**GRACE NURSERY LIMITED**

**SAFEGUARDING AND CHILD PROTECTION POLICIES AND PROCEDURES**

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PART ONE

1. Introduction
	1. Safeguarding is defined as:
* Protecting children from maltreatment
* Preventing impairment of children’s health or development
* Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
* Taking action to enable all children to have the best life chances by accessing services as early as possible
	1. Grace Nursery is committed to safeguarding and promoting the welfare of all children who attend our setting. We believe that:
* All children have the right to be protected from harm
* Children need to be safe and to feel safe in nursery
* Children need support that matches their individual needs, including those who may have experienced abuse
* All children have the right to speak freely and voice their values and beliefs
* All children must be encouraged to respect each other’s values and support each other
* All children have the right to be supported to meet their emotional and social needs as well as their educational needs – a happy, healthy, sociable child will achieve better educationally
* All staff and visitors have an important role to play in safeguarding children and protecting them from abuse
	1. Grace Nursery will fulfil the local and national responsibilities as laid out in the following documents:
* Working Together to Safeguard Children 2018
* Keeping Children Safe in Education 2018
* The Statutory Framework for the Early Years Foundation Stage 2017
* The procedures of Birmingham Safeguarding Children’s Board
* The Education Act 2002
* Mental Health and Behaviour in Schools: Departmental Advice 2014
* Sexting in Schools and Colleges: Responding to incidents and safeguarding young people 2016
	1. Local Offer Website
* Every local authority has to publish what support is available on a website: this is called the Local Offer Website.
1. Aims
	1. This policy will contribute to safeguarding our children and promoting their welfare by:
* Clarifying standards of behaviour for children and staff
* Contributing to the establishment of a safe, resilient and robust ethos in the nursery, built on mutual respect and shared values
* Providing appropriate learning opportunities within the Early Years Foundation Stage (EYFS)
* Encouraging parents and children to participate
* Alerting staff to the signs and indicators that all might not be well
* Developing staff awareness of the causes of abuse
* Developing staff awareness of the risks and vulnerabilities their children may face
* Addressing concerns at the earliest possible stage
* Reducing the potential risks children face of being exposed to violence, extremism, exploitation, discrimination or victimisation
	1. This policy will contribute to supporting our children by:
* Identifying and protecting the vulnerable
* Identifying individual needs
* Designing plans to meet those needs
	1. This policy will contribute to the protection of our children by:
* Including appropriate learning within the EYFS
* Implementing child protection policies and procedures
* Working in partnership with children, parents/carers and other agencies
1. Expectations
	1. All staff and volunteers will:
* Be familiar with this safeguarding policy
* Understand their role in relation to safeguarding
* Be subject to Safer Recruitment processes and checks, whether they are new staff, supply staff, contractors, volunteers etc.
* Be involved, where appropriate in the implementation of individual education programmes, Early Help Assessments and support plans, child in need plans and interagency child protection plans
* Be alert to signs and indicators of possible abuse (
* Record concerns and give the record to the Designated Safeguarding Lead (DSL) Tina Smith, Nursery Manager
* Deal with a disclosure of abuse from a child in line with the guidance in …. You must inform the DSL immediately and provide a written account as soon as possible
	1. All staff will receive annual safeguarding and child protection training and update briefings as appropriate. Key Staff will undertake more specialist child protection training as agreed by the Nursery Manager.
1. The Designated Safeguarding Lead
	1. Our DSL on the senior leadership team is Tina Smith, Nursery Manger. She has the lead responsibility and management oversight and accountability for child protection and with the Board of Trustees will be responsible for coordinating all child protection activity
	2. The two senior nursery practitioners will be receive DSL training at the earliest possible date to support the senior DSL and deputise in the managers absence
	3. The DSL will lead regular case monitoring reviews of vulnerable children. These reviews must be evidenced by minutes and recorded in case files
	4. When Grace Nursery has concerns about a child, the senior DSL will decide what steps should be taken
	5. Child protection information will be dealt with in a confidential manner. Staff will be informed of relevant details only when the DSL feels their having knowledge of a situation will improve their ability to deal with an individual child or family. A written record will be made of what information has been shared with whom and when
	6. Safeguarding records will be stored securely in a central place separate from academic records. Individual files will be kept for at least the period during which the child is attending the nursery and beyond that in line with current data, legislation and guidance
	7. Access to these records by staff other than the DSL/Nursery Manager will be restricted and a written record will be kept of who has had access to them and when
	8. Parents/Carers will be aware of information held on their child and kept up to date regarding any concerns or developments by the appropriate members of staff. General communications with parents/carers will be in line with and have due regard to which parents/carers have parental responsibility
	9. **Do not disclose to a parent/carer any information held on a child if this would put the child at risk of significant harm**
	10. If a child moves from Grace Nursery, child protection records will be forwarded on to the DSL at the new nursery/school, with due regard to their confidential nature and in line with current government guidance on the transfer of such records. Direct contact between the two settings may be necessary, especially on transfer from nursery to primary school. We will record where and to whom the records have been passed and the date
	11. If sending by post child records will be sent by “Special/Recorded Delivery”. For audit purposes a note of all pupils records transferred or received should be kept in either paper or electronic format. This will include the child’s name, date of birth, where and to whom the records have been sent and the date sent or received
2. The Board of Trustees
	1. The Board of Trustees is the accountable body for ensuring the safety of Grace Nursery
	2. The Board of Trustees will ensure that:
* The nursery has a combined safeguarding and child protection policy in accordance with the procedures of Birmingham Safeguarding Children’s Board
* The nursery operates “safer recruitment” procedures and ensures that appropriate checks are carried out on all new staff and relevant volunteers
* At least one senior member of the nursery’s leadership team acts as a DSL
* The DSL attends appropriate refresher training every two years
* The nursery manager and all other staff who work with children undertake training on an annual basis with additional updates as necessary
* Temporary staff and volunteers are made aware of the nurseries arrangements for child protection and their responsibilities
* The nursery remedies and deficiencies or weaknesses brought to its attention without delay
* The nursery has procedures for dealing with allegations of abuse against staff
1. A Safer Nursery Culture

