

## CHILD PROTECTION

### INTRODUCTION

**The safeguarding officer is Kerry Mitchell, Angie Ash or Sharon Styles.**

HM Government defined in the "Working Together to Safeguard Children (2015)" that all work to promote and safeguard children should be child centred, rooted in child development, focused on outcomes for children, holistic in approach, involving children and families, building on strengths as well as identifying difficulties, multi-agency in approach, a continuing process and informed by evidence. This philosophy will work in line with this policy and the Local safeguarding children board policy and procedures.

We intend to create in our nursery, environments in which these principles are fully promoted and where children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

Early Years providers have a duty under section 40 of the Childcare Act 2006 to comply with the welfare requirements of the Early Years Foundation Stage and we should ensure that:

BBDN will ensure that our children are protected from harm, all staff need to understand that types of behaviour constitute abuse and neglect. BBDN will ensure that all staff complete training that enables them to recognise signs of potential abuse and neglect and understand how to raise their concern. BBDN will ensure that any child protection or safeguarding concerns will be recorded on the relevant paper work and shared with the relevant agencies when necessary.

**The four categories of abuse are:**

### PHYSICAL

This is non-accidental harm to the body. It can include hitting, pushing, punching, kicking, pulling hair, rough handling, spitting, misuse of medication or inappropriate use of restraint. Physical abuse can present as:

- Cuts, lacerations, puncture wounds, open wounds, bruises, welts, discolouration, black eyes, burns, bone fractures, broken bones, and skull fractures
- Untreated injuries in various stages of recovery, or not properly treated
- Poor skin condition or poor skin hygiene
- Dehydration and/or malnourishment without illness-related cause
- Loss of weight
- Soiled clothing or bed
- Broken eyeglasses/frames, physical signs of being subjected to punishment, or signs of being restrained
- Inappropriate use of medication: over dosing or under dosing
- A person telling you that they have been hit, slapped, kicked or mistreated

A child may have unexplained injuries, doesn't want to leave to go home, or is frightened of other parents. Some of the signs and symptoms are:

- withdrawn
- suddenly behaves differently
- anxious
- clingy
- depressed
- aggressive
- problems sleeping
- eating disorders
- wets the bed
- soils clothes
- takes risks
- misses school
- changes in eating habits
- obsessive behaviour
- nightmares

## **NEGLECT**

Neglect is one of the four categories of child abuse (along with physical, sexual and emotional abuse). It is defined as 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 and development.

Neglect may occur during pregnancy as a result of maternal substance misuse and once the child is born, neglect may involve failure to:

- Provide adequate food, clothing or shelter (including exclusion from home or abandonment)
- Protect from physical and emotional harm or danger
- Meet or respond to basic emotional needs
- Ensure adequate supervision including the use of adequate care-takers
- Ensure access to appropriate medical care or treatment
- Ensure that her/his educational needs are met
- Ensure that her/his opportunities for intellectual stimulation are met

A child steals food or begs for more, isn't wearing appropriate clothing for the weather, or is always dirty and has a strong body odor.

Some of the signs and symptoms are :-

- Are often absent from nursery, are not attending school, drop out of school
- Are developmentally delayed
- Is constantly hungry / nutrient deficient

- Lacks needed medical care such as immunizations, glasses or dental work
- Is dirty with body odour
- Doesn't have weather-appropriate clothing
- Engages in self-harming or self-destructive behaviour
- Have poor impulse control
- Demand constant attention and affection
- Regularly show fatigue, fall asleep in class
- Take over an adult caring role of the parent
- Lack trust in others, is unpredictable

## EMOTIONAL

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to a child that s/he is worthless, unloved, inadequate, or valued only insofar as s/he meets the needs of another person
- Imposing developmentally inappropriate expectations e.g. interactions beyond the child's developmental capability, overprotection, limitation of exploration and learning, preventing the child from participation in normal social interaction
- Causing a child to feel frightened or in danger e.g. witnessing domestic violence, seeing or hearing the ill treatment of another
- Exploitation or corruption of a child

Some level of emotional abuse is involved in most types of ill treatment of children, though emotional abuse may occur alone

A child demonstrates extreme emotional behaviors (super aggressive or overly passive), acts too mature or too childish, or does not show any attachment to their caretaker.

