

Flo's Nature Nursery

Safeguarding and Child Protection Policy

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SECTION A

1. Introduction

This Safeguarding and Child Protection Policy for Flo's nursery is consistent with the overall Safeguarding Policy for *Flo's – the Place in the Park* and focuses specifically on the nursery. It is therefore based on the principles set out in:

- Keeping Children Safe in Education 2018
- Working Together to Safeguard Children 2018
- What to do if you are worried a Child is being Abused 2015
- Oxfordshire Safeguarding Children Board guidelines
- Children Act 1989
- Children Act 2004
- Children and Families Act 2014
- United Nations Convention on the Rights of the Child 1991
- Equality Act 2010
- Framework for the Assessment of Children in Need and their Families 2000
- Special educational needs and disability (SEND) code of practice: 0 to 25 years

2. The purpose of the policy is to

- protect and safeguard children and young people attending the nursery.
- provide all those in a position of trust with the overarching principles and knowledge that guide our approach to safeguarding and child protection
- provide all those in a position of trust at the nursery with guidance on safeguarding
- promote consistent good practice within Flo's nursery

This policy, and its associated procedures, applies to all staff, including managers, board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone in a position of trust working at the nursery.

A child is defined as a person under the age of 18 (The Children Act 1989). An adult is any person aged 18 years and over.

3. Statement of Purpose and Commitment

At Flo's nursery we aim to deliver the highest quality of care and education to help children feel happy and settled and to learn and develop in harmony with nature. Flo's nursery aims to provide a safe, caring, positive and stimulating environment which promotes the social, physical and moral development of the individual child, free from discrimination or bullying, where children can learn and develop.

Flo's nursery believes that:

- The welfare of all children and young people is paramount

- All children, regardless of age, ability, gender, racial heritage, religious or spiritual beliefs, sexual orientation and /or identity, have the right to equal protection from harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare

Flo's nursery takes seriously its responsibility to

- safeguard, protect and promote the welfare of children;
- work together with other agencies to ensure adequate arrangements exist within our nursery in order to identify, and support those children who are suffering harm or are likely to suffer harm
- respond appropriately to concerns about a child.
- act appropriately with regards to any allegations towards anyone working on its behalf, or towards any disclosures or suspicion of abuse.

Flo's nursery is therefore committed to:

Prevention of abuse by

- Providing an environment where every child feels safe, secure, valued, respected and listened to
- Developing a culture of respect, co-operation and openness
- Recognising that safeguarding is everyone's responsibility
- Appointing a Designated Safeguarding Lead for children and ensuring a clear line of accountability with regards to safeguarding concerns
- Safely recruiting staff and volunteers
- Ensuring all those in a position of trust are provided with up to date and relevant information, training, support and supervision to enable them to fulfil their role and responsibilities in relation to safeguarding children including lines of accountability and Whistle Blowing policies
- Promoting safe practice by workers and volunteers
- Ensuring the safety and security of the nursery premises
- Assessing and carefully managing risks
- Promoting a culture of informed vigilance
- Ensuring relevant staff undertake Safeguarding Children Board (OSCB) training
- Updating training regularly as required
- Allocating to each child a key worker with whom they can develop trust
- Providing and promoting activities which are child centred and enhance the welfare of children
- Ensuring that children are taught, in an age appropriate way, how to keep themselves safe
- Building strong partnerships with other agencies to promote effective and appropriate multi-agency working, information sharing and good practice
- Sharing the purpose and content of our safeguarding policies and procedures with parents and carers
- Working in partnership with other agencies where a child has a child protection plan or is a 'child in need'

Responding well to concerns about abuse or harm by

- Providing guidance on what staff and volunteers should do if they have a safeguarding or child protection concern
- Appointing a Designated Safeguarding Lead and ensuring a clear line of accountability across the whole staff team, with regards to safeguarding concerns
- Responding promptly to concerns, adhering to OSCB guidelines
- Supporting and listening to those who raise concerns
- Ensuring that anyone who has been harmed, and others affected, receive helpful support and care
- Acting appropriately with regards to any allegations or concerns about anyone working on its behalf

Children with special needs

Flo's nursery recognises that children with special needs are more likely to be abused and neglected than non-disabled children. The reasons for this are:

- Mistaken attitudes and assumptions about the needs of disabled children
- Barriers to support for disabled children and their families
- Possible barriers to communication with disabled children.

Flo's nursery will work towards a sound awareness of these issues when caring for children with special needs so we can work carefully and sensitively with them and their families.

