

Safeguarding and Welfare Requirement: Child Protection

Little Explorers Nursery acknowledges; Providers must have and implement a policy and procedures to Safeguard and Protect Children.



10.1 Safeguarding Children and Child Protection

Updated: September 2024

Review date: September 2025

1) Little Explorers Forest School Nursery - Policy statement

Little Explorers Forest School Nursery setting recognises its responsibility to safeguard the welfare of all children and young people, by commitment to practice which protects them. We recognise 'The welfare of the child and young person is paramount,' regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. Children and young persons all have the right to equal protection from all types of harm or abuse and we expect all staff and volunteers to share this commitment. 'Keeping children safe in education' (2021).

2) Purpose

The purpose of Little Explorers Forest School Nursery's child safeguarding policy is a 'Child centred and coordinated approach' to safeguarding to ensure every child at our setting is safe and:

- to protect children from maltreatment;
- to prevent impairment of children's health and/or development;
- to ensure that children are growing up in circumstances which are consistent with the provision of safe and effective care; and
- to take action to enable all children to have the best life chances.

This policy sets out and gives clear directions for all staff, volunteers, helpers and visitors about what 'Child Safeguarding' is and what actions are to be taken to ensure all children and young people are kept safe. This means we will provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing harm; or be in need; or at risk of harm.

This policy applies to all staff (including bank staff), volunteer helpers, students or anyone else working or studying on behalf of Little Explorers Forest School Nursery or to anyone who enters our setting.

3) Introduction

Our setting fully recognises our responsibilities to protect children from harm and to support and promote the welfare of all children. The elements of our policy are 'Prevention, Protection and Support'. Our policy applies to anyone in our setting namely; all children, parents, staff, students, volunteers and visitors.

Working in partnership with children, young people, their parents, carers and other agencies, is essential in promoting young people's welfare. Key agencies are:

- Norfolk Safeguarding Children Partnership - NSCP are in place to make sure children are protected from harm and that their welfare is promoted. Their work is underpinned by 'Working Together 2018' legislation. They can be contacted on: 01603 223409. <https://norfolkscb.org.uk/people-working-with-children/how-to-raise-a-concern>
- Children's Services – Children's Advice and Duty Services - (CADS) – are made up of professionals who will give professional consultation advice and/or act on information presented if raising a concern. They can be contacted on: 0344 800 8021. **See Appendix 1 – CADS flow chart.**

Our Child Protection Policy is based on Norfolk's 'Safer Programme' <http://www.norfolkscb.org/people-working-with-children/safer-programme/> which is part of Norfolk Safeguarding Children Partnership. The 'Underlying policy, principles and values' guidance is on the NSCP website and is also attached to this policy (**Appendix 2**). It can be found on <https://www.norfolkscb.org/about/policies-procedures/1-2-underlying-policy-principles-and-values/>

The Safer Programme sets out what we **must** do:

- make sure we have a child protection policy which is clearly written;
- this policy is publicised and promoted to the relevant audiences;
- this policy has been approved by the Safer Programme;
- this policy is to be reviewed at least yearly or when there is a major change in legislation/setting;

4) Our Duty of Care

We carry out the following procedures to ensure we meet our legal requirements and fulfil our 'Duty of Care', which includes all safeguarding, including The Prevent Duty, to all children and young people, to keep them safe. We recognise and adhere to the approach that 'Child Protection is everyone's responsibility', as set out throughout this policy document.

5) Our Ethos

We are committed to a robust child-centred 'Child Safeguarding' approach, and establishing and maintaining an ethos where our children feel secure, are encouraged to talk, are listened to and are safe. We will seek to safeguard children and young people by valuing, listening to and respecting them. We support children to speak freely to any member of staff, or regular visitor to our setting if they are worried or concerned about something. Staff are trained to listen to a child and follow child safeguarding policies and procedures to ensure children are kept safe. Through training and induction, staff and regular visitors will know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep secrets or information to ourselves. At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers, colleagues and other professionals. We recognise that when families are able to access early help and support, children are safeguarded more effectively and this promotes better welfare for children.

