securely
- Offering details of help lines, counselling or other avenues of external support
- Following the procedures laid down in our whistle blowing, complaints and disciplinary procedures
- Cooperating fully with relevant statutory agencies

Establishing a professional code of practice

All staff will be informed of the settings code of conduct, and will sign to adhere to these conditions. Any staff known to be breaking these conditions will be given a formal warning/ disciplinary action will follow and is a sackable offence.

Intimate/Personal care

Children's dignity will be preserved and a level of privacy ensured. The normal process of nappy changing should not raise child protection concerns. There are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not occur, but we ensure that staff do not leave themselves vulnerable and will always work in an open environment by avoiding private or unobserved situations.

Use of mobile phones

It is prohibited for any staff to use their mobile phones to take pictures of the children attending the setting. Mobile phones will be stored with the register whilst staff are on duty. Any staff known or seen to be using a mobile phone will be disciplined.

Written consent will be gained from all parents/carers before any photographs with the settings camera are taken of children.

Use of the Internet (Esafety)

Rainbow Nursery schools provides opportunities for our children to develop their ICT skills through the use of iPad's. The installed packages on the devices have been screened by a trained member of staff to be suitable and developmentally appropriate for our age groups. **There is no Wi-Fi connection at any of our facilities and therefore no internet access for the children.** However, a separate Esafety policy is held by Rainbow Nursery School and is agreed by all staff and available to all parents.

Photographs

The taking of photographs within the setting is for the purpose of recording and celebrating significant development and occasions specific to the children. Written permission is obtained from the parents upon entry and the form clearly states what the use of the photographs will be for. All photographs on display during our sessions are not accessible to the general public in any of our settings.

Confidentiality

The setting will ensure all staff understand that child protection issues warrant a high level of confidentiality. This is not only out of respect for the child and staff involved but also to ensure that information being released into the public domain does not compromise evidence. Staff will

only discuss concerns with the designated person or deputy designated person. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

All Safeguarding Incident Recording Forms and any related sensitive information will be stored safely and locked up the nursery is registered with the Information Commissioners Office (ICO) as required by the Data Protection Act (1998) and guidelines followed.

Definitions- for the purpose of this policy

SAFEGUARDING

'Safeguarding children is the action we take to promote the welfare of children and protect them from harm - it is *everyone's* responsibility. Everyone who comes into contact with children and families has a role to play'

Safeguarding is:

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

(i.e. everything we do in the bigger picture, e.g. security, hot drinks, sun hats etc.)

CHILD PROTECTION

'Refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm'

This refers to the processes undertaken to meet statutory obligations laid out in the Children Act 1989 and associated guidance - ***Working Together to Safeguard Children, 2015*** - in respect of those children who have been identified as suffering, or being at risk of suffering harm. *(i.e. what we do if we suspect injury or harm - procedures to take)*

General Definition

Child abuse or maltreatment constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a

relationship of responsibility, trust or power. Somebody may abuse or neglect a child or may fail to prevent harm.

Children may be abused in a family or in an institution or community setting by those known to them or, more rarely, by others (eg.via the internet). They may be abused by an adult/s, or another child/ren.

Categories of Abuse:

- Sexual Abuse
- Physical Abuse
- Emotional Abuse
- Neglect
- Domestic Abuse
- Female Genital Mutilation
- Child Sexual Exploitation

Recognising Abuse

To ensure that our children are protected from harm, we need to understand what types of behaviour constitute abuse or neglect.

At Rainbow Nursery School, we will ensure all staff understand:

- their responsibilities in being alert to indicators of abuse
- their responsibility for referring any concerns to the Safeguarding and Child Protection designated person (or her deputy) using the four categories of abuse: **sexual abuse, physical abuse, emotional abuse, and neglect** (*see below and Indicators of Abuse and what you might see*)

Sexual Abuse - including direct or indirect sexual exploitation or corruption of children by involving them in inappropriate sexual activities. This may involve physical contact, including assault by penetration (rape or oral-sex) or non-penetrative acts (masturbation, kissing, inappropriate touching), encouraging children to behave in sexually inappropriate ways. They may also include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities. It may include grooming a child in preparation for abuse (including via the internet).