Some of the signs and symptoms are :-

- be overly-affectionate towards strangers or people they haven't known for very long
- lack confidence or become wary or anxious
- not appear to have a close relationship with their parent, e.g. when being taken to or collected from nursery etc.
- be aggressive or nasty towards other children and animals
- use language, act in a way or know about things that you wouldn't expect them to know for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents
- lack social skills or have few, if any, friends
- withdrawn
- suddenly behaves differently
- anxious
- clingy
- aggressive
- problems sleeping

- eating disorders
- wets the bed
- soils clothes
- absence from nursery
- changes in eating habits
- obsessive behaviour
- nightmares

## SEXUAL

Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not s/he is aware of what is happening.

Activities may involve physical contact, including penetrative and non-penetrative acts. 'Penetrative acts' include 'rape' (forced penetration of vagina, anus or mouth with a penis) and 'assault by penetration' (sexual penetration of vagina or anus of a child with a part of the body or an object).

Sexual activities may also include non-contact activities, e.g. involving a child in looking at / production of abusive images, watching sexual activities or encouraging her/him to behave in sexually inappropriate ways. It may include use of photos, pictures, cartoons, literature or sound recordings via internet, books, magazines, audio cassettes, tapes or CDs.

Children under sixteen years of age cannot lawfully consent to sexual intercourse, although in practice may be involved in sexual contact to which, as individuals, they have agreed. A child of under thirteen is considered in law incapable of providing consent.

Our Designated person for Child Protection is Kerry Mitchell, Angie Ash and Sharon Styles have also completed the designated person training and will take lead responsibility in Kerry's absence, this ensures that a designated member of staff is available at all times for staff to discuss concerns.

As appropriate, this policy will apply to all parents, guardians, families, staff, volunteers, students, and any others in contact with Bright Beginnings Day Nurseries Ltd.

A child has difficulty walking or sitting, experiences sudden changes in their appetite, or may demonstrate unusual or sophisticated sexual knowledge.

Some of the signs and symptoms are:

Children who are sexually abused may -

- Stay away from certain people
- they might avoid being alone with people, such as family members or friends
- they could seem frightened of a person or reluctant to socialise with them.

Show sexual behaviour that's inappropriate for their age -

- a child might become sexually active at a young age
- they might be promiscuous
- They could use sexual language or know information that you wouldn't expect them to.

Have physical symptoms:

- anal or vaginal soreness
- an unusual discharge

## **RECRUITMENT & SELECTION**

It will be made clear to applicants for posts in the nursery, that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants for work, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide two references. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

All Staff and volunteers must have an enhanced DBS disclosure document; these must be reviewed every three years or when the Staff and volunteer may have a change in circumstances or with whom they may be living with or in contact with unless the Staff and volunteer is on the update service where this can be checked for any changes of circumstances.

All appointments, both paid and voluntary, will be subject to a six-month probationary period (see recruitment and selection policy)

## **ROLES & RESPONSIBILITIES**

### **DESIGNATED PERSON**

- Take the lead responsibility for safeguarding children within the setting
- Attend safeguarding training every 2 years and refresher training annually
- Liaise with local statutory children's services agencies
- Represent the nursery at core group meeting and case conferences as appropriate.
- Keep up to date with changes to legislation and local issues relating to safeguarding children
- Update all team members and proprietors of changes and issues which may affect their practice in-respect of safeguarding children
- Review and update nursery policies and procedures in light of any changes in-respect of safeguarding children
- Liaise with parents as appropriate in issues regarding safeguarding children.
- Ensure proprietors are kept informed of any issues relating to safeguarding children within the nursery.

### **TEAM LEADERS**

- Support the designated person in the spread of good practice and knowledge in respect of safeguarding children.
- Role model good practice

- Support their team in understanding policy and procedures for safeguarding children.
- Take on board concerns expressed by team members in respect of safeguarding children.
- Support their team in the completion of relevant documentation and reporting of concerns in respect of safeguarding children.
- If they are responsible for the nursery and therefore responsible for making referrals, know who to contact in the relevant agencies.