6) Safeguarding Lead Practitioners

- **Our designated Safeguarding Lead Practitioner, The Provider, who co-ordinates child safeguarding issues is: Gillian Lee – Contact No. 07961283061**
- **Our deputy Safeguarding Lead Practitioner, Nursery Manager, who supports co-ordination of child safeguarding is: Stacey Trigg-Dudley – Contact No. 01493 369960**
- **Other management trained staff as Safeguarding Lead Practitioners, who support Safeguarding in the setting are: Olivia Marshall and Janine Pettit**

7) Our Procedures

- Our staff follow the statutory guidance as set out in 'What to do if you're worried a child is being abused' (HMG 2006) and 'Working together to safeguard children' (HMG 2018). This sets out advice for Practitioners detailing how to identify abuse and neglect, taking the correct action and how to make a referral. **'We have a duty and we will refer to CADS when concerns arise' on 0344 800 8021.**

When new staff, volunteers or regular visitors join our setting they will be informed of the safeguarding arrangements in place, they are also given a lanyard with the correct information on Safeguarding and who to speak to. They will be given a copy of our organisation's safeguarding policy and our safeguarding information leaflet and informed of who our **Safeguarding Lead Practitioners (SLP)** are. They will also be shown the recording format paperwork and where to find it, how to complete it and who to pass it on to. Safeguarding posters for CADS and LADO which also include flow charts are clearly displayed on the notice board at the entrance of setting.

- Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include safeguarding training through the Safe Programme relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to

record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children and the remit of the role of the Safeguarding Lead Practitioners. Every new member of staff or volunteer are shown our Safeguarding folder which holds all the correct information on what abuse is and how which procedures to follow.

- All Safeguarding procedures will operate under the child's home address as known to the authorities.
- Little Explorers Forest School Nursery would seek permission from the parents to share information to CADS if there was a concern. In the event that the child was believed to be put at harm by sharing with the parents, the setting would work on the basis that 'The child welfare is paramount' and consult directly with CADS.
- Every member of staff will greet children in the morning and check for any signs of existing injuries (which are visible without the need to remove clothing) as part of the initial welcoming of a child into setting. Also as part of our end of day goodbye we routinely check for any signs of injuries before a child leave the nursery.
- We will also record on an existing injury form any marks seen on our children, who may not be in setting on the same day, but, for example, may be dropping off a sibling on that day.
- Staff complete the appropriate forms for accident, injury and behaviour which parents are asked to sign on collection, unless they are emailed directly to parents on the same day. Staff keep an up to date record of each child on a daily basis of accidents, incidents, existing injuries and behaviour (*changes*) that occur throughout the day, this information is communicated to the parent on the same day and is also recorded as part of our safeguarding and health & safety procedures.
- All staff complete an end of day evaluation form on accidents, incidents and behaviour for the manager to assess and ensure all safeguarding and child protection issues have been met.
- All parents and carers are given a copy of our child safeguarding leaflet as part of their registration pack and shown where this child safeguarding policy is display in the entrance hall and online. Additionally, we talk to parents and carers and inform them of our legal duty to assist our colleagues in other agencies with child safeguarding enquires and what happens should we have cause to make a referral to CADS.
- Parents are given the opportunity to sign a consent form at the start of their child's involvement with our nursery, which includes any vital health or otherwise notable information such as birthmarks or any other distinguishable marks. We also ask parents to sign consent forms at registration, to share information with other professionals.
- This child safeguarding policy and the child Safeguarding information leaflet are; 1) Filed in the policy folder and, 2) displayed in the main entrance of our setting on the parent/carers notice board, 3) it is

part of our registration welcome pack and copies are available on request. Additionally, this information is given to every family during the registration process.

- All staff are continuously updating their knowledge of safeguarding issues through, regular meetings, supervisions, on the job training, in-house training and through Norfolk County Council training courses which are updated every 2-3 years as suggested through the training department.
- Enhanced criminal records and barred lists checks, via the Disclosure and Barring Service (DBS) and references are carried out for all staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children. DBS are routinely renewed every 3 years unless on a yearly update service.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Volunteers do not work unsupervised.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed, including;
 - The criminal records disclosure reference number,
 - The date the disclosure was obtained, and
 - Details of who obtained it.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- All staff and volunteers are informed that they are expected to disclose any convictions, caution, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- All staff are asked to complete a Staff Suitability and to confirm they have no disclosures or any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children which is part of their supervision review, which is regular every term.
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern and also the Local Authority Designated Officer (LADO).
- Procedures are in place to manage visitors to the setting, such as; visitors by pre-appointment only, identifications seen, details recorded in visitors' book and signed; phones and any video equipment stored in the manager's office.

- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children. Visitors need to make an appointment before entering the premises.
- Steps are taken to ensure children are not photographed or filmed on video for any other purposes than to a record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child on site for the purpose of children's learning and development records and wall displays.
- The layout of the rooms allows for constant supervision with the exception of supporting children's care in the bathroom area. No child is left alone with a volunteer or student in a one to one situation without being visible to others. Staff are mostly within hearing or seeing distance of each other.
- No children are left in the care of only one member of staff whilst on site, as a lone worker. In the event a member of staff is late or held up; our procedure is for the parents are told to remain on site with their children until two members of staff are able to begin nursery session.
- We provide activities and opportunities that will equip our children with the skills they need to stay safe, by promoting the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe. We ensure that this is carried out in a way that is developmentally appropriate for the children.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, culture and social background.

8) Safe Staff – Safer Recruitment

The Safeguarding Lead Practitioners will ensure that safer recruitment practice is followed. Safer procedures ensure our recruitment practices are safe and compliant with statutory requirements. We require evidence of any qualifications held by staff or volunteers. We do not accept testimonials and insist on taking up a minimum of three references prior to securing a position with us for employed staff and two reference for Students and Volunteers. We will question the contents of application forms if we are unclear about them. We will undertake enhanced Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children. We will use the recruitment and selection process to deter and reject unsuitable candidates. Any person, who has not received a clear suitability check, will not be able to commence employment until received. Any offer of employment will be conditional until a minimum of three references and DBS checks are suitable. All new staff will need to have a full induction which includes child safeguarding training (Introduction to Safeguarding and Safeguarding Lead Practitioner) and will also need to complete a satisfactory six months' probationary period before the contract becomes valid. We will use appropriate sites to advertise our positions on <https://www.norfolk.gov.uk/jobs-training-and-volunteering/work-at-norfolk-county-council/vacancies>

- All adults who come into contact with our children have a 'Duty of Care' to safeguard and promote their welfare. There is a legal duty placed upon us all to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.
- There are appropriate steps that every adult should take in their daily professional conduct with children. This can be found in the ***Safer Programme Safer Working Practice, Supervision and Culture*** – this guidance is on the NSCP website <https://norfolkscp.org.uk/> and also attached to this policy in the appendices.

9) Safe Staff – Babysitting (Including volunteers & students)

It is 'Prohibited' for our staff to independently provide babysitting or childcare for children registered to us. This includes family members of children met through the setting also. If a pre-existing relationship exists where previously babysitting has occurred prior to the child/children attending our setting, this needs to be disclosed to management immediately. In some circumstances, it may be allowed to continue, but only with formal permission from management. In the event a babysitting event happens outside of setting with or without the management being aware the setting 'Little Explorers Forest School Nursery' states a disclaimer that 'Any allegations that happens outside of setting has nothing to do with Little Explorers Forest School Nursery'. However, if an allegation was reported to the nursery, the manager would implement our Safeguarding procedures and report it immediately to LADO and take instruction from there.'

This babysitting policy is in place to protect the employee from putting themselves into a vulnerable position, as they would not be covered by our insurances and could open up our employees to personal allegations or disputes, which could also conflict the nursery position.

10) Safe Staff – Referrals to LADO

We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur in or outside of our work setting;

- Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for our children. We do recognise that sometimes it may be viewed that an adult's behaviour may lead to an allegation of abuse being made. Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. If anyone suspects this is happening they should refer to our 'Whistle blowing policy' on procedures to follow.
- These matter will always be referred to LADO and staff will not investigate these matters. We will seek and work with the advice that is provided. Should an allegation be made against the Designated

Safeguarding Lead Practitioners or the Manager, this will be reported by the staff member or volunteer raising the concern, who will liaise with the LADO and inform the 'named SLP deputy'.

