

The Enchanted Wood Day Nursery Ltd: Safeguarding Policies

Safeguarding children, young people and vulnerable adults

Policy statement

At The Enchanted Wood Day Nursery Limited we work with children, parents and the community to ensure the rights and safety of children, young people and vulnerable adults. Our Safeguarding Policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

Key commitment 1

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

The Designated Safeguarding Person for Child Protection in this nursery is: **Elly Parsons**

In the absence of the lead Designated Safeguarding Person, a deputy should be identified.

The Deputy Designated Safeguarding Person is: **Julia Jones (Deputy Manager) and Karen Batcheler (Deputy Manager)**

Date to be reviewed December 2024.

Safeguarding and Welfare Requirement: Child Protection

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Safeguarding and Welfare Requirement: Child Protection

Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.

[Statutory framework for the early years foundation stage](#) (Department for Education, 2021)

This policy is for The Enchanted Wood leaders / Management Committee, staff, parents / carers, volunteers, and the wider setting community. It forms part of the safeguarding arrangements for our setting and should be read in conjunction with the following:

- [Statutory framework for the early years foundation stage](#) (DfE, 2021);
- our Behaviour Policy, and:
- our Staff Code of Conduct.

Safeguarding and promoting the welfare of children (*everyone under the age of 18*) is defined in [Keeping children safe in education](#) (DfE, 2022), as:

- 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

We follow a whole-setting approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes, and policies. It is important that our values are understood and shared by all children, staff, parents / carers, volunteers, and the wider setting community. Only by working in partnership, can we truly keep children safe.

2. Statutory framework

There is government guidance set out in [Working Together to Safeguard Children](#) (DfE, 2018) on how agencies must work in partnership to keep children safe. This guidance places a shared and equal duty on three Safeguarding Partners (the Local Authority, Police and Health) to work together to safeguard and promote the welfare of all children in their area under multi-agency safeguarding arrangements. These arrangements sit under the [Essex Safeguarding Children Board](#) (ESCB). In Essex, the statutory partners are Essex County Council, Essex Police, and three NHS Integrated Care Boards covering the county.

Early years settings have a duty under section 40 of the Childcare Act 2006 to comply with the safeguarding and welfare requirements of the Early Years Foundation Stage, under which settings are required to take necessary steps to safeguard and promote the welfare of young children.

In Essex, all professionals must work in accordance with the [SET Procedures](#).

Our setting also works in accordance with the following legislation and guidance (this is not an exhaustive list):

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- [Statutory framework for the early years foundation stage](#) (DfE, 2021)
- [Working together to safeguard children](#) (DfE, 2018)
- [What to do if you're worried a child is being abused](#) (HMG, 2015)
- [The Prevent Duty guidance](#) (Home Office, 2015)
- [Effective Support for Children and Families in Essex](#) (ESCB, 2021)
- [Understanding and supporting behaviour - Safe practice for schools](#) (Essex County Council, 2021)
- [Children Act](#) (HMG, 1989)
- [Children Act](#) (HMG, 2004)
- [Keeping children safe in education](#) (DfE, 2022)

3. The Designated Safeguarding Lead and Other Staff

All adults working with or on behalf of children have a responsibility to protect them and to provide a safe environment in which they can learn and achieve their full potential. However, there are key people within settings and the Local Authority who have specific responsibilities under child protection procedures. The names of those in our setting with these specific responsibilities (the Lead Practitioner for Safeguarding and Deputy Lead Practitioner for Safeguarding) are shown at the start of this document. However, we are clear that safeguarding is everyone's responsibility and that everyone who comes into contact with children has a role to play.

The management committee

The management committee has strategic oversight of our safeguarding arrangements. It ensures that these arrangements operate effectively, as follows:

- we have appropriate policies in place;
- our staff receive the right training to keep children safe, including regular safeguarding and child protection updates, at least annually, to provide them with the relevant skills and knowledge to keep our children safe;
- we have a named practitioner who takes lead responsibility for safeguarding children, and a deputy to provide cover when the lead practitioner is absent (their names are on the front page of this policy);
- all adults in our setting who work with children undergo safeguarding and child protection training at induction as appropriate, which is regularly updated;
- our setting contributes to inter-agency working, in line with statutory and local guidance;
- information is shared and stored appropriately and in accordance with statutory requirements;
- we have safer recruitment and selection procedures in place that help to deter, reject, or identify people who might abuse children;
- we meet statutory responsibilities to check adults working with children;
- ensuring volunteers are appropriately supervised in the setting, as appropriate.

The Lead Practitioner for Safeguarding

The Nursery's Designated Safeguarding Person for dealing with all child protection issues and liaison with all parties involved. This would include informing parents of a referral and informing Social Services.

