



CHILD PROTECTION POLICY

'Everyone who works with children – including teachers, GPs, nurses, midwives, health visitors, early years professionals, youth workers, police, Accident and Emergency staff, paediatricians, voluntary and community workers and social workers – has a responsibility for keeping them safe. No single professional can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. (Source Reference: *Working together to safeguard children - March 2015 DFE, page 9*)

Lucy Staveley (Manager) is the named Lead responsible for Safeguarding and the Child Protection Officer (CPO) at Acorn to Oak Nursery. It is the CPO's responsibility to ensure that all staff are aware of their responsibilities and will provide training opportunities for staff to do this competently. There will be a designated member of staff for safeguarding available at all times whilst the nursery is open, this is so that staff can discuss concerns. In the CPO's absence the designated member of staff for safeguarding will be the Deputy Manager and, in their absence, it will be the Third in Charge.

All staff are to receive regular updates on safeguarding at least annually. The designated members of staff for safeguarding will have safeguarding level 3 training every three years and their knowledge will be refreshed annually.

Acorn to Oak has a responsibility to train all staff to understand our child protection policy and ensure that all staff have an up-to-date knowledge of safeguarding issues. Training is made available to enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- significant changes in children's behaviour;
- deterioration in children's general well-being;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children's comments which give cause for concern;
- Peer on Peer abuse (sexual, emotional, physical)
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Staff are required to discuss concerns with the CPO or designated member of staff for safeguarding on duty. If they still have concerns, you or your manager could then also, without necessarily identifying



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the child in question, discuss your concerns with senior colleagues in another agency in order to develop an understanding of the child's needs and circumstances.

If, after this discussion, you still have concerns, and consider the child and their parents would benefit from further services, consider which agency you should make a referral to. If you consider the child is or may be a child in need, you should refer the child and family to children's social care. This may include a child whom you believe is, or may be at risk of suffering significant harm. If your concerns are about a child who is already known to children's social care, the allocated social worker should be informed of your concerns. In addition to children's social care, the police and the NSPCC have powers to intervene in these circumstances.

(Source Reference: What to do if you're worried a child is being abused, Page 13)

Signs and symptoms of abuse can be found in the 'Safeguarding Children Kingston LSCB May 2011', which is kept on the office notice board and also in the in the Safeguarding Folder. Signs of abuse are also discussed at staff meetings. If a member of staff has any concerns about a child's welfare or that they are at risk of abuse then a log book/sheet will be used to document the concern as well as skin maps if relevant. These documents can all be found in the Safeguarding Folder.

The Nursery will follow the 'Safeguarding processes flowchart – Kingston (updated April 2017), following this policy. This document is also on the office notice board and in the Safeguarding Folder.

If a parent/carer arrives to collect a child under the influence of alcohol please follow **Flowchart 3**, following this policy. Please also see our '**Drug and Alcohol Policy**'.

Do not keep things to yourself. If any member of staff working with children has any concerns about a child's welfare or suspect's abuse, they should bring their concerns to the attention of the Nursery Manager (CPO) / Deputy Manager. The Manager (CPO) / Deputy should then make the decision on whether or not to contact SPA.

If you have any concerns about the welfare of a child and are not sure what action should be taken the Manager/CPO can contact Single Point of Access (SPA) Service. The Nursery has a duty to report any suspicions around abuse to SPA.

The parent should be informed of this referral, although parental consent is not actually required, unless to do so would compromise the safety of the child.

Confidentiality should be maintained at all times and parents are to be made aware of the nursery's duty to share child protection issues with other professionals and agencies. Please see our '**Confidentially Policy**'.



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It is the Managers responsibility to keep up to date with current legislation and update this policy accordingly. Managers will then pass on all new information to staff at meetings and use these times to keep all staff aware and confident in their role in safeguarding children.

Handling Disclosures

It often takes a great deal of courage for a child to talk to anyone about their abuse. Children learn to be very good at covering up the abuse and give plausible explanations for what happened. Children may have to betray a person who is close to them, who they may love, or who has power over them. A child who discloses may risk a great deal by hoping that you will believe in what they say. When responding to a child that has made an allegation of abuse follow the steps below;

- Stay calm.
- Listen carefully to what is said.
- Do not promise to keep secrets – find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others.
- Allow the child to continue at his/her own pace
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said, as soon as possible, using the child's own words. Note; date, time and names mentioned, to whom the information was given and ensure that all records are signed and dated.
- Inform the Manager/CPO as soon as possible.

(Source Reference:

Kingston LSCB Safeguarding Children, Guidance for all Childcare Providers May 2011)

Allegations/concerns against an adult in the setting (please see **Flowchart 2 & 2A** following this policy).

In the event of an allegation against a member of staff, the nursery will follow and adhere to: Kingston LSCB document: **Guidance for Managing allegations of abuse against all adults working with and looking after children in early years and childcare settings – 2011.**

An allegation is defined as any complaint or concern that might indicate that a person has:

- Harmed a child or put a child at risk



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- Has displayed behaviour involving or relating to a child that might constitute a criminal offence or,
- Has behaved in a way that raises concern about the adult's suitability to work with children.

If an allegation has been made against a member of staff they will be suspended from work until there is an outcome from the investigation.

It is important that the Manager/CPO DO NOT start to investigate the allegation. Any discussions with the member of staff being accused of an allegation should be kept to a minimum until the Local Authority Designated Officer (LADO) has been informed. In the event of an allegation of sexual abuse, do not alert the alleged perpetrator to the allegation.