- We will take all possible steps to safeguard our children and to ensure that the adults in our setting are safe to work with our children. We will always ensure that the *Norfolk Safeguarding Children's Policy protocol, Allegations Against Staff, Carers and Volunteers is adhered to*. A copy is attached in Appendix 4.
- All adults, who are employees, volunteers or students, who come into contact with children will be made aware of the steps that will be taken if an allegation is made. We will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO is contacted via email services <https://norfolklscb.org.uk/people-working-with-children/how-to-raise-a-concern> under 'People working with children, then clicking on 'How to raise a concern'. Norfolk's Safeguarding Children Partnership takes allegations of harm and abuse against children and young people seriously. When an allegation is made any adult working with children and young people LADO has the responsibility to co-ordinate the response, which is carried out through a process of stages.
 - Stage 1 – Persons who are aware of allegation must report to LADO immediately and LADO will respond within 24 hours.
 - Stage 2 – LADO and Designated Safeguarding Lead will consider if this meets the threshold and whether referrals need to be made to other agencies like police, social care team etc.
 - Stage 3 – LADO will consult with the police, social care and person's line manager to check all the information against the allegation.
 - Stage 4 – LADO will convene a Multi-Agency LADO Meeting (MALM) within 5 to 7 days of the referral where required.
 - Stage 5 – The (MALM) will bring together information within a Multi-Agency setting to plan the investigation. After consideration there will be an outcome of the allegation and any further action if needed to be taken.

11) Training

Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include an Introduction to safeguarding training through the Safer Programme, relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and the issue of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children. They are required to attend the 'Introduction to Safeguarding Children' through Safer Programme and, as part of an Essential Training requirement, we expect our staff to attend every 3 years.

- 'Staff Supervisions' are undertaken throughout the year. We aim to complete one every term of the education year. At these meetings staff are required to sign a form to confirm that they continue to be suitable to work with children and have not been disqualified. They also are required to complete an up to date health declaration to confirm they are fit enough to work with children.

- We encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed on <https://norfolkscp.org.uk/people-working-with-children/how-to-raise-a-concern>
- The Safeguarding Lead Practitioners (SLP) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our setting. The SLP receives training in accordance with that recommended by the Local Safeguarding Children Partnership.
- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for raising concerns through CADS. **See Appendix 1 – CADS flow chart or Telephone: 0344 800 8021.**
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision by contacting Ofsted on: **0300 123 1231** quoting our settings Unique Early Years Reference: **EY481431**.

12) Roles and Responsibilities Including Disclosures & Referrals

Our Safeguarding Lead Practitioners will liaise with Children's Services and other agencies where necessary and will raise a concern with CADS. **See Appendix 1 – CADS flow chart or Telephone: 0344 800 8021.**

- Any concern for a child's safety or welfare will be recorded in writing and given to the Safeguarding Lead Practitioners who will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. Additionally, the SLP will ensure that our safeguarding policy is in place and is reviewed annually. The content of our policy has been written following consultation with the Safer Programme.
- At all times the Safeguarding Lead Practitioners will ensure that safer recruitment practices are followed and ensure our recruitment practices are safe and compliant with statutory requirements. We will update and reflect on current policies in the event of new legislation or an issue being raised that has not already been covered within this policy.
- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern such as;
 - Significant changes in behaviour;
 - Deterioration in general well-being;

- Unexplained bruising;
- Marks or signs of possible abuse or neglect;

A staff member Must:

- ✓ Listen to the child;
- ✓ Offer reassurances and give assurance that they will take action;
- ✓ When questioning the child, must not ask questions that could be considered leading;
- ✓ Is required to make an objective written record of the observation or disclosures that includes:-
 - The date and time of the observation or the disclosures;
 - The exact words spoken by the child as far as possible;
 - The name of the person to whom the concern was reported, with the date and time;
 - And the names of any other person present at the time.

These records are signed and dated and kept in the SLP file, which is kept securely and confidentially.

13) Records, Confidentiality and Monitoring

If we are concerned about the welfare or safety of any child in our setting, all adults will record their concerns and pass them to the Safeguarding Lead Practitioner (SLP) where the SLP will assess the level of concern and take immediate appropriate action required.