### **ALL PRACTINONERS, TEAM LEADERS & MANAGERS**

- Attend Local authority training on safeguarding children every 3 years as a minimum
- Attend nursery training on safeguarding children
- Ensure that they have read and understood nursery policy and procedure for safeguarding children.
- Have an understanding of how to respond to significant changes in children's behaviour.
- Have an understanding of how to respond to any deterioration in children's well being
- Have an understanding of how to respond to unexplained bruising, marks or signs of possible abuse or neglect.
- Have an understanding of how to respond to children's comments which give cause for concern.
- Have an understanding of how to respond to any reason they may have to suspect neglect or abuse outside the setting.
- Have an understanding of how to respond to inappropriate behaviour displayed by other members of staff or any other person working with children. For example, inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- Be aware that concerns may lead to criminal investigation and that they should not do anything that could jeopardise or compromise any subsequent police investigation;
- Ensure that if they refer their own concerns to the nursery manager or the designated child protection officer that they are satisfied that the correct procedures and protocols have been followed;

### **STEPS TO BE TAKEN WHERE THERE IS CONCERN**

In the first instance staff, should discuss their concerns with their Team Leader who if appropriate will help the employee complete the relevant documentation before reporting the concern to the Designated Person.

If the concern relates to their team leader or the individual is not happy with the advice being given then they should immediately voice their concerns to the Designated Person, or their deputy.

The first concern will be the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.

Changes in children's behaviour /appearance to include any unexplained bruising, marks or signs of possible neglect, and any comments children make which give concern will be investigated.

Parents will normally be the first point of reference, but if they are not in a position to allay any legitimate anxieties, the matter will also be taken up with the Local Authority Children's Social Care Team. Parents will be offered additional support as necessary.

In exceptional circumstances, the Local Authority Children's Social Care Department may be the first point of reference.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff/key-worker reporting the incident, the assistant managers and the nursery manager.

When the need arises to make a referral, a report should be put together which includes information on the child's development needs and capacity of the child's parents or carers to meet those needs. Where an early help assessment has already been undertaken, it should be used to support a referral to the local authority children's social care.

## **PROCEDURE FOR REFERRING CONCERNS**

Were a concern needs to be acted upon in terms of a child's welfare, the details should be referred to CMARAS, OFSTED and the police, were a child may be or is at risk of significant harm (section 47 of the Children Act). In the first instance staff, should raise their concerns with the designated person or their deputy who will contact the relevant authorities.

## **CONTINUUM OF NEED**

When it has been highlighted that a child attending nursery is under the vulnerable section of the Continuum of Need (child in need section 17 Children Act), particular note will be made of the child's appearance demeanour and behaviour whilst at nursery by the Key Person. This information will be recorded and passed to the designated person to support any reports required. The Designated person should be involved in any multi agency assessment and provide information about the child and family. They should also agree as part of the multi-agency team any further action including what services would help the child and family and inform local authority children's social care if any immediate action is required.

Should the Early Help Assessment highlight that a child is in the acute section of the continuum of need (section 47 Children Act) special attendance reports should continue to be gathered by the key person. The Designated Person, Kerry Mitchell will represent the

nursery within the parameters of the Early Help Assessment working closely with other agencies to secure the best possible outcome for the child in question. Specifically, the designated person should provide information about the child and family, consider whether a joint investigation team should speak to a child victim without the knowledge of the parent or caregiver. Attend conferences and take part in decision making when invited

## **ALLEGATIONS AGAINST A MEMBER OF STAFF**

(See Working together to Safeguard Children pages 48-49 April 2015 version)

Any allegations must be reported immediately to the proprietors.

If a volunteer or member of staff is accused or suspected of any form of child abuse, this requires us to make a telephone referral to the Local Authority Designated Officer (LADO) on 01302 737748. This person sits on the safeguarding board team and is responsible for providing advice and liaison and monitoring the progress of cases, to ensure that cases are dealt with as quickly as possible, consistent with a fair process.

