

# SAFEGUARDING: CHILD PROTECTION POLICY

Safeguarding and Welfare Requirements: Child Protection 3.1 – 3.8

Updated by Rachel Traczyk  
September 2023

## The legal framework for this policy is based on:

- Working together to safeguard children (2018)
- Prevent Duty (part of The Counter Terrorism and Security Act 2015)
- The children Act 2004 (Every Child Matters)
- The Protection of Children Act 1999
- Statutory Framework for the Early Years Foundation Stage (2017 & 2021)
- Inspecting Safeguarding in Early Years, Education and Skills Setting

## Guidance

- [Advice to parents and carers on keeping children safe from harm \(2021\)](#)
- [What to Do if You are Worried a Child is Being Abused \(2015\)](#)
- [Working Together to Safeguard Children \(2018\)](#)
- [Keeping Children Safe in Education \(2022\)](#)
- [Information Sharing for Safeguarding Practitioners July 2018](#)

## Statement of Intent

Little Sparrows will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the best start in life.

Children have the right to be treated with respect and to be safe from any abuse in whatever form. We support the children within our care and aim to protect them from maltreatment, radicalisation, and extremism by having robust procedures and training in place to prevent the impairment of children's health and development.

- We are committed to building 'a culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.
- We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (March 2015)
- We are committed to promoting awareness of child abuse issues through staff training. We are also committed to empowering young children, through the early childhood curriculum, promoting their right to be strong, resilient and listened to.
- We aim to see our staff use and make the most of benefits of modern technology to support children's learning and development, whilst ensuring children are kept safe.

## Aims

We aim to:

- Promote children's right to be strong, resilient and listened to by creating an environment in our setting that incorporates children's own cultural capital and encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs and cultural traditions.
- Promote children's right to be strong, resilient and listened to by encouraging children to develop a sense of responsibility, independence and self-confidence.
- Help children to establish and build relationships within their families, with peers, and with other adults.

- Work with parents to build their understanding of and commitment to the principles of safeguarding all our children.

## Definition

Safeguarding and promoting the welfare of children, within 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.
- Promoting children's welfare and preventing radicalisation and extremism.

*Definition taken from the HM Government document 'Working together to safeguard children 2018' National Guidance for Child Protection 2014').*

Safeguarding is a much wider subject than what is covered within this single child protection policy, therefore this document should be used in conjunction with the other policies and procedures.

## Definition of Significant Harm

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

This is not an exhaustive list

Examples of harm may also be children not being cared for in an appropriate manner :

- A child placed in danger due to unsatisfactory supervision
- A child left all day in a dirty nappy
- Insufficient fluids given resulting in a child being dehydrated
- A child being treated badly, e.g. shouted at violently, pulled by their arm deliberately
- Physical punishment in an early years setting or parental punishment that leaves a mark
- Talking to a child in a downgrading manner (e.g. telling them they are stupid, worthless, etc.)
- Children in unsuitable clothes for the weather (e.g. too many thick clothes for hot weather, too few and thin for the winter)

This is not an exhaustive list.

## Main categories of child abuse

- Physical abuse
- Emotional abuse
- Neglect abuse
- Sexual abuse
- Radicalisation
- Female Genital Mutilation (FGM)
- Online abuse

## Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries

- Significant changes to behaviour patterns

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

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

## **Commitments**

Little Sparrows Safeguarding policies' hold all staff accountable for the way in which they exercise authority, manage risk, uses resources and protect children from harm. All staff have a duty to keep children safe and to protect them from harm.

All staff have a duty and commitment to protect and promote the welfare of children. Due to the many hours of care we provide, staff will often be the first people to sense that there is a concern. They may well be the first people in whom children confide about abuse. The staff have a duty to be aware that abuse occurs in our society in many forms.

This duty is exercised through the development of respectful, caring and professional relationships between staff and children and behaviour by staff that demonstrates professional integrity, maturity and good judgement. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust in that role. Membership of organisation whose goals are in conflict with those of Little Sparrows policies is not acceptable.

## **Staff responsibilities**

All staff are responsible for:

- Understanding and knowing how to identify the main categories and signs of abuse (PENS: Physical, Emotional, Neglect, Sexual) and those of radicalisation and FGM.
- Understanding and promoting online safety (refer to online safety policy)
- Ensuring they understand all safeguarding procedures and those relating to prevent duty and FGM should a concern for a child arise in our care.
- Ensuring they understand and promote the British values in their practice.
- Attending safeguarding training every three years and any other relevant training requested relating the safety of children.
- Knowing who the Lead Designated Persons are and the Whistle Blowing Procedure (refer to Whistle blowing Policy)
- Creating a safe and secure environment which promotes a child's right to be strong, resilient and listened to by encouraging children to develop a sense of responsibility, self-confidence and independence.
- Building relationships with families through the key working system.
- Keeping the child at the centre of all we do.
- Helping children to establish and sustain relationships within their families, with peers and with other adults.
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