- Any information recorded on a Safeguarding form (pink only) or referral will be kept Confidential in the child's private and confidential folder, which is stored in a secure cabinet. Any safeguarding information will only be shared within setting or with other agencies, if it is with the intention of safeguarding the child and for no other reason. Other information is also monitored to build up a holistic welfare picture of the child and may include recording absences, existing injuries and any concerning conversations with family members. This information is all confidential and can only be accessed by supervisors, managers or SLP's. There is always an SLP trained member of staff on site, who must be consulted as soon as possible.
- Reports of a concern to the Safeguarding Lead Practitioners must be made in writing dated by the person with the concerns.
- When a child leaves Little Explorers Forest School Nursery all safeguarding concerns/records will be transitioned to the new setting. This will be done in person by the SLP. If this cannot be done, then the file will be posted by recorded delivery. It's the SLP's responsibility to obtain and retain a signed receipt for the record.
- Our information sharing is based on 'Information Sharing' (HMG 2015/2018). We follow the seven golden rules for information sharing.

1. The General Data Protection Regulation (GDPR) 2018 is a regulation to ensure that all personal information about living individuals is shared appropriately and that permission to store and use such information is secured.
2. Be open and honest with individuals about why, what, how and with whom information will be shared.
3. Seek advice from other practitioners without disclosing the identity of the individual where possible.
4. Share information with consent where appropriate. You can share information without consent if seeking consent is likely to place somebody at risk of serious harm or undermine a criminal investigation
5. Consider safety and wellbeing.
6. Ensure information sharing is necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it.
7. Keep a record of your decision and the reason for it – whether it is to share information or not.

14) Informing parents/carers (families)

We value parent partnership and make it our priority to work with parents and families to achieve the best outcomes for their children.

Parents are normally the first point of contact. Concerns are discussed with parents to gain their views of events, unless it is felt that this may put the child in greater danger. If we have causes for concern and believe a child is at risk of 'high or immediate harm' then we would contact the Police on **999** without fail.

Parents are informed when we make a record of concern in their child's file and we also will make a record of any discussion we have with them and their views and accounts regarding the concern.

If a suspicion of abuse meets the threshold requiring a referral to CADS, we seek consent from the parents before the referral is made. The guidance of the Local Safeguarding Children Partnership, 'the exceptions are if it would place somebody at risk of serious harm or undermine a criminal investigation'.

15) Supporting parents/carers (families)

It is part of our ethos to support all parent/carers and families to help them where we can within our setting, and if appropriate to seek further support through Early Help. Early Help is an integral part of everyone's role. It is the initial response offered by all services in contact with children, young people and families when they need extra support to flourish. ([Early Help](https://norfolklscp.org.uk/people-working-with-children/early-help)) <https://norfolklscp.org.uk/people-working-with-children/early-help> to support and work towards the best outcomes for children and families. Early Help will undertake an Early Help Assessment Plan.

Step 1 – Offering help and gaining consent

Step 2 – Early Help Assessment & Plan

Step 3 – Reviewing Progress

Professionals or Parents can refer families to Early Help to seek support.

We believe in building trusting and supportive relationships with families, staff and volunteers and we clearly communicate our procedures to parents regarding our safeguarding role and responsibilities in relation to child protection, including; reporting of concerns, information sharing, monitoring of the child, and liaising with other professionals when required and appropriate.

16) Liaison with other agencies

It is our legal responsibility to work and liaise with other appropriate professional agencies to ensure we are able to fulfil our full safeguarding requirements to protect children in our care.

- We follow the NSCP Safeguarding Threshold Guide to ensure we 'Communicate' with other professionals: to ensure our safeguarding of children is as effective as possible; to ensure no vital information is missed; and to prevent a child suffering harm. This guidance can be found <https://norfolkscb.org.uk/people-working-with-children/threshold-guide> then click on 'click here' to view the Norfolk Threshold Guidance.'
- We use the current Working together to safeguard children document, which is **2018** <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- If a child already has a Social Worker assigned to their family, we will communicate directly with them if we need to raise a new concern or an update on the existing issues. This contributes to a direct, swift response.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or when an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on or premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. We also report to Ofsted what measures we have taken. We are aware that it is an offence not to do this.
- We always co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as the children and families throughout the process.

