



## YOUNG PARENTS CENTRE NURSERY

### Safeguarding Policy

#### Purpose and Aims

The purpose of **Young Parents Centre Nursery** safeguarding policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those babies/ children who attend our setting. The policy aims to ensure that:

- All our babies/ children are safe and protected from harm.
- Other elements of provision and policies are in place to enable children to feel safe and adopt safe practices;
- Staff, children, Management Committee, visitors, volunteers and parents are aware of the expected behaviours' and the settings legal responsibilities in relation to the safeguarding and promoting the welfare of all of our children.

#### Ethos

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

Safeguarding in YPC nursery is considered everyone's responsibility and as such our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential. YPC nursery recognizes the contribution it can make in ensuring that all children registered or who use our setting feel that they will be listened to/ understood and appropriate action taken. We will do this by working in partnership with other agencies in accordance with 'Working Together to Safeguard Children March 2015' and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities that will help to equip our children with the skills they need. This will include

materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

## Responsibilities and expectations

YPC nursery has a Management Committee whose legal responsibility it is to make sure that the setting has an effective safeguarding policy and procedures in place and monitors that the setting complies with them.

The Management Committee should also ensure the following:-

- that the safeguarding policy is made available to parents and carers if requested.
- that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting.
- that the setting has procedures for handling allegations of abuse made against members of staff.
- the safe and appropriate use of cameras, mobile phones, technology and on line equipment within the setting.
- the Counter Terrorism and Security Act 2015 which places a duty on early years and childcare providers “to have due regard to the need to prevent people from being drawn into terrorism” (The Prevent Duty) is implemented, taking into account the Local Safeguarding Children’s Board ‘*Prevent*’ policies, protocols and procedures and ensuring the Fundamental British Values are implemented as stated in the EYFS.
- a Designated Safeguarding Lead (DSL) is appointed who has lead responsibility for dealing with all safeguarding issues in our setting.
- The Designated Safeguarding Lead is **Kath Formby**. If they are not available then contact the Deputy Designated Safeguarding Lead (DDSL) **Cathy Johnson**
- The named Member of the Management Committee for Safeguarding is **Mike Gallafent**

The responsibilities for the Designated Safeguarding Lead (DSL) are: -

- to ensure that all safeguarding issues raised in setting are effectively responded to, recorded and referred to the appropriate agency.
- Be responsible for arranging the whole settings safeguarding training for all staff and volunteers who work with the children and young people. The DSL must ensure that the whole settings safeguarding training takes place at least every three years; which they can deliver in-house provided they are linked in to the support and quality assurance process offered by the Local Authority and the Local Safeguarding Children’s Board.
- to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child in our care and to contribute to multi-agency discussions to safeguard and promote the child’s welfare.
- for ensuring the acceptable, safe use and storage of all camera technology, images, and mobile phones through the implementation, monitoring and reviewing of the appropriate policies and procedures. This includes the on-line Safety Policy which includes Camera & Image Policy, Mobile Phone Policy, Acceptable Use Policy.
- Interpreting and implementing the Fundamental British Values.

All Child Protection concerns need to be acted on immediately. If you are concerned that a child may be at risk or is actually suffering abuse, you must tell the Safeguarding Designated Officer.

All Adults, including the DSL, have a duty to refer all known or suspected cases of abuse to the relevant agency including Referral and Response team, Early Help Hub, Children and Young Peoples Service (CYPS) – Social Care, Private Fostering team or the Police. All contact details are below.

Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the Setting's Designated Person in the first instance. Any records made should be kept securely on the Child's Protection file.

## **Recognising concerns, signs and indicators of abuse**

Safeguarding is not just about protecting children from deliberate harm. For our setting it includes such things as child safety, bullying, racist abuse and harassment, visits, intimate care and internet safety etc. However, it must be acknowledged that technology itself will not present the greatest risk, but the behaviours of individuals using such equipment will. The witnessing of abuse can have a damaging affect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the need to consult further.

## **Physical Abuse**

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill

health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchausen's Syndrome by Proxy.

## **Emotional Abuse**

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

- Excessively clingy or attention seeking.
- Very low self-esteem or excessive self-criticism.
- Withdrawn behaviour or fearfulness.
- Lack of appropriate boundaries with strangers; too eager to please.
- Eating disorders or self-harm

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact both penetrative and non-penetrative, or viewing pornographic material including through the use of the internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualised behaviour including words, play or drawing.