4. Organisational Policies and Procedures

This policy should be read alongside the following organisational policies and guidance:

- Recruitment, induction and training
- Recording, storing and sharing information
- Confidentiality
- First Aid policy
- Health and Safety Policy
- Code of conduct for staff and volunteers
- ICT, Social Media and E-safety
- Photography and use of images of children
- Nappy Changing Policy
- Supervision of Children on Outings and Visits
- Promoting Positive Behaviour
- Training, supervision and support

5. Roles and Responsibilities

All individuals in a position of trust including volunteers must:

- Understand the different types of abuse and recognise the possible risks and Indicators

- Understand their responsibility to report any concerns that a child is being, or is at risk of being, abused or neglected. This includes reporting any concerns they may have regarding another person's behaviour towards a child or children
- If appropriate; liaise with other agencies, contribute to safeguarding assessments and attend child protection meetings / core groups / conferences
- Record and store information legally, professionally and securely in line with organisational policies and procedures
- Undertake the required level of training for their role in line with Oxfordshire Safeguarding Children Board standards, every 3 years for Generalist and in addition Designated Leads are required to attend Specialist Safeguarding Training every 2 years.
- Understand the line of accountability for reporting safeguarding concerns and be fully aware of the organisation's safeguarding lead and their role within the organisation.

Name of Safeguarding Lead:

Tanja Fletcher (Nursery Manager)

Name of Deputy Safeguarding Lead:

Liza Tappin

All individuals working in a position of trust at Flo's nursery will follow the Oxfordshire Safeguarding Children Board Procedures/Local Authority guidance in all cases of abuse, or suspected abuse (these can be found at www.OSCB.org.uk).

The Trustees of Flo's -the Place in the Park, are ultimately accountable for ensuring the nursery is a safe environment, including the implementation of effective safeguarding procedures. They have appointed Annie Davy telephone 07966 499830 as the registered person for the nursery and appointed a Link Safeguarding Lead: Hilary Walker Telephone/email: 07759 699118/ walkerhilary@aol.com

This policy is available to all and can be accessed at www.flosoxford/nursery .

6. Safer Recruitment

Flo's nursery aims to recruit the best-suited person to the job (right skills, qualifications, experience and attitude) and to deter, reject or identify people who are unsuited to working with children. Each recruitment interview panel will have access to at least one member who has recently attended Safer Recruitment training .

We will ensure:

- all employed and voluntary posts have a Job Description and a Person Specification.
- all vacancies have a Role Description and Person Specification.
- applicants are evaluated only on how well they meet the requirements of the Person Specification and the relevant skills, knowledge and experience they will bring to the post.
- we advertise all posts as widely as possible so that under-represented groups are encouraged to apply.
- Scrutinise Job Descriptions to ensure they do not ask for unnecessary requirements or qualifications.
- Treat Equal Opportunities monitoring information in the strictest confidence and separate from the returned application forms.
- Keep accurate records of all monitoring statistics.

In addition, Flo's nursery will:

- Ensure that the organisation's commitment to safeguarding is clear in its advertisements.
- Ensure that the job/role description refers to the responsibility for safeguarding and promoting the welfare of children.
- Ensure that the person specification includes specific reference to suitability to work with or near to children.
- Require applicants to complete a Confidential Self Declaration (see Appendix 1) with the application. Failure to disclose significant information at this stage may be seen as disqualifying the individual from appointment or grounds for dismissal
- Obtain and scrutinise comprehensive information from applicants and take up and satisfactorily resolve any discrepancies or anomalies.
- Obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with or near children or adults, who may be vulnerable, and follow up any concerns. Where possible, these references will be sought prior to interview for all positions that involve working with children.
- Conduct a face to face panel interview to explore the candidate's suitability to work with or near children as well as his/her suitability for the post.
- Verify the successful candidate's identity.
- Verify, where necessary, that the successful applicant has all the academic or vocational qualifications claimed.
- Check previous employment history and experience. Any gaps in employment history will be questioned.
- Verify that the candidate has the health (including mental health) and physical capacity for the job. Check if the candidate is on any medication that could affect the role that they are applying for.
- Conduct checks with the Disclosure and Barring Service at the appropriate level consistent with the job or volunteer role.
- Follow up any concerns raised as a result of a DBS check. If information is disclosed, it must be evaluated in order to make a judgement about the person's suitability for the post/role. In deciding the relevance of disclosure information, the following will be considered:
 - The post/role
 - The nature and circumstances of the offence
 - The age at which the offence took place
 - The frequency of the offence
 - How the applicant now views the events surrounding the offence
 - What the applicant has achieved since the offence

Decisions concerning suitability will be made by the interview panel in liaison with the Designated Lead for Safeguarding. External advice may be sought. The Nursery will ensure that the induction of new staff and volunteers includes familiarisation with our Safeguarding Policy.

DBS checks will be updated every three years. Where an applicant has lived or worked abroad an additional criminal records check (or checks if more than one country) will also be made. See: www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants

7. Monitoring and Review

The policy will be reviewed annually using OSCB standards. All members of staff must sign to the effect that they have read and understood its contents.