Safer Recruitment and Selection

* 1. The nursery pays full regard to Keeping Children Safe in Education 2016. Safer Recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring the candidate has the health and physical capacity for the job. It also includes undertaking appropriate checks through the Disclosure and Barring Service (DBS)
	2. All recruitment materials will include reference to the nurseries commitment to safeguarding and promoting the wellbeing of the children who attend Grace Nursery
1. Staff Support
	1. We recognise the stressful and traumatic nature of safeguarding and child protection work and will support staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support as appropriate
	2. Regular supervision will be carried out to the DSL’s within nursery, usually half termly and may be extended to other members of staff deemed appropriate by the nursery manager
2. Safeguarding Children/Students who are Vulnerable to Radicalisation
	1. Since 2010, when the government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hole extreme views including views justifying political, religious, sexist or racist violence or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation
	2. Grace Nursery values freedom of speech and the expression of beliefs and ideology as fundamental rights underpinning our society’s values. Both children and staff have a right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not unqualified privilege it is subject to laws, policies governing equality, human rights, community safety and community cohesion.
3. Safeguarding Children who are Vulnerable to Exploitation, Forced Marriage, Female Genital Mutilation (FGM) or Trafficking
	1. Our safeguarding policy above and the nurseries values, ethos and behaviour policies provide the basic platform to ensure children and young people are given the support to respect themselves and others, stand up for themselves and protect each other
	2. Grace nursery keeps itself up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation

These include:

[Bullying](http://www.proceduresonline.com/birmingham/scb/chapters/p_bullying.html)

[Children Missing from Care, Home and Education](http://www.proceduresonline.com/birmingham/scb/chapters/p_ch_miss_home_care.html)

 [Children and Families that Go Missing](http://www.proceduresonline.com/birmingham/scb/chapters/p_ch_fam_go_missing.html)

