

# Summertown Montessori Nursery

## Policy for Safeguarding Children

*Every child deserves the best possible start in life and the support that enable them to fulfil their potential. A secure, safe and happy childhood is important in its own right.* Statutory Framework for the Early Years Foundation Stage (EYFS).

At SMN, it is our duty to provide a framework for staff in safeguarding and promoting the welfare of those children who attend our setting. What follows is a description of that safeguarding framework.

### 1. Confidentiality

In compliance with GDPR (2018), we treat all personal data on children, parents and staff in an appropriately confidential and sensitive manner. This is covered in our Privacy Notice. When the protection of a child is at stake, personal information may need to be shared with protection agencies, overriding the standard confidentiality protocols, and the correct procedures will be followed.

When concerns are raised by a staff member, the identity of the staff member will be protected by the nursery, as much as it is within its powers to do so.

### 2. Safer Recruitment

No staff member has unsupervised contact with the children unless they have undergone appropriate checks in accordance with The Safeguarding Vulnerable Groups Act (2006). We follow a prescriptive Safer Recruitment process (see Appendix) from identifying a vacancy to making a formal appointment. All childcare staff undergo an enhanced **Disclosure Barring Service** (DBS) disclosure, and are signed up to the DBS updating service. A pre-DBS risk assessment is carried out on staff awaiting a DBS clearance and acted on accordingly. For staff from overseas, the relevant national authorities are consulted. Management have undergone training on Safer Recruitment.

### 3. Visitors

In accordance with our Policy for Visitors/Contractors, all visitors are checked before being admitted to the premises, carefully chaperoned and asked to comply with a set of rules while on the premises.

### 4. Designated Person and Staff Training

We have a principal **Designated Person (DP)** and a stand-in designated person who have lead responsibility for safeguarding all children attending the setting and named in our Appointed Persons List as such. Each has up to date training in Specialist Safeguarding (refreshed every 2 years). All other staff are trained to

the level of Generalist Safeguarding (refreshed every 3 years) All staff are trained in Prevent awareness (identifying children vulnerable to extremism) and in recognising and preventing FGM (Female Genital Mutilation).

Through regular reinforcement at weekly staff meetings and supervisory meetings, as well as discussing lessons learned from case studies. Importantly, all staff are made to understand that safeguarding is the responsibility of all staff (including volunteers)\*. Staff understand the need for Early Help (see Section 7) for families who are below the threshold for significant harm and how to engage support services for these families.

The Designated Person is: **Ana Crespan**  
The Deputy DP is: **Carolina Uscategui**

\*Special measures are in place for contract French and Music teachers and young people (students, work placements, apprentices).

## 5. Child Abuse

Children have a right to protection from being hurt, and from violence, abuse and neglect (United Nations Convention on the Rights of the Child, Article 19) There are different types of child abuse and many ways in which abuse can occur. It can happen to children at any stage of development from birth until they are able to act independently (i.e. legally defined as 18 years).

### **What is Child Abuse?**

According to Working Together to Safeguard Children 2018 (Appendix A):

**Abuse and neglect** are forms of **maltreatment** of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

*They may be abused by an adult or adults, or another child or children.*

The main categories of abuse (and children may suffer from more than one type at a time) are:

**Physical abuse:** This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent/carer deliberately harms a child to seek attention through fabricated or induced illness, so-called Munchausen by Proxy Syndrome (MBPS).

**Sexual abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities or viewing pornographic. Indicators include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.

appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

**Neglect:** Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education.

*(continued on next page)*

**Emotional abuse:** Emotional Abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent/carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others. Symptoms that indicate emotional abuse include:

- excessively clingy or attention seeking.
- very low self-esteem or excessive self-criticism.
- withdrawn behaviour or fearfulness.
- lack of appropriate boundaries with strangers; too eager to please.
- eating disorders or self-harm

**Radicalization:** Even very young children can be drawn to extremism. There is no single pattern of behaviour. Some indications might be:

- Intolerance to other's views and feelings,
- Intolerance to other religions, cultures and races
- Intolerance to gender mixing
- Inappropriate language, i.e. hate, devils, non-believers.

As a registered provider and in accordance with the Children's Act (1989), SMN has a duty to act to safeguard the welfare of the child if they have grounds for concerns.

We will now define the different scenarios for concern and the procedures to follow in each case.

### 5.1 Injuries

Outside setting: Any injuries that a child has upon arrival at the setting must be logged in the nursery 'incident book' with a brief explanation from parent/carer on how the injury occurred which parent/carer will be asked to sign.

At setting: Any accidents that occur while your child is in our setting will also be logged in the 'accident book', with an explanation as to how the accident occurred, the treatment given. The parent/carer's signature will be required to confirm the entry.