Physical Abuse - including hurting or injuring a child, inflicting pain, poisoning, drowning or smothering. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse - persistent emotional maltreatment of a child, such as repeatedly rejecting children, humiliating them or conveying they are worthless or unloved, belittling, scaring, threatening, scapegoating, discriminating, and denying their rights as human beings. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. Emotional abuse includes the failure to provide a developmentally appropriate and supportive environment.

Neglect - the persistent lack of appropriate care of children, including love, stimulation, safety, nourishment, warmth, education and medical attention - i.e. the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impediment of the child's health or development. Neglect may involve a parent/carer failing to:

- provide adequate food, clothing, shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- address a child's basic emotional needs

Domestic Abuse and Violence

'Any incident or pattern of incidents of controlling, coercive, 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'.

The abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Signs which may suggest children are exposed to domestic abuse:

- Aggressive behaviour
- Displaying anti-social behaviour
- Acting out their experiences
- Suffering from depression or anxiety
- Not achieving potential - due to difficulties at home or disruption of moving to and from refuges

Female Genital Mutilation (FGM)

FGM 'includes all procedures which involve partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons whether for cultural or other non-therapeutic reasons' (WHO, UNICEF, UNFPA, 1997).

FGM constitutes child abuse and causes physical, psychological and sexual harm which can be severely disabling. In the case of suspected FGM providers must not contact parents before seeking advice from SPA or mediate between the children and their parents.

Signs

- A child may talk about a special procedure or ceremony that is going to take place
- Prolonged absence from the setting
- Change in behaviour on return
- Damage to the genital area and/or adjacent tissues
- Pain or difficulty in sitting
- Bleeding or infection
- Urine retention
- Fracture or dislocation as a result of restraint
- Psychological damage, including depression, anxiety, and sexual dysfunction

More information regarding FGM can be found on the London Safeguarding Children Board website.

Child Sexual Exploitation (CSE)

Sexual exploitation is a form of sexual abuse in which a young person is manipulated, or forced into taking part in a sexual act. This could be part of a seemingly consensual relationship or in return for attention, affection, money, drugs, alcohol or somewhere to stay.

Signs which may suggest sexual abuse:

- Pain, bruising or bleeding in the genital area
- Vaginal discharge or infection
- Stomach pains
- Changes in behaviour
- Fear of being left with a specific person or group of people
- Sexual knowledge beyond their developmental level
- Sexual drawings or language
- Eating problems
- Self-harm
- Acting in a sexually explicit way towards adult

The Prevent Duty

Rainbow Nursery School has a clear commitment to protecting children and promoting welfare.

The Prevent Duty and Promoting British Values from 1st July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

Furthermore, at Rainbow Nursery School we take Safeguarding very seriously, therefore to ensure that we adhere to and achieve the Prevent duty we will;

- Provide appropriate training for staff as soon as possible. Part of this training will enable staff to identify children who may be at risk of radicalisation;
- We will build the children’s resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views;
- We will assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology;
- We will ensure that our staff understands the risks so that they can respond in an appropriate and proportionate way;
- We will be aware of the online risk of radicalisation through the use of social media and the internet;
- As with managing other safeguarding risks, our staff will be alert to changes in children’s behaviour which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or seek to hide their views). The Key Person approach means we already know our key children well and so we will notice any changes in behaviour, demeanour or personality quickly;
- We will not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern. The key person approach means that we already have a rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly;
- We will work in partnership with our LSCB for guidance and support
- We will build up an effective engagement with parents/carers and families

British Values - British Values are a set of five values introduced to keep children safe and promote their welfare. At the BMN we will promote values to enable the children in our care to lead a successful and respectful life in modern Britain.

Our policy is: “the teaching of British Values to the children is embedded in everything we do”.

- **Democracy**
- **Rule of Law**
- **Individual Liberty**
- **Mutual Respect**
- **Tolerance of those of Different Faiths and Beliefs**

LINKS TO LEGISLATION

- Children Act 1989, 2004 and 2006
- Children and Families Act 2014
- Convention on the Rights of the Child, UNICEF 1989
- Data Protection Act 1998
- Freedom of Information Act 2000
- The Human Rights Act 2000
- Equality Act 2010
- London Child Protection Procedures 2014
- Safeguarding and Vulnerable Groups Act 2006
- Childcare (Disqualification) Regulations 2009
- Counter-Terrorism and Security Act 2015

This revised Safeguarding and Child Protection policy and procedures is in line with the London Safeguarding Children's Board (LSCB) and supersedes any previous copies.