The broad areas of responsibility for the Designated Safeguarding Person are:

- Ensure that the settings safeguarding policy and procedures are reviewed and developed in line with current guidance; and develop staff understanding of the settings safeguarding policies
- Take the lead on responding to information from the staff team relating to child protection concerns
- Provide advice, support and guidance on an on-going basis to staff, students and volunteers.
- To identify children who may need early help or who are at risk of abuse
- To help staff to ensure the right support is provided to families

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- To liaise with the local authority and other agencies with regard to child protection concerns
- Ensure the setting is meeting the requirements of the EYFS Safeguarding requirements
- To ensure policies are in line with the local safeguarding procedures and details
- Disseminate updates to legislation to ensure all staff are kept up to date with safeguarding practices
- To manage and monitor accidents, incidents and existing injuries; ensuring accurate and appropriate records are kept
- Attend meetings with the child's key person
- Attend case conferences and external safeguarding meetings, as requested, by external agencies.

Policy and Procedures

- Ensure policies and procedures are reviewed at least annually and are kept updated to reflect national policy, Local and National Child Safeguarding Practice Reviews etc as required.
- Keep up to date with current safeguarding and child protection legislation
- Ensure that consistent and effective record keeping systems are in place and guidelines are followed throughout the nursery.
- Ensure that a system is in place to review incidents and observations to identify patterns of concern.
- Contribute to assessments and provide reports to initial and review conferences which have been shared with parents first.

Planning

- The environment and ensuring that the layout of the rooms allows for constant supervision for example: the door to the toilet area must be left open at all times when a child is being changed and no child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

Curriculum

- The designated person will introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe. The designated person will seek to create within the nursery a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background. The designated person will ensure that this is carried out in a way that is developmentally appropriate for the children.

Managing referrals and cases

- Refer all cases of suspected abuse or neglect to the Local Authority First Response Team, Police (in cases where a crime has been committed and to the Channel programme where there is a radicalisation concern.
 - Liaise with the management board/trustees to inform them of issues especially ongoing enquires under Section 47 of the Children Act 1989 and police investigations.

Information Sharing

- Ensure that all staff including new staff and volunteers receive induction and ongoing training in the nursery's safeguarding policy and procedures.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Raise awareness of the nursery's safeguarding policies, procedures and systems with parents and carers.
- Share information with appropriate staff in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an Interim Care Order) and contact arrangements with birth parents or those with parental responsibility

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- Develop effective links with relevant agencies and other professionals and cooperate as required with their enquiries regarding safeguarding matters including cooperation with Local and National Child Safeguarding Practice Reviews, attendance at strategy meetings, initial and review child protection conferences, core group and child in need review meetings
- Share child protection information with the DSL of any receiving nursery or nursery when children leave the nursery and ensure safeguarding records are transferred securely

All staff

Everyone in our setting has a responsibility to provide a safe environment in which our children can learn. We recognise that any child may benefit from early help and all our staff members are aware of the Essex [Early Help](#) procedures and our role in it. They are aware of signs of abuse and neglect so they are able to identify children who may need help or protection.

All staff members are aware of and follow our procedures (as set out in this policy) and are aware of how to make a request for support to Essex Social Care if there is a need to do so. Staff understand that, if they have any concerns about a child's welfare, they must act on them immediately and speak with the Lead Practitioner or Deputy Lead Practitioner – they do not assume that others have taken action.

Our staff understand that children may not always feel able or know how to tell someone that they are being abused, perhaps because they are embarrassed, or they may not always recognise that they are being abused. We recognise there are many factors which may impact on our children's welfare and safety and understand safeguarding in the wider context (contextual safeguarding). We also understand that abuse, neglect, and safeguarding issues are rarely 'stand-alone' events and that, in most cases, multiple issues will overlap.

Our staff will always reassure children who report abuse / victims of abuse that they are taken seriously and that they will be supported and kept safe. We will never make a child feel ashamed for reporting abuse, nor make them feel they are causing a problem.

8. Training

The Lead Practitioner and Deputy Lead Practitioners undertake Level 3 Child Protection training every two years. All staff receive appropriate child protection training at least annually, in line with ESCB expectations.

In addition, all staff and other adults working with children in our setting receive safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Records of any child protection training undertaken are kept for all staff.

4. Types of abuse / specific safeguarding issues

Information about abuse and harm including examples of specific safeguarding issues is set out below. Further information about types of abuse and harm is given in:

- [What to do if you're worried a child is being abused: Advice for practitioners](#) (HMG, 2015); and
- [Keeping children safe in education](#) (DfE, 2022).