Any allegations must be reported to LADO within one working day of coming to the nursery attention or that are made directly to the police.

An allegation about member of staff member which has been referred to LADO may result in the nursery having to inform both the DBS and Ofsted with timescales of 1 working day of the outcome of the LADO meeting.

Ofsted must also be informed of any allegations of serious harm or abuse by any person living, working or looking after children on the premises and a Referral must also be made to the Disclosure and Barring service if an employee is removed from looking after children or leave before this action occurs following the timescale set by Ofsted.

The LADO will be aware that as an "agency", Bright Beginnings Day Nurseries Ltd. has a disciplinary procedure, code of conduct and other policies and procedures to also need to be followed.

Having been given a full and accurate report of the nature of the alleged incident, by the "designated officer", the LADO will inform our "designated officer" of how to proceed and their involvement in the actual process. Should they wish to be present at the next stage, then their instructions are to be followed exactly.

Should the LADO require us to proceed without their presence, the "designated officer" will proceed in line with our disciplinary procedure.

Should our "designated officer" decide to suspend the person accused, then that person must be suspended immediately and may choose to attend any required investigative interview accompanied by a friend or colleague and to seek advice from a union representative.

See the "Company Disciplinary Procedure" for clear instructions.

Should the allegation be deemed to be unfounded, then all efforts to exonerate the member of staff to remove any level of stress.

## HOW CONCERNS ABOUT A CHILD'S WELFARE WILL BE RECORDED

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual ongoing records of children's progress and development. The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder.

Such records will be kept in a separate file and will not be accessible to people other than the assistant managers, nursery manager and key Persons or other member of staff as appropriate by the nursery manager.

If staff have a safeguarding concern such as a child coming to nursery hungry, unkempt or any unhygienic issues such as dirty nappies. The staff member needs to immediately raise the concern with their Team leader or senior nursery nurse who will inform the safeguarding officer.

It is Paramount that the staff member begins to effectively log their concerns on the individual child's progress sheet for initial monitoring of the safeguarding issue. If the staff members concern has continued during the initial monitoring then the Safeguarding officer will complete a C30 Safeguarding Children, a cause for concern form for Existing injury/Incident/ disclosure to begin to formally log our concern. The Safeguarding Officer will complete the form and the Key person will assist with the completion of this form by completing the Safeguarding Chronology log on identified concerns. The C30 form will be kept in a separate file and will not be accessible to people other than the assistant managers, nursery manager and key Persons or other member of staff as appropriate by the nursery manager.

If a child attends nursery with unexplained marks or bruises the form C4 Body Map and statement must be completed and the Nursery Manager informed immediately.

The Nursery Manager will routinely contact parents to ascertain the reason for any unreported absence from the nursery, Parents should inform the nursery Manager as soon as practical that their child will not be attending and the reasons why.

If the parent/carer is not contactable, then the Nursery Manager will follow the follows procedures:

If the child has been referred to the nursery by a Social or Health Services Official, including all children under the 2-year funding scheme and the referral DOES include a "Safeguarding" issue, then feedback of the attempted contacts must be stated and the relevant Social or Healthcare Worker notified on that day. Timing of the events, including the contact times must be included in the statement.

However, if the child has been referred to the nursery by a Social or Health Services Official, including all children under the 2-year funding scheme and the referral does not include a

"Safeguarding" issue, then after a week of non-attendance, the Social or Healthcare Worker notified. An Action Plan must be started to record all absences on every occasion.

If the child attends under private funding, efforts must be made to contact the parents, carers or any other person listed on the "A1- Enrolment Form".

It is policy that every non-attendance is monitored and outcomes of enquires made completed.

Liaison with other agencies

The nursery operates in-accordance with guidelines laid down by the registering authority and the DONCASTER SAFEGUARDING CHILDREN BOARD.

All personal records about children's care development and well-being are maintained on a confidential basis, however where concerns have been raised over a child's well-being, these records will be shared with relevant professionals.