The Manager/CPO will ensure the immediate safety of the child/children and any other children that may be affected.

Ofsted will be contacted as soon as possible and will want to speak to staff, parents / carers, children and will want to see records.

The nursery will try to avoid as much disruption as possible but priority to the child's welfare comes first.

It is important that all members of staff are able to raise a concern if they are worried about the safety or welfare of a child in line with our '**Whistle Blowing Policy**'. All staff have a duty to disclose any concerns regarding a colleague's conduct and failure to do so may result in disciplinary action being taken.

Suitable People and Staff Responsibility and Staff Behaviour policies

Only staff, students and volunteers that have had an enhanced DBS check (completed by Acorn to Oak) and are qualified will be allowed to be in a room on their own or unsupervised with a child and 'un-vetted adults' will be made aware of this during their induction period.

Staff must disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). This is extended to anyone living in the same premises as the member of staff.

All staff are required to sign a '**Child Safeguarding & Child Welfare Employee Declaration Questionnaire**' during Induction and then annually thereafter.

All staff are to adhere to our '**Mobile Phone, Camera, Internet and Social Media Policy**'.



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All staff are to adhere to our **'Drugs and Alcohol Policy'**.

All staff are to adhere to our **'Staff Code of Conduct Policy'**

Providing Support to Children, their Families and Staff

The Nursery (CPO) will provide information and further contacts for support and advice during and after the difficult processes of investigations.

Bruising in Pre-Mobile Babies and Non-Mobile Children with Disabilities

Bruising is the most common presenting feature in physical abuse in children.

A non-independently mobile or pre-mobile infant is a baby who is not yet crawling, bottom shuffling, pulling to stand, cruising or walking independently. This includes all babies under 6 months.

Bruising in any pre-mobile infant or non-mobile child with disabilities will prompt an immediate referral to Children's Services via SPA in Kingston, who will arrange an urgent medical assessment by a senior paediatrician. Playtime have a duty to contact SPA even if a plausible explanation is given for the bruising. This follows advice from Kingston & Richmond LSCB. For more information, please refer to Kingston and Richmond LSCB – Bruising in pre mobile babies and non-mobile children with disabilities. A protocol for assessment, management and referral by professional, located in our Safeguarding Folder.

Prevent Duty

As Early Years providers we focus on children's personal, social and emotional development. The Early Years Framework support providers to do this in an age-appropriate way, through ensuring children learn right from wrong, mix and share with other children and value other's view, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes. We have clear duties to keep children safe and to promote their welfare. This includes protecting children against radicalisation and extremism. For more information, please refer to the Prevent Duty Booklet, located in our Safeguarding folder.



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Female Genital Mutilation (FGM)

Female genital mutilation (FGM) is a form of child abuse and is illegal. It is also known as female circumcision or cutting and describes a range of procedures, often involving partial or total excision of the external female genitalia that are carried out for non-medical reasons. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. If FGM is suspected or if a disclosure is made to a member of staff by a child, parent or carer then SPA will be contacted by the nursery CPO. For more information, please refer to the FGM document, located in our Safeguarding folder.

Breast Ironing

Breast ironing, also known as breast flattening is a form of child abuse and is illegal. Breast Ironing is the pounding and massaging of a pubescent girl's breast using hard or heated objects, to try to make them stop developing or disappear. It is typically carried out by the girl's family who will say they are trying to protect the girl from sexual harassment, rape or to prevent early pregnancy or to allow the girl to pursue education rather than be forced into early marriage. If breast ironing is suspected or if a disclosure is made to a member of staff by a child, parent or carer then SPA will be contacted by the nursery CPO.

Internet access

Children do not have any independent access to a PC, Laptop, tablet or any other device. Any activities which are ICT based will be adult led. If internet access is required, the adult leading the activity will vet the online material first to ensure that it is safe, suitable and age appropriate for the children. Only devices which have been checked by the owners are allowed to be used in the setting.

Useful contact telephone numbers:

Single point of access (SPA) acts as a central information hub. The SPA streamlines and rationalises any contact we receive, whether it is from a member of the public or a professional, relating to child protection or safeguarding. **SPA will also be able to provide a professional conversation with any member of staff when required.**

Single Point of Access **Tel:** 020 8547 5008 **Email:** SPA@rbk.kingston.gov.uk

Out of hours please contact the Emergency Duty Team on 020 8770 5000.



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Kingston Local Safeguarding Children Board (LSCB) Tel: 0208 831 6323

Email: lscb-support@achievingforchildren.org.uk

Kingston Police Station – Dial 101

Source reference material used in this policy and useful links:

Kingston Local Safeguarding Children's Board

<http://kingstonandrichmondscb.org.uk/>

Safeguarding and Child Protection A guide for early years and childcare providers in Kingston and Richmond

<https://kingstonandrichmondscb.org.uk/media/upload/fck/file/Child%20Protection%20guidance%20April%202017.pdf>

What to do if you're worried a child is being abused: advice for practitioners

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Working Together to Safeguard Children March 2015

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Statutory framework for the early year's foundation stage (from April 2017)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf

Prevent Duty June 2015

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

FGM

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genital-mutilation-fgm/what-is-fgm/>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418564/2903800_DH_FGM_Accessible_v0.1.pdf

Kingston LSCB Resources for parents, carers and professionals to support online safety and gaming: what to do if you are worried

<http://kingstonandrichmondscb.org.uk/media/upload/fck/file/Policies%20and%20Procedures/Kingston%20Online%20Policies/Kingston%20LSCB%20online%20safety%20V1.pdf>

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