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. A child may be abused by an adult or adults or another child or children – the four categories of abuse are:

- **Physical** - *may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent / carer fabricates the symptoms of, or deliberately induces, illness in a child*
- **Emotional** - *the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development*
- **Sexual** - *forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children*
- **Neglect** - *persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development*

Harmful sexual behaviour

It is normal for some children to display sexualised behaviour towards other children as they develop. However, harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children, and which may be harmful or abusive (derived from Hackett, 2014). It may also be referred to as sexually harmful behaviour or sexualised behaviour. HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children, or adults. It is harmful to the children and young people who display it, as well as those it is directed towards.

We understand that children can experience HSB in various settings, including at a childcare / education setting, at home (or at another home), online or in public a place - for example, in toilets, changing areas, or outside spaces such as play areas, or when travelling home.

We understand that, if a child's sexual behaviour is not developmentally appropriate or expected for their age, it is important to respond quickly, before the behaviour becomes harmful to that child or other children. We recognise HSB may also be a sign that a child has suffered their own trauma or abuse and we will respond to ensure they receive the right help at the right time to address the concerning behaviour.

Domestic abuse

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence, or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can also happen between adults who are related to one another and can include physical, sexual, psychological, emotional, or financial abuse.

Being exposed to domestic abuse in childhood is child abuse and can have a significant and lasting impact. Children may experience domestic abuse directly, but they can also experience it indirectly. Either can have a serious effect on a child's behaviour, brain development and overall wellbeing, and also compromise the child's basic need for safety and security.

In Essex, the [Southend, Essex and Thurrock Domestic Abuse Board \(SETDAB\)](#) is responsible for designing and implementing the Domestic Abuse Strategy and provides advice, guidance and resources to support work around domestic abuse.

Contextual safeguarding

Contextual safeguarding recognises that as children grow and develop, they are influenced by a whole range of environments and people outside of their family and that children may encounter risk in any of these environments. Sometimes the different contexts are inter-related and can mean that children and young people may encounter multiple risks. Contextual safeguarding looks at how these risks can be understood to keep children safe. It's an approach that's often been used to apply to adolescents, though the lessons can equally be applied to younger children.

Emotional wellbeing

Children's personal, social, and emotional development (PSED) is crucial for them to lead healthy and happy lives and is fundamental to their cognitive development. We understand that a child's positive wellbeing is vital and that poor wellbeing can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. We recognise that where children have suffered abuse or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood.

Prevention of radicalisation

Children can be vulnerable to radicalisation and extremism in the same way they are vulnerable to other safeguarding issues. Keeping Children Safe in Education (DfE, 2022) defines the following:

Extremism: the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces

Radicalisation: refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups

Terrorism: an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, or ideological cause.

The [Counter-Terrorism and Security Act](#) (HMG, 2015) placed a duty on childcare providers and schools. Under section 26 of the Act, childcare providers and schools are required, in the exercise of their functions, to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the **Prevent Duty**.

Channel is a national programme which focuses on providing support at an early stage to people identified as vulnerable to being drawn into terrorism. Prevent referrals may be passed to a multi-agency Channel panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. A representative from an educational setting may be asked to attend the Channel panel to help with this assessment. An individual's engagement with the programme is entirely voluntary at all stages.

So-called 'Honour Based Abuse'

So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and / or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast flattening.

Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

Female Genital Mutilation

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Information about FGM is available on the [National FGM Centre](#) website.

Forced marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived cultural practices as a way to coerce a person into marriage.

The Forced Marriage Unit has published statutory guidance and multi agency guidelines, which are available on the [GOV.UK](https://www.gov.uk) website. The Forced Marriage Unit can also provide advice and information: call 020 7008 0151 or email fm@fcdo.gov.uk.

Breast Flattening

Breast flattening is the process during which young pubescent girls' breasts are ironed, massaged, flattened and/or pounded down over a period of time (sometimes years) in order for the breasts to disappear or delay the development of the breasts entirely.

Information about breast flattening is also available on the [National FGM Centre](https://www.nationalfgmcentre.org.uk) website.

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.

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.

Perpetrators use children and young people to maximise profits and distance themselves from the criminal act of physically dealing drugs (National Crime agency, 2019). Young people do the majority of the work and take the most risk.

Dedicated mobile phone lines or "deal lines" are used to help facilitate county lines drug deals. Phones are usually cheap, disposable and old fashioned, because they are changed frequently to avoid detection by the police.

Gangs use the phones to receive orders and contact young people to instruct them where to deliver drugs. This may be to a local dealer or drug user, or a dealer or drug user in another county.

Phrases that young people may use to refer to county lines include:

- 'running a line',
- 'going OT/out there'
- 'going country'
- 'going cunch'.

