



## Safeguarding Policy and Procedures

### Child Protection

EYFS Safeguarding and Welfare requirements says (paragraph 3.5): “A practitioner must be designated to take lead responsibility for safeguarding children in every setting. The lead practitioner is responsible for liaison with local statutory children's services agencies, and with the LSCB. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect.

#### **Introduction**

At Happy Tots Nursery our prime responsibility is the welfare and well being of all children in our care. Happy Tots is committed to building a ‘culture of safety’ in which the children in our care are protected from abuse, harm and radicalisation. We ensure that Happy Tots Nursery is a safe and healthy place for children, parents, staff, students, volunteers and any person who is accessing the provision.

The Nursery will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The Nursery’s child protection procedures comply with all relevant legislation and with guidance issued by Manchester Safeguarding Partnership (MSP).

At Happy Tots there is a **designated safeguarding lead (DSL) on premises** available at all times. The **designated safeguarding lead** issues and liaises with external agencies (eg Manchester Children’s Social Care, Police and Ofsted).

The Nursery’s **Designated Safeguarding Lead** is **Belinda Kaur**. In her absence the Deputy / on-call is **Abigail Jones, Leanne Frodhsam or Barbara Karda**.

#### **Safeguarding is defined as:**

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Enabling those children to have optimum life chances and enter adulthood successfully

Taken from government guidance; '[Working together to safeguard children - 2018.](#)' (Appendix 1-In Safeguarding file) and '[Keeping children Safe in Education – 2019](#)'

## **Aims**

The aims of this policy and our procedures are to;

- Offer children the opportunity to achieve their full potential as set out in [Every Child Matters](#) five outcomes; stay safe, be healthy, enjoy and achieve, make a positive contribution and achieve economic well being.
- Create an environment that encourages children to develop a positive self image, which incorporates each child's race and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home backgrounds.
- Promote every person's rights to be strong, resilient and listened to.
- Encourage parents and families to build on their understanding of and commitment to safeguarding all our children.
- Ensure that there are clear, set guidelines that all staff and any person that has contact with the children can follow should they have any concerns about a child's welfare and/or safety.

## **Children who may be particularly vulnerable**

It is vital that children receive the right help and support at the right time to address unmet needs and identify risks to prevent issues from escalating.

To ensure that all our children receive equal protection, we will give special consideration to children who are:

- Disabled and have special educational needs;
- Have special educational needs (with or without a Health Care Plan)
- Affected by adverse childhood experiences (such as multiple types of abuse; neglect; violence between parents or caregivers; other kinds of serious household dysfunction such as alcohol and substance abuse, parental incarceration, parental mental health; parental separation or bereavement; and peer community and collective violence)
- Asylum seekers;
- Regularly absent
- Attending alternative provision or subject to a managed move;
- Living away from home (frequent movers);
- Vulnerable to being bullied/peer abuse, or engaging in bullying/peer abuse;
- Living in temporary accommodation;
- Living a transient lifestyle;
- Living in chaotic and unsupportive home situations;
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality;
- Involved directly or indirectly in sexual and/or criminal exploitation or child trafficking;
- Speakers of another first language;
- Subject to a Child Protection Plan;

- Exhibiting any changing behaviours or risk-taking behaviours that cause concerns;
- Children in Our Care/Looked After Children;
- Privately fostered.

### **Child abuse and neglect**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

### **Other categories of abuse to be aware of are:**

#### **Fabricated illness**

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Child abuse linked to faith or belief advice for practitioners

Child abuse linked to a faith or belief occurs across the country. In such cases a parent or carer has come to view a child as 'different'. They have attributed this difference to the child being possessed and as such will attempt to exorcise the child.

### **Child Abuse Linked to Faith or Belief (CALFB)?**

There is a variety of definitions associated with abuse linked to faith or belief. The National Action Plan includes the following when referring to Child Abuse Linked to Faith or Belief (CALFB).

Belief in concepts of:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or muti murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.
- This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune, such as telephoning a wrong number which is believed by some to allow malevolent spirits to enter the home.

Reasons for the child being identified as 'different' may be a disobedient or independent nature, bed wetting, nightmares or illness. Attempts to exorcise the child may include:

- Beating
- Burning
- Starvation
- Cutting or stabbing
- Isolation within the household.

