# Safeguarding Children/Child Protection Policy

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At **Ibtikaar Nursery** we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children’s health and development. In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery’s other policies and procedures.

This policy works alongside these other specific policies to cover all aspects of child protection:

* Online safety
* Human Trafficking and Modern Slavery
* Prevent Duty and Radicalisation
* Domestic Violence, Honour Based Violence (HBV) and Forced Marriages
* Looked After Children

**Legal framework and definition of safeguarding**

* 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).*

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.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children’s social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

**The nursery aims to:**

* Keep the child at the centre of all we do
* 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
* To safeguard children and promote their welfare
* 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 (including the signs known as softer 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
* Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
* 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
* Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by Birmingham City Council.
* Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
* Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times
* Ensure that children are never placed at risk while in the charge of nursery staff
* Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
* Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities
* Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
* 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 Birmingham City Council.
* We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

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| Abuse | Signs and symptoms | Behaviour |
| Physical | May include:   Unexplained or not  plausible cuts, burns,  bruises, broken bones,  scald marks   Multiple injuries at  different stages of  healing   Bald patches   Pain when moving  around e.g. during PE | May include:   Withdrawn or  aggressive  behaviour   Auto-aggressive  behaviour   Wearing clothes to  cover up injuries   Refusal to undress   Fear of physical  Contact |
| Sexual | May include:   STIs   Internal bleeding   Bruise marks on inner  thighs   Age-inappropriate  sexual knowledge   Genital or anal pain  and/or itching   Pregnancy   Self-harming   Suicide attempts | May include:   Over-sexualised  behaviour   Regression to  wetting and soiling   Lack of personal  hygiene in order to  make oneself  unattractive   Depression   Being a pleaser,  trying to be ‘super  good’ |
| Emotional | May include:   Developmental  delays, e.g. speech,  emotional, mental   ‘Ticks’, rocking, hair  twisting   Frequent  psychosomatic  complaints, e.g.  headaches, nausea   Clothed differently  from siblings | May include:   Copying or  modelling negative  behaviour at home   Attention-seeking  or extremely  inhibited   Severe low self-esteem  and  confidence   Self-harm   Severe fear of  failure   Withdrawn |
| Neglect | May include:   Looking  malnourished/being  underweight   Emaciation   Poor personal hygiene   Rotten teeth, ongoing  lice   Speech and motoric  delays   Wearing  inappropriate clothing  for weather   Clothes are dirty, torn,  too small   Constant hunger  and/or tiredness | May include:   No social  relationships   Compulsive  scavenging or  stealing (food etc.)   Destructive  tendencies   Withdrawn   Rebellious   Suffers from  anxiety   Depression   Streetwise   Poor education  Attendance |
| Bullying | May include:   Not having their  belongings or money   Torn clothes   Unexplained injuries or  marks   Evidence on social  network sites or  graffiti   Educational  performance suddenly  declines   Self-harming   Suicide attempts | May include:   Reluctance to  attend place  where bullying  occurs   Reluctance to  socialise   Acting out of  character   Uncharacteristic  use of bad  language   Anxious and  Withdrawn |
| Exploitation | May include:   STIs   Internal bleeding   Age-inappropriate  sexual knowledge   Genital or anal itching  or pain   Pregnancy   Sporting expensive  new goods or clothes   Having older ‘friends  Drug or substance  Misuse | May include:   Secretive behaviour   Acting out of  character   Meeting friends in  hotels or expensive  restaurants   Over-sexualised  behaviour   Delinquent  Behaviour  Getting picked up  in cars by strangers   Truancy |
| Radicalisation | May include:   Extreme views  regarding politics or  religion   Refusal to listen to  the views of others   Dramatic change in  friendship groups and  appearance | May include:   Using abusive  language to peers  who are ‘different’  to themselves   Becoming  susceptible to  conspiracy theories   Has feelings of  persecution   Withdrawn   Spending excessive  amount of time  online |
| Modern Slavery | May include:   Does not have  possession of their own  passport, identification  or travel documents   Receiving little or no  payment for their work | May include:   Acting as if they  were coached or  instructed when  asked questions   Allowing others  to speak for them   Lack of freedom  of movement   Signs of neglect |
| E-safety/digital  Safety | May include:   Spending a lot of time  Online | May include:   Displaying signs of  secrecy about  online usage   Only talks about  ‘friends’ met  Online |
| Domestic abuse | May include:   Unusual or reoccurring  injuries   Refusing to socialise  Has little or no access  to money | May include:   Withdrawal   Lack of confidence  Change in  presentation of  oneself   Refuses to share  opinions without  checking with  abuser first |
| Female genital  mutilation | May include:   Difficulty in urinating or  incontinence   Frequent infections   A special occasion or  ceremony to ‘become a  woman’ or get ready  for marriage   Having a female friend  or relative being cut | May include:   A long holiday  abroad or going  ‘home’ to visit  family   Withdrawal   Lack of confidence |
| Fabricated illness | May include:   * A parent/ carer exaggerating a real illness or symptoms * Complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. | May include:   * Withdrawal * Lack of confidence * Poor education * Refuses to share * opinions without * checking with * abuser first |

**Contact telephone numbers**

Local authority Designated Officer (LADO)

The LADO Team can be contacted on 0121 675 1669 or via email: [**Ladoteam@birminghamchildrenstrust.co.uk**](mailto:Ladoteam@birminghamchildrenstrust.co.uk)  
**For more information on email security**[**click here.**](http://bit.ly/2U91Jbr)

Local Authority Out of Hours Team

Monday to Friday 9am to 5pm

### [0121 303 1888](tel:01213031888)

Emergency out-of-hours

### [0121 675 4806](tel:01216754806)

NSPCC **0808 800 5000**

Ofsted **0300 123 1231**

Emergency police **999**

Non-emergency police **101**

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

**Types of abuse and particular procedures followed**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

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

Possible signs, symptoms and behaviour of abused.

