



HARVEY ROAD DAY NURSERY LIMITED

SAFEGUARDING CHILDREN/CHILD PROTECTION POLICY

EYFS: 3.4, 5, 6, 7, 8

At Harvey Road Day Nursery we 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, be helped to thrive and to be safe from, any abuse in whatever form.

We support the children within our care, protect 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 radicalization and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

Legal framework and definition of safeguarding:

- Children Act 1989 and 2004.
- Childcare Act 2006.
- Safeguarding Vulnerable Groups Act 2006.
- The Statutory Framework for the Early Years Foundation Stage (EYF) 2014.
- Working together to safeguard children 2018.
- What to do if you're worried a child is being abused 2015.
- Counter-Terrorism and Security Act 2015.
- Effective support for children and families in Peterborough and Cambridgeshire (Nov 2018).

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

- Protecting children from maltreatment.
- Preventing the impairment of children's health or development.
- Ensuring that children are growing 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 2015').

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.
- 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 the 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.

The nursery is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns and as a society we all have a duty to safeguarding children but it is particularly important that those working or volunteering with children remain vigilant to the signs and indicators of abuse and neglect. Due to the many hours of care we are providing, the staff may often be the first people to identify that there may be a problem. They may well be the first people in whom the children confide information that may suggest abuse or to spot changes in a child's behavior which may indicate abuse. Staff, volunteers and students should be familiar with the safeguarding procedures within the setting and know how to respond to concerns about children or adults.

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.

The nursery aims to:

- Keep the child at the center 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, 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 behavior.
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children.
- Ensure staff understand how to recognize early indicators of potential radicalization and terrorism threats and action them appropriately in line with national and local procedures. (Prevent Duty).
- 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 procedures set out by the Cambridge Safeguarding Children Board.
- 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 shared only with those people who need to know in order to protect the child and act in their best interest.
- Keep 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, building an understanding of the settings responsibility to the welfare of the children.
- 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 Cambridge Safeguarding Children Board.
- Using personal safety programmes such as protective behaviours, NSPCC PANTS campaign and the Early Years Service “children’s safety matters” training resources.

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

Contact telephone numbers:

Local Authority children’s social care team **0345 045 5203** or **01733 234724 (Emergency Duty Team)**.

Early Help Hub (EHH) **01480 376666**

Multi Agency Safeguarding Hub (MASH) **0345 045 1362**

Early Years Safeguarding manager **01223 714760**

Local authority Designated Officer (LADO) **01223 727967**

Ofsted **0300 123 1231**

Local Safeguarding Children Board (LSCB) **01480 375377**

Non-emergency police **101**

Government helpline for extremism concerns **020 7340 7264**

Types of abuse and particular procedures followed:

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.

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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.

[What to do if you’re worried a child is being abused \(advice for practitioners\) 2015.](#)

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

General signs and indicators of abuse and neglect may include:

- Significant changes in children’s behavior.
- Deterioration in children’s general well-being.
- Unexplained bruising, marks, injuries or other signs of abuse or neglect, including conflicting reports from parents, child or staff.
- Children’s comments during their play or otherwise which give cause for concern.
- Pattern of absences or frequent absences.
- Inappropriate behavior displayed.

We are aware that peer on peer abuse (child on child abuse) does take place and can occur between two children or more of any age or sex, so we include children in our policies when we talk about

potential abusers. This may take 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.

Recording suspicions of abuse and disclosures:

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or Designated Safeguarding Co-ordinator¹ (DSCO). This record should be a clear, written comprehensive summary of the concern about the child's welfare using a log of concern form including:

- 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
- Exact position and type of any injuries or marks seen
- 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 the parent(s) (where deemed appropriate) including details of how the concern was followed up and resolved, including action taken, decision reached and final outcome.

These records should be signed by the person reporting this and the DSCO dated and kept in a separate individual child welfare files which are stored securely.

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

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

Notify the relevant Social Care Team immediately if there are any further abuse or neglect concerns (such as fresh marks, bruises or injuries) where a child is already subject to a Child Protection Plan or Child in Need Plan. It will not be assumed that Social Care are already aware of these additional concerns.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

Physical abuse:

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room Co-Ordinator.

Bruising in Pre-Mobile babies:

Pre-Mobile baby is any child who is not yet crawling, bottom shuffling, pulling to standing, cruising or walking independently. This includes all babies under the age of six months. Any bruising or suspicious mark in any child “not independently mobile” should be taken as a matter of concern and prompt an immediate referral to social care, who will arrange an urgent medical examination by a senior paediatrician. Research indicates that severe child abuse is six times more common in babies aged under one year than in children aged one to 4 years, and 120 times more likely than in the 5 –13 years age group. Bruising, marks or injuries are the most common presenting feature in physical abuse in children. The younger the child the higher the risk that the bruising, mark or injury is non-accidental, especially where the child is under the age of 6 months.