Children with a disability may also be viewed as different, and various degrees of disability have previously been interpreted as 'possession', from a stammer to epilepsy, autism or a life limiting illness.

### **Female Genital Mutilation**

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003. It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

This type of physical abuse is practised 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, and acute urinary retention, urinary infection, wound infection, septicaemia, and incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as physiological concerns. If we have concerns about a child in this area, we will contact children's social care team in the same way as

other types of physical abuse. We are also aware that there is a mandatory duty to report known cases of FGM to the police.

### **Children with special educational needs and disabilities**

Barbara Karda and Abigail Jones understands that children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children.

This can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs;
- communication barriers and difficulties in overcoming these barriers

### **Signs of child abuse and neglect**

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

### **If abuse is suspected or disclosed**

When a child makes a disclosure to a member of staff, that member of staff will:

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them
- give reassurance that the staff member will take action
- record the incident as soon as possible (see Logging an incident below). If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the Logging a **concern form**. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Nursery is obliged to and the incident will be logged accordingly.

### **Peer-on-peer abuse**

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people. Staff will not dismiss abusive behaviour as normal between young people.

### **Extremism and radicalisation**

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism.

There are many reasons why a child might be vulnerable to radicalisation, eg:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

### **Signs of radicalisation**

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern form and refer the matter to the DSL.

### **Modern slavery includes & County Lines:**

- slavery
- human trafficking and exploitation
- forced labour and domestic servitude.

Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. Slavery is not an issue confined to history or an issue that only exists in certain countries – it is something that is still happening today. It is a global problem and the UK is no exception. It is a growing issue, affecting men, women and children.

Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking. Traffickers and slave drivers coerce, deceive and force individuals against their will into a life of abuse, servitude and inhumane treatment.

The scale of modern slavery in the UK is significant. Modern slavery crimes are being committed across the country and there have been year on year increases in the number of victims identified. The Home Office has estimated that in 2013 there were between 10,000 and 13,000 potential victims of modern slavery in the UK.

The Modern Slavery helpline can be contacted on [0800 0121 700](tel:08000121700) or via their website at [www.modernslaveryhelpline.org](http://www.modernslaveryhelpline.org)

The Modern Slavery Helpline provides information and advice about modern slavery, a 24 hour telephone reporting line, online reporting through the website, and can provide training to public sector organisations on modern slavery.

### **Logging a concern**

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the Logging a concern form as soon as possible after the event.

The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must use the child's own words
- name, signature and job title of the person making the record.

The record will be given to the Nursery's DSL who will decide on the appropriate course of action. For concerns about child abuse, the DSL will contact Social Care. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly. For concerns regarding radicalisation, the DSL will contact Social Services and may need to contact the Police on the non-emergency number (101), the Confidential Anti-Terrorist Hotline on 0800 789 321.

### **Promoting Fundamental British Values**

The fundamental British values are of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are already implicitly embedded in the Early Years Foundation Stage.

Ofsted requirement go hand in hand with the legislation introduced in July 2015, which places additional responsibility on Early Years providers to prevent children from becoming radicalised (the Prevent Duty).

### **Democracy**

- Letting children know their views count and encourage everyone to value each other's opinions and values.
- Providing activities that involve turn-taking, sharing and collaboration

- Giving children opportunities to develop enquiring minds by creating an atmosphere in the setting where all questions are valued

#### **Rule of Law**

- Ensuring that children understand their own and others' behaviour and its consequences, helping them to distinguish right from wrong
- Working with children to create the rules and the codes of behaviour, and also ensuring children understand that the rules apply to everyone

#### **Individual liberty**

- Providing opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities
- Encouraging a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand everyone is free to have different opinions

#### **Mutual respect and tolerance**

- Encouraging and explain to children about the importance of tolerant behaviours, such as sharing and respecting each other's opinions
- Promoting diverse attitudes and challenge stereotypes, for example, by sharing stories that reflect and value the diversity of children's experiences
- Providing resources and activities that challenge gender, cultural and racial stereotyping
- Creating an ethos of inclusivity and tolerance, setting where views, faiths, cultures and races are valued
- Arranging visits whereby children can engage with the wider community
- Encourage children to acquire a tolerance, appreciation and respect for their own and other cultures by discussing with children the similarities and differences between themselves and others; and among families, faiths, communities, cultures and traditions
- Sharing and discussing practices, celebrations and experiences

#### **Promoting awareness among staff**

The Nursery promotes awareness of child abuse and the risk of radicalisation through its staff training.

