



Name:	Date written:
Safeguarding Children Policy	2/2/22
Written by:	Date of Revision:
Emma Holmes/ Louise Lloyd-Evans	9/4/24

Policy Statement

All children have access to a stimulating environment that allows them to grow, learn and develop. Everyone who comes into contact with children has a responsibility to safeguard and promote their welfare. We are attentive to any issues of concern in the child's life at nursery, at home or elsewhere. This policy illustrates the procedures we have in place to ensure the safety of every child at Young Friends Kindergarten. Our duty of care is always to the child.

Our Designated Safeguarding Leads are Emma Holmes, Jes Taylor and Libby Payne.

Aims and Purpose

The Children Act 2004, Section 11, places a statutory duty on key people and bodies to make arrangements to safeguard and promote the welfare of children.

The Shared Principles for all people working with children are:

- All children have the right to be safeguarded from harm and exploitation whatever their: race, religion, ethnicity, gender, age, disability, or status.
- Child abuse is non-discriminatory and occurs within all socio-economic backgrounds and ethnic groups.
- Children with learning or physical disabilities, children under the age of 1 and those with communication difficulties are particularly vulnerable.
- Stereotyping and assumptions do not protect children.
- Well-being of all children.

Applicability

This policy applies to all stakeholders

Definition of Terms

Safeguarding

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Allegation

An 'allegation' refers to any information or concern which suggests an adult who works with children 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 in a way that indicates s/he is unsuitable to work with children.

Prevent Duty

This is the duty of those in authorities to keep people and communities safe from the threat of terrorism. It focuses on preventing people from being drawn into terrorist organisations or ideals.

County Lines

County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018). It can happen in any part of the UK and is against the law and a form of child abuse.

Witchcraft

Belief in witchcraft, spirit possession and other forms of the supernatural can lead to children being blamed for bad luck, and subsequently abused. Fear of the supernatural is also known to be used to make children comply with being trafficked for domestic slavery or sexual exploitation.

Cuckooing

'Cuckooing' is the term used to describe the practice where professional drug dealers/Crime Gangs take over the property of an adult at risk and use it as a place from which to run their drugs business/ crime activity.

Overview

This Policy covers:

- General Safeguarding Procedures
- Categories of Abuse
- Suitable People
- Staff: Child Ratios
- Prevent Duty
- County Lines
- Allegations Against Staff

Procedures

General Safeguarding Procedures

We follow the procedures defined by **Pan Sussex procedures** <https://www.bhscp.org.uk/>
Brighton and Hove Safeguarding Children Partnership.

If we suspect or believe that a child is suffering or is likely to suffer significant harm the Designated Safeguarding Lead (DSL) has a duty to refer to *Front Door for Families.

Staff are aware of their duty to escalate a referral should they disagree with the DSL decision not to refer.

We use the BHSCP Threshold Document to help us identify the level of risk:

<https://www.bhscp.org.uk/documents/brighton-hove-helping-children-and-families-threshold-document/>

The DSL has been trained and has the responsibility of; liaising with Front Door for Families, supporting and training staff, contributing to reports and plans i.e Child In Need Plan, and is able to identify, understand and respond appropriately to signs of possible abuse and neglect.

