1. Safeguarding Children

Filey Childcare believes that the welfare, protection and safety of every child in our care is of paramount importance and we take our responsibility to safeguard children seriously. We are committed to following the North Yorkshire Safeguarding Children Board guidance and procedures. Everyone working in our setting acknowledges and understands their responsibilities towards the children in our care. We have procedures in place to follow if we suspect abuse or neglect, and we are able to put the procedures into practice. We will refer to the Children’s Social Care Department when appropriate, and work with other agencies involved, such as the Police. We will attend and provide information/reports for strategy meetings, child protection conferences and core groups. We will contribute where appropriate to any Child Protection plan. We will always take a considered and sensitive approach in order that we can support our children and families effectively.

Although the safeguarding of children is everybody responsibility this policy will outline the roles of the different members of staff within the building.

Below are the legal documents and legislation that are adhered to and inform our safeguarding children policy:

➢ Children Act 1989 and 2004
➢ Childcare Act 2006
➢ Safeguarding Vulnerable Groups Act 2006
➢ Children and Social Work Act 2017
➢ The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
➢ Working together to safeguard children 2018
➢ Keeping children safe in education 2018
➢ Data Protection Act 2018
➢ What to do if you’re worried a child is being abused 2015
➢ Counter-Terrorism and Security Act 2015.

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 2018).

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 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.

Filey Childcare aims to:
➢ Keep the child at the centre 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 behaviour
➢ Ensure staff understand how to identify early indicators of potential radicalisation and terrorism
threats and act on them appropriately in line with national and local procedures
➢ 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 thorough annual safeguarding
newsletters and updates.
➢ Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities
(SEND) and other vulnerable or isolated families and children
➢ Make any child protection referrals in a timely way, sharing relevant information as necessary in line
with procedures set out by the North Yorkshire County Council 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
➢ Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
➢ 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
➢ Ensure that children are never placed at risk while in the charge of Filey Childcare staff
➢ Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all
times
➢ 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
➢ 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 North Yorkshire
County Council Safeguarding Children Board.

The nursery is aware that abuse does occur in our society and we are vigilant in identifying signs of
abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of
children. Due to the many hours of care we are providing, staff may often be the first people to
identify that there may be a problem. They may well be the first people in whom children confide.
information that may suggest abuse or to spot changes in a child’s behaviour which may indicate abuse.

**Responsibilities of the registered person**

It is the overall responsibility of the registered person Rebecca Eaglestone on behalf of the committee to ensure that all necessary measures are in place to safeguard children.

The registered person will:

- monitor and audit the safeguarding arrangements by liaising regularly with the Designated Safeguarding Lead. She will also report any findings/updates to the committee. This includes welfare checklists for child protection, training records and any other relevant documentation.
- ensure that there is a suitable and effective policy in place, that all NYSCB procedures are followed and that staff are equipped to fulfil their role with regards to safeguarding children.
- ensure sure that safer recruitment measures are in place as it is good practice for a least one member of the interview panel to have undertaken Safer recruitment training.
- ensure that any allegations against any persons working in the setting are dealt with effectively. If the allegation is about the registered person it is the responsibility of the committee to ensure it is dealt with effectively.
- ensuring that all new starters, including volunteers receive a comprehensive induction.
- ensure that supervision and appraisal practice includes opportunities to discuss welfare concerns and to identify any development or training needs of staff to fulfil their safeguarding responsibilities.
- ensuring that the child protection record is maintained and monitored in accordance with the confidentiality policy and the documentation and information sharing policy.
- inform Ofsted of changes or anything that needs to be reported as outlined in the Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies document (2011)

It is the responsibility of the registered person to monitor and audit the setting’s safeguarding arrangements. This will be done by:

- Reporting to the committee at each committee meeting
- Policies to be reviewed annually or as and when necessary
- To update and remind staff regularly of personal responsibilities and procedures at staff meetings (these are recorded on staff meeting notes).
- To provide a single central record of training and responsibility.

**Responsibilities of the Designated Safeguarding Lead (DSL)**
Filey Childcare is committed to ensuring that The Designated Safeguarding Lead (DSL) has completed all relevant training and is aware of their roles and responsibilities.

The DSL for Filey Childcare is Gemma Jordan and in her absence then Kirsty Wood is contactable at work on 01723 516111.

The welfare of the child is paramount and will always be the priority of the DSL. The DSL’s role should include:

- Referring a child to Children’s Social Care if there are any concerns about suspected abuse. Any referral should be made by telephone and followed up in writing.
- Liaising with other agencies and services as appropriate.
- Talking to parents about concerns (where appropriate).
- Attending multi-agency Child Protection meetings.
- Contributing to a Child in Need or Child Protection plan
- Providing support, advice and guidance to all staff and ensuring that they are aware of the Safeguarding policy.
- Keeping and storing child protection records
- Seeking advice and support for staff from relevant agencies where appropriate.

Responsibilities of the staff team

All staff should follow the NYSCB guidance and procedures which are consistent with “Working together to safeguard children” and “What to do if you are worried a child is being abused”.

It is not the responsibility of the staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognize concerns and remain impartial. All concerns regarding the welfare of children at Filey Childcare must be recorded and discussed with the DSL prior to any discussion with parents.