[Child Sexual Exploitation](http://www.proceduresonline.com/birmingham/scb/chapters/p_ch_sexual_exploit.html)

[Domestic Violence and Abuse](http://www.proceduresonline.com/birmingham/scb/chapters/p_dom_viol_abuse.html)

Drugs Inc. [Children of Parents who Misuse Substances](http://www.proceduresonline.com/birmingham/scb/chapters/p_ch_par_misuse_subs.html)

[Fabricated or Induced Illness](http://www.proceduresonline.com/birmingham/scb/chapters/p_fab_ind_illness.html)

Faith Abuse and [Honour Based Violence](http://www.proceduresonline.com/birmingham/scb/chapters/p_honor_based_viol.html)

Violence Against Women and Girls

[Female Genital Mutilation](http://www.proceduresonline.com/birmingham/scb/chapters/p_fem_gen_mutil.html)

[Forced Marriage](http://www.proceduresonline.com/birmingham/scb/chapters/p_force_marriage.html)

[Children Affected by Gang Activity](http://www.proceduresonline.com/birmingham/scb/chapters/p_ch_affected_gang_act.html)

[Children of Parents with Mental Health Problems](http://www.proceduresonline.com/birmingham/scb/chapters/p_ch_par_mental_health.html)

[Children Living away from Home](http://www.proceduresonline.com/birmingham/scb/chapters/p_ch_living_away.html)

[Children of Parents with Learning Difficulties](http://www.proceduresonline.com/birmingham/scb/chapters/p_ch_par_learning_diff.html)

[Disabled Children](http://www.proceduresonline.com/birmingham/scb/chapters/p_disabled_ch.html)

[E-Safety – Children Exposed to Abuse through the Digital Media](http://www.proceduresonline.com/birmingham/scb/chapters/p_esafety_abuse_dig_media.html)

[Peer Abuse – Children and Young People who Abuse Others](http://www.proceduresonline.com/birmingham/scb/chapters/p_peer_abuse.html)

[Sexually Harmful Behaviour](http://www.proceduresonline.com/birmingham/scb/chapters/p_sexually_harm_behav.html)

[Trafficked Children](http://www.proceduresonline.com/birmingham/scb/chapters/p_trafficked_ch.html)

[Underage Sexual Activity](http://www.proceduresonline.com/birmingham/scb/chapters/p_underage_sexual_act.html)

[Safeguarding Children and Young People against Radicalisation and Violent Extremism](http://www.proceduresonline.com/birmingham/scb/chapters/p_sg_ch_extremism.html)

* 1. Our staff are supported to recognise warning signs and symptoms in relation to specific issues and include such issues in an age appropriate way in the curriculum
	2. Our nursery works with and engages our families and communities to talk about such issues
	3. Our staff are supported to talk to families about sensitive concerns in relation to their child and to find ways to address them together whenever possible
	4. Our DSL knows where to seek and get advice s necessary
	5. Our nursery brings in experts and uses specialist material to support the work we do
1. Children who go missing from Nursery
	1. A child going missing from nursery is a potential indicator of abuse or neglect, including sexual exploitation, FGM, forced marriage or travelling to conflict zones. Nursery staff will be alert to these safeguarding concerns when a child goes missing for an extended period or on repeat occasions
	2. The nursery must notify the local authority of any child who fails to attend nursery regularly after making reasonable enquiries or has been absent from nursery for a continuous period of five days or more. They must do this by calling the Early Years Duty Line on 0121 675 4996/1943

The nursery must also notify the local authority of any child who is to be deleted from the admissions register because he/she:

* Has been taken out of nursery by their parents and is being educated outside of the school system (When transitioning to primary school)
* Has ceased to attend nursery and no longer lives within reasonable distance of the nursery (moved within city, within the country or moved abroad but failed to notify the nursery of the change)
* Displaced as a result of a crisis e.g domestic violence or homelessness
	1. Our nursery will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of children that would be considered missing
1. What we do when we are concerned
	1. When we have concerns but there is no evidence of a significant risk the DSL will advise on early help and preventive work that can be carried out within nursery and engage the child and family. The DSL will speak with the child parent/carer, sharing nurseries concern about the child and how the family can work together to reduce the risk
	2. In this situation we will utilise the Right Services, Right Time (RSRT) model to consider the needs of the family and in discussion with the parent/carer and child the DSL may decide to:
* Monitor the situation after taking appropriate action to address concerns
* Undertake the Early Help assessment to try and meet the needs of the child and family through a multi-agency approach
* Seek advice from the Children’s Advice and Support Service (CASS) so that a strategic overview can be maintained or commons factors can be recognised

The contact number for CASS is: Tel: 0121 303 1888

The citywide contact number outside office hours is: The Emergency Duty Team Tel: 0121 675 4806.

* All child protection concerns must be reported to the Multi-Agency Safeguarding Hub (MASH) on the same day on the contact numbers above.
* Notify Children’s Social Care via a request for support form to the CASS
* If it felt the child’s needs fall into the RSRT categories of Universal + of additional need the DSL will also offer and seek advice in the Early Help Assessment and consider if this does not have an impact on the situation making a referral to Children’s Social Care

Our local Early Help Panel is Perry Barr and Ladywood

* If the concerns about the child are deemed Complex and Significant meeting the criteria within the RSRT mode, they will be referred to the CASS. This includes concerns about a child who is affected by the behaviour of a parent/carer or other adult in the household

PART TWO

Key Procedures

Responding to concerns about a child, Right Services Right Time.

Cause for Concern:

Record the reasons on a Notice of Concern Form and speak to the DSL

Care Plan by Children’s Social Care (CSC Plan)

Step down from CSC plan

Further concerns identified

Continue with assessment by nursery

Assessment by Children’s Social Care

Complex & Significant

Referral to CASS for a multi-agency strategy discussion

Universal/Universal +

Continue with early help process

Universal+/Additional

Continue with early help process and seek advice from early help panel

Seek Advice:

Children’s Advice and Support Service (CASS)

0121 303 1888

Discussion within Nursery:

* Consider Early Help Assessment
* Seek consent of parents/carers where appropriate
1. Involving Parents/Carers
	1. In general we will discuss any child protection concerns with the parents/carers before approaching other agencies and will seek their consent to making a referral to another agency. The DSL will discuss with parents/carers, however there may be occasions when the nursery will contact another agency before informing parents/carers because it is considered that informing them may increase the risk of significant harm to the child
	2. Parents/Carers will be informed of our safeguarding policy through Grace Nursery Statement of Purpose, website and policies and procedures
2. Multi Agency Work
	1. We work in partnership with other agencies in the best interests of the children. The nursery will, where necessary, liaise with the child’s health visitor and doctor, and make referrals to children’s social care. Referrals should be made by the Designated Safeguarding Lead to the Children’s Advice Support Service (CASS) - 0121 303 1888. Where the child already has a safeguarding social worker, the request for service should go immediately to the social worker involved, or in their absence to their team manager.
	2. We will co-operate with any child protection enquiries conducted by children’s social care: the Nursery will ensure representation at appropriate inter-agency meetings such as integrated support plan meetings initial and review child protection conferences, and core group meetings
	3. We will provide reports as required for these meetings. If the Nursery is unable to attend, a written report will be sent. The report will, wherever possible, be shared with parents/carers at least 24 hours prior to the meeting.
	4. Where a child is subject to an inter-agency child protection plan or a multi-agency risk assessment conference (MARAC) meeting, the nursery will contribute to the preparation, implementation and review of the plan as appropriate
3. Responding the an allegation about a member of staff
	1. This procedure should be used in any case in which it is alleged that a member of staff, volunteers, Trustee or visiting professional 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
* Behaved in a way that indicates s/he is unsuitable to work with children
	1. Although this is an uncomfortable thought it needs to be acknowledged that there is the potential for staff in nursery to abuse children
	2. All staff working within our organisation must report any potential safeguarding concerns about an individual’s behaviour towards children and young people immediately
	3. Allegations or concerns about staff, volunteers, students or visitors must be reported to the Nursery Manager or the Board of Trustees who will liaise with the Local Authority Designated Officer (LADO) Team, in children’s social care and they will decide an any action required
	4. If the safeguarding concerns relates to the Nursery Manager or the Board of Trustees then the concern must be made directly to the LADO team who will decide on any action required

 **What to do if you have an allegation or serious concerns against a person in a Position of Trust**

**DO NOT ATTEMPT TO COMPLETE YOUR OWN INVESTIGATION**

Adhere to your settings safeguarding policy regarding concerns around a person in a Position of Trust.