### 5.2 Setting has Concerns

Grounds for concern are:

- A significant change in the child's behavior.
- Unexplained deterioration in their well being
- Unexplained bruising, marks or signs of abuse
- Signs of neglect
- Comments, pictures or role play from the children which gives cause for concern.

- Inappropriate language, particularly of a violent or sexual nature.
- Child is absent and staff unable to establish whereabouts satisfactorily
- Concerns the child or child's family have been trafficked.

**What to do if you have grounds for immediate concern?**

- Tell the DP immediately

**If a child tells you something has happened:**

- Act immediately by listening carefully and calmly
- Try not interrupt
- Ask only WH questions: What happened, When, Who, Where?
- Reassure child they have done the right thing
- Explain what you are going to do next
- Make accurate notes (using WH questions) to transcribe later to the Incident Form
- Inform the DP

**If an Emergency (see Next Box)**

**What to do if you have grounds for non-immediate concern?**

- Consult the Threshold of Needs matrix with the DP to identify the appropriate Level in the Level 1-4 categories
- Decide YES/NO to contact the Locality & Community Support Service (LCSS)
- If YES (> Level 1),
  - Carry out an Early Help Assessment (EHA)
  - Discuss with family
  - Follow advise from the LCSS with family's consent
  - or
  - Carry out a No Names Consultation without family's consent

Thereafter:

If concerns develop into immediate ones at later date, contact MASH immediately on **0345 050 7666**

If EHA escalated into a TAF, contact LCSS if non-immediate concerns persist.

The **designated person** (DP) will consult and make a decision on the seriousness of the concern. If uncertain, the DP will consult with OSCB (Oxfordshire Safeguarding Children's Board) on a 'no names' basis, i.e. anonymity of the child and parents protected. Depending on the decision:

- The level of concern is judged low. Concern will be raised with the child's parents/carers. Notes will be made of the discussion. Records of the suspect incident and the incident form will be placed in the child's file. Then no further action would be taken at this time.
- The level of concern is judged high. Immediately, LCSS and OSCB will be informed. LCSS will advise on informing parents. These referrals be done by telephone and then we will follow this up in writing within 48 hours with a written referral form.

Once the child has been referred, we will support the parent/carer through the investigation and work in the child's best interest as much as possible.

Some parents and carers may be very angry about the intervention but the need to protect the child must always come first.

**Emergency action (see Case 4 Flow Chart), i.e. on same working day, if:**

- Our concerns indicate a serious risk, e.g. serious physical injury, injury to baby or serious risk.
- Our concerns indicate a child has been sexually abused and is to be returned to a situation that places him/her at risk
- The child is frightened to return home
- The child is already subject to a child protection plan
- Our concerns indicate a child is suffering from severe neglect or other health risks
- The child has been abandoned or parent is absent (e.g. unaccompanied asylum seeker)

**Call MASH on 0345 050 7666**

### **What is MASH?**

MASH stands for multi-agency safeguarding hub

- It seeks to enable the sharing of information so that risks to children can be identified at an early stage.
- It is a link between universal services such as schools and GPs and statutory services such as police and social care.
- It includes representatives from:
  - Adult and Children's Social Care
  - Thames Valley Police
  - National Probation Service
  - Oxford Health
  - Oxfordshire Clinical Commissioning Group

### **5.3 Parent has concerns about Child's welfare at setting** **(see Case 2 Flow Chart)**

If a parent/carer has concerns about their child at the setting, please contact the Local Authority Designated Officer (**LADO**) immediately on **01865-810603**

If this situation arises, the setting will co-operate fully with the LADO during their investigation.

### **5.4 Staff member has concerns about another staff member/volunteer** **(see Case 3 Flow Chart)**

If a staff member suspects another staff member (other than the **designated officer** (DP)) then our Management of Allegation policy is invoked. The **DP** will report details if time allows and report matter to **LADO** (Local Authority Designated Officer) on the same day. OFSTED will also be informed. The LADO will then decide if the threshold of 'significant harm' has been crossed to justify a referral.

If a staff member suspects the DP, then the concerned staff member should report these concerns to the deputy DP and senior management who will then take over the matter, and engage LADO.

### **5.5 Staff member has concerns about a Child at risk of radicalization**

The staff member should discuss the concern with the **DP** who will consult and make a decision on the seriousness of the concern. The DP may decide to escalate the matter by contacting MASH, or the Police by dialling 101 (non-emergency number) for advise in confidence and help on accessing support.

## 6. Special Categories

### 6.1 Disabled Children

There may be a tendency to lower our guard when it comes to disabled children whereas in fact, disabled children are more than 3 times likely to suffer abuse compared to their non-disabled peers. Staff are made of aware of this worrying statistic and remind to be totally vigilant when it comes to the disabled children on our care.

### 6.2 Domestic Abuse

The Government defines domestic abuse as “Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality”.