Staff recognise that signs of abuse could be - significant changes in behaviour, inappropriate behaviour shown in play, reoccurring bruises, cuts or injuries, verbal disclosure of abuse, poor hygiene and cleanliness etc. Withdrawn behaviour, distress, a child becoming unsettled, a child needing more attention from adults than usual etc.

Staff should immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. significant changes in behaviour, worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child’s presentation, including non-attendance
- any hint or disclosure of abuse or neglect received from the child, or from any other person, including disclosures of abuse or neglect perpetrated by adults outside of the family or by other children or young people.
Staff will also recognise any persons who may pose a risk to children, this may include a person living in a household with children present or someone working in the setting. Staff will become concerned if:

- Staff fail to follow setting policies and procedures.
- They witness any inappropriate conduct e.g. inappropriate sexual comments and behaviours.
- May see any excessive one to one attention beyond the requirements of their usual role and responsibilities.
- If anyone is taking and/or sharing child abuse images.
- Staff also appreciate that the signs as listed above do not always mean abuse and are often due to perfectly innocent explanations.

**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-ordinator (DSCO). This record should include:

- Child’s name
- 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 other witnesses
- Name of the person to whom 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).

These records should be signed by the person reporting this and the *manager/*DSL, dated and kept in a separate confidential file.

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 a Common Assessment Framework (CAF) 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.

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

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 leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery manager.

Female genital mutilation

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. For those nurseries caring for older children in their out of school facility this may be an area of abuse you could come across. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, 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.

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.

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 will 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 Children Board (LSCB).
Sexual abuse

Action needs 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 on 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.

The 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 behaviour. 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.

Emotional abuse

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour 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 of emotional attachment by a parent, or it may include parents 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 nursery manager/DSL
➢ The concern will be discussed with the parent
➢ Such discussions will be recorded and the parent will have access to such records
➢ An Assessment Framework 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 persistent or severe 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 will have access to such records
➢ An 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.

Monitoring attendance of children

Although it is not compulsory for children to attend the early years setting, under our safeguarding responsibilities we are required to monitor children’s attendance and patterns of absence. If a child is not going to attend a session, we ask parents/carers to share the length and reason for the absence. This information will enable us to monitor illnesses that may occur across the setting.

The management of the setting is required to monitor all absences in order to safeguard children, and demonstrate this during inspections, so please help our team by letting us know of any planned or unplanned absences as soon as possible.

The staff within the room write down on the registers when a child has not attended and why. If there has been no contact from the parent then the staff within the room will try to contact them to find out the reason. If they are unable to do so then they will make management aware of this and management will try again. These records are then transferred on to a database of all children, that logs absences. Management will then look at any patterns that may be occurring and speak to the parents regarding this.

If non-attendance continues and the management feel that there is no valid reason for then social care may be contacted.
Allegations against staff

Allegations against Filey Childcare staff will be handled by the registered person or manager/leader. Alternatively any allegations can be handled by Filey Childcare Directors where necessary, the Local Authority Designated Officer (LADO) can be contacted directly.

To protect staff from facing allegations we expect that they should refer to the NYCC document “Guidance for Safe Working Practice for the Protection of Children and Staff in Early Years Settings, Out of School and Holiday Clubs”.

In the event of an allegation being made about a staff member then all previous policy and procedures will apply. The booklet “Guidance for staff facing an allegation” is available in the staff room. The Filey Childcare will always follow the NYSCB procedures. Detailed records will be made to include decisions, actions taken, and reasons for these. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial Actions to be taken

The person who has received an allegation or witnessed an event will immediately inform the manager/leader and record the details of the allegation. The Filey Childcare will consider and state who should be informed if the allegation is about the manager/leader. That person should then follow the rest of the procedure as if they were the manager/leader.

The manager/leader will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs. In some cases this may result in moving the member of staff involved to another area of Filey Childcare, or onto a different duty. It is important to consider how you will protect and support the staff member at this point as well as the children. It maybe decided that it is appropriate to suspend the member of staff on full pay until the investigation is completed.

➢ The manager/leader will contact the Local Authority Designated Officer (LADO) to inform them of the allegation and to seek advice on how to move forward with the investigation. Filey Childcare will fully consider how to co-operate with other agencies if it is not deemed appropriate for us to carry out an investigation independently.

➢ We recognise that all providers must inform Ofsted of the allegation and of the actions taken, as soon as reasonably practicable, but at the latest within 14 days. Failure to do so without reasonable excuse is a criminal offence.

➢ As with all child protection matters, the situation will be dealt with sensitivity and confidentiality and on a need to know only basis.

➢ Consideration will be given throughout the process to the support and information needs of children, parents and staff where applicable.

Useful contacts

North Yorkshire Social Care Customer Relations – 01609 536993

North Yorkshire Children’s Social Care – 0845 034 9410 / 01609 780780

Emergency Duty Team (if outside office hours) on 01609 534527.

To contact the Duty LADO please call 01609 532477.
Useful websites:

www.safeguardingchildren.co.uk - North Yorkshire Safeguarding Children's Board


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<tr>
<td>29.03.2019</td>
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