The nursery manager will maintain ongoing contact with relevant professionals, logging names, addresses and telephone numbers of individual social workers contacted, and recording details of each interface. This will provide the nursery with relevant up-to date information, in the event of any emergency.

Records will also be kept of the local NSPCC contact, or other contact(s) as appropriate.

#### **PROCEDURE FOR STAFF TO RAISE CONCERNS**

We have in place a Whistle Blowing Policy and procedure which protects staff who make an allegation about a fellow colleague. This policy is discussed with staff during their induction training and they have a copy within their Staff Hand Book.

The whistleblowing hotline number for Ofsted is 0300 123 3155, email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

#### **USE OF MOBILE PHONE, TABLETS & CAMERAS**

Staff mobile phones are not permitted within the secure areas of the nursery and must be secured in staff lockers. Parents and visitors will be directed to keep mobile phones in pockets or bags when entering the nursery premises. A sign advising parents of this is in the reception area.

The nursery has cameras and tablets used for taking photographs of children's learning and play, staff are not permitted to take the tablets home or bring in their own cameras to use within nursery premises.

Parental permission is sought for the use of cameras to support observations and displays within the nursery. We also ask for parental support to use photographs on our web site. (See use of mobile phone and use of reproduction of images policy)

## **CONSULTING/INFORMING PARENTS**

The nursery will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group. Where abuse at home is suspected, the nursery will continue to welcome the child and family while investigations proceed.

Confidential records kept on a child will be shared with parents. Parents and Guardians will be informed of our procedures in the parent's guides of the nursery.

With the proviso that the care and safety of the child must always be paramount, the nursery will do all in its power to support and work with the child's family.

## **CONFIDENTIALITY & INFORMATION SHARING**

We believe that effective sharing of information between professionals and local agencies is essential to the safeguarding of children under our care and that where information is shared effectively, early intervention can improve the lives of vulnerable young children and their families. (See: Information Sharing: Guidance for practitioners and managers 2008)

We make new parents aware of our beliefs that sharing of information is in the best interest of all parties and ask them to sign permission documentation to facilitate this protocol.

Both our designated person for child protection and our SENCO play a pivotal role in sharing information on behalf of the nursery and the children attending. They attend relevant meeting and share nursery reports as appropriate and use information gained from other professionals to inform planning and care for children who attend Bright Beginnings.

## **TRAINING**

All staff will be given twelve week induction training when joining the nursery which will include safeguarding children.

Our policy and procedure for safeguarding children will be explained and they will be advised as to how they should raise any concerns they have about a child's safety and welfare.

The Designated Person will deliver refresher training on our Child Protection Policy every year as a minimum and keep staff updated of any changes at every staff meetings or written notifications if required.

All staff are issued with a staff hand book which includes our Child Protection Policy and the protocols for promoting and safeguarding the welfare of children, specifically to who to contact, within the organisation to express concerns;

The "what to do poster is displayed in the Staff room

Designated person(s) will be required to attend safeguard training every two years All other staff will be expected to attend safeguard training courses every 3 years.

The Designated person attends annual refresher training and complete Level 3 safeguarding through the DSCB.

The Designated person will deliver training twice each year at staff meetings to ensure that staff knowledge and skills are up to date.

Safeguarding Concerns or issues will form part of every staff members trial report or bi-monthly supervisions

### **SHARING PROCEDURES WITH NEW PARENTS**

New parents are made aware of our obligations to safeguard children via our enrolment documentation. We also ask for their permission to share information with other professionals who may be involved with their family. Our policies are available via links on our web site and new parents are sign posted to this we also have a Parents Policy Handbook which is available to parents if they desire a hard copy. A full copy of policies and procedures is available for parents and staff to access within the nursery.

### **PREVENT ABUSE BY MEANS OF GOOD PRACTISE**

Adults will not be left alone for long periods with individual children or with small groups. The manager will ensure that frequent random checks are made to rooms where one adult is working. An adult who needs to take a child aside - for example, for time out after behaviour which needs improvement - will leave the door ajar.