17) Procedures for Handling Disclosures/Investigations INCLUDING PREVENT

We understand that Local Authority and Police must lead any investigation in to any allegations regarding the safeguarding of children. Our role is to;

- Raise all safeguarding concerns with the Children's Advice and Duty Service. Written records must be kept.
- Refer to CADS flow chart (Appendix 1) or Telephone CADS: **0344 800 8021**.
- Radicalisation/Prevent Recognition;
Practitioners should understand when it is appropriate to make a referral to the Channel and Prevent Multi-Agency Panel. Channel and Prevent Multi-Agency Panel is a guidance which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for (settings) to make referrals if they are concerned that an individual might be vulnerable to radicalisation. Further guidance can be found at <https://www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance>

18) Authorised Home Collection Folder

Little Explorers Forest School Nursery has an 'Authorised Home Collection Folder', which lets us know who is authorised to collect each child from nursery at the end of the session. The folder contains photographs and phone numbers and names of the persons authorised to collect each child. If a parent cannot collect they are to let the setting know in advance and give the person collecting their child the password. If a stranger turns up asking for a child and we have no knowledge of this, the child is taken back into setting until the parent is contacted, with checks undertaken, until it is confirmed we can release the child.

In the event there is immediate risk of harm to a child when a parent is collecting due to a parent being unfit or aggressive to child, call (999). Also you can refer to Policy 1.3 – Collected Child for full procedures to follow and what to do.

19) Safeguarding Children

Safeguarding children and protecting them from anything that cause suffering or is likely to suffer significant harm. Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children. There can be other factors that affect children's vulnerability such as: abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in

spirit possession; Female Genital Mutilation; gang activity; complex, multiple or organised abuse; forced marriage or honour based violence; or child trafficking. This may not be a complete list of vulnerabilities and staff need to remain vigilant to recognising signs of abuse and abusive behaviours.

We acknowledge that abuse of children can take different forms like; physical, emotional, sexual and neglect. This may be demonstrated, for example by; significant changes in their behaviour; deterioration in their general wellbeing; their comments, which may give cause for concern (direct or indirect disclosures); physical marks observed; changes in their appearance; their behaviour or their play; unexplained bruising; marks or signs of possible abuse or neglect; and any reason to suspect neglect or abuse outside the setting.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. 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.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the

production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It is where an individual or group takes advantage of a child or young person in an imbalance of power or manipulate or deceitful way. Some perpetrators will use technology to instigate it.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy 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 and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

Female Genital Mutilation

FGM is known by a variety of names, including 'female genital cutting', 'circumcision' or 'initiation'. The most significant factor to consider when deciding whether a girl or woman may be at risk of FGM is whether her family has a history of practising FGM. In addition, it is important to consider whether FGM is known to be practised in her community or country of origin. If we have concerns about FGM and discover it has been carried out on a girl under the age 18, Practitioners Must report this to the Police.

Further information can be found on <https://www.gov.uk/government/collections/female-genital-mutilation> **Annex B**

Radicalisation

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should 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. Staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.

Mental Health

All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. In early year's children this may be an indicator presented in their behaviour. If SLP believe the child to have mental health difficulties they should recommend the parent visit the child's GP.

- **We identify all children with safeguarding or protection concerns with a small black spot by their name on the register and personal folder.**

20) Use of mobile phones

Personal mobile phones:

- Personal mobile phones belonging to our staff and volunteers are not used on the premises during working hours.
- At the beginning of each employee's working day, personal mobiles are stored in personal bags and boxes provided in the secured locked office.
- In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present, with permission from the manager or provider.
- Our staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.
- If our members of staff or volunteers take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls.
- No nursery children's photographs Must ever be taken on any mobile including work mobile phone.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. We make an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.

Cameras and videos (including watches with camera and video features):

- Our staff and volunteers must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons. i.e., to record their learning and development, or for displays within the setting whilst children are present.
- Photographs or recordings of children are only taken on equipment belonging and supplied by the setting.
- The manager monitors all work Camera and Computers in setting.
- Where parents request permission to photograph or record their own children at special events, permission will be first gained from all parents for their children to be included.
- Photographs and recordings of children are only taken of children if parents provide the setting with authorisation at the time they register with the setting.

21) E-Safety

The internet is an accessible tool to children in early years' settings: mobile learning apps etc., We have a duty to ensure that children are protected from potential harm both within and beyond the learning environment. Every effort will be made to safeguard against all risks, however, it is likely that we will never be able to completely eliminate them. Any incidents that do arise will be dealt with quickly and according to policy to ensure that children and staff continue to be protected.