- We know the children and families in our care enough to recognise when all is not ok. This concern could be significant or low-level. A low-level concern is any concern – no matter how small, and even if no more than a ‘nagging doubt’. Low level concerns are noted in the child’s file on Family and are monitored regularly.
- We observe children to recognise any significant changes in behaviour, a deterioration in children’s general well-being, unexplained bruising, marks or signs of possible abuse or neglect, when children’s comments give cause for concern, any reasons to suspect neglect or abuse outside the setting.
- Any safe-guarding incident or concern will be immediately reported to Louise and ways forward agreed, including how and when the staff team are informed.
- We contribute towards a Graded Care Profile 2 (GCP2) to help us to measure the quality of care provided by a parent or carer in meeting their child's needs, particularly where there are concerns about neglect. Using the GCP2 assessment tool, we score aspects of family life on a scale of one to five. This assessment helps us identify areas where the level of care children receive could be significantly improved.
- We respond to any suspicion that a girl may have been subjected to (or is at risk of) female genital mutilation - FGM (see Female Genital Mutilation).
- We report any inappropriate behaviour displayed by a member of staff, or any other person working with the children (see Whistle Blowing Policy). We primarily discuss this with our manager or Pod Leads who, if necessary, will report it to the Local Area Designated Officer using the LADO Referral Form.
- Any minor or major incidents or near misses while a child is in our care will be reported using the LADO referral form.
- We have undertaken training so that we can protect children from being drawn into radicalisation. We get to know families and can identify children and families who may be vulnerable (see Prevent Duty)
- We have a key person approach to supporting the child and their family. Key people get to know the child well so that they recognise when to be concerned and refer that information to the Designated Safeguarding Lead (DSL) If we become aware of any private fostering arrangements, we understand our role in reporting these to FDF.
- All staff are trained to follow our procedures so that they recognise, respond, internally refer, and record appropriately any concern in a child’s life or at home. Safeguarding training is refreshed yearly and Safeguarding Lead training is refreshed every two years.

- When responding to suspicion of abuse or disclosure, practitioners will listen to the child, and give reassurances that action will be taken. They will not question the child, although it is ok to ask questions for the purpose of clarification. They will make written records date and time, exact words spoken, the name of the person disclosed to and any witnesses. This will be recorded on our Safeguarding Concern Record sheet, signed and kept securely in the Safeguarding File on the kindergarten OneDrive and password protected. Advice will be sought from FDfF.
- All safeguarding concerns are recorded on our Safeguarding Concern Record sheet including reason for the decision to refer or not refer. These sheets are stored in the Safeguarding File on the kindergarten OneDrive and password protected. Records are stored confidentially and shared only with those that need to know. They are retained for the legally time required. Following guidance from Information Sharing: Advice for practitioners providing safeguarding services DfE 2018 and GDPR requirements
- Staff record on Family existing injuries, accidents, and incidents. These are audited monthly for patterns and may become a low level or a significant concern.
- We are aware of the importance of monitoring absences and have procedures in place to record and respond to persistent absence and unexplained absences including, where appropriate, informing FDfFs when a child of concern is absent.
- Staff understand and support children's behaviour and if they are concerned that a child's behaviour may be an indication of abuse, the DSL will be informed.
- All staff have regular supervision and have opportunities to discuss any issues particularly concerning children's development or wellbeing, including child protection concerns.
- Key people inform discussions for the monthly Leaders Meeting, bringing attention to any child who has a concern. Children are discussed further at the Leaders meeting and action plans are drawn up (if necessary) with the key person. This information is feedback to the whole team at the monthly staff meeting.
- We will engage with any Child in Need Plan or Early Help Plan as agreed. We will attend multiagency meetings to support families including core groups and case conferences.

Categories of Abuse

Child abuse happens when an adult inflicts harm on a child or young person. A child can be abused by an adult's direct actions (e.g. hitting), by an adult's inaction (e.g. not feeding) or by an adult's indirect action (e.g. domestic violence, addiction).

There are four main categories of abuse recognized by U.K law. These are physical, sexual, emotional, and neglect.