#### **The Nursery ensures that:**

- the designated DLS has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware how to access it
  - designated person training is refreshed every two years
  - safe recruitment practices are followed for all new staff
  - all staff have a copy of this Safeguarding (Child Protection) policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation
    - all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
    - all staff receive basic safeguarding training, and safeguarding is a permanent agenda item at all staff meetings

- all staff receive basic training in the Prevent Duty
- staff are familiar with the Safeguarding File which is kept in the OFFICE
- the Nursery's procedures are in line with the up to date guidance in 'Working Together to Safeguard Children (2018)' and staff are familiar with 'What To Do If You're Worried A Child Is Being Abused (2015)'.

### **Allegations against staff**

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on an **Incident record form**.

Any witnesses to the incident should sign and date the entry to confirm it.

• The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The DO will advise if other agencies (eg police) should be informed, and the Nursery will act upon their advice. Any telephone reports to the DO will be followed up in writing within 48 hours.

• Following advice from the DO, it may be necessary to suspend the member of staff pending full investigation of the allegation.

- If appropriate the Nursery will make a referral to the Disclosure and Barring Service.

The procedures should be used when an allegation is made that an adult has:

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

### **Use of mobile phones and cameras**

Photographs will only be taken of children with their parents' permission. Only the nursery camera will be used to take photographs of children. Neither staff, visitors nor students may use their mobile phones to take photographs. For more details see our Mobile Phone Policy.

**Contact numbers Children's Social Care:** 0161234500

**Designated Officer DO, formerly known as LADO (Local Authority Designated Officer):** Majella O'Hagan / Jackie Shaw **0161 2341214**

Police: 101 (non-emergency) or 999 (emergency) Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

Ofsted: 0300 123 1231

### **Suitable People**

The EYF says [Paragraph 3.9]: "Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable."

All staff will read and sign to say that they have understood the safeguarding policy and procedures during their induction period. All designated persons will access training run by Manchester Council Early Years, information from this will be relayed to all staff members at the next monthly staff meeting. All staff will attend safeguarding training every year.

The designated officers will keep up to date with any new and/or changes in legislation linked to safeguarding issues.

Happy Tots Nursery will make this policy available to parents/carers at all times this can be found within the policy pack in the reception area.

The EYF says [Paragraph 3.11] "Providers must tell staff that they 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). 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."

All staff will have an enhanced disclosure carried out every 3 years; a record of this is kept on file and remains confidential at all times.

All staff are required to inform senior management of any change in their circumstances to work with children during 1 to 1 sessions (held 6 monthly) and with management or during appraisals which are held every 12 months. Staff members are also made aware to inform manager as soon as possible of any change in circumstance.

Regarding any staff member who is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm - their details will be referred to the Disclosure and Barring Service by the Nursery Manager – **Barbara Karda**. Ofsted will also be informed should any member of staff be referred to the Disclosure and Barring Service.

### **Recruitment and Selection**

When recruiting new staff Happy Tots Nursery will;

- Follow the nurseries staffing policy and appendix - ' **Safer Recruitment Policy**'
- Inform applicants that their particular job role will exempt them from the 'Rehabilitation of Offenders Act 1974'.
- Inform candidates that they will need to have a DBS check carried out and completed before their job position will be confirmed

**\*\*\*Any candidate that has been disqualified from childcare will NOT be offered a job at Happy Tots Nursery\*\*\***

- Inform applicants that if they have been refused a job at Happy Tots due to information that has been disclosed that they have a right to know that information and also have a right to challenge it.
- Abide by Ofsted requirements in regard to obtaining references and DBS checks. A minimum of two references will be required for each candidate, preferably one being their most recent employment.

*All students and volunteers will have an up to date DBS check recorded on file.*

## **Roles and Responsibilities**

Safeguarding children is a shared responsibility for every person in contact with children, we all have our part to play in protecting children.