Child Sexual Exploitation is a form of abuse of which involves children (male and female, of different ethnic origins and of different ages) receiving something (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) in exchange for sexual activity. It can occur through the use of technology without the child's immediate recognition.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

## **Absence**

If a baby is absent it is usually because the mother is absent and we follow normal procedures for Maple i.e. we will ring that morning to get an explanation of the absence and inform social services if she or the baby are on a Child Protection plan. On the more rare occasions that the mother attends and the baby does not we will ask for an explanation. If the baby is on a Child Protection plan we will inform social services. If the absence is longer than 2 weeks, unless there is a good explanation, we will arrange a home visit. Attendance is recorded.

## **What to do if you are concerned**

If a child makes an disclosure or allegation of abuse against an adult or other child or young person (or if the disclosure is about a baby), it is important that you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform your Safeguarding Designated Officer as soon as possible.
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the setting safeguarding record log forms.

If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the DSL. Where those concerns relate to the DSL however, this should be reported to the Management Committee member responsible for safeguarding using the settings 'Whistle blowing' policy.

## **Managing Allegations**

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and babies whilst in our setting. Allegations will usually be that some kind of abuse has taken place. This could include inappropriate behaviour displayed by members of staff or other persons working with the children such as inappropriate sexual comments, excessive one to one attention beyond the requirements their role and responsibilities, inappropriate sharing or images. They can be made by children and young people or other concerned adults. Allegations are made for a variety of reasons:

- Abuse has actually taken place.
- Something has happened to the child that reminds them of a past event – the child is unable to recognise that the situation and people are different; Children can misinterpret your language or your actions.
- Some children recognise that allegations can be powerful and if they are angry with you about something they can make an allegation as a way of hitting out.
- An allegation can be a way of seeking attention.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the DSL who will advise the Local Authority Designated Officer (LADO) within 24 hours. In the case of the allegation being made against the DSL this will be brought to the immediate attention of the Chair of Management Committee. The Chair/ DSL will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegations made against the adult, in order for the appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made.

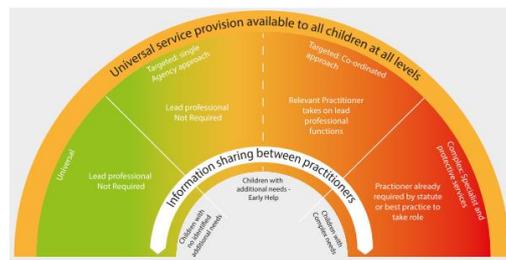
Chair or DSL will need to:

- Refer to the Local Authority Designated Officer (LADO) immediately and follow up in writing within 48 hours. Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Advise Ofsted of allegation within 14 days of the allegation
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation if this is deemed necessary.
- Act on any decision made in any strategy meeting.
- Advise the Disclosure and Barring Service where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

A copy of “What to do if you’re worried a child is being abused, Advice for Practitioners ” booklet is on the website’s safeguarding tab. This sets out the guidelines on dealing with incidents, disclosures and the procedures that must be followed.

## Children’s Needs and Multi-agency Levels of Intervention

Doncaster has developed a pathway through services to ensure that children, young people and their families receive the appropriate help at the right time. In Doncaster the CAF has been replaced by the early help assessment (EHA). The levels of need have not changed and can be depicted as a continuum as follows



The following principles should be considered in applying the framework:

- (i). The level of need may be increased by the interaction of multiple factors.
- (ii) Intervention should be at the lowest level appropriate to meet the needs of the family and prevent the need for escalation to specialist services.
- (iii) Consideration should always be given to making and early help enquiry into the early help hub. This may lead onto undertaking an early help assessment and forming a Team Around the Child/Family to resolve the families difficulties and prevent the need for a specialist service.
- (iv) If there are child protection concerns about a child’s health or development professionals must follow the Doncaster Safeguarding Children Procedures and make an immediate referral to Doncaster Children’s Services Trust, Referral and Response Team.

Tel: 01302 734110      Email: [earlyhelphub@doncaster.gov.uk](mailto:earlyhelphub@doncaster.gov.uk)

## Training

All members of staff and volunteers will have access to whole setting safeguarding training at least every three years in line with Doncaster Safeguarding Children's Board (DSCB). We will also, as part of our induction, issue information in relation to our Safeguarding policy and any policy related to safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers.