• Categories of Abuse

- **Physical abuse** happens when a child is deliberately hurt, causing injuries such as cuts, bruises and broken bones. It can involve hitting, shaking, throwing, poisoning, burning, slapping or suffocating. It is also physical abuse when a parent or carer fabricates, or induces, the symptoms of an illness in a child.
- **Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities. It does not necessarily involve violence and the child may or may not be aware of what is happening. Sexual abuse includes:
 - grooming a child with the intention of sexually abusing them,
 - all forms of penetrative and non-penetrative sex,
 - sexually exploiting a child in return for gifts, money or affection,
 - making, looking at and distributing indecent images of a child.
- **Emotional abuse** is persistent and, over time, it severely damages a child's emotional development. Active emotional abuse involves an adult deliberately trying to scare, humiliate or verbally abuse a child. Passive emotional abuse happens when a parent or carer denies the child the love and care they need in order to be healthy and happy. Such adults might be emotionally unavailable; fail to offer their child praise and encouragement; interact with them in an age-inappropriate way; be over-protective, limiting their opportunities to explore, learn and make friends; or expect the child to meet the parent's own emotional needs.
- **Neglect** is persistently failing to meet a child's basic physical and/or psychological needs resulting in serious damage to their health and development. Neglect is difficult to define as it is hard to describe the absence of something such as love or attention. In practical terms, neglect may involve a parent's or carer's failure to:
 - provide adequate food, clothing and shelter
 - protect the child from physical and emotional harm or danger
 - supervise the child properly
 - make sure the child receives appropriate medical care or treatment.
 - Neglect often happens at the same time as other types of abuse

(Definitions taken from www.nspcc.org.uk)

Should a practitioner observe or be made aware of any suspicious marks or bruises on a child's body they would alert the DSL, who would fill out an incident form on Family and note the marks on the body map. They will speak to the parents to gain clarification and if need be, escalate it to a safeguarding concern (see flow chart). Unless they felt that this would put the child at an increased risk of danger

We are also aware of other vulnerabilities in people's life's that can create an increased risk of concern such as children with family members in prison, domestic violence, substance misuse, homelessness, mental or physical illness and parents learning disability. We are aware of issues such as child sexual exploitation and child criminal exploitation, county lines, peer on peer abuse, online and cyber bullying.

Suitable People

We have effective systems in place to ensure that practitioners, and any other person who may have regular contact with children are suitable.

- We have security measures in place to prevent unwanted access to the building. We keep a register of all children and staff on the premises. We require all visitors to the nursery to sign in and produced ID where appropriate. Visitors are never left unsupervised.
- We follow safer recruitment practice when recruiting all new members to the team, we provide a thorough induction so that everyone is clear about their roles and responsibilities including safeguarding procedures.
- All practitioners, students, and regular volunteers, who have direct contact with the children and carry out intimate care will have a current DBS check. Staff subscribe to the passport service so their DBS will be continuously updated. Senior staff will request an update from the DBS service every year before formal appraisals are done.
- All new staff will be expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children.
- Staff suitability is checked yearly before appraisals and in between time, during supervision if circumstance change.
- Management will record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records check reference number, the date a check was obtained and details of who obtained it). At Young Friends we do this on a Single Central Record which is kept in the Staff Files on the password protected OneDrive.
- We have a duty to make a referral to the Disclosure and Barring Service where a member of staff 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
- In the event of the disqualification of Young Friends Nursery as a provider, we must not continue as an early years provider – nor be directly concerned in the management of such provision. Where a person is disqualified, Young Friends must not employ that person in connection with early years provision.
- The management at Young Friends must notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises. (The disqualification of an employee could be an instance of a significant event.)
- The registered provider of Young Friends Nursery (Louise) must give Ofsted the following information about themselves or about any person who lives in the same household:
 - details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006
 - the date of the order, determination or conviction, or the date when the other ground for disqualification arose
 - the body or court which made the order, determination or conviction, and the sentence (if any) imposed
 - a certified copy of the relevant order (in relation to an order or conviction)
- Staff members must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a staff member is taking medication which may affect their ability to care for children, the staff member should seek medical advice. Management must ensure that staff members only

work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. All medication on the premises must be securely stored, and out of reach of children, at all times.

Staff : Child Ratios

We are registered to take up to 69 children. The breakdown is as follows:

Under two year olds = 15 children

2-3 year olds = 20 children

3-5 year olds = 34 children

However, in reality these figures are a lot smaller as they are controlled by the ability to recruit staff.