Aims:

- To offer valuable guidance and resources to early years' children and practitioners to ensure that they can provide a safe and secure online environment for all children in their care.
- To raise awareness amongst staff and parents/carers of the potential risks associated with online technologies, whilst also highlighting the many educational and social benefits.
- To provide safeguards and rules for acceptable use to guide all users in their online experiences and for staff to observe and supervise children's use on devices.
- To ensure adults are clear about procedures for misuse of any technologies both within and beyond the early years setting. This policy applies to all staff, children, parents/carers, committees, visitors and contractors accessing the internet or using technological devices on the premises. This includes the use of personal devices by all of the above mentioned groups, such as mobile phones or iPads/tablets which are brought into an early years setting. This policy is also applicable where staff or individuals have been provided with setting issued devices for use off-site, such as a work laptop or mobile phone. At Little Explorers Forest School Nursery, we provide a diverse, balanced and relevant approach to the use of technology. Children are encouraged to maximise the benefits and opportunities that technology has to offer. Children learn in an environment where security measures are balanced appropriately with the need to learn effectively.
- Keeping up to date with E-Safety issues and guidance through NCC training.
- Filtering levels are managed and monitored on behalf of Fleggburgh C of E Primary School.
- The setting provides all staff with access to a professional email account to use for all work related business, including communication with parents and carers. This allows for email content to be monitored and protects staff from the risk of allegations, malicious emails or inappropriate contact with children and their families.
- All emails should be professional in tone and checked carefully before sending, just as an official letter would be.
- All users must report immediately any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature. Use of Social Networking Sites (advertising or parental contact) Social networking sites (e.g. Facebook and Twitter) can be a useful advertising tool for early years' settings and can often be an effective way of engaging with young or hard to reach parents. Little Explorers Forest School Nursery will only use photographs of children on a website in a professional manner and with parental written consent first.

22) Other Relevant Policies

To underpin the values and ethos of our setting and our intent to ensure our children/young people are appropriately safeguarded, all our safeguarding Child Protection policies and procedures are collated in the first section, under Child Protection, in the setting's policy folder, stored in the manager's office, with access for all staff, volunteers, visitors and parents on request.

Legal framework

Primary Legislation

- Children Act (1989)
- Protection of Children Act (1999)
- General Data Protection Regulation (2018)
- The Children Act (Every Child Matters 2004)
- Safeguarding Vulnerable Groups Act (2006)

Secondary Legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)

Further guidance

- Working together to safeguard children document (2018)
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- Prevent duty framework for England and Wales (2015)
- Female Genital Mutilation <https://www.gov.uk/government/collections/female-genital-mutilation>
- What to do if you're Worried a Child is Being Abused (HMG 2015)
- Keeping Children safe in Education (2021)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners and Managers (HMG 2008) (HMG 2006)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check

23) Norfolk and Useful contact numbers

Authority of Contact	Contactable by
Children's Advice and Duty Service	0344 800 8021

Norfolk Police	101 General 999 Emergency
Local Authority Designated Officer (LADO)	https://norfolkscb.org.uk/people-working-with-children/how-to-raise-a-concern then clicking on 'How to raise a concern'
Norfolk Safeguarding Children Partnership (NSCP) Policies & Procedures	01603 223 409 https://norfolkscb.org.uk/people-working-with-children/how-to-raise-a-concern
Ofsted Our Unique Early Years Reference: EY481431	0300 123 1231

This policy was adopted by
On
Date to be reviewed
Signed by Provider

Little Explorers Forest School Nursery
18.09.24
18.09.25

G. Lee



Name of Signatory
Role of Signatory

Gillian Lee, B.A. Hons
Childcare Provider & Forest School Leader

[Statutory framework for the early years foundation stage, published March 2014, p.16, 18]

3.2. Providers must take all necessary steps to keep children safe and well. The requirements in this section explain what early years providers must do to: safeguard children; ensure the suitability of adults who have contact with children; promote good health; manage behaviour; and maintain records, policies and procedures.

3.11. Providers must tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). Providers must not allow people whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for.

Staff signature: _____ Date: _____

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