Section B

1. Child Protection and Safeguarding Procedures

1.1 What to do if you are concerned about a child

All staff and volunteers at Flo's nursery have a responsibility to report and record concerns/incidents as soon as they come to their attention. Flo's nursery Designated Safeguarding Lead should be contacted and informed. All concerns, suspicions and allegations of abuse will be taken seriously and responded to promptly and appropriately.

All individuals working in a position of trust at Flo's nursery will follow the Oxfordshire Safeguarding Children Board Procedures/Local Authority guidance in all cases of abuse, or suspected abuse (these can be found at www.OSCB.org.uk)

- If you have **immediate concerns** about a child. Inform the Designated Safeguarding Lead. The procedure for immediate concerns is to call the MASH immediately **Tel: 0345 050 7666** (This number will take you through to Customer Services who will ask a series of questions and triage into MASH where safeguarding concerns are raised).
[The Oxfordshire MASH Referral Form](#) (MASH Enquiry online referral form) may be used by professionals only to refer children to social services.
Or you can email a report to MASH on the secure email on: mash-childrens@oxfordshire.gcsx.gov.uk

- If you **are unsure whether a referral should be made** talk to the Designated Safeguarding Lead. The Locality and Community Support Service (LCSS) can be contacted and a **'no names' consultation** (meaning you don't give the child's name) requested. The situation can be discussed with them and they will advise on what to do next. If a referral needs to be made they will advise you of this. **LCSS Central : 0345 241 2705**

If **concerns relate to an open case inform** the Designated Safeguarding Lead. The relevant Children's Social Care Team can be contacted.

Oxford City – **01865 328563**

Emergency Duty Team: **0800 833 408**

John Radcliffe Hospital Assessment Team: **01865 221236** (for antenatal safeguarding concerns and issues concerning children in the hospital).

An allegation against a staff member

All allegations of abuse by those who work with children and/or adults must be taken seriously, whether they are in a paid or unpaid capacity. This procedure should be applied when there is an allegation or concern that a person who works with children has:

- Behaved in a way that has harmed a child or adult, or may have harmed a child or adult;
- Possibly committed a criminal offence against or related to a child or adult;
- Behaved towards a child/adult or children/adults in a way that indicates he or she may pose a risk of harm to children/adults.

Any allegation or concern about a person in a position of trust at Flo's nursery will be reported, in the first instance, to the LADO and relevant Safeguarding Team on 01865 810603
LADO.safeguardingchildren@oxfordshire.gov.uk

Any such allegation will be reported to Ofsted within 14 days of Flo's nursery becoming aware of it.

- The Disclosure and Barring Service will be notified of any person who is dismissed from the nursery's employment or resigns in circumstances which would otherwise have led to their dismissal for child protection concerns.

Concern about a child

If a child tells you they are suffering or have suffered significant harm through abuse or neglect or have caused or are causing harm to others, the initial response should be to listen carefully to what the child says and to observe the child's behaviour and circumstances.

- Never promise to keep a secret.
- React calmly; be aware of your non-verbal messages.
- Don't stop a child or parent who is talking freely about what has happened.
- Don't ask leading questions.
- Reassure the child they have done the right thing by telling you.
- Avoid making comments or judgements.
- Tell the child what will happen next.
- Record using the child's words.

The child must not be pressed for information, led or cross-examined or given false assurances of absolute confidentiality, as this could prejudice further investigations including those by the police.

If the child can understand the significance and consequences of making a referral to children's social care, they should be asked for their views.

It should be explained to the child that, whilst their view will be taken into account, the person holding a position of trust has a responsibility to take whatever action is required to ensure the child's safety and the safety of other children.

If referral to the local authority is made then the parent/carer should be informed

Confidentiality

Concerns about a child should be shared with a parent/carer unless it is felt that this might place a child at risk or interfere with a police investigation. Advice should be sought from Children's Services.

Children have a right to confidentiality under Article 8 of the European Convention on Human Rights. It is important to respect the wishes of a child or any person who doesn't consent to share confidential information.

If you are not given consent to share information, you may still lawfully go ahead if the child is experiencing, or is at risk of, significant harm.

Child protection concerns, disclosures from children or safeguarding allegations made against a person in a position of trust must not be discussed among workers and volunteers. This information should be shared solely with the Designated Safeguarding Leads, Children's Social Care and/or the Local Area Designated Officer (LADO) as appropriate.

Personal information which is shared by the child or young person on a one to one level, such as sexual orientation or gender identification, should not be disclosed to other workers and volunteers.

If staff and volunteers wish to discuss situations with colleagues to gain a wider perspective, this should be done on an anonymous basis with names and other identifying information relating to the child and their family remaining strictly confidential.

Supporting those working with children

Flo's nursery recognises the importance of those in a position of trust being 'emotionally safe'. All those in a position of trust should feel able to discuss safeguarding concerns with the Designated Safeguarding Lead.