Childcare providers must comply with the staff-child ratios set out in the Statutory Framework for the Early Years Foundation Stage. These requirements dictate the minimum number of adults needed to supervise children based on the number of children and their age. They also specify the minimum qualification levels required within the ratios. At Young Friends we adhere to legal ratios stated in the Statutory Framework.

These are:

- For children aged under two: there must be at least one member of staff for every three children
- For children aged two: there must be at least one member of staff for every five children
- For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, or another approved level 6 qualification is not working directly with the children: there must be at least one member of staff for every eight children

Here at Young Friends Nursery, we:

- hold qualifications above the required levels. In settings on the early years register, the manager must hold an approved level 4 qualification or above and at least half of all other staff must hold at least an approved level 2 qualification. Our manager holds a master's degree and well over half of our practitioners hold level 3 up to QTS qualifications. The manager should have at least two years' experience of working in an early years setting, our manager has nearly 40 years' experience in childcare.
- ensure that children are adequately supervised, including whilst eating, and always deploy staff to ensure children's needs are met. Children are always within sight and hearing of staff.
- only include staff over the age of 17 in the ratios.

Prevent Duty

(See policy) As part of our wider safeguarding duties practitioners are "subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism."

The DfE has produced some guidance for schools and childcare providers:

Revised Prevent duty guidance: for England and Wales

(Updated 1 April 2021)

Revised Prevent duty guidance: for England and Wales - GOV.UK (www.gov.uk)

County Lines

Children as young as 7 years old have been known to be used by gangs for various means (some listed below). Even though this is above the age range of our children at the nursery, our duty of care also extends to their families. Children and young people may be criminally exploited in multiple ways. Other forms of criminal exploitation include child sexual exploitation, trafficking, gang and knife crime. County lines gangs are highly organised criminal networks that use sophisticated, frequently evolving techniques to groom young people and evade capture by the police.

We must ensure that we know and understand our families, noting any vulnerabilities or suspicious changes. We must act if any family member reaches out to us or divulges information. We must note changes in children's behaviour and concerning play patterns.

If we think a child is in immediate danger, we will contact the police on **999**. If we're worried about a child but they are not in immediate danger, we should share our concerns. We will **follow our organisational child protection procedures and contact Front Door for Families**.

Allegations against a member of staff (Whistleblowing)

(Also see Whistleblowing Flow Chart below and Whistleblowing Policy)

We ensure that all parent/carers and team members know how to complain about staff, including cover staff, students, and volunteers within the nursery, which may include an allegation of abuse. All concerns raised regarding the welfare of children at the nursery will be investigated and for the sake of the child, family, and the nursery staff we ask that privacy is maintained and confidentiality is respected while these concerns are being investigated.

That concern could amount to:

- A member of staff or volunteer has behaved in a way that has harmed a child, or may have harmed a child, or
- Possibly committed a criminal offence against or related to a child, or
- Behaved towards a child or children in a way that indicates s/he may pose a risk of harm to children, or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

An allegation can be made in several ways:

- Directly by the child in person.
- Indirectly, for example by friend/s of the child.
- Complaint from a parent/carer to a member of staff, Children's Social Care or the Police.
- Report from a colleague or another agency.
- Anonymously.

What happens when an allegation is made?

All allegations are taken seriously and acted upon. The management of allegations sits within an effective cycle of good practice which exists both to protect children and those who work with them. When an allegation is made, the manager or deputy manager will refer to the Local Authority Designated Officer (LADO), who has overall responsibility for the management of allegations. Together they will consider the nature, content and context of the allegation and agree the course of action to be taken. We will also contact our Early Years Adviser at the council.

External Links and Organisations

Front Door for Families:

Front door for families is made up of different professionals working together to support children, young people, and their families where there are concerns.

The Multi Agency Safeguarding Hub (MASH), Early Help Hub and Family Information Service have merged to become the Front Door for Families.