Inform **Ofsted** – **0300 123 1231**

If the allegation is made out of office hours contact the

**Emergency Duty Team EDT) – 0121 675 4806**

Inform the person that an allegation has been made against them.

**DO NOT** inform the person the nature of the allegation made

The Early Years Consultant on duty will forward you a position of trust form with guidance notes for you to complete and return

Contact the Early Years Consultant duty line:

**0121 675 4996**

**or**

**0121 675 1943**

1. Children with additional needs

15.1 Grace Nursery recognises that while all children have a right to be safe, some children may be more vulnerable to abuse, for example those with a disability or special educational need, those living with domestic violence or drug/alcohol abusing parents ect

15.2 Grace Nursery will work in partnership with parents/carers and agencies involved to closely monitor the wellbeing of vulnerable children.

DEFINITIONS AND INDICATORS OF ABUSE

1. NEGLECT

Neglect is the 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. Neglect may occur during pregnancy as a result maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

* Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
* Protect a child from physical and emotional harm or danger;
* Ensure adequate supervision (including the use of inadequate care-givers); or
* Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The following may be indicators of neglect (this is not designed to be used as a checklist):

* Constant hunger;
* Stealing, scavenging and/or hoarding food;
* Frequent tiredness or listlessness;
* Frequently dirty or unkempt;
* Often poorly or inappropriately clad for the weather;
* Poor school attendance or often late for school;
* Poor concentration;
* Affection or attention seeking behaviour;
* Illnesses or injuries that are left untreated;
* Failure to achieve developmental milestones, for example growth, weight;
* Failure to develop intellectually or socially;
* Responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings;
* The child is regularly not collected or received from school; or
* The child is left at home alone or with inappropriate carers.

2. PHYSICAL ABUSE

Physical abuse 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 or carer fabricates the symptoms of, or deliberately induces, illness in a child.

The following may be indicators of physical abuse (this is not designed to be used as a checklist):

* Multiple bruises in clusters, or of uniform shape;
* Bruises that carry an imprint, such as a hand or a belt;
* Bite marks;
* Round burn marks;
* Multiple burn marks and burns on unusual areas of the body such as the back, shoulders or buttocks;
* An injury that is not consistent with the account given;
* Changing or different accounts of how an injury occurred;
* Bald patches;
* Symptoms of drug or alcohol intoxication or poisoning;
* Unaccountable covering of limbs, even in hot weather;
* Fear of going home or parents being contacted;
* Fear of medical help;
* Fear of changing for PE;
* Inexplicable fear of adults or over-compliance;
* Violence or aggression towards others including bullying; or
* Isolation from peers.

**3. SEXUAL ABUSE**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing*.* They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

The following may be indicators of sexual abuse (this is not designed to be used as a checklist):

* Sexually explicit play or behaviour or age-inappropriate knowledge;
* Anal or vaginal discharge, soreness or scratching;
* Reluctance to go home;
* Inability to concentrate, tiredness;
* Refusal to communicate;
* Thrush, persistent complaints of stomach disorders or pains;
* Eating disorders, for example anorexia nervosa and bulimia;
* Attention seeking behaviour, self-mutilation, substance abuse;
* Aggressive behaviour including sexual harassment or molestation;
* Unusual compliance;
* Regressive behaviour, enuresis, soiling;
* Frequent or open masturbation, touching others inappropriately;
* Depression, withdrawal, isolation from peer group;
* Reluctance to undress for PE or swimming; or
* Bruises or scratches in the genital area**.**

**4. SEXUAL EXPLOITATION**

Child sexual exploitation occurs when a child or young person, or another person, receives “something” (for example food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of the child/young person performing sexual activities, or another person performing sexual activities on the child/young person.