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

The layout of the rooms permits constant supervision of all children. Staff must respond appropriately to suspicions of abuse by informing the line managers immediately. It is for the assistant managers' and nursery managers' to assess the suspicions

### **THE PREVENT DUTY**

Bright Beginnings Day nursery and Pre-school understands that from 1 July 2015 all schools registered early years' childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty. It applies to a wide range of public-facing bodies. Bodies to which the duty applies must have regard to the statutory guidance.

The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism

Bright Beginnings Day nursery and Pre-school will ensure that all staff clearly understands what they can do to protect children from the risk of radicalisation and how they can access support to protect children from this risk.

Bright Beginnings Day nursery and Pre-school will ensure that all staff receives training on the Prevent duty as it is essential that all staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified.

Bright Beginnings Day nursery and Pre-school will protect children from the risk of radicalisation and this will become an important part of the wider safeguarding duties by having an understanding of how to protect the children in our care from other harms, whether these come from within their family or are the product of outside influences.

Bright Beginnings Day nursery and Pre-school will build on children's resilience to radicalisation by promoting fundamental British values and enabling them to have an age appropriate understanding of how to talk about their feelings and wishes and staff will not stop the older children from debating controversial issues.

Bright Beginnings Day nursery and Pre-school clearly understands that the Prevent duty is entirely consistent with their existing responsibilities and the need to have safeguarding arrangements in place to promote welfare and prevent radicalisation and extremism.

Bright Beginnings Day nursery and Pre-school will ensure that all staff are able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation, to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology as well as how to support them.

Bright Beginnings Day Nursery and Pre-school will ensure that all staff has an understanding that there is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. Staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. Staff will ensure that their main objective is to ensure that all children in our care are safe from the risk of radicalisation as set out in the relevant statutory guidance, working together to safeguard children and Keeping children safe in education.

When a member of staff is making a Prevent duty referral, the staff member making this referral needs to ensure that they have all of the relevant information gathered as this will enable the police practitioner, channel specialist to identify the level of vulnerability. The member of staff with the concern, will have the initial conversations with the safeguarding officer/ Manager who then will make a referral to South Yorkshire Police Designated Prevent Officer on 0114 2961374 or 07769131474.

From the referral a preliminary assessment will be carried out to identify if the vulnerability factors of; Engagement, intent and capability are present, if so a multi- agency panel meeting will take place and an intervention package will be created with regular review meeting.

## **Sexual Exploitation**

At Bright Beginnings Day nursery, we recognise our responsibility to safeguard all who access nursery and promote the welfare of all our children by protecting them from sexual exploitation.

BBDN is determined to ensure that all necessary steps are taken to protect children, young people and adults from harm. This includes safeguarding children from Sexual exploitation. The method of raising a concern of Sexual exploitation is the same procedure as raising any safeguarding concern within the nursery, please see previous section “procedure for raising a concern about a child.” Early Years Safeguarding lead or the local safeguarding board and if necessary the correct procedure for reporting sexual exploitation to the police.

All records will be confidentially stored and only shared with the relevant agencies.

## **Honour based abuse**

Honour Based Abuse is an international term used by many cultures for justification of abuse and violence. It is a crime or incident committed in order to protect or defend the family or community ‘honour’.

Honour based abuse will often go hand in hand with forced marriages, although this is not always the case. Honour crimes and forced marriages are already covered by the law, and can involve a range of criminal offences.

Honour Based Abuse is often the collective term used to include **Female Genital Mutilation** and **Forced Marriage**.

## **Forced Marriage**

A forced marriage is a marriage in which one or both spouses do not (or, in the case of some adults with learning or physical disabilities, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure.

There is a clear distinction between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the prospective spouses.

## **Female Genital Mutilation (FGM)**

At Bright Beginnings Day nursery, we recognise our responsibility to safeguard all who access nursery and promote the welfare of all the children by protecting them from physical, sexual and emotional abuse, neglect and bullying.

BBDN is determined to ensure that all necessary steps are taken to protect children, young people and adults from harm. This includes safeguarding girls from Female Genital Mutilation (FGM).

Following the new statutory duty for all practitioners to report cases of Female Genital Mutilation (FGM) in under 18 year olds to the police.