## Student Responsibilities

All students are responsible for:

- Ensuring they understand how to identify the 4 main signs of abuse (PENS) and those of radicalisation and FGM.
- Ensuring they understand all safeguarding procedures and those relating to prevent duty and FGM.
- Ensuring they understand and promote the British values in their practice.
- Attending induction training relating to the safety and processes of keeping children safe.
- Knowing who the Lead Designated Persons are and the Whistle Blowing Procedure (refer to Whistle blowing Policy)
- Supporting a safe and secure environment which promotes a child's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy, self-confidence and independence.
- Keeping the child at the centre of all we do.

## Training

- Management conducts a comprehensive induction training for all staff and students which includes training relating to safeguarding, prevent duty (Refer to the Prevent Duty Policy), FGM, health & safety and relevant policies and procedures.
- All early years practitioners maintain an updated safeguarding certificate which is renewed every 3 years. Child Protection training is provided to all staff to enable them to have the knowledge and confidence to safeguard the children at Little Sparrows and safeguard themselves through safe working.
- Monthly team meetings take place which includes training relating to keeping children safe. Management ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision and that the team are kept refreshed and up to date.
- The Designated Safeguarding Persons attend and maintain certificates for safeguarding child protection and safe staffing training.

## Management Responsibilities

It is the responsibility of management to ensure the above and to:

- Appoint a Designated Safeguarding Lead
- Ensure that all staff are familiar and updated regularly with child protection issues and procedures and training.
- To understand and follow the Safeguarding Policy and Procedures linking with Recognise, Respond and Refer.
- Respond to any concerns raised by staff, parents, visitors, outside professional's or children.
- Ensure that children are never placed at risk while in the charge of nursery staff.
- Ensure that all staff are trained and alert to the signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed. This includes Prevent Duty, FGM and online safety.
- Ensure parents are fully aware of child protection policies and procedures when their children start at the nursery and are kept informed of all updates when they occur.
- Ensure good supervision is maintained and staff ratio's adhered to.
- To practice safe recruitment processes and procedures.

Little Sparrows Day Nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Nursery Manager at the earliest opportunity.

## Designated Safeguarding Lead

The DSL for Little Sparrows is **Cheryl Traczyk**, the DSP is Deputy **Rachel Traczyk**.

The DSL & DSP attend and update:

- Safeguarding Training every 3 years – Safeguarding: Child Protection and Safeguarding: Safe Staffing.

It is the role of the Designated Safeguarding Lead to have the overall responsibility of safeguarding systems and to:

- Lead and manage full compliance with all child protection procedures & policies
- Attend and maintain certificates for their own safeguarding child protection and safe staffing training.
- Arrange training for all staff & students in accordance with the inspecting safeguarding guidance including but not limited to the required safeguarding training every three years and induction training.
- Keep the team up to date with new information, procedures and refreshers courses.
- Provide support and advice for staff, students and volunteers.
- Keep safeguarding procedures & policies up to date and remedying any deficiencies or weaknesses.
- Maintaining accurate and secure child protection records.
- To report within one month, to the Disclosure and Barring Service (DBS), of any person leaving the setting (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children.
- To keep staff and parents informed and updated on safeguarding practices, including those of online safety.

### **Recruiting Staff**

Little Sparrows operates safe recruitment procedures (also refer to Staff Recruitment Policy). In order to minimise the risk of employing or engaging an individual who poses any risk to the children the following procedures are followed:

- Little Sparrows apply to the Disclosure and Barring Service (DBS) check for all staff.
- Staff identify is checked by seeing the applicant's photographic identification; a passport or driving licence.
- References are always taken up and are obtained from the named referees. Two written references are followed up and where possible, one which will be the last employer. The referees are asked to comment on the applicant's suitability to work with children and to give any details of disciplinary procedures the applicant has been subject to.
- Proof of qualification is always requested.
- Confirmation of employment history is carefully looked through.
- Visitors or staff awaiting their DBS checks are not allowed to be left alone with a child. All contractors/visitors will be accompanied whilst on the premises.
- Applicants for job posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed.
- We abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- All staff have access to the Whistle Blowing Procedure & Policy which outlines the procedure in how to share any concerns that may arise about their colleagues or the Manager.
- All staff receive regular training, team/supervision meetings where opportunities will be made available to discuss safeguarding training and any needs for further support.