Should a staff member suspect a child is from a household where domestic abuse is known or suspected to be taking place, they should discuss the concern with the **DP** who will consult and make a decision on the seriousness of the concern. The DP may decide to escalate the matter by contacting MASH, or the Police by dialling 101 (non-emergency number) for advise in confidence and help on accessing support.

### 6.3 Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- A parent.
- A person who is not a parent but has parental responsibility.
- A close relative.
- A Local Authority.

for more than 28 days and where the care is intended to continue.

It is a statutory duty for a provider to inform MASH where we are made aware of a child subject to a private fostering arrangements.

## 7. Early Help

### 7.1 Definition

Providing early help is more effective in promoting the welfare of children than reacting later. Children in need of *Early Help* are defined as those children who are not attaining one or more of the Five Outcomes for Children:

- Stay safe
- Be healthy
- Enjoy and achieve
- Make a positive contribution
- Economic well-being

but whose circumstances do not reach Child Protection thresholds. *Early Help* is defined as Level 2 in the triangle of needs in Appendix, and in onsite manual Oxfordshire's Threshold of Needs (OSCB, 2017).

It is important that children in need of *Early Help* receive this support in a timely fashion to prevent escalation into abuse and to lessen the risk of harm or impairment.

When a staff member identifies a child as benefitting from *Early Help*, the DP carries out an EHA identifying the concern. Through liaising with LCSS either with family's knowledge or, in the absence of the family's consent on a No Names Consultation, the LCSS will advise on the next step. If escalated to a TAF, early help will be provided in accordance with the defined level of need (as described in Level Of Needs matrix).

## **8. Relevant Agencies/Authorities and Contact Details**

### **MASH**

(immediate concerns about a child)

**0345 050 7666**

### **LADO**

(Jo Lloyd)

**01865-810603**

### **Kingfisher Team**

(Child Protection & Sexual Crimes Unit)

**01865-309196**

Non-emergency

(for Prevent concerns)

**101**

National body - Ofsted:

**0300-123-1231**

### **LCSS**

No Names' consultation

**0345 050 7666**

### **OSCB**

**01865 815843**

## **9. Glossary**

<b>Designated Person (DP)</b>	The staff member who has lead responsibility with commensurate training for safeguarding matters
<b>EHA</b>	Early Help Assessment (formerly CAF)
<b>LADO</b>	Local Authority Designated Officer
<b>LCSS</b>	Locality and Community Support Services
<b>OSCB</b>	Oxfordshire Safeguarding Children Board
<b>MASH</b>	Multi-agency Safeguarding Hub
<b>TAC/TAF</b>	Team Around the Child/Family



## **10. Legal Framework**

Children Act (1989, 2004) – Section 11

Counter-Terrorism and Security Act (2015) – section 26

Statutory Framework for the Early Years Foundation Stage 2012

## **11. Other Reference Documents/Sources**

Working Together to Safeguard Children (2013) – Chapter 2

What to Do If You're Worried a Child is Being Abused (2006)

Safeguarding Children and Safer Recruitment in Education Guidance (DfES, 2007)

OSCB ([www.oscb.org.uk](http://www.oscb.org.uk))