These all refer to going out of town to deliver drugs or money (Thurrock Council, 2020).

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The following signs may indicate that a child is being exploited by a county lines gang:

- frequently going missing from school, home or care
- travelling to locations, or being found in areas they have no obvious connections with, including seaside or market towns
- unwillingness to explain their whereabouts
- acquiring money, clothes, accessories or mobile phones which they seem unable to account for
- receiving excessive texts or phone calls at all hours of the day
- having multiple mobile phone handsets or sim cards
- withdrawing or having sudden changes in personality, behaviour or the language they use
- having relationships with controlling or older individuals and groups
- unexplained injuries
- carrying weapons
- significant decline in school results or performance
- being isolated from peers or social networks
- associating with or being interested in gang culture
- self-harming or having significant changes in mental health

If there are any concerns regarding County Lines, Staff follow the usual safeguarding procedures and Designated Safeguarding Officers will contact the local authority and Family Hub.

5. Children potentially at greater risk of harm

We recognise that some children may potentially be at greater risk of harm and require additional help and support. These may be children with a Child in Need or Child Protection Plan, those in Care or previously in Care or those requiring wellbeing support. We work with Social Care and other appropriate agencies to ensure there is a joined-up approach to planning for these children and that they receive the right help at the right time.

Our setting also understands that children with special educational needs (SEN) and / or disabilities can face additional safeguarding challenges. Barriers can exist when recognising abuse and neglect in this group of children. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability, without further exploration
- that they may be more prone to peer group isolation than others
- the potential to be disproportionately impacted by things like bullying, without outwardly showing signs
- communication difficulties in overcoming these barriers

We recognise that children with SEND may require additional help and support to ensure they are appropriately safeguarded.

6. Procedures

Our setting works with key local partners to promote the welfare of children and protect them from harm. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans which provide additional support (through a Child In Need or a Child Protection plan).

All staff members have a duty to identify and respond to suspected / actual abuse or disclosures of abuse. Any member of staff, volunteer or visitor to the setting who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred, **must** report it immediately to the Lead Practitioner (or, in their absence, the Deputy Lead Practitioner).

All action is taken in accordance with the following guidance:

- Essex Safeguarding Children Board guidelines - the SET (Southend, Essex and Thurrock) Child Protection Procedures (ESCB, 2022)
- Statutory framework for the early years foundation stage (DfE, 2021)
- Keeping Children Safe in Education (DfE, 2022)
- Working Together to Safeguard Children (DfE, 2018)
- 'Effective Support for Children and Families in Essex' (ESCB, 2021)
- PREVENT Duty - Counter-Terrorism and Security Act (HMG, 2015)

Where there is risk of immediate harm, concerns will be referred by telephone to the Children and Families Hub and / or the Police. Less urgent concerns or requests for support will be sent to the Children and Families Hub via [Essex Effective Support](#). The setting may also seek advice from Essex Social Care or another appropriate agency about a concern if we are unsure how to respond to it.

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Wherever possible, we will share any safeguarding concerns, or an intention to refer a child to Children's Social Care, with parents / carers. However, we will not do so where it is felt that to do so could place a child at greater risk of harm or impede a criminal investigation. If it is necessary for another agency to meet with a child in the setting, we will always seek to inform parents or carers, unless we are advised not to by that agency. On occasions, it may be necessary to consult with the Children and Families Hub and / or Essex Police for advice on when to share information with parents / carers.

All staff understand that, if they continue to have concerns about a child, or feel a concern is not being addressed or does not appear to be improving, they should press for re-consideration of the case with the Lead Practitioner.

If, for any reason, the Lead Practitioner (or Deputy) is not immediately available, this will not delay any appropriate action being taken. Safeguarding contact details are displayed in the setting to ensure that all staff members have access to urgent safeguarding support, should it be required. Any individual may refer to Social Care where there is suspected or actual risk of harm to a child.

When new staff, volunteers or regular visitors join our setting they are informed of the safeguarding arrangements in place, the name of the Lead Practitioner (and Deputy) and how to share concerns with them.

7. Working with other partners to keep children safe

It is the responsibility of the Lead Practitioner to ensure our setting is represented at, and that a report is submitted to, any statutory meeting called for children at our setting or previously known to us. Where possible and appropriate, any report will be shared in advance with parent(s) / carer(s). The member of staff attending the meeting will be fully briefed on any issues or concerns the setting has and be prepared to contribute to the discussions.

If a child is subject to a Care, Child Protection or a Child in Need plan, the Lead Practitioner will ensure the child is monitored regarding their setting attendance, emotional wellbeing, EYFS progress, welfare, and presentation. If the setting is part of the core group, the Lead Practitioner will ensure the setting is represented, provides appropriate information, and contributes to the plan at these meetings. Any concerns about the Child Protection plan and / or the child's welfare will be discussed and recorded at the core group meeting, unless to do so would place the child at further risk of significant harm. In this case the Lead Practitioner will inform the child's key worker immediately and then record that they have done so and the actions agreed.