### **Volunteering & external organisation**

- External organisations such as Super Soccer and Yoga have to show their DBS certificate and Identification to the nursery. If a disclosure comes back with something recorded on it, the DSL will assess whether the disclosure will affect the role of the applicant.
- All students and volunteers will have enhanced DBS disclosures conducted on them before their placement starts and they do not work unsupervised with the children.

## **Visitors**

Staff are trained to understand the procedures and in recording the details of visitors to the nursery and Management take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children. Refer to visitor policy for further information.

## **Confidentiality**

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the LSCB. Refer to Confidentiality Policy for further information.

## **Note Keeping**

Concerns over the safeguarding of any child are reported to the Designated Safeguarding Lead. The DSL may take notes of anything which could give cause for concern, irrespective of how trivial it may seem at the time. Note keeping enables Little Sparrows to build up a rounded picture and a context within which to assess anything that concerns us about the particular child. Note taking should take into account the date, time, place, people present and what was said.

## **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 / LADO 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.

## **Support to families**

- The nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the nursery.
- We will continue 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.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate under the guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

## **Responding to Suspicious and Evidence of Child Abuse**

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

We have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. All staff will work as part of a multi-agency team where needed in the best interests of the child.

### **Procedure:**

Little Sparrows follows the Hertfordshire Safeguarding Procedure of Recognise, Respond and Refer.

#### **1. Recognise**

A suspicion or concern has been recognised. It is important that members of staff do not seek to take on the role of investigators and that the settings procedures are followed strictly.

#### **2. Respond**

The staff member, student, volunteer, parent will discuss their concern with the DSL.

The DSL will respond to a suspicion or concern by assessing the situation and deciding whether the information needs to be shared with other professionals such as social workers or if it needs to be referred. The DSL may call the consultation line for further advice.

### **3. Referral**

The parents or carers will be informed that a referral is being made, unless this places the child at harm. A referral will be made to the Customer Service Centre.

#### **Contact telephone numbers**

- Ofsted 0300 123 1231
- Local Customer Service Number: 0300 123 4043
- Local Authority Designated Officer 01992 555420 (LADO)

#### **Allegations against employees, volunteers or students**

If an allegation is made against a member of staff or volunteer, we will follow the Recognise, Respond & Refer flow system in place by Hertfordshire alongside the HM Government guidance in 'Working together to safeguard children' (2018)

Once an allegation has been raised the Manager will:

- Deal with the allegation fairly, quickly and consistently
- Clarify facts (not investigate) to decide if it is a case for referral to LADO, a disciplinary procedure or if suspension or redeployment is appropriate.
- Maintain confidentiality – on a 'need to know' only basis
- Report to LADO if appropriate within 1 working day
- Inform the employee (after the discussion with LADO)
- Inform the parents or carers about the allegation (after the discussion with LADO)
- Offer information and support and advice for the employee and family involved.
- Work in partnership with LADO and other agencies such as the police.
- Keep LADO updated and monitor as the case progresses

If a referral is appropriate, The Local Authority Designated Officer (LADO) will be informed within 1 working day in order for this to be investigated by the appropriate bodies promptly.

#### **Procedure:**

If an allegation has been made the Manager will:

- Clarify facts (not investigate) to decide if a case for referral to LADO, a disciplinary procedure or if suspension or redeployment is appropriate.
- Contact the LADO consultant line for advice if necessary.
- Complete section 1 of the LADO referral form.
- If a LADO referral is deemed required, part 2 will be completed.  
If LADO referral is not required, the referral will be stored on record.
- Await contact from LADO once a referral has been made.

#### **Whistle Blowing**

It is important to the early years setting that any fraud, misconduct or wrongdoing by employees or people engaged in the organisations business, is reported to the DSL immediately and properly dealt with. The early years setting therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the early years setting.

**Employees/volunteers are encouraged to whistle blow to the DSL about:**

- Safeguarding
- Radicalisation
- Breaches in policy
- Data protection
- Bullying
- Sexual harassment & discrimination
- Criminal activity etc

### **How to Raise a Concern**

10. You must raise a concern to the Manger, Deputy or DSL promptly.

### **Concerns for the Manager**

11. Should you have concerns of malpractice, inappropriate or unethical conduct relating to the Nursery Manager or Directors:

1. First step is to usually raise concerns to Rachel the Deputy
2. If you do not feel comfortable in raising a concern directly to the Deputy, you should contact Ofsted:

### **Ofsted**

Tel: 03001233155 (Mon – Fri from 8.00am to 6.00pm.)

Email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

### **Associated Documents**

- Prevent Duty Policy
- Online Safety Policy
- Confidentiality Policy
- Staff Recruitment Policy
- Whistleblowing Policy
- Uncollected Children Policy and Procedure
- Missing Child Policy and Procedure
- Use of Mobile Phones, Cameras and Social Media Policy.
- Visitor Procedure and Policy