It is accepted that marks could be the result of birth trauma, birth marks or areas of skin pigmentation such as “Mongolian Blue Spots”. As a setting we ensure that parents/carers are requested as part of their registration to inform us of any distinguishing marks that their child may have.

The setting recognises that concerns may be raised about pre-mobile babies who do not attend the setting. Concerns may arise when younger siblings are present during drop off or collection of children who attend the setting.

Honour - based Violence (HBV)

So called ‘honour – based’ violence encompasses incidents which have been committed to protect or defend the honour of the family and/or community including;

- Female Genital Mutilation
- Breast Ironing
- Forced Marriage

The setting takes these concerns seriously and staff are made aware of the possible signs and indicators that may alert them to the possibility of HBV through training. Staff are required to treat all forms of HBV as abuse and follow the procedures outlined in this policy.

Female genital mutilation:

FGM is a procedure involving the partial or total removal of the external female genitalia or other injury to the female genital organs. FGM is illegal in the UK. This type of physical abuse is practiced as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, you should contact children’s social care team in the same way as other types of physical abuse in these cases parents will not be informed. The multi-agency statutory guidance on female genital guidance 2020 will be followed.

In accordance with the Female Genital Mutilation Act, it is a statutory duty for the professionals to report “known” cases of FGM in under 18’s which they identify in the course of their professional work to the police.

Breast Ironing

Breast ironing also known as “breast flattening” is the process whereby young pubescent girls breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breast entirely. Much like FGM, breast ironing is a harmful cultural practice and is child abuse and is classified as physical abuse.

Fabricated or induced 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.

Procedure:

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

Sexual abuse:

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 preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity with 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.

Then physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behavior. 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 below 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 DSCO.
- The matter will be referred to the local authority children's social care team.

We will be aware of the possibility of child sexual exploitation (CSE) and the signs and symptoms this may manifest as. If we have concerns we will follow the same procedures as for other concerns and we will record and refer as appropriate.

Emotional abuse:

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behavior 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 emotional attachment by a parent, or it may include parent 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 DSCO.
- The concern will be discussed with the parent.
- Such discussions will be recorded and the parent may have access to such records.
- An Early Help Assessment form may need to be completed.
- If there are queries regarding the circumstances the matter will be referred to the local authority children's social care team.

Neglect:

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 may have access to such records.
- An Early Help Assessment form may need to be completed.
- If there are queries regarding the circumstances the local authority children's social care team will be notified.

Parents/Carers misusing Drugs and/or Alcohol

Misuse of drugs and/or alcohol is strongly associated with the risk of significant harm to children, particularly when combined with the other features such as domestic violence. If the setting has concerns about drug and/or alcohol abuse by a child's parent/carers we will follow appropriate procedures.

Domestic Abuse:

Domestic Abuse is defined as “any incident or pattern of incidents of controlling, coercive or threatening behavior, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

“Psychological, physical, sexual, financial and emotional” (Home Office 2013)

The setting recognizes that where there is Domestic Abuse in a family, the child/children will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships. Domestic Abuse can also affect children in their personal relationships as well as in the context of home life.

The setting will follow the procedures outlined in this policy if Domestic Abuse concerns arise. The DP’S will monitor vigilantly the welfare of the children in the Households, offer support to them and their parents/carers and contribute to any Multi-Agency Risk Assessment Conference (MARAC) safety plan as required.

Monitoring children’s attendance:

As part of our requirements under the statutory framework and guidance documents we are required to monitor children’s attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the nursery prior to taking children on holidays or days off, and all sickness should be called into the nursery on the day so the nursery management are able to account for the child’s absence.

This should not stop parents taking precious time with their children, but enables children’s attendance to be logged as we know the child is safe.

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 will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated office), the local authority children’s services team, the Local Safeguarding Children Board (LSCB) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it 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 Co-ordinators (DSCO), there is always at least one designated person on duty during all opening hours of the setting. These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The nursery DSCO’s liaise with the Local Safeguarding Children Board (LSCB) 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.

Although, under the EYFS, we are only required to have one designated lead for safeguarding, for best practice and to ensure cover at all times, we have three designated leads in place. This enables safeguarding to stay high on our priorities at all times.