The service is made up of professionals with different areas of expertise who work together to assess, decide, and coordinate how best to support children, young people and their families where there are concerns.

The Front Door for Families service includes:

- Referral Officers who receive your calls, e-mails, and online notifications. They provide information, advice, and guidance
- Social Workers who assess the needs or concerns you've raised about a child or young person
- Police Officers who assess information and notifications about children and young people who come to their attention
- Specialist Nurse Safeguarding Children who gather health information and assess the risk and impact on the children's development and well-being
- Education Safeguarding Officers who advise schools where there are safeguarding needs identified for a child
- Family Coaches who triage contacts that meet the threshold for targeted Early Help and Parenting Support and will assist partner agencies in setting up Team Around the Family meetings and plans

Contact Details:

- Brighton and Hove Front Door for Families: Telephone 01273 290400 during working hours (9am to 5pm, Monday to Thursday and 9.00am to 4.30pm on Fridays). Outside of our working hours please contact the Emergency Duty Service on 01273 335 905 or 01273 335 906.
- Local Police: 01273 470101
- Local Authority Designated Officer: ladoenquiries@brighton-hove.gov.uk, **Kay Whitcroft can be contacted on the following mobile number 07584217271 and office number 01273 290400**
- **Designated Professionals Brighton & Hove:**
 - Designated Doctor Safeguarding Children: 01273 238703

- Designated Nurse Safeguarding Children: 01273 01273 238703 / 07770 381421
- Brighton & Hove Police Child Protection Team: 101 (and ask for Brighton SIU)
- NSPCC FGM Helpline - 0800 028 3550
- NSPCC Whistleblowing 0800 028 0285
- The Brighton and Hove City Council Prevent Lead/Co-ordinator: Nahida.Shaikh@brighton-hove.gov.uk or call 01273 290584 or 07717303292
- Prevent advice and referral Channel.Prevent@brighton-hove.gov.uk
- Prevent Officer or non emergency police number 101 ask for ext 550543 or email Channel@sussex.pnn.police.uk
- ChildLine - 0800 1111
- Public concern at work – 020 3117 2520
- As of September 2019, the Brighton & Hove Safeguarding Children Partnership (BHSCP) has replaced Brighton & Hove LSCB.
[Home - BHSCP](#)
- **Pan Sussex Child Protection and Safeguarding Procedures**
[Welcome to your Pan Sussex Child Protection and Safeguarding Procedures Manual | Sussex Child Protection and Safeguarding Procedures Manual](#)

Relevant Policies and Documents

This policy has been informed by the following regulatory documents:

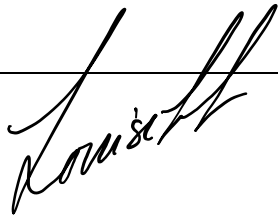
- The Statutory framework for the early years foundation stage 2021
- Working Together to Safeguard Children 2018
- Prevent duty guidance for England and Wales 2021
- Inspecting safeguarding in early years, education, and skills 2021
- Keeping children safe in education 2021
- Safeguarding Vulnerable Groups Act 2006

This policy should be read in conjunction with:

- Staff qualifications, training, support, and skills
- Key person
- Health and Safety
- Managing children’s behaviour
- Special educational needs
- Information and records
- Prevent Duty
- Whistleblowing
- Female Genital Mutilation
- Acceptable Use of Technology
- Safe Recruitment

Authorisation

Signature:



Louise Lloyd-Evans
Owner and Director

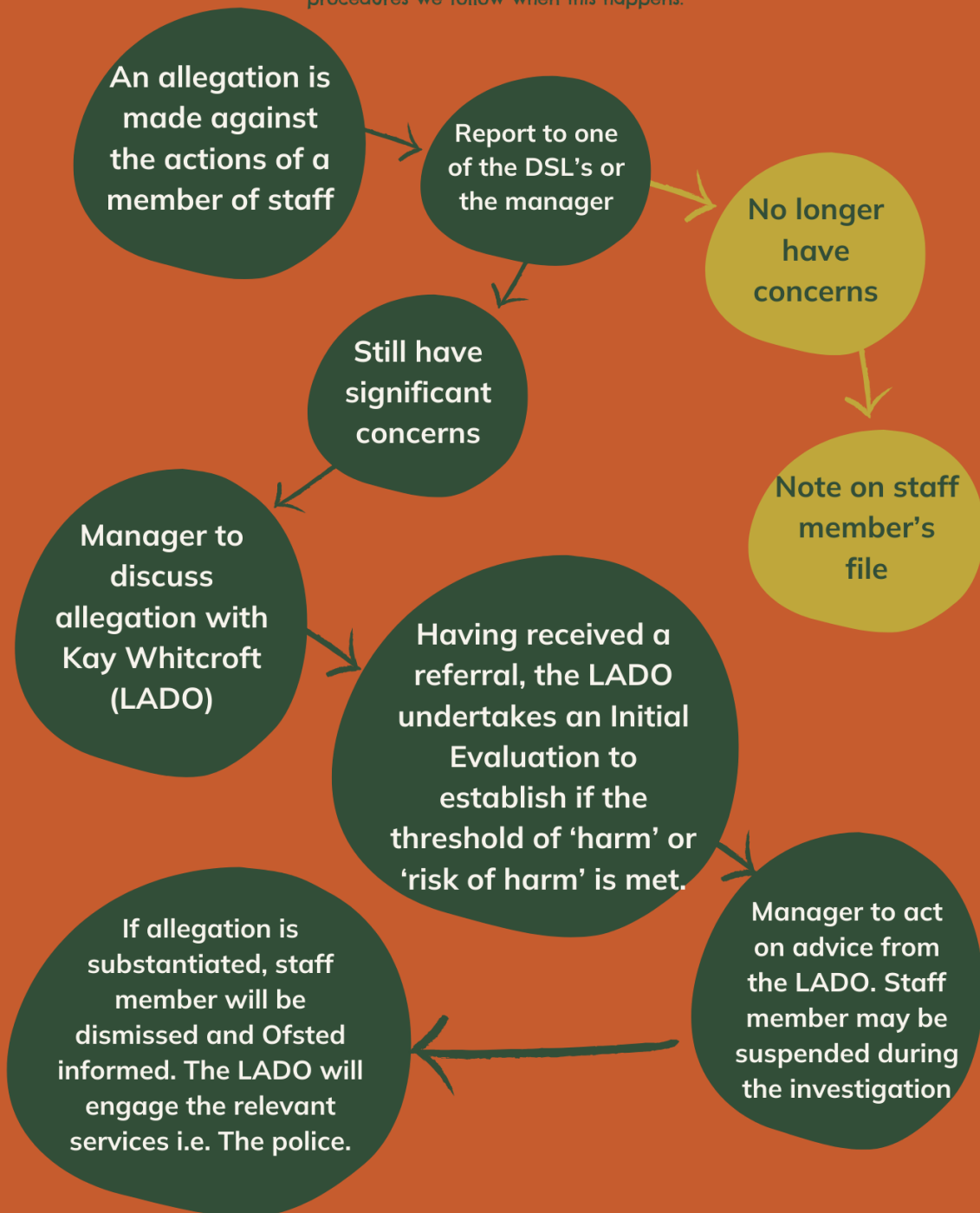
Young Friends Nature Nursery
89 Holland Road
Hove
East Sussex
BN3 1JP

Safeguarding Procedures



Whistleblowing Procedures

The majority of people who work with children or young people act professionally and aim to provide a safe and supportive environment for them. However, sometimes the behaviour of adults who work or volunteer with children and young people can result in allegations being made against them. Here are the procedures we follow when this happens.



Contact Kay Whitcroft on ladoenquiries@brighton-hove.gov.uk or 07584 217271 / 01273 290400