The Designated Safeguarding Lead or their Deputy will take responsibility for taking forward any concerns or disclosures following the Oxfordshire Safeguarding Children Board procedures. These can be found at www.OSCB.org.uk.

1.2 What to do if a child were to go missing

Children's safety is our highest priority, both on and off the premises. Every attempt is made, through the implementation of our outings procedure and our exit/entrance procedure, to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

What to do if a child were to go missing on the premises

- As soon as it is noticed that a child is missing, a member of staff will alert the nursery manager.
- The register will be checked to make sure no other child has also gone astray.
- The manager will carry out a thorough search of the building and garden.
- Doors and gates will be checked to see if there has been a breach of security whereby a child could wander out.
- If the child is not found, the manager will call the police immediately and report the child as missing. If it is suspected that the child may have been abducted, the police are informed of this.
- The parent(s) are then called and informed.
- A recent photo and a description of what the child is wearing will be given to the police.
- The manager will talk to staff to find out when and where the child was last seen and record this.

- The manager will contact our Nominated person and the Chair of the Steering Group and report the incident. Our Registered Person comes to the provision immediately to carry out an investigation

What to do if a child were to go missing on an outing

This describes what to do when staff have taken a small group on an outing, leaving the manager and/or other staff at the nursery. If our manager has accompanied children on the outing, the procedures are adjusted accordingly. What to do when a child goes missing from a whole group outing may be a little different, as parents usually attend and are responsible for their own child.

- As soon as it is noticed that a child is missing, the staff members on the outing will ask children to stand with their designated carer. The staff then carry out a headcount to ensure that no other child has gone astray.
- One staff member will search the immediate vicinity but does not search beyond that.
- The senior staff member on the outing will contact the police and report the child as missing.
- The manager is contacted immediately (if not on the outing) and the incident is recorded.
- The manager contacts the parent(s).
- The staff will take the remaining children back to the setting as soon as possible.
- According to the advice of the police, a senior member of staff, or our manager where applicable, should remain at the site where the child went missing and wait for the police to arrive.
- A recent photo and a description of what the child is wearing will be given to the police as soon as possible.
- The manager will contact our Registered Person and the Chair of the Steering Group and report the incident. Our Registered Person and/or Chair of Steering Group will come to our premises immediately to carry out an investigation, with our management team (where appropriate).
- Staff should keep calm and not let the other children become anxious or worried.

The investigation

- Ofsted will be informed as soon as possible and kept up-to-date with the investigation.
- Our Registered Person or Chair of Steering Group will carry out a full investigation, taking written statements from all staff and volunteers who were present.
- The manager, together with a representative of our management team will speak with the parent(s) and explains the process of the investigation.
- The parent(s) may also raise a complaint with Flo's Steering Group or Ofsted.
- Each member of staff present will write an incident report detailing:
 - The date and time of the incident.
 - Where the child went missing from e.g. the setting or an outing venue.
 - Which staff/children were in the premises/on the outing and the name of the staff member who was designated as responsible for the missing child.
 - When the child was last seen in the premises/or on the outing, including the time it is estimated that the child went missing.
 - What has taken place in the premises or on the outing since the child went missing.
 - The report will be counter-signed by the senior member of staff and the date and time added.
- A conclusion will be drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff should co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff and parents. Children's social care may be involved if it seems likely that there is a child protection issue to address.

- In the event of disciplinary action needing to be taken, Ofsted will be advised.

1.3 Visitors to the nursery

The nursery welcomes visitors. Parents are particularly welcome to participate in nursery activities and spend time with their children in the nursery. To avoid overcrowding or unnecessary disruption we request that visits are agreed in advance with the nursery manager or deputy

The nursery reserves the right to refuse entry to any person, in situations where we may have reasonable doubt of their identity. In instances where parents are separated, both custodial and non-custodial parents have the right to visit the nursery, unless a court order is placed restricting such contact or accessibility. All visitors will need to sign in and wear a badge to identify themselves to staff and parents. The Nursery Manager must advise the visitor of all fire exits and explain fire procedure for that day.

Security on the door and within the setting:

- Staff must check the identity of any visitors they do not recognise before allowing them to enter the premises.
- Visitors to the setting must be signed in and recorded in the visitor's book.
- Professionals and regular visitors must have submitted their DBS number and the date validity must be checked.
- Visitors must be accompanied by a member of staff while in the premises at all times.
- Parents, students or visitors are reminded not to allow entry to any person, whether they know this person or not.
- The nursery will under no circumstance tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents.

1.4 If a child is not collected

In the event that a child is not collected by an authorised adult by their expected collection time, the following procedure will be followed. The child will receive a high standard of care in order to cause as little distress as possible.

We will inform parents/carers of our procedures so that, if they are unavoidably delayed, they can be reassured that their children will be properly cared for.