The FGM mandatory reporting is a legal duty provided for the FGM act 2003 (amended by the Serious Crime Act 2015)

Complying with the duty does not breach any confidentiality requirements or other restriction on disclosure which might otherwise apply

Female Genital Mutilation (FGM) comprises all procedures involving the partial or total removal of the external female genitalia or any other injury to the female genital organs for non-medical reasons. FGM has been categorised into four types, ranging from a symbolic prick to the clitoris or prepuce, to the fairly extensive removal and narrowing of the vaginal opening. All these forms of FGM have been found in the UK. FGM is sometimes known as 'female genital cutting' or female circumcision. Communities tend to use local names for referring to this practice, including 'Sunna'. FGM is considered a grave violation of the rights of girls and women.

Staff will be vigilant when changing nappies and children, if they have any concerns about Female Genital Mutilation (FGM) they will immediately inform the nursery manager. The nursery manager will then record this information and seek advice on our concerns from the local authority Safeguarding Officer Debbie Clifford or the local safeguarding board and if necessary the correct procedure for reporting Female Genital Mutilation (FGM) to the police. All records will be confidentially stored and only shared with the relevant agencies.

The staff member who has identified FGM abuse is the only person that can report it to the police as this is non-transferrable duty of care regarding Female Genital Mutilation (FGM)

### **Domestic violence**

At Bright Beginnings Day nursery, we recognise our responsibility to safeguard all who access nursery and promote the welfare of all our children by protecting them from domestic violence. BBDN staff will have training to ensure that they can recognise the signs of a child who is witnessing domestic violence within the family home.

BBDN staff understand that it is very upsetting for children to see one of their parents been abusing, attacking or controlling the other. In relationships where there is domestic violence and abuse, children witness about three-quarters of the abusive incidents. About half the children in such families have themselves been badly hit or beaten. Sexual and emotional abuse are also more likely to happen in these families.

The term 'domestic violence and abuse' is used to describe any incident or pattern of incidents of controlling and threatening behaviour, violence or abuse between anyone over 16 years, who are/have been intimately involved or are family members. These incidents may be physical (including throwing objects), sexual, emotional (including verbal threats and controlling behaviour) or financial. Honour-based violence and forced marriage are forms of domestic violence and abuse.

BBDN staff will understand that younger children may become anxious. They may complain of tummy-aches or start to wet themselves. They may find it difficult to sleep, have temper tantrums and start to behave as if they are much younger than they are. They may also find it difficult to separate from their abused parent when they come to nursery. The method of raising a concern of domestic violence is the same procedure as raising any safeguarding

concern within the nursery, please see previous section “procedure for raising a concern about a child”,

The nursery manager will then record this information and report our concerns of domestic violence to the Early Help team. All records will be confidentially stored and only shared with the relevant agencies.

### **Fabricated illness (FII)**

At Bright Beginnings Day nursery, we recognise our responsibility to safeguard all who access nursery and promote the welfare of all our children by protecting them from parents who fabricate illness on their children.

There are three main ways, not mutually exclusive, of a parent/carer fabricating or inducing illness in a child:

- Fabrication of signs and symptoms, for example, fabrication of past medical history
- Falsification of hospital charts, records, letters, documents and specimens of bodily fluids
- Induction of illness by a variety of means.

Staff must be aware of the behaviours associated with Fabricated/Induced illness: -

- Deliberately inducing symptoms in children by administering medication or other substances, or by means of intentional suffocation.
- Interfering with treatments by over dosing, not administering them or interfering with medical equipment such as infusion lines.
- Claiming the child has symptoms, which are unverifiable unless observed directly, such as pain, frequency of passing urine, vomiting, or fits.
- Exaggerating symptoms, causing professionals to undertake investigations and treatments which may be invasive, are unnecessary and therefore are harmful and possibly dangerous.
- Obtaining specialist treatments or equipment for children who do not require them.
- Alleging psychological illness in a child.

It is all staff member’s responsibility to have understand the signs and symptoms of Fabricated illness to ensure that they can recognise where illness is being fabricated or induced, extensive, unnecessary imposed on a child.