### **Manuals kept in setting:**

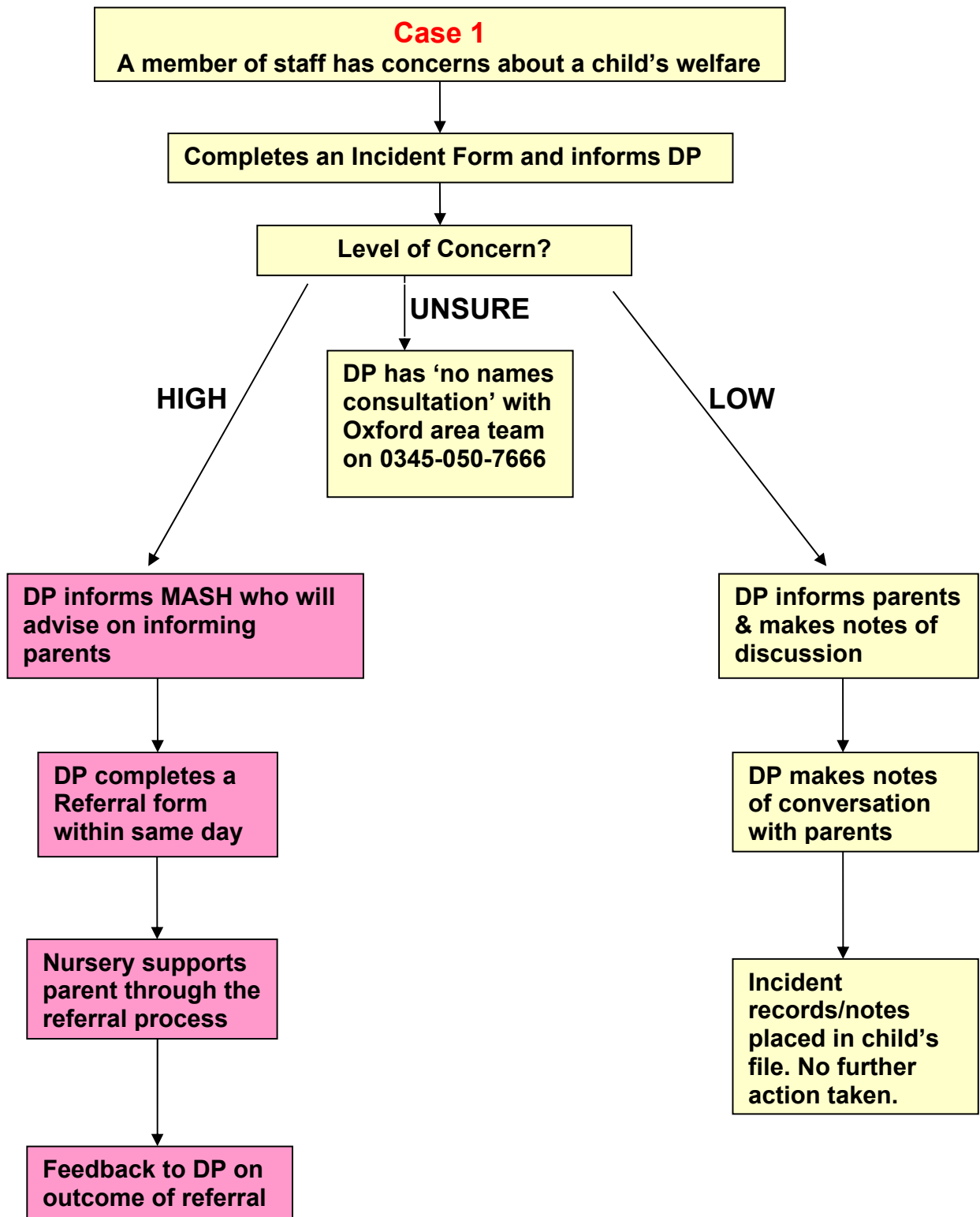
Oxfordshire's Threshold of Needs (OSCB, 2017)