Procedures

- Parents will be asked to provide the following specific information, which is recorded on our Registration Form, when their child starts attending the nursery :
 - Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
 - Place of work, address and telephone number (if applicable).
 - Mobile telephone number (if applicable).
 - Names, addresses, telephone numbers and of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
 - Who has parental responsibility for the child.

- Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.
- On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.
 - Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. Our contact telephone number is 01865 587611.
 - If a child is not collected at their expected collection time, we follow the procedures below:
 - The child's file is checked for any information about changes to the normal collection routines.
 - If no information is available, parents/carers are contacted at home or at work.
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child - and whose telephone numbers are recorded on the Registration Form - are contacted.
 - All reasonable attempts are made to contact the parents or nominated carers.
 - The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
 - If no-one collects the child within one hour of their expected collection time and there is no-one who can be contacted to collect the child, we contact the local authority children's social care team:

MASH: 0345 050 7666

- Or the out of hours duty officer (where applicable):
-

Emergency Duty Team: 0800 833 408

- The child will stay at the nursery in the care of two of our fully-vetted workers, one of whom will be our manager or deputy manager, until the child is safely collected either by the parents or by a social care worker.
- Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances will we go to look for the parent, nor leave the setting premises with the child.
- We will ensure that the child is not anxious and we do not discuss our concerns in front of them.
- A full written report of the incident will be recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked according to our terms and conditions.

1.5 Children not attending the nursery

If a child should be unable to attend the Nursery on their nominated day parents are asked to contact the nursery, to explain why, by phone, text, or email.

If the nursery has not been given an explanation, we will (on the second day of unexplained absence) use the contact details and the emergency contacts they have given to us to try to establish why their child is absent. If we fail to make contact within 48 hours, we may contact Children's Services.

We will keep records of absences, attempts to contact parents and any other relevant communication.

1.6 Identifying the need for Early Help

Early Help is a way of services thinking and working together with families who have additional or more complex needs. Early help can prevent problems from getting worse by providing support to families when a need is identified or as soon as a problem emerges. This can be at any point in a child's life, from conception, through childhood and into adolescence. It can also prevent further problems arising by building resilience with families to find their own solutions in the future.

Everyone working with children and families has a responsibility to identify concerns early, provide help and prevent concerns from escalating. Staff of the nursery will receive training about how to be aware of children in families who might benefit from Early Help. Staff should discuss any families with the Nursery Manager or Deputy so that careful thinking can be done about how to share this with the family and what contribution the nursery might make to the Early Help.

1.7 Photography, video, mobile phone and e -safety policy and procedure

The nursery aims to ensure the overall safety of children including from harm through social media, mobile phone use and the internet.

Digital and Video Images:

- Written permission will be obtained from parents/carers before any images of children are taken/recorded and used for any publicity events.
- Children's full names will not be used anywhere on the nursery website or in its literature.
- Digital images will be stored in a separate file on the computer, which is accessed by the nursery staff only. These images will be stored in accordance with data protection laws e.g.: password protected files, cameras and memory sticks locked away.
- While using digital images, practitioners will be aware of the risk associated with taking, using, sharing, publishing and distribution of images.
- Nursery staff will only use the setting ICT equipment: personal equipment must NOT be used to photograph or record images of the children.

- Staff will be vigilant when taking digital/video images of the children to ensure that they are appropriately dressed.
- If a professional photographic company comes to take children's photos, the senior team will ensure that the photographer is appropriately DBS checked. No child will be forced to have their photo taken and parents can request that their child does not have their photograph taken.
- Individual parent's/carer's wishes will be considered at all times.
- After a photograph is taken down from a display it will be either stored in the child's file, returned to the family or shredded.

Please Note: Where photos are taken of children interacting/playing with each other, these will be used in the appropriate children's learning diaries as these photos will provide evidence of their developing social skills. If this raises any concerns/issues, please notify a staff member.

Mobile Phone Use

- All individuals who work directly with the children will not use their personal mobile phone in any of the rooms/areas that are used by the children.
- All mobile phones will be kept in a secure area away from where the children are accommodated.
- Staff may use their mobile phones during their designated breaks and in an area away from the children.
- The setting's contact number must be used should staff need to be contacted in an emergency.
- Staff will be held responsible for the content and security of their own phones, e.g. access to web pages. If this is deemed to be a safeguarding issue this will be dealt with in line with the settings child protection and disciplinary policy.
- Staff will not use any personal mobile phone cameras to photograph the children in their care.
- Visitors and parents will be asked to switch off their mobile phones or not to use phones while on in the nursery. If they need to use their mobile phone they will be asked to do so away from the children.

Mobile phones on outings

- Whilst off site/on outings, mobile phones may be used as a form of communicating with the setting or in cases of emergencies only. They should not be used for any other purposes e.g. as a substitute for a camera, for personal calls etc.