8. Information sharing and confidentiality

Sharing information is a key part of safeguarding work and decisions about how much information to share, with whom and when, can have a profound impact on a child's life.

Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 2018 places duties on organisations and individuals to process personal

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information fairly and lawfully, it is not a barrier to sharing information, where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life, would not prevent sharing information where there are real safeguarding concerns. Fears about sharing information cannot (and will not) stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect.

Our staff will never guarantee confidentiality to anyone (including parents / carers, or children) about a safeguarding concern, nor promise to keep a secret. In accordance with statutory requirements, where there is a child protection concern, this must be reported to the Lead Practitioner (or Deputy) and may require further referral to and subsequent investigation by appropriate authorities.

Information on individual child protection cases may be shared by the Lead Practitioner (or Deputy) with other relevant staff members. This will be on a 'need to know' basis only and where it is in the child's best interests to do so.

Information sharing can help to ensure that a child receives the right help at the right time and can prevent a concern from becoming more serious and difficult to address.

9. Child protection records

Well-kept records are essential to good child protection practice. Our setting is clear about the need to record any concern held about a child or children within our setting and when these records should be shared with other agencies.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse will record it as soon as possible, noting EXACTLY what was said or seen by the child and the staff member (if appropriate, using a body map to record), giving the date, time, and location. All records will be dated and signed within 24 hours and will include the action taken. This is then presented to the Lead Practitioner (or Deputy), who will decide on appropriate action and record this accordingly.

When a child discloses abuse, we will:

- listen rather than directly question, remain calm
- never stop a child who is recalling significant events
- make a record of discussion to include time, place, persons present and what was said (child language – do not substitute words)
- advise you will have to pass the information on
- avoid coaching/prompting
- never take photographs of any injury
- allow time and provide a safe haven / quiet area for future support meetings
- At no time promise confidentiality to a child or adult

Once a child has talked about abuse, the member of staff should consider whether or not it is safe for the child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or Police to discuss putting into effect safety measures for the child so that they do not return home.

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We will:

- Liaise with other appropriate agencies which support the child
- Recognise that children living in difficult home environments are vulnerable and are in need of support and protection
- Monitor child welfare, keeping accurate records and notifying appropriate agencies when necessary
- Ensure information is transferred safely and securely when a child with a Safeguarding File transfers to another nursery/nursery. Notifying key partners or social workers where a child leaves the nursery (as appropriate).

Any records relating to child protection are kept on an individual child protection file for that child (which is separate to any other child file). All child protection records are stored securely and confidentially until the child transfers to another educational setting.

Where a child transfers from our setting to another setting or school, their child protection records will be forwarded to the new educational setting. These will be marked 'Confidential' and for the attention of the Lead Practitioner at the new setting (or in the case of a school, the Designated Safeguarding Lead), with a return address on the envelope so it can be returned to us if it goes astray. We will obtain evidence that the paperwork has been received by the new setting, and then destroy any copies held in our setting. Where appropriate, the Lead Practitioner may also contact the new setting in advance of the child's move there, to enable planning so appropriate support is in place when the child arrives.

Where a child joins our setting, we will request child protection records from the previous educational setting (if applicable, and if none are received).

10. Allegations about members of the workforce

All staff members are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are outlined in our Staff Behaviour policy / Code of Conduct. Our setting works in accordance with statutory guidance and the [SET Procedures](#) (ESCB, 2022) in respect of allegations against an adult working with children (in a paid or voluntary capacity).

The setting has processes in place for reporting any concerns about a member of staff (or any adult working with children). Any concerns about the conduct of a member of staff must be referred to the Manager (or Deputy Manager in their absence), as they have responsibility for managing employment issues. Where the concern is about the Manager, it should be reported direct to the Proprietor.

At The Enchanted Wood Day Nursery we will follow our own local safeguarding partnership website information about how to report an allegation and we would also inform Ofsted immediately in order for this to be investigated by the appropriate bodies promptly:

- 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 local authority children's social care team yourself directly

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- The local authority children's social care team will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals (local authority children's social care team, Ofsted) to determine how this will be handled
- The nursery will follow all instructions from the local authority children's social care team 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 local authority children's social care team support and advice
- The nursery reserves the right to suspend any member of staff during an investigation, Legal advice will be sought to ensure compliance with the law.
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- 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 will also be informed.
- 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 along with notifying the Disclosure and Barring Service (DBS) to ensure their records are updated.
- All safeguarding records will be kept until the person reaches normal retirement age or for 21 years and 3 months 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
- Unfounded allegations will result in all rights being reinstated
- A return to work plan will be put in place for any member of staff returning to work after an allegation has been deemed unfounded. Individual support will be offered to meet the needs of the individual staff member and the nature of the incident; this may include more frequent supervisions, coaching and mentoring and external support.