### **All staff:**

- Will have children's safeguarding training appropriate to their role and responsibility which is regularly updated. In addition, all staff members should receive at least annual updates which can be in the form of emails, bulletins, staff meetings/discussion and supervision;
- Should be aware of the signs of abuse and neglect;
- Should be aware of how to respond to specific safeguarding concerns as outlined in this policy;
- Have a responsibility to identify those children who may require early intervention support and what action to take to ensure they are supported appropriately;
- Have a responsibility to identify and respond to a child who is or likely to suffer significant harm and what action they must take, appropriate to their role;
- Must be aware of the importance of multi-agency partnership working and information sharing processes;
- Who work directly with children and can contribute to early support and safeguarding assessments must be aware of the risk sensible approach to safeguarding
- Have a responsibility to provide a safe environment in which children can learn
- Act in accordance with local safeguarding arrangements and participate directly or through local education partnerships, in local safeguarding arrangements.

### **Roles and Responsibilities: Management Team**

- The nursery complies with their duties under legislation;
- All staff undergo safeguarding training (including online safety) on induction and at a minimum every 2 to 3 years' dependent upon their role;
- All nursery leaders and staff working directly with children read Part One of 'Keeping children safe in education' 2019
- This safeguarding and child protection policy is consistent with local requirements, reviewed and updated annually and made available publicly (available on the nursery website);
- Safeguarding training commissioned and/or delivered internally is in line with advice from the Department for Education;
- There are procedures for dealing with allegations of abuse made against members of staff including allegations made against the Nursery Manager and a nominated person identified to liaise with the Designated Officer (LADO);
- Policies adopted are disseminated, followed and understood by all staff;
- A member of the senior leadership team is appointed to the role of Designated Safeguarding Lead (DSL);

- Children are taught about safeguarding (including online) through teaching and learning opportunities, as part of providing a broad and balanced curriculum;
- There are written recruitment and selection procedures that include the requirement for appropriate pre-employment checks and at least one person on any appointment panel has undertaken safer recruitment training;
- The procedure is in place to handle allegations of abuse of children against other children
- There are appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in the future;
- Recognising the importance of information sharing between professionals and the local authority;
- Ensure the ICT policy addresses the safety of children in accessing inappropriate material when accessing the internet and that appropriate filtering and monitoring systems are in place.

### **The Designated Safeguarding Lead (DSL):**

The DSL or Deputy will always be available during nursery opening hours to discuss safeguarding concerns.

### **As set out in Annex B: Keeping children safe in education 2019**

A deputy lead will be identified who can undertake those functions in the absence of the DSL.

### ***Managing referrals:***

The DSL is expected to:

- Refer cases of suspected abuse to Manchester Contact centre as required,
- Support staff who make referrals
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service (DBS)
- Refer cases whereby a crime may have been committed to the police as required.

### ***Working with others***

The DSL will:

- Liaise with the manager to inform of ongoing enquires under section 47 of the Children Act and police investigations;
- As required liaise with the DO for all cases involving a staff member;
- Liaise with staff on matters of safety and safeguarding when deciding whether to refer by liaising with relevant agencies;
- Act as a source of support, advice and expertise for all staff;

- Understand and implement the locally agreed safeguarding arrangements and contribute, both strategically and operationally, to the local arrangements.

**Training:**

The DSL (and deputies) should undergo safeguarding training that is updated every 2 years. They will also undertake Prevent awareness raising at the level agreed.

DSLs skills and knowledge should be refreshed at regular intervals but at least **annually** and this can involve e-bulletins, meeting other DSLs or simply taking the time to read and digest safeguarding materials. Training and briefings should also improve the DSL's (and whole school's) awareness of local needs, risks, challenges and emerging threat issues in relation to safeguarding in the local area

The DSL will:

- Understand the assessment process for providing early help and intervention, for example through the EHA process;
- Have a working knowledge of how Manchester Children's Social Care conduct child in need, child protection case conferences, child protection review conferences, core groups and looked after children reviews and be able to attend and contribute to these effectively when required to do so;
- Ensure members of staff has access to and understand the nursery's child protection policy and procedures, behaviour policy, management of children missing education and staff code of conduct policy, especially new and part time staff;
- Ensure members of staff have the relevant safeguarding competencies so that they can identify, share information, respond and work together in safeguarding incidents;
- Be alert to the specific needs of children in need, children with special educational needs;
- Be able to keep detailed, accurate, secure records of concerns and referrals;
- Understand and support the nursery with regards to the requirement of the Prevent duty and able to provide advice to staff;
- Understand the current risks associated with online safety including recognition of the additional risks that children with SEN and disabilities face online e.g. from bullying/peer abuse, grooming and radicalisation and support SEND children to stay safe online;
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff

**Raising Awareness:**

The DSL will:

- Ensure the nursery policies are known and used appropriately;
- Ensure this policy is reviewed annually, procedures and implementation are updated and reviewed regularly, and work with the Management team or proprietors regarding this;
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the nursery in this;

- Link with the local safeguarding arrangements to make sure staff are aware of training opportunities and the latest local policies on safeguarding;
- Where children leave nursery ensure their child protection file is transferred to the new school or setting as soon as possible. This should be transferred separately from the main file, ensuring secure transit and confirmation of receipt should be obtained.

### **Staff/ Students/Volunteers responsibilities**

- To read, understand and sign all policies and procedures upon induction and when new policies are created and/or updated. Ensuring that any information that is not clear, the staff member asks a member of the management team to clarify.
- Attend training that Happy Tots provide to refresh or enhance practitioner's knowledge and understanding of safeguarding and child protection policy and procedures.
- To provide children with activities that prompt them to respect and protect themselves, acquiring knowledge about 'Stranger Danger'.
- To identify and act upon any concerns about a child's safety and welfare either when at nursery or outside of nursery (for details on procedures to follow, organisations to address please see Appendices 1, 2, 3 and 4).

**\*\*\*Please note that if you have witnessed or suspect a child being at risk of harm by any person and you do not report it YOU will be seen to be colluding in such behaviour – Child Safety is EVERYONE'S responsibility\*\*\***

### **What to do if you have concerns about a child**

- Report the concerns immediately to the safeguarding designated person. You will be asked to complete a 'Record of Concern' sheet (Appendix 5-In Safeguarding file) and possibly a skin map (Appendix 6-In Safeguarding file). Follow the referral flow charts labelled Appendices 3 and 4, also see the flow chart on page 7 of this document for a brief overview of where to go and who to contact.
- If you feel that a child is in immediate danger you must phone the police on 999 or the local police station on [0161 856 3925](tel:01618563925)
- If you are unsure and need independent advice The Multi-Agency Safeguarding Hub (MASH) is the single point of contact for all safeguarding concerns regarding children and young people in Manchester. The team have responsibility for screening and risk assessing referrals and making decisions as to the most appropriate intervention or signposting to other agencies to meet identified need. The first response team can be contacted on Manchester's Multi Agency Safeguarding Hub (MASH) is now operating a consultation line for partner agencies to call – the new number is [0161 219 2895](tel:01612192895).

### **What to do if you have concerns about a member of staff**

- If you have witnessed a staff member harming a child you must report this immediately to the Manager – if the person in question is the manager you must contact the Manchester Designated Offices **DO** formerly known as **LADO** immediately – Majella O'Hagan or Jackie Shaw [0161 234 1214](tel:01612341214) or email [Magella.ohagan@manchester.gov.uk](mailto:Magella.ohagan@manchester.gov.uk), [qualityassurance@manchester.gov.uk](mailto:qualityassurance@manchester.gov.uk)

### What happens when a concern has been raised?

- The concern will be discussed with the parent/carer with a witness.
- If the child already has a Social Worker in place the concern will be referred to them.
- The parents will be informed of the Early Help Offer in Manchester and encouraged to allow the nursery to register the family for an EHA which may gain additional support from the relevant agencies. Happy Tots will follow the Manchester Council procedures.
- Ensure that the welfare of the child is paramount and will take care not to influence the outcome in way that child is spoken to or asking questions.
- Such discussion will be recorded, and the parent/carer will have access to such records.

**Do not disclose to a parent any information held on a child if this would put the child at risk of significant harm.**

If concerns/allegations are made on any of the headings a record will be completed, this will only be discussed with professionals on a need to know basis. The following information will be recorded;

- Name of child
- Age
- Parents/carers names
- Home address and telephone number
- Special circumstances
- Any physical/behaviour signs
- What child has said/incident
- Parents informed except where the guidance from Bury Safeguarding Board states not to inform parents.