Computer, Laptop and Tablets

- Staff should not use the setting's computer/laptop/tablet for personal use.
- All nursery files which contain personal data will be stored appropriately and securely, e.g.: password protected or locked away and accessible to only those who require this information.
- Staff will not forward any of the setting's work, files, information etc. stored on the setting computer/laptop to their home PC, unless this has been agreed by management as necessary practice for the setting. Any work taken home needs to be appropriately protected as if it were in the setting and open to scrutiny by management.
- Staff will not use any personal memory devices in the settings computer/laptop. Memory sticks provided by the setting should be used for work purposes only and should not be taken off the premises without permission from a manager.
- All ICT equipment will remain in the setting at all times unless otherwise authorised by the manager. This is to minimise the risk of computer viruses and for data protection purposes.
- Staff must not share their log in credentials (username and password) with other users. Log in credentials are unique and personal to each user. A user profile will be issued to any staff member needing access to IT systems necessary for their work.
- All email communication will be appropriate and written in a professional manner.
- E-mail attachments will only be opened if they are from a source known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- Illegal or inappropriate materials will not be uploaded, downloaded or accessed.
- Staff will ensure that the settings computer/laptop is used appropriately to avoid disabling or damaging equipment.
- Virus protection software is used and updated on a regular basis.
- Content filtering software is in place in order to minimise the risk of exposure to inappropriate materials.
- Children will always be supervised when they are accessing the internet.
- The nursery will ensure that all programs used, and websites accessed, are appropriate and that children are not able to access or download material which is unsuitable.

Social Networking Sites

- Children's details (including photographs, names or comments) must not be entered onto any form of social networking site.

- Staff must not engage in any on-line activity that may compromise their professional standing or responsibilities.
- Nursery staff will not initiate contact or respond to nursery children or nursery families through social networking sites on a personal level unless they were known previously to starting work or are relatives.
- Staff should be aware of possible implications when entering any personal details on any gaming or social networking sites (e.g. You Tube, Face Book, Twitter etc).
- All staff will be made aware that failure to comply with policies and procedures may result in disciplinary action being taken.

Computer Games

- Generally we do not use computer games within the nursery as we believe children under 5 need as much physical, hand on, sensory, social and experiential learning whilst at nursery. Familiarity with technology will be introduced in a range of ways. Staff will ensure that any screen-based games used are suitable and appropriate for the ages of children in their care.
- Use of computer games should be supervised and monitored and children encouraged to participate in a broad range of activities.
- All games used should be originals and not copies.
- Parents/carers will be made aware that IT resources including computer games which are age and developmentally appropriate will be available as part of the curriculum for the children.
- Children will be closely supervised to ensure that they are not accessing the internet via the IT equipment. Or if they are permitted to do so that the websites accessed are appropriate and the setting has put in place appropriate safeguards.

Staff Responsibilities

This means that all staff should:

- Report any concerns about any inappropriate or intrusive photographs found or any activity that raises concerns.
- Be made aware that failure to comply with policies and procedures may result in disciplinary action being taken.
- Be aware that not following the setting's guidance is potentially a child protection issue which may affect their suitability to work with children.

2 Definitions and Indicators of Abuse: Children and Young People

The table below outlines the main categories of abuse as defined by ‘Working Together to Safeguard Children’ 2018. Indicators may suggest that abuse is occurring but can have other explanations. However, they can alert you to the need to be aware of the possibility of abuse, in children attending the nursery, but also related to staff, visitors, volunteers and families.

Type of Abuse	<u>Possible Indicators</u>
<p><u>Neglect</u></p> <p>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 of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • 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. <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>	<p>Signs that may indicate a child is living in a neglectful situation:</p> <ul style="list-style-type: none"> • excessive hunger • poor personal hygiene • frequent tiredness • inadequate clothing • frequent lateness or non-attendance at school • untreated medical problems • not brought • poor relationships with peers • compulsive stealing and scavenging • rocking, hair twisting and thumb sucking • running away • loss of weight or being constantly underweight • weight gain, or being excessively overweight • low self esteem • poor dental hygiene
<p><u>Physical Abuse</u></p> <p>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.</p>	<p>Signs that may indicate physical abuse:</p> <ul style="list-style-type: none"> • Physical signs that do not tally with the given account of occurrence, • conflicting or unrealistic explanations of causer • repeated injuries • delay in reporting or seeking medical advice.
<p><u>Sexual Abuse</u></p>	