The Designated Person's for Child Protection (DP'S) at the nursery are: **Michelle Guy, Suzanne Baldry.**

- We provide adequate and appropriate staffing resources to meet the needs of all 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 our checks before posts can be confirmed. Where applicants 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 whether anyone they live with in a household had committed an offence or been involved in an incident that means they are disqualified from working with children.
- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). This is checked and recorded during supervisions to ensure ongoing suitability.
- This information is also stated within every member of staff's contract.
- We request DBS checks on and we use the DBS update service to re-check staff's criminal history and suitability to work with children.
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the nursery setting are suitable to do so.
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us.
- All students will have enhanced DBS checks conducted on them before their placement starts.
- Volunteers, including students, do not work unsupervised.
- EW abide by the requirements for the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- 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 unauthorized 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 to the nursery boundaries such as drones, Pokemon 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 sign up 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 whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner.

- All staff receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support.
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.
- All staff receive regular and relevant updates on Safeguarding practice. Usually from their DP at least annually.
- All staff/volunteers/students understand the setting policy on babysitting for families who attend the setting.

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 LSCB/local authority children's social care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

Confidentiality:

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

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 interest of the child.

Confidential records kept on a child may be shared with the child's parents or those who have parental responsibility for the child within 40 days of written request only if appropriate in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. However, parents do not have the automatic right to access their child's welfare record. We will do all in our power to support and work with the child's family.

Supporting Children:

We recognize that any child may be subject to abuse or witness abuse and 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. Children may also find it difficult to develop a sense of self-worth and trust those around them. Some children may adopt inappropriate or abusive behaviours and that these children may be referred on for appropriate support and intervention.

The setting will support children through:

- Activities to encourage self-esteem, self motivation and resilience.
- An ethos that actively promotes a positive, supportive and secure environment that values people.
- A behaviour policy aimed at supporting all children. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the child's sense of self-worth. The setting will ensure that the child knows that some behaviour is unacceptable, but she/he is valued and not to be blamed for any abuse which has occurred.

- Liaison with other agencies which support the child and family such as Children’s Social Care and District Teams.
- Promote supportive engagement with parents/carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Recognition that children living in a home environment where there is domestic abuse/violence, mental ill-health or substance misuse may be vulnerable and in need of support and protection.
- Monitoring children’s welfare, keeping records and seeking advice or making a referral to other agencies, e.g. Children’s Social Care, when necessary.

When a child leaves or moves to another setting, their individual child welfare file will be transferred to the receiving school or setting using the following protocol:

- The file will be sent as soon as possible after the child has moved setting.
- The file will be marked “confidential, addressee only” and sent to the Designated person, if known, of the receiving school or setting. The file will be delivered by hand if possible: otherwise sent by delivery that can be tracked and signed for.
- The setting will contact the receiving setting/school by telephone to make them aware that there is a child welfare file and, once sent, ask them to confirm as soon as possible that they have received the file. The setting will keep a record that the file has been received in order to be able to identify its location.
- Parents will be made aware that child welfare records will be transferred, unless this would place the child at a greater risk of harm.
- The setting will not keep a copy of the transferred records but will keep a record of the current file location and date the file was transferred.
- If individual child welfare files cannot be transferred for any reason, the setting will archive them for 25 years from the child’s date of birth.
- Any actions and decisions will be led by what is considered to be in the best interest of the child.

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 to circumstances and use the whistle blowing policy where required.

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.

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 DSCO or deputy manager instead.

The Local Authority Designated Officer (LADO), Ofsted and the LSCB 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.
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled.
- The nursery will follow all instructions from the LADO, Ofsted, LSCB and ask all staff members to do the same and co-operate where required.

- 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 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 reinstated.
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated.
- 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 reinvestigation.
- 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, by their colleagues in the nursery and the parents.

Extremism and Radicalization – the Prevent Duty:

In 2010 the government published The Prevent Strategy. This highlighted the need to safeguard children, young people and families from violent extremism and radicalization. As a setting we recognize that children and young people are vulnerable to extremist ideology and radicalization and that protecting children from this risk forms part of the setting's safeguarding procedures. The prevent Duty, Department advice for schools and childcare providers. DfE (June 2015) will be followed.

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalization. All staff are required to be alert to changes in children's behaviour which could indicate they need help or protection, which we will act on and document all concerns when reporting further.

e-Safety:

Our nursery 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.

The issues can be categorized into three areas of risks:

- Conduct – being exposed to illegal, inappropriate or harmful material.
- Contact – being subjected to harmful online interaction with other users.
- Conduct – personal online behaviour that increases the likelihood of, or causes harm.

Within the nursery we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly running in the background.
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices.
- Ensure management monitor internet activities in the setting.
- 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 children are supervised using internet 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.
- When using Skype and FaceTime (where applicable) discussing with the children what they would do if someone they did not know tried to contact them.
- We ensure 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 an acceptable level and is integrated within their program of learning.

Our 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 nursery manager/registered person at the earliest opportunity.

This policy was adopted on	Signed on behalf of the nursery	Date for review
December 2021	Suzanne Baldry – Nursery Manager	December 2022