The presence of any significant indicator for sexual exploitation should trigger a referral to children’s social care. The significant indicators are:

* Having a relationship of concern with a controlling adult or young person (this may involve physical and/or emotional abuse and/or gang activity);
* Entering and/or leaving vehicles driven by unknown adults;
* Possessing unexplained amounts of money, expensive clothes or other items;
* Frequenting areas known for risky activities;
* Being groomed or abused via the Internet and mobile technology; and
* Having unexplained contact with hotels, taxi companies or fast food outlets.

**5. EMOTIONAL ABUSE**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve seeing or hearing the ill-treatment of another person. It may involve serious bullying (including cyber bullying)*,* causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment.

The following may be indicators of emotional abuse (this is not designed to be used as a checklist):

* The child consistently describes him/herself in very negative ways – as stupid, naughty, hopeless, ugly;
* Over-reaction to mistakes;
* Delayed physical, mental or emotional development;
* Sudden speech or sensory disorders;
* Inappropriate emotional responses, fantasies;
* Neurotic behaviour: rocking, banging head, regression, tics and twitches;
* Self-harming, drug or solvent abuse;

## Fear of parents being contacted;

## Running away;

## Compulsive stealing;

### Appetite disorders - anorexia nervosa, bulimia; or

* Soiling, smearing faeces, enuresis.

N.B.: Some situations where children stop communication suddenly (known as “traumatic mutism”) can indicate maltreatment.

**6. RESPONSES FROM PARENTS**

Research and experience indicates that the following responses from parents may suggest a cause for concern across all four categories:

* Delay in seeking treatment that is obviously needed;
* Unawareness or denial of any injury, pain or loss of function (for example, a fractured limb);
* Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to her/his age and development;
* Reluctance to give information or failure to mention other known relevant injuries;
* Frequent presentation of minor injuries;
* A persistently negative attitude towards the child;
* Unrealistic expectations or constant complaints about the child;
* Alcohol misuse or other drug/substance misuse;
* Parents request removal of the child from home; or
* Violence between adults in the household;
* Evidence of coercion and control.

**7. DISABLED CHILDREN**

When working with children with disabilities, practitioners need to be aware that additional possible indicators of abuse and/or neglect may also include:

* A bruise in a site that might not be of concern on an ambulant child such as the shin, might be of concern on a non-mobile child;
* Not getting enough help with feeding leading to malnourishment;
* Poor toileting arrangements;
* Lack of stimulation;
* Unjustified and/or excessive use of restraint;
* Rough handling, extreme behaviour modification such as deprivation of medication, food or clothing, disabling wheelchair batteries;
* Unwillingness to try to learn a child’s means of communication;
* Ill-fitting equipment. for example callipers, sleep boards, inappropriate splinting;
* Misappropriation of a child’s finances; or
* Inappropriate invasive procedures.

DEALING WITH A DISCLOSURE OF ABUSE

**When a child tells me about abuse s/he has suffered, what must I remember?**

* Stay calm.
* Do not communicate shock, anger or embarrassment.
* Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
* Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
* Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
* Tell the child that it is not her/his fault.
* Encourage the child to talk but do not ask "leading questions" or press for information.
* Listen and remember.
* Check that you have understood correctly what the child is trying to tell you.
* Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
* Do not tell the child that what s/he experienced is dirty, naughty or bad.
* It is inappropriate to make any comments about the alleged offender.
* Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
* At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
* As soon as you can afterwards, make a detailed record of the conversation using the child’s own language. Include any questions you may have asked. Do not add any opinions or interpretations.

NB It is not education staff’s role to seek disclosures. Their role is to observe that something may be wrong, ask about it, listen, be available and try to make time to talk.

### **Immediately afterwards**

**You must not deal with this yourself**. Clear indications or disclosure of abuse must be reported to children’s social care without delay, by the Designated Safeguarding Lead/Nursery Manager.