Our DSL will undertake further safeguarding training, Level 3 Multi-agency Safeguarding course or level 3 Refresher Courses, in addition to the whole setting training. This will be undertaken at least every three years which updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. This will support both the DSL to be able to better undertake their role and support the setting in ensuring our safeguarding arrangements are robust and achieving better outcomes for the children in our setting. This includes taking part in multi-agency training in addition to safeguarding training.

Our Named Management Committee member for Safeguarding will also undertake additional awareness training at least every three years. They will also be advised to undertake additional training to support their employers' role in Handling Allegations against adults who work with children and young people, including our staff and volunteers.

Our Safeguarding policy is reviewed annually, in order to keep it updated in line with local and national guidance/legislation.

We will include our Safeguarding Policy in our settings prospectus/website and will post copies of our policy throughout the setting. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.

Safeguarding is a standard item on all agendas for meetings and supervision.

## **Mobile Phones and Cameras**

Maple Medical PRU, which includes the nursery, **has** policies and procedures in place with regard to the use of mobile phones and cameras in the setting and on visits etc. related Maple policies are our reproduction of images, e safety and acceptable use.

## Induction for new mums

When a mother is due to return to the Young Parents Centre after maternity leave we arrange a home visit by 2 members of staff, one being a nursery nurse. This is to set out expectations, explain how we may share information, our confidentiality policy and to get various consents. We also explain at this point our safeguarding procedures so that parents are clear on what to expect.

## Related Setting Policies

Safeguarding covers more than the contribution made to child protection in relation to individual children.

Other related policies include;

Allegations of abuse

Behaviour Management

Bullying

Code of Conduct (Maple)

Complaints

Confidentiality

Drugs and substances (Maple)

Equality

E-Safety Policy (Maple)

:

- *Reproduction of Images*
- *Social Media Policy*
- *Acceptable Use*

Health and Safety

Intimate care

Lost Child

Medication and Sickness

Outings

Physical Intervention (Maple)

Equality of Opportunity

Risk Assessment

Managing Allegations (Maple)

Safer Recruitment (Maple)

Whistle Blowing

### **Legislation relating to this policy:**

Children Act 1989, 2004

Education Act 1996, 2002 (Section 175)

School Standards and Framework act 1998

Keeping Children Safe in Education 2016

Every Child Matters 2003

Statutory Framework for the Early Years Foundation Stage 2014

Working Together to Safeguard Children 2015

The Counter Terrorism and Security Act 2015

Inspecting Safeguarding in Early Years

Education and Skills settings (2016)

Doncaster Safeguarding Children Boards policies and procedures

### **Other Safeguarding Issues**

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law of England. YPC Nursery does not condone practices that are illegal and which are harmful to children. Examples of particular practices are:

#### **Child Sexual Exploitation**

Child sexual exploitation (known as CSE for short) is a form of child abuse. It happens when a young person is manipulated or forced, to take part in sexual activity. The abuser works hard to groom the young person - it might seem like a normal friendship or relationship to begin with - gaining their trust and then exploiting that trust for their own gain. It can happen online or offline, and without the young person being aware of it. It may also involve more than one abuser and a number of victims.

It is a crime which destroys lives - it happens to children across the country and is not limited to a particular area, race, or social background. It happens to boys and young men as well as girls and young women. The abusers are very clever in the way they manipulate and take advantage of the young people they abuse.

Professionals to refer concerns for advice and guidance through CSE Team Direct Number 01302 737200

## **E-Safety**

Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimise the risks to our children and young people YPC Nursery will ensure that we have in place appropriate measures such as security filtering, and an acceptable use policy linked to our E-Safety policy. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the setting and are aware of the dangers associated with social networking sites.

Our E-safety policy will clearly state that mobile phone, camera or electronic communications with a child at our setting is not acceptable other than for approved setting business. Where it is suspected that a child is at risk from internet abuse or cyber bullying we will report our concerns to the appropriate agency.

## **Forced Marriage**

YPC Nursery does not support the idea of forcing someone to marry without their consent.

## **Under-age Marriage**

In England, a young person cannot legally marry until they are 16 years old (without the consent of their parents or carers) nor have sexual relationships.

## **Genital mutilation/female circumcision**

- This is against the law, yet for some communities it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with

the intention of having her circumcised. If any of the above areas of concern is brought to the attention of YPC Nursery we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place. Designated safeguarding leads understand local DSCB procedures for reporting suspected FGM.

[http://doncasterscb.proceduresonline.com/chapters/p\\_female\\_gen\\_mutilat.html](http://doncasterscb.proceduresonline.com/chapters/p_female_gen_mutilat.html)

DSLs are aware of breast ironing/flattening practiced in some societies and will make appropriate referrals to safeguard children and young people.