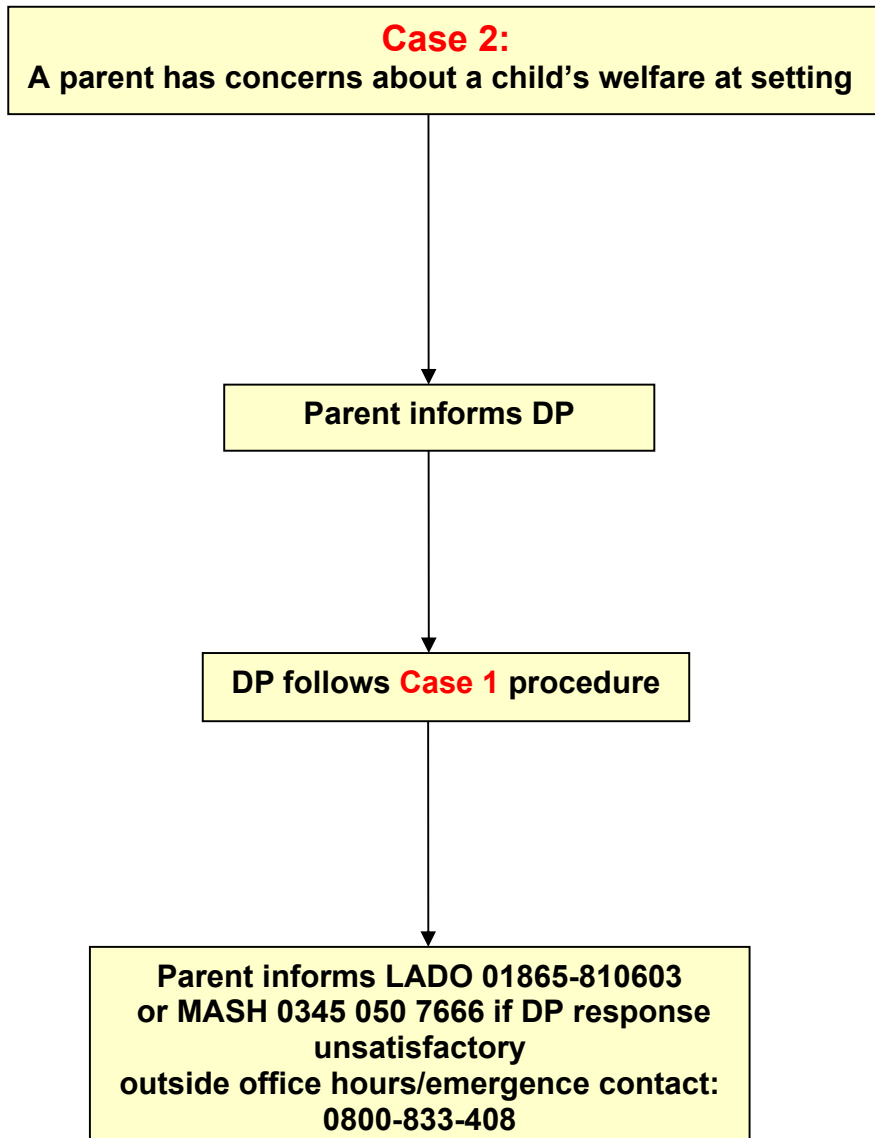
## **12. Overlapping Policies**

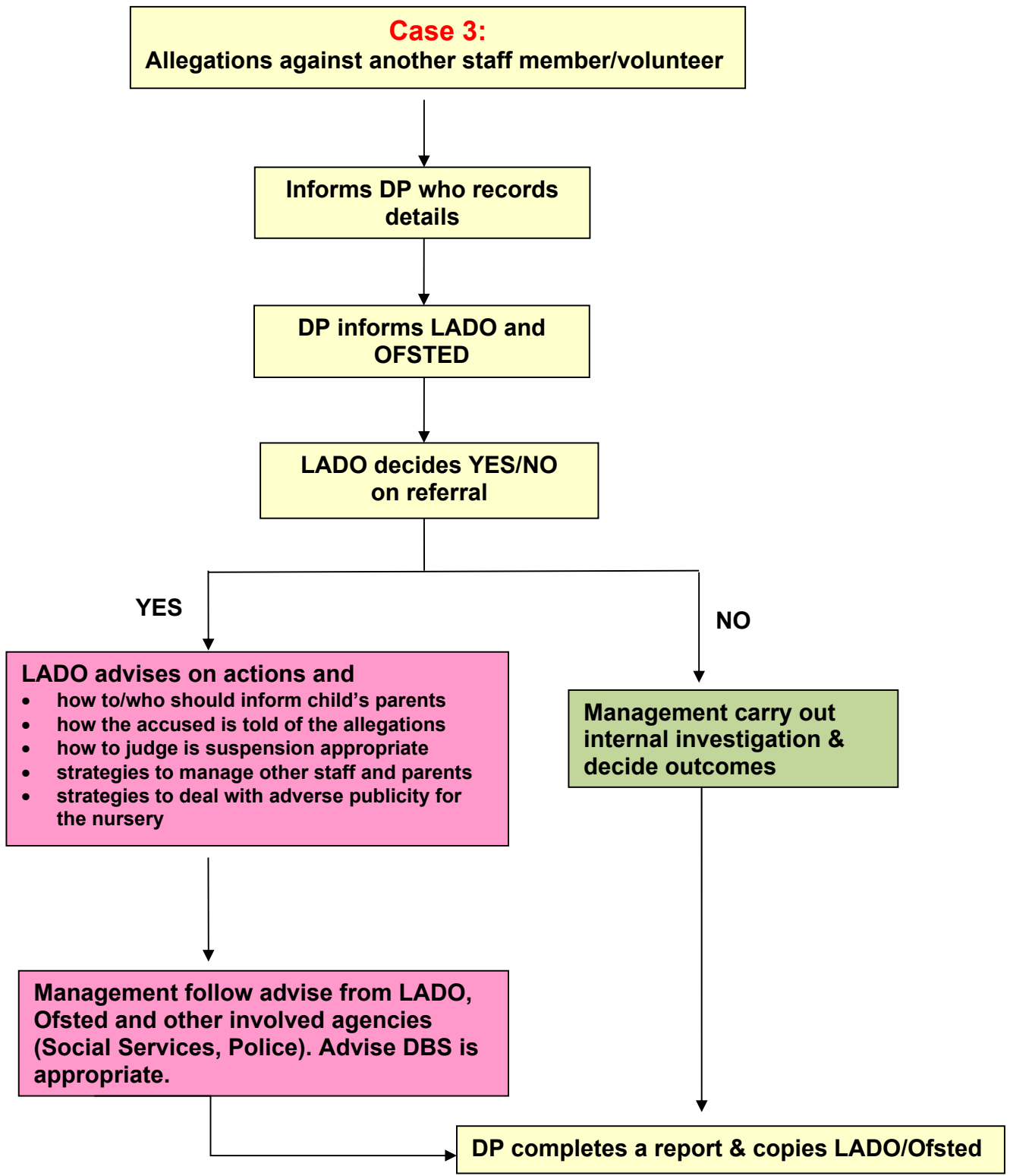
The following policies overlap with Safeguarding:

1. Mobile Devices and Cameras
2. Whistle Blowing
3. Privacy Notice for Employees and Contractors
4. Privacy Notice for Parents & Carers
5. Code of Conduct for Visitors and Parents
6. E Safety
7. Management of Allegations
8. Workplace Etiquette
9. New Staff Induction
10. Young People
11. Staff Development Policy

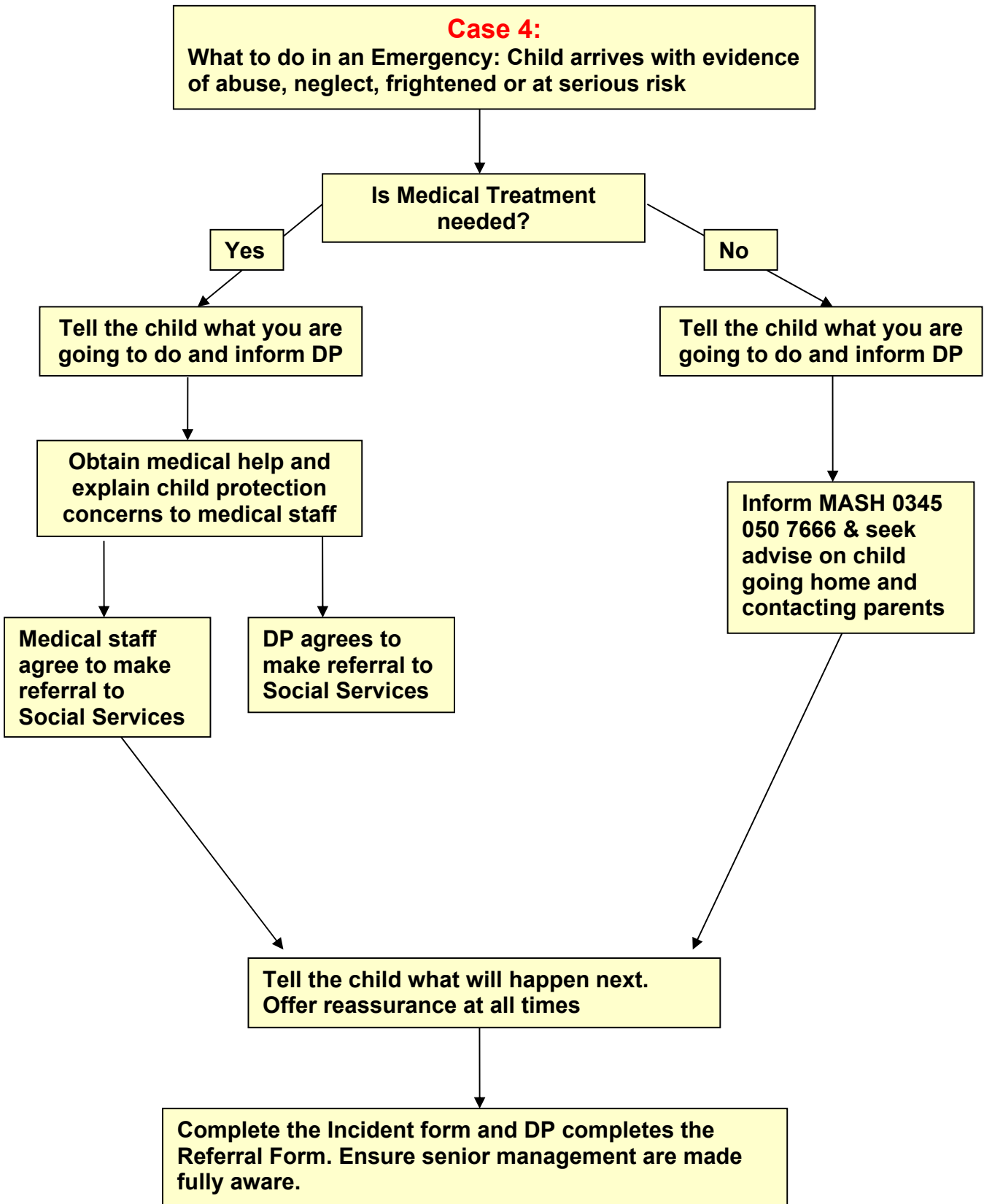
# Procedure for Safeguarding Children

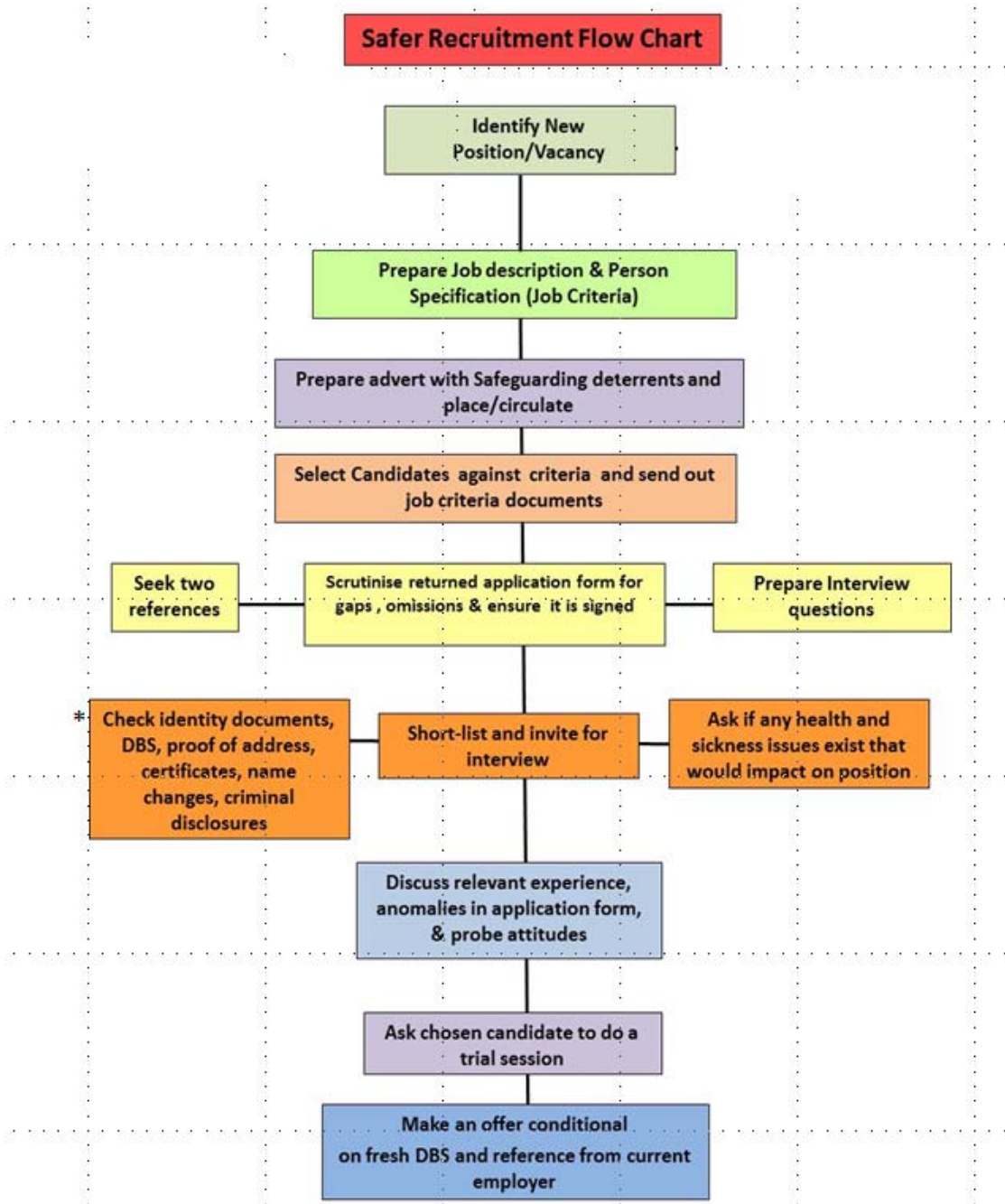






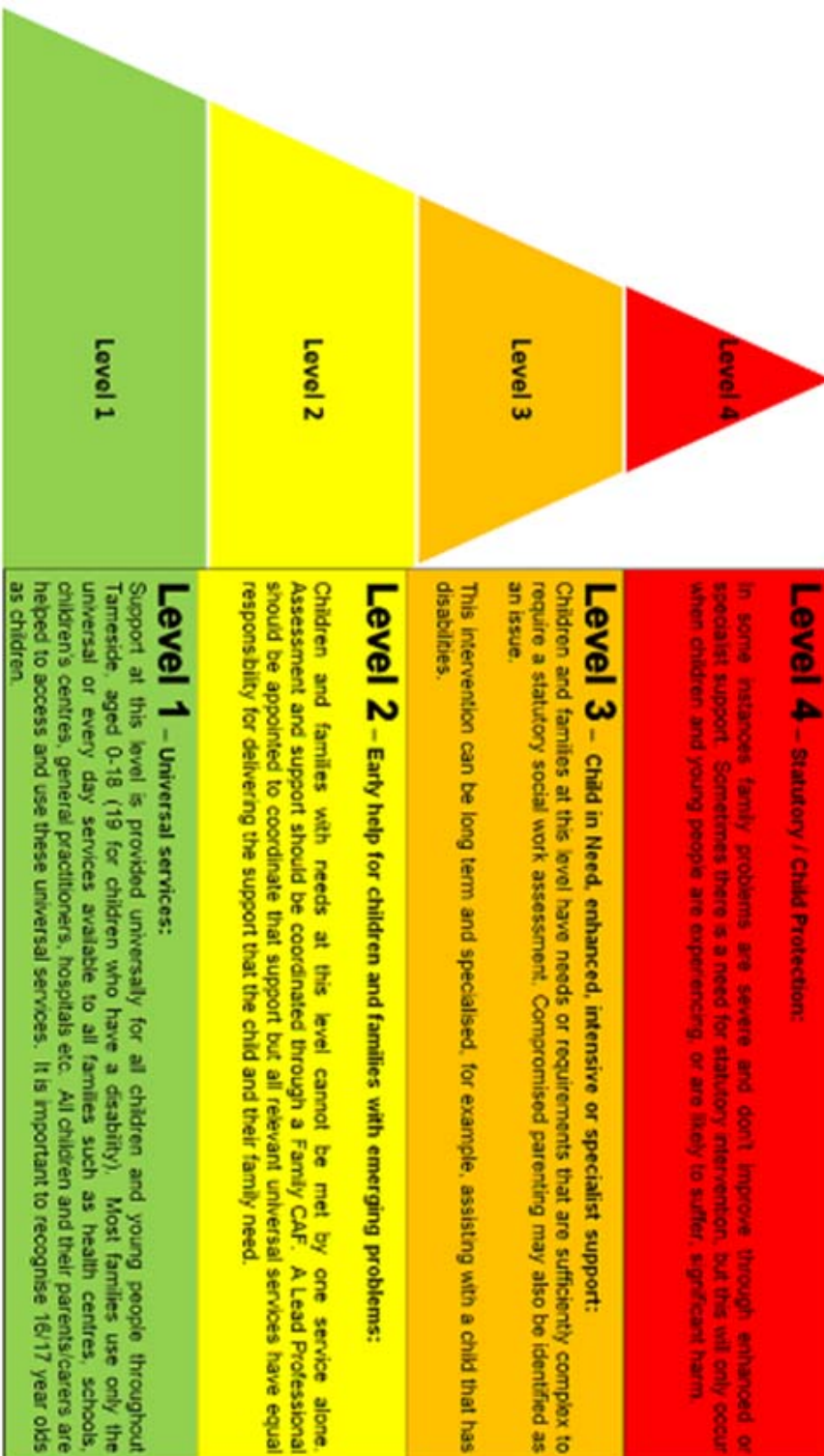
**Note 1:** If allegations are against DP, inform Deputy DP or senior manager instead.  
**Note 2:** Referral made if 'significant harm' threshold is crossed  
**Note 3:** If staff member believes actions taken were inadequate, they should use Whistle-Blowing Policy or inform LADO or Police.





\* For non-UK resident/overseas candidates, we request a statement of good conduct from the police services or embassy of the respective country of residence

**Appendix: Threshold of Needs**



## Legal Framework

### Section 11 of the Children Act 2004 – Responsibilities of organisations

The following extract is taken from Chapter 2 of Working Together 2013. It sets out the arrangements that organisations should have in place regarding safeguarding and promoting the welfare of children.

Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

Organisations should have:

- a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children;
- a senior board level lead to take leadership responsibility for the organisation's safeguarding arrangements;
- a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB);
- a designated professional lead (or, for health provider organisations, named professionals) for safeguarding. Their role is to support other professionals in their agencies to recognise the needs of children, including rescue from possible abuse or neglect. Designated professional roles should always be explicitly defined in job descriptions. Professionals should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively;
- safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a criminal record check;
- appropriate supervision and support for staff, including undertaking safeguarding training:
  - employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;



- staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare; and
- all professionals should have regular reviews of their own practice to ensure they improve over time.

- clear policies in line with those from the LSCB for dealing with allegations against people who work with children. An allegation may relate to a person who works with children who has:
  - behaved in a way that has harmed a child, or may have harmed a child;
  - possibly committed a criminal offence against or related to a child; or
  - behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

In addition:

- county level and unitary local authorities should have a Local Authority Designated Officer (LADO) to be involved in the management and oversight of individual cases. The LADO should provide advice and guidance to employers and voluntary organisations, liaising with the police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process;
- any allegation should be reported immediately to a senior manager within the organisation. The LADO should also be informed within one working day of all allegations that come to an employer's attention or that are made directly to the police; and
- if an organisation removes an individual (paid worker or unpaid volunteer) from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.

Individual organisational responsibilities are listed under Working Together 2013  
Chapter 2 Pages 49 - 57