<p>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.</p> <p>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.</p> <p>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).</p> <p>Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>	<p>Signs that may indicate sexual abuse:</p> <ul style="list-style-type: none"> ● Sexual knowledge which is inappropriate for the child’s age ● Sexualised behaviour in young children ● Children hinting at sexual activity. ● Evidence of grooming activity by a significant adult. ● Frequent urinary tract infections, discharges or abdominal pain. ● Unexpected pregnancy especially in very young girls. ● Lack of concentration, restlessness. ● The child or young person is socially withdrawn. ● The child or young person is overly compliant. ● The child or young person has poor trust in significant adults. ● Regressive behaviour, onset of wetting (after having been dry) – day or night ● Self-harming behaviour. ● Eating disorders. ● Sexually transmitted disease.
<p><u>Emotional Abuse</u></p> <p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.</p> <p>It may involve conveying to a child 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</p>	<p>Signs that may indicate emotional abuse:</p> <ul style="list-style-type: none"> ● Lack of self-confidence/esteem ● Sudden speech disorders ● Self-harming (including eating disorders) ● Drug, alcohol, solvent abuse ● Lack of empathy (including cruelty to animals) ● Concerning interactions between parent/carer and the child (e.g. excessive criticism of the child or a lack of boundaries)

<p>them or 'making fun' of what they say or how they communicate.</p> <p>It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction</p> <p>It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.</p> <p>Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>	
<p><u>Child Sexual Exploitation (CSE)</u></p> <p>Child sexual exploitation is a form of child sexual abuse.</p> <p>It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.</p> <p>The victim may have been sexually exploited even if the sexual</p>	<p>Signs that may indicate CSE:</p> <ul style="list-style-type: none"> • Going missing from school/home/care placement • Associating with older people/adults • Isolation from family/friends/peer group • Physical symptoms including bruising/STI's • Substance misuse • Mental health • Unexplained possessions, goods and/or money <p>If a child or young person has made a disclosure regarding sexual exploitation, or if you think a child</p>

activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.	may be at risk of being sexually exploited please contact the Kingfisher Team on 01865 309196. Out of hours calls will divert to Thames Valley Police Referral Centre.
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Other types of abuse to be aware of

Child Exploitation

Child exploitation describes how gangs from large urban areas supply drugs to suburban and rural locations, using vulnerable children and young people to courier drugs and money.

Typically, gangs use mobile phone lines to facilitate drug orders and supply to users. They also use local property as a base; these often belong to a vulnerable adult and are obtained through force or coercion (this exploitation is sometimes referred to as 'cuckooing').

It also finds that the age of those involved is getting younger, with children as young as 12 being targeted. Gangs 'recruit' through deception, intimidation, violence, debt bondage and/or grooming into drug use and/or child sexual exploitation.

While there has been an increased awareness of the use of children and young people in county line markets, more needs to be done as it cuts across a number of issues such as drug dealing, violence, gangs, child sexual exploitation, safeguarding, modern slavery and missing persons.

Signs that may indicate drug/criminal exploitation are similar to CSE, as follows:

- Going missing from school/home/care placement
- Associating with older people/adults
- Isolation from family/friends/peer group
- Physical symptoms including bruising
- Substance misuse
- Mental health
- Unexplained possessions, goods and/or money

Domestic Abuse

'Domestic violence includes any incident of threatening behaviour, violence and abuse (psychological, physical, sexual, financial or emotional) between adults or young people, who are or have been intimate partners, family members or extended family members, regardless of gender and sexuality.' Working Together to Safeguard Children 2015

Domestic abuse is usually a pattern of abusive and controlling behaviour through which an abuser seeks power over their partner or a family member. It is rarely a one-off incident. It occurs across all of society. In some communities this can also take the form of 'honour' based violence.

A new criminal offence was introduced in 2015 which closed the gap in the law around patterns of controlling or coercive behaviour in an intimate family relationship (Section 76 of the Serious Crime Act 2015). This offence criminalises patterns of coercive behaviour where they are perpetrated

against a family member. The behaviour, when viewed in isolation, may appear innocuous, but the cumulative effect on a victim may be significant, causing damage and distress.

Witnessing or hearing domestic abuse is very distressing for a child, and causes serious harm. Children living in a home where domestic abuse is happening are at risk of other types of abuse too. Children can experience domestic abuse in different ways. They might:

- see the abuse
- hear the abuse from another room
- see a parent's injuries or distress afterwards
- be hurt by being nearby or trying to stop the abuse

Exposure to violence, parental conflict and the distress of a caregiver is extremely anxiety-provoking for children. Prolonged and/or regular exposure to domestic violence can have a serious damaging impact on children's physical safety and emotional wellbeing and constitutes emotional abuse. Children may also suffer because domestic violence has an effect on parents' capacity to provide care for their children.

Possible signs that a child might be witnessing domestic abuse

- physical and emotional neglect may result in basic needs for food and warmth not being met
- under-stimulation leading to cognitive delay
- difficulty in communicating distress
- signs of anxiety, fear and worry
- school behaviour and attainment impaired
- poor school attendance due to absence to protect parent or younger children
- self blame for parental behaviour
- unplanned separations causing distress and disruption to friendship networks
- embarrassment about unpredictable parental behaviour
- taking on caring responsibilities for themselves and their parents
- isolation caused by reluctance to talk about family issues
- denying own needs and feeling
- stress-related illnesses
- confused and torn loyalties.