Online training is available for all staff <https://www.fgmelearning.co.uk/>

## **Ritualistic Abuse**

Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in the criminal conviction of those using this form of abuse even if the intention is to help the child.

## **PRIVATE FOSTERING (SEE ALSO KCSIE P65 ANNEX E : CHILDREN STAYING WITH HOST FAMILIES)**

'A private fostering arrangement is essentially one that is made privately (that is to say without the involvement of the Authority) for the care of a child or young person under the age of 16 (under 18 if disabled) by someone other than a parent or close relative with the intention that it should last for 28 days or more.... The period for which the child is cared for or accommodated by the private foster carer should be continuous, but that continuity is not broken by the occasional short breaks'.

(National Minimum Standard for Private Fostering DFES 2005)

All staff are aware of the Think Private Fostering flowchart and how to refer any cases to the DSL lead.

## **Sexually Active under Eighteen years old**

It is acknowledged by those working with young people that most young people under the age of 18 will have an interest in sex and sexual relationships. The Protocol for Sexually Active Young People under 18 years old has been designed to assist those working with children and young people to identify where these relationships may be abusive, and the children and young people may need the provision of protection or additional services.

## **Safeguarding Disabled Children**

Disabled children have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve the Every Child Matters outcomes as non-disabled children.

Disabled children do however require additional action. This is because they experience greater risks and '*created vulnerability*' as a result of negative attitudes about disabled children and unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairment (*Safeguarding Children, DCSF, July 2009*) YPC Nursery will ensure that our disabled children are listened to and responded to appropriately where they have concerns regarding abuse. In order to do this we will ensure that our staff and volunteers receive the relevant training to raise awareness and have access to specialist staff in the event they have concerns regarding abuse of a child.

### **Safer Recruitment and Selection**

It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked. At YPC Nursery we will ensure that we have a member on every recruitment panel who has received the appropriate recruitment and selection training. That all of our staff are appropriately qualified and have the relevant employment history and checks to ensure they are safe to work with children in compliance with the Key Safeguarding Employment Standards.

### **Honour Based Violence**

'Honour based violence' is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community'. It is important to be alert to signs of distress and indications such as self-harm, absence from setting, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in setting activities, unreasonable restrictions at home. Where it is suspected that a child/young person is at risk from Honour based violence YPC Nursery will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

### **Trafficked Children**

Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/ sweatshop, drug dealing, shoplifting and benefit fraud. Where YPC Nursery is made aware of a child is suspected of or actually being trafficked/exploited we will report our concerns to the appropriate agency.

## **Domestic Abuse**

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

Staff need to understand what is required of them if children are members of the household where domestic abuse is known or suspected to be taking place. Our policy includes action to be taken regarding referrals to the Police and Children and Young People’s Services and any action to be taken where a member of staff is the alleged perpetrator or victim of domestic abuse. At YPC Nursery we will follow our safeguarding policy and report any suspected concerns regarding Domestic Abuse to the relevant agency.

## **Private Fostering**

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

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

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

for more than 28 days and where the care is intended to continue. It is a statutory duty for us at YPC Nursery to inform the Local Authority via MASH where we are made aware of a child or young person who may be subject to private fostering arrangements

### **Peer on Peer abuse**

Although the babies in our nursery are very young staff still need to be mindful of peer on peer abuse. This can be physical e.g. kicking, biting, hitting, sexual e.g. inappropriate language, touching, emotional e.g. bullying, name calling. As in any case of safeguarding concerns staff should follow the procedures set out in this policy if there is a safeguarding concern.

### **Dangerous dogs**

Parents, staff, volunteers and visitors are not allowed to bring dogs onto the nursery premises with the exception of guide dogs.

### **Useful numbers**

Child Sexual Exploitation team(CSE) – 01302 732200

Doncaster Safeguarding Children Board (DSCB) – 01302 734747

Local Authority Designated Officer (LADO) – 01302 737748

South Yorkshire Police – Non emergency 101 or 112

South Yorkshire Police – Emergency 999

Ofsted – 0300 1231231

Disclosure and Barring Service (DBS) – 0870 9090811

Referral and Response team – 01302 737722, 01302 737636 or 01302 737033

Information Commissioners Office (ICO) – 0303 1231113

**Date of Policy** Jan 2018

**Date of Review** Jan 2019

**Signed** Head of Maple (Named Nursery Manager) .....

**Chair of Management Committee**.....