Children making a disclosure may do so with difficulty, having chosen carefully to whom they will speak. Listening to and supporting a child/young person who has been abused can be traumatic for the adults involved. Support for you will be available from your Designated Safeguarding Lead/ nursery manager/ Board of Trustees.

##### ALLEGATIONS ABOUT A MEMBER OF STAFF, VOLUNTEER OR TRUSTEE

**1. Inappropriate behaviour by staff/volunteers could take the following forms:**

* **Physical**

For example the intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.

* **Emotional**

For example intimidation, belittling, scapegoating, sarcasm, lack of respect for children’s rights, and attitudes that discriminate on the grounds of race, gender, disability or sexuality.

* **Sexual**

For example sexualised behaviour towards pupils, sexual harassment, inappropriate phone calls, texts, images via social media, sexual assault and rape.

* **Neglect**

For example failing to act to protect a child or children, failing to seek medical attention or failure to carry out an appropriate risk assessment.

**2.** If a child makes an allegation about a member of staff, visitor or volunteer the nursery manager should be informed immediately. The nursery manager should carry out an urgent initial consideration in order to establish whether there is substance to the allegation. The nursery manager should not carry out the investigation him/herself or interview pupils.

3. The nursery manager must exercise, and be accountable for, their professional judgement on the action to be taken, as follows –

* If the actions of the member of staff, and the consequences of the actions, raise credible child protection concerns the nursery manager will notify the Local Authority Designated Officer (LADO) Team (Tel: 0121 675 1669). The LADO Team will liaise with the Chair of Governors and advise about action to be taken, and may initiate internal referrals within children’s social care to address the needs of children likely to have been affected.
* If the actions of the member of staff, and the consequences of the actions, do not raise credible child protection concerns, but do raise other issues in relation to the conduct of the member of staff or the pupil(s), these should be addressed through the nurseries own internal procedures.
* If the nursery manager decides that the allegation is without foundation and no further formal action is necessary, all those involved should be informed of this conclusion, and the reasons for the decision should be recorded on the child safeguarding file.

**4.** Where an allegation has been made against the Nursery Manager, then the Board of Trustees takes on the role of liaising with the LADO Team in determining the appropriate way forward. For details of this specific procedure see the Section on [Allegations against Staff and Volunteers](http://www.proceduresonline.com/birmingham/scb/chapters/p_alleg_against_staff.html) in the procedures of Birmingham Safeguarding Children Board.

**5.** Where the allegation is against the sole proprietor the referral should be made to the LADO team directly.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date policy written | Changes Made | Signature | Name and Position | Date of Policy Review |
| 02/06/2017 | N/A |  | Tina Smith, Nursery Manager | 01/06/2018 |
| 18/06/2018 | Guidance changes  |  | Tina Smith, Nursery Manager  | 18/06/2019 |
| 24/06/2019 | N/A |  | Tina Smith, Nursery Manager | 25/06/2020 |
| 25/06/2020 | N/A |  | Tina Smith | 25/06/2021 |



**GRACE NURSERY**

**GUIDANCE FOR REVIEWING SAFEGUARDING**

**CONCERNS RECORDED IN ROOMS**

1. Each room has a Safeguarding folder which must be used to file initial safeguarding and Child Protection concerns that staff have regarding children or their families.
2. When a safeguarding incident is identified it must be recorded on the safeguarding CR8 form and placed in the safeguarding folder in the section titled incidents. The incident must be clearly recorded and all discussion had with the DSL or any other Senior Staff must be recorded on the CR8 and the Chronology.
3. If a decision has been made to seek advice or to make a referral to the Children’s Social Care Department. The recording made by staff must state clearly the reasons why the referral is being made, giving the date, time etc
4. Once the Incident has been investigated the CR8 forms will be removed from the Safeguarding files and placed in the main Safeguarding folder in the nursery office.
5. At the end of each term the DSL will file all associated documents and the outcome of any investigations in the child’s personal file.

Compiled March 2017