**Reporting Procedures**

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding lead (DSL) as soon as possible.

* Staff will report their concerns to the DSL (in the absence of the DSL they will be reported to the Deputy DSL)
* Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely
* If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded and the parent will have access to these records on request
* If there are queries/concerns regarding the injury/information given then the following procedures will take place:

**The DSL will:**

* Contact the Local Authority children’s social care team to report concerns and seek advice. If it is believed a child is in immediate danger we will contact the police. If the safeguarding concern relates to an allegation against an adult working or volunteering with children then the DSL will follow the reporting allegations procedure.
* Record the information and action taken relating to the concern raised
* Speak to the parents (unless advised not do so by LA children’s social care team)
* The designated safeguarding lead will follow up with the Local Authority children’s social care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2018). We will never assume that action has been taken,

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSL or deputy DSL they should call the Local Authority children’s social care team or the NSPCC and report their concerns anonymously.

**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 lead (DSL). This record should include:

* Child's name
* Child's address
* Age of the child and date of birth
* Date and time of the observation or the disclosure
* Exact words spoken by the child
* Exact position and type of any injuries or marks seen
* Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
* Any discussion held with the parent(s) (where deemed appropriate).

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. 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.

**Informing parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local authority children’s social care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

**Confidentiality**

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

**Support to families**

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the local authority with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

**Allegations against adults working or volunteering with children**

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to the \*owner/\*registered person/\*DSL/\*deputy manager instead.

The Local Authority Designated Officer (LADO) and Ofsted will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

* The LADO will be informed immediately for advice and guidance
* If as an individual you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly
* A full investigation will be carried out by the appropriate professionals (LADO, Ofsted) to determine how this will be handled
* The nursery will follow all instructions from the LADO and Ofsted and ask all staff members to do the same and co-operate where required
* Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
* The nursery reserves the right to suspend any member of staff during an investigation
* All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
* Unfounded allegations will result in all rights being reinstated
* Founded allegations will be passed on to the relevant organisations including the local authority children’s social care team and where an offence is believed to have been committed, the police.
* Founded allegations will be dealt with as gross misconduct in accordance with our disciplinary procedures and may result in the termination of employment, Ofsted will be notified immediately of this decision.
* The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
* All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
* The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
* Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

**Monitoring children’s attendance**

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

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

If a child has not arrived at nursery within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the further emergency contacts will be used to ensure all parties are safe.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children’s social care team to ensure the child remains safeguarded.

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

**Looked after children**

As part of our safeguarding practice we will ensure our staff are aware of how to keep looked after children safe. In order to do this we ask that we are informed of:

* The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
* Contact arrangements for the biological parents (or those with parental responsibility)
* The child’s care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
* The details of the child’s social worker and any other support agencies involved
* Any child protection plan or care plan in place for the child in question.

**Staffing and volunteering**

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children’s social care team and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Leads (DSL), there is always at least one designated person on duty during all opening hours of the setting.

These designated persons will receive comprehensive training at least every two years and update their knowledge on an on-going basis, but at least once a year.

The nursery DSL’s liaise with the local authority children’s social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the on-going development and knowledge update of all staff on the team.

Although, under the EYFS, we are only required to have one designated lead for safeguarding, for best practice and to ensure cover at all times, we have two/three designated leads in place. This enables safeguarding to stay high on our priorities at all times. There will always be at least one designated lead on duty at all times our provision is open. This will ensure that prompt action can be taken if concerns are raised.

The Designated Safeguarding Leads (DSL) at the nursery will always be the manager and deputy manager**.**

* We provide adequate and appropriate staffing resources to meet the needs of all children
* Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
* We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as child protection plans for their own children
* This information is also stated within every member of staff’s contract
* We request DBS checks every 3 years
* We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
* We ensure we receive at least two written references BEFORE a new member of staff commences employment with us
* All students will have enhanced DBS checks conducted on them before their placement starts
* Volunteers, including students, do not work unsupervised
* We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
* We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children
* All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
* As a staff team we will be fully aware of how to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones or strangers lingering. We will ensure the children remain safe at all times
* The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management so we are able to support the individual staff member and ensure the safety and care of the children is not compromised
* All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
* Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
* All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
* We use peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly highlighted. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff are able to share any concerns they may have. Any concerns are raised with the designated lead and dealt with in an appropriate and timely manner
* The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

We also operate a Phones and Other Electronic Devices and Social Media policy which states how we will keep children safe from these devices whilst at nursery. This also links to our Online Safety policy.

**Extremism – the Prevent Duty**

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

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care. We have a Prevent Duty and Radicalisation policy in place. Please refer to this for specific details.

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the nursery manager, owner, DSL or registered person at the earliest opportunity.