### Partner Agencies and Visitors

Happy Tots take security measures to ensure that there is control over who gains access to the nursery and ensures that no unauthorised person has unsupervised contact with the children;

- All visitors must ring the buzzer or knock on the door and await a Senior member of staff to answer the door.
- All visitors have their ID checked at the door and are asked to sign in the visitors book.

**OFSTED** If any allegations of serious harm or abuse are made about any person living, working or looking after children at the premises (whether the allegation relates to harm or abuse committed on the premises or elsewhere) Ofsted must be notified within 14 days of the allegations being made. Contact telephone number: 0300 123 1231 Email contact: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) OR [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

**RIDDOR** Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995. If a serious accident occurs on the premises it will be reported immediately to RIDDOR. Contact telephone number: 0845 300 9923 Electronic submission form: <https://extranet.hse.gov.uk/lfservlet/external/F25081E>

### **Information Sharing**

Working Together to Safeguard Children 2018 places great emphasis on information sharing. The guidance states, "Effective sharing of information between professionals and local agencies is essential for effective identification, assessment and service provision. Early sharing of information is the key to providing effective early help where there are emerging problems. At the other end of the continuum, sharing information can be essential to put in place effective child protection services. Serious Case Reviews (SCRs) have shown how poor information sharing has contributed to the deaths or serious injuries of children." The guidance goes on to state, "Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children. To ensure effective safeguarding arrangements:

- All organisations should have arrangements in place which set out clearly the processes and the principles for sharing information between each other, with other professionals and with the LSCB
- No professional should assume that someone else will pass on information which they think may be critical to keeping a child safe. If a professional has concerns about a child's welfare and believes they are suffering or likely to suffer harm, then they should share the information with local authority MASH team.

### **Happy Tots Nursery Procedures for Information Sharing:**

- The Data Protection Act is not a barrier for sharing information, it is used as a framework for ensuring that personal information is shared appropriately.
- Staff will be open and honest with the child/young person and family
- Staff will seek advice if they are in any doubt about who to share information with and what information to share.
- The safety and well-being of the children and others affected will be considered before any information is shared.
- We will ensure that information shared is necessary for the purpose of why we are sharing such information, only with those who need it. Ensuring that it is accurate, up to date and is shared in a timely fashion and shared securely.

### **Supporting Families**

At Happy Tots Nursery we work with the guidelines of Manchester Safeguarding Children's Board (MSCB). We believe that an important aspect of keeping children and families safe is to build and maintain trusting and supportive relationships with our children, families, students and staff. Happy Tots will continue to welcome any child whilst investigations are being made in relation to any alleged abuse.

### **Staff Support**

We recognise the stressful and traumatic nature of safeguarding and child protection work. We will support staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support as appropriate. Regular supervision will be offered to the DSL's within nursery, and may be extended to other members of staff as deemed appropriate by the nursery.

### **Whistle Blowing**

Happy Tots Nursery stands by a culture of openness and transparency within the setting, which makes it safe and acceptable for employees, staff and volunteers to raise any concern they may have

about malpractice and misconduct. An employee or volunteer who wishes to raise such a concern should normally report the matter to the manager who will advise the employee, student or volunteer of the action that will be taken in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible. If an employee or volunteer feels that the matter cannot be discussed with the manager then Ofsted should be contacted by [email whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk) or by phone on **0300 123 1231**

For further information on Whistle Blowing at Happy Tots please see the 'Whistle Blowing Policy' in the policies and procedures file, located in the office.

### **Early Help Assessment (EHA)**

The EHA procedure is designed to help professionals understand what to do if they have concerns about a child's welfare **but child protection is not the issue**. It is also used to find out whether the child has additional needs or needs that mean they have been or are likely to be significantly harmed. The staff will investigate the need for more integrated working with other agencies and with parental permission look at providing additional support through the early help assessment when necessary. EHA protocols will be followed in accordance with local guidelines.

<b>Policy adopted/updated</b>	<b>Signed on behalf of the company</b>	<b>Date for earliest review</b>
<b>April 2018</b>	<b>Barbara Karda</b>	<b>March 2019</b>
<b>July 2018</b>	<b>Barbara Karda</b>	<b>June 2019</b>
<b>Barbara Karda</b>	<b>January 2019</b>	<b>December 2019</b>
<b>January 2020</b>	<b>Barbara Karda</b>	<b>December 2020</b>