The SET procedures (ESCB, 2022) require that, where an allegation against a member of staff is received, the Manager (or Proprietor) must inform the duty Local Authority Designated Officer (LADO) on **03330 139 797** within one working day. However, wherever possible, contact with the LADO will be made immediately as they will then advise on how to proceed and whether the matter requires Police involvement. This will include advice on speaking to children, and parents / carers. The setting does not carry out any investigation before speaking to the LADO.

In accordance with the [Statutory framework for the early years foundation stage](#) (DfE, 2021), we will also inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations. We will make these notifications as soon as reasonably practicable, but within 14 days of the allegations being made. We are aware that not complying with these requirements without reasonable excuse is committing an offence.

Staffing matters are confidential and the setting operates within a statutory framework around Data Protection.

11. Physical intervention and use of reasonable force

Our Behaviour Policy sets out our approach to behaviour for all children and also for those with more challenging or harmful behaviour. We recognise there are some children who have needs that require additional support and a more personalised approach and we always consider all behaviour, and our response to it, in the context of safeguarding.

There are occasions when staff will have cause to have physical contact with children for a variety of reasons, this may include:

- to comfort a child in distress (*appropriate to their age and individual specific needs identified through a risk assessment*);
- to direct a child;
- for curricular reasons (*for example during physical activity, or when we are using music*);
- in an emergency, to avert danger to the child or others.

The term 'reasonable force' covers a broad range of actions used by staff that involve a degree of physical contact to control or restrain children. There are circumstances when it is appropriate for staff to use reasonable force to safeguard children, such as guiding a child to safety. 'Reasonable' means using no more force than is needed. Our setting works in accordance with statutory and local guidance on the use of reasonable force and recognises that where intervention is required, it should always be considered in a safeguarding context.

12. Whistleblowing

All members of staff and the wider setting community should be able to raise concerns about poor or unsafe practice and feel confident any concern will be taken seriously by the leadership team. We have 'whistleblowing' procedures in place and these are available in the setting Whistleblowing Policy. However, for any member of staff who feels unable to raise concerns internally, or where they feel their concerns have not been addressed, they may contact the [NSPCC whistleblowing helpline](https://www.nspcc.org.uk/whistleblowing) on: 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) or by email at: help@nspcc.org.uk.

Parents / carers or others in the wider setting community with concerns can contact the NSPCC general helpline on 0808 800 5000 (24-hour helpline) or email: help@nspcc.org.uk.

13. Online Safety

Technology forms part of the Statutory framework for the early years foundation stage; computer skills are key to accessing learning. All staff in our setting are aware of the risks to children online, and understand that any child can be vulnerable, and that their vulnerability can vary according to age, developmental stage, and personal circumstances. We help our children to begin to learn how to use technology safely, and to be safe online. We will engage with our parents / carers about online safety to support them in keeping their children safe at home when using technology.

Nursery Devices such as iPad's and work mobiles have a secure Wi-Fi network which blocks certain websites in which are deemed inappropriate such as clothing websites and stores.

Devices have passwords set in which staff cannot delete search histories and these are audited and checked by management frequently. Disciplinary and Safeguarding procedures are followed if staff are found to be using Nursery Devices for personal use.

14. Use of mobile phones

We acknowledge that mobile phones are often the only means of contact available and can be helpful in supporting safeguarding arrangements in settings, including when on outings. In our setting, when mobile phones are used, this is underpinned by a risk assessment and operated within a clear framework, so everyone understands their responsibilities in ensuring phones are used safely. When Visitors are signed in Mobile phones are signed in and stored in the office.

Staff should take the nursery mobile phones only when on an outing, and they should be switched on and audible at all times. They are for emergency use only and should not be used for personal reasons during this time. Phone numbers of managements are saved to the device and parent and carers contact details are stored and accessible on the Family App.

We will ensure that staff **personal** mobiles:

- are stored securely within our staff room and will be switched off or on silent whilst staff are on duty;
- are not used to take pictures of any children attending the setting;
- are not used to take photographs, video, or audio recordings in our setting;
- are not used to contact parents / carers or children except in the event of an emergency; and
- are not used by visitors.

15. Use of cameras, photography and images on Nursery Devices

Most people who take or view photographs or videos of children do so for acceptable reasons. However, due to cases of abuse to children through taking or using images, we must ensure that we have safeguards in place.