Possible indicators of domestic abuse towards adults:

The person (more usually a woman):

- has unexplained bruises or injuries;
- becomes unusually quiet or withdrawn;
- has panic attacks;
- has frequent absences from work or other commitments;
- wears clothes that conceal bruises even on warm days;
- stops talking about their partner;
- is anxious about being out or rushes away;
- is always accompanied by their partner;
- becomes more isolated, withdrawing from friends and family.

Forced Marriage

A forced marriage (FM) is a marriage conducted without the valid consent of one or both parties and where duress is a factor. Forced marriage is now a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014 that came into force on 16 June 2014.

FM is very different to an arranged marriage where both parties give consent.

Modern Slavery and Human Trafficking

Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery. Victims can include adults and children and come from all walks of life and backgrounds. A quarter of all victims are children.

The Modern Slavery Act 2015 places a duty on specified public authorities to report details of suspected cases of modern slavery to the National Crime Agency.

Indicators of Modern Slavery can include:

- Lack of access to legal documents (e.g. passports)
- Appearance (malnourished, unkempt, etc)
- Untreated or unexplained injuries
- Attitude (withdrawn, frightened, unable to speak for themselves)
- Indebtedness or in a situation of dependence
- Frequent changes of location or restrictions on movement

Female Genital Mutilation

Female genital mutilation (FGM), sometimes called female circumcision or cutting, refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

There are no health benefits to FGM, it is carried out for cultural and social reasons within families and communities. The procedure is traditionally carried out by an older woman with no medical training. Anaesthetics and antiseptic treatment are not generally used and the practice is usually carried out using basic tools such as knives, scissors, scalpels, pieces of glass and razor blades.

Self-Harm

Deliberate self-harm is intentional self-poisoning or injury, irrespective of the apparent purpose of the act, (www.nice.org.uk). Self-harm is an expression of personal distress, not an illness.

Self-harm can involve:

- Cutting, burning, biting
- Head banging and hitting
- Picking and scratching
- Pulling out hair
- Overdosing and self-poisoning
- Substance misuse
- Taking personal risk
 - Self-neglect
- Disordered eating

Indicators of self-harm **may** include:

- Changing in eating/sleeping habits
- Lowering of academic grades

- Changes in activity and mood
- Increased isolation from friends and family
- Talking about self-harming or suicide
- Expressing feelings of failure, uselessness or loss of hope
- Abusing drugs or alcohol
- Becoming socially withdrawn
- Giving away possessions

Bullying

Bullying is not always easy to recognise as it can take a number of forms. A child may encounter bullying attacks that are:

- physical: pushing, kicking, hitting, pinching and other forms of violence or threats
- verbal: name-calling, sarcasm, spreading rumours, persistent teasing
- emotional: excluding (sending to Coventry), tormenting, ridiculing, humiliating.

Persistent bullying can result in depression, low self-esteem, shyness, poor academic achievement, isolation, threatened or attempted suicide

Indicators a child **may** be bullied are be:

- coming home with cuts and bruises
- torn clothes
- asking for stolen possessions to be replaced
- losing dinner money
- falling out with previously good friends
- being moody and bad tempered
- wanting to avoid leaving their home
- aggression with younger brothers and sisters
- doing less well at school
- sleep problems
- anxiety
- becoming quiet and withdrawn

Peer on Peer Abuse

Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between children and within children's relationships (both intimate and non-intimate).

Peer-on-peer abuse can take various forms, including: serious bullying (including cyber-bullying), relationship abuse, domestic violence, child sexual exploitation, youth and serious youth violence, harmful sexual behaviour, and/or gender-based violence.

Prevent - Extremism

Radicalisation is when individuals are exploited by extremists to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups and actions.

The Counter-Terrorism and Security Act 2015 places a safeguarding duty on settings to have 'due regard to the need to prevent people from being drawn into terrorism'.

Factors associated with radicalisation

Identity crisis with distance from cultural/religious heritage and uncomfortable with their place in the society around them.

Personal crisis through family tensions; sense of isolation; adolescence; low self-esteem; disassociating from existing friendship group and becoming involved with a new and different group of friends; searching for answers to questions about identity, faith and belonging.

Personal circumstances such as migration; local community tensions; events affecting country or region of origin; alienation from UK values; having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.

Unmet aspirations with perceptions of injustice; feeling of failure; rejection of civic life.

Criminality through experiences of imprisonment; poor resettlement/reintegration; previous involvement with criminal groups.

Indicators of radicalisation **may** include:

- Withdrawing from usual activities
- Accessing extremist literature/websites
- Expressing 'us and them' thinking
- Expressing feelings of anger, grievance or injustice
- Use of inappropriate language.
- The expression of extremist views.
- Advocating violent actions and means.
- Association with known extremists.
- Seeking to recruit others to an extremist ideology.

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