To keep our children safe, we will:

- always obtain consent from parents / carers for photographs or video recordings to be taken, used, or published (for example, on our website or displays)
- ensure only the setting's designated cameras are used when photographing or videoing children;
- Nursery Devices are not taken home and stored safely and locked away during closed hours;

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- ensure that children are appropriately dressed if photographs or videos are to be taken;
- ensure that children's names are not displayed alongside any photographs in a public space;
- ensure that personal devices including cameras, mobile phones, tablets, smart watches, or other such technology are not used to take photographs, video, or audio recordings in our setting without prior explicit written consent from the setting;
- ensure that smart watches make and model are logged with management, notifying them if they are able to take photographs. Smart watches are disabled from phones before entering the rooms and staff follow whistleblowing procedures if staff are seen using watches for anything other than telling the time or fitness tracking.
- ensure that all images are stored securely and in accordance with statutory guidance;
- Images are deleted off Nursery Devices as soon as they are uploaded to the Family App, staff are encouraged to do this within 3 working days. Photos are not stored on devices for longer than 30 days.
- ensure where professional photographers are used that the appropriate checks, such as those with the Disclosure and Barring Service, references and parental consent are obtained prior to photographs being taken.








16. Attendance

Repeated and unexplained absence from the setting can be a concern for a number of reasons:

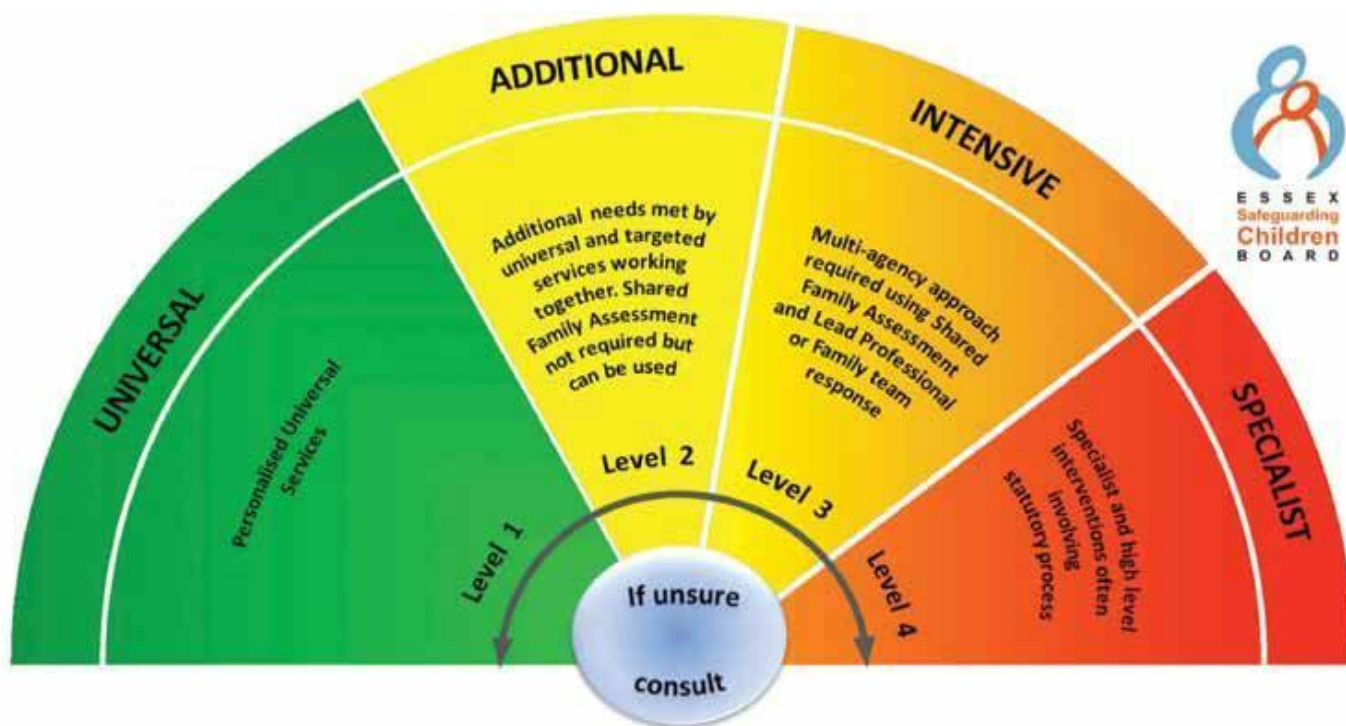
- it is a potential indicator of abuse or neglect
- it can significantly impact on a child's progress and / or wellbeing

As part of safeguarding and Health and Safety procedures, we keep a daily record of the names of the children being cared for on the premises and their hours of attendance. This data is used to identify patterns of absence as they emerge, to ensure any concerns are identified and addressed at an early stage.

Children and Families Service Map and Key Contacts

|     | |
|---|---|
| Children & Families Hub | <p>Telephone 0345 6037627 (Mon – Thurs 8.45am – 5.00pm, Fri 8.45am – 4.30pm);</p> <p>Consultation Line Opportunity to discuss concerns for a child with a Social Worker</p> <p>Priority Line if a child is considered to be at IMMEDIATE risk of harm</p> <p>Effective Support Portal www.essex.gov.uk</p> <p>Submit new requests for services on a (RFS) form. Navigate the website to access Effective Support Directory and Early Help guidance and tools</p> <p>Additional information on open cases are made to the allocated Social Worker</p> <p>Contact allocated Social Worker direct if details are known</p> <p>If details are not known Telephone Essex Contact Centre 03457430430 to find out</p> |
| Effective Support Directory | <p>The Effective Support Directory can be accessed electronically via The Essex County Council Website www.essex.gov.uk. Early Help resources and guidance is also available including information on Family Solutions, Early Help Plans, Team Around the Family and Lead Professional.</p> |
| Emergency Duty Team | <p>Emergency Duty Service (Immediate Out of Hours Response) No: 0345 606 1212 (Mon - Thurs 5.00pm – 8.45am, Fri 4.30pm – Mon 8.45am Inc. Bank holidays)</p> <p>(for non-immediate requests please contact the Children & Families Hub within the working hours above)</p> |
| Local Authority Designated Officer (LADO) | <p>The Essex LADO is specifically involved in cases where there is a concern or allegation that someone working or volunteering with children; has or may have harmed a child, may have committed a criminal offence related to a child, behaved towards a child or children in a way that indicates they may pose a risk of harm to children. They give advice and guidance on how concerns or allegations should be investigated against adults working with children.</p> <p>For advice please contact: Essex duty LADO (Local Authority Designated Officer) Telephone: 03330 139 797 . Emergency Duty Service (Immediate Out of Hours Response) No: 0345 606 1212 (Mon - Thurs 5.00pm – 8.45am, Fri 4.30pm – Mon 8.45am Inc. Bank holidays)</p> |
| Useful Resources |    <p>SOUTHWEND ESSEX THURROCK SAFEGUARDING AND CHILD PROTECTION PROCEDURES</p> |

Appendix B: Essex Windscreen of Need and levels of intervention



All partners working with children, young people and their families will offer support as soon as we are aware of any additional needs. We will always seek to work together to provide support to children, young people and their families at the lowest level possible in accordance with their needs

Children with **Additional** needs are best supported by those who already work with them, such as Family Hubs or schools and other educational settings, organising additional support with local partners as needed. When an agency is supporting these children, an Early Help Plan and a Lead Professional are helpful to share information and co-ordinate work alongside the child and family.

For children whose needs are **Intensive**, a coordinated multi-disciplinary approach is usually best, involving either an Early Help Plan or a Shared Family Assessment (SFA), with a Lead Professional to work closely with the child and family to ensure they receive all the support they require. Examples of intensive services are children's mental health services and Family Solutions.

Specialist services are where the needs of the child are so great that statutory and/or specialist intervention is required to keep them safe or to ensure their continued development. Examples of specialist services are Essex Social Care or Youth Offending Service. By working together effectively with children that have additional needs and by providing coordinated multi-disciplinary/agency support and services for those with intensive needs, we seek to prevent more children and young people requiring statutory interventions and reactive specialist services.

Appendix C: Signs and symptoms of abuse

Signs of possible abuse

- **Physical** - children with frequent injuries, unexplained or unusual fractures / broken bones, unexplained bruises, or cuts; burns or scalds; or bite marks
- **Emotional** - children who are excessively withdrawn, fearful, or anxious about doing something wrong; parents / carers who withdraw attention from their child, giving the child the 'cold shoulder'; parents / carers blaming their problems on their child; parents / carers who humiliate their child (eg: name-calling / making negative comparisons)
- **Sexual** - children who display knowledge / interest in sexual acts inappropriate to their age; children who use sexual language / have sexual knowledge that you wouldn't expect them to have; children who ask others to behave sexually / play sexual games; children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections / underage pregnancy
- **Neglect** - children living in a home that is indisputably dirty or unsafe; children who are hungry or dirty; children without adequate clothing (eg: not having a winter coat, shoes); children living in dangerous conditions (eg: around drugs, alcohol or violence); children who are often angry, aggressive or self-harm; children who fail to receive basic health care; parents / carers who fail to seek medical treatment when their children are ill or are injured