When dealing with a concern regarding fabricated illness, the member of staff must ensure that they:

- Focus should be on the harm to the child, not on understanding the characteristics or motivation of the perpetrator.
- Keep an open mind.
- Keep questioning your assumptions.
- Be familiar with the range of behaviours that perpetrators of FII exhibit.
- Communicate clearly.
- Be familiar with barriers to identification of FII.
- Be open to accept FII and objectively question information given by parents and to evidence it.

The nursery manager will then record this information and seek advice on our concerns from the local authority Safeguarding Officer Debbie Clifford or the local safeguarding board

and if necessary the correct procedure for reporting fabricated illness to the Early help team.

All records will be confidentially stored and only shared with the relevant agencies.

### **Private Fostering**

BBDN understands that private fostering is private arrangement with the local authority and that we have certain duties and responsibilities under the Children Act 1989 and 2004, to ensure that children who are privately fostered are protected.

BBDN understand that it is the job of Doncaster Children's Services to check that these regulations are being observed and BBDN will assist them with safeguarding of the child/children.

The law requires that Doncaster Children's Services makes regular visits to ensure that children are safe and well cared for, and that advice is available to those caring for them. They have to check various aspects of the fostering arrangements, including undertaking safeguard checks on the carers, and assessing whether or not they find the arrangement acceptable

Private fostering is when a child or young person aged under 16 (or under 18 if they are disabled), is cared for and provided with accommodation for 28 days or more by an adult who is not a close relative. A close relative is an aunt, uncle, step-parent, grandparent or sibling, but not a cousin, grand aunt/uncle or a family friend. What situations can be classed as private fostering?

Private fostering covers a diverse range of situations.

Here are some of the most common:

- Children sent to this country for education or health care by birth parents living overseas
- Children living with a friend's family as a result of parental separation, divorce or arguments at home
- Teenagers living with a family of a Health & safety
- Children whose parents' study or work involves unsociable hours, which make it difficult for them to use ordinary day care or after school care.

### **Online abuse**

Online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online).

Children can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with other people.

### **Bullying online or cyberbullying**

Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, games and mobile phones. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images or videos.

Children may know who's bullying them online – it may be an extension of offline peer bullying - or they may be targeted by someone using a fake or anonymous account. It's easy to be anonymous online and this may increase the likelihood of engaging in bullying behaviour.

Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' - the sending of menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- sending explicit messages, also known as sexting

pressuring children into sending sexual images or engaging in sexual conversations

#### **USEFUL NUMBERS:**

Referral & Response Team 01302 737748

Early Help Assessment Team - professional helplines 01302 737722, 737636, 737033

Urgent referrals outside office hours 01302 796000

Doncaster Safeguarding Board (DSCB) 01302 734747

LADO 01302 737748

South Yorkshire Police (non-emergency) 101

South Yorkshire Police (emergency) 999

OFSTED 0300 123 1231

Disclosure and Barring services (DBS) 0870 909 0811

Child sexual exploitation team (CSE) 01302 732200

#### **Links to other policies & procedures**

- Whistle blowing
- Staff training and development
- Supervision & appraisal
- Grievance
- Disciplinary Recording of information
- Illness, injury & accident
- Inclusion

#### **Critical Incident Management Plan**

Many critical incidents can be managed appropriately and effectively through the implementation of a 'Critical Incident Management Plan', the plan will identify liaison with specific external agency partners, as well as a representative from the Local Authority.

### **Preventative and precautionary measures**

BBDN will be unable to plan for every eventuality, however there are several preventative and precautionary measures that must be understood and practiced by all staff to help minimise the risk, these are as follows:

- All BBDN staff and children to be aware and well-practiced with regards to evacuation procedures.
- All BBDN staff will understand the procedures for dealing with emergencies.
- All BBDN staff, children and parents must be aware of the settings security procedures; this includes recording all visitors to the setting, checking identification. All visitors must be accompanied by a member of staff at all times.
- BBDN understands that when the setting engages in trips and/or outings a full risk assessment must be implemented to ensure that all risks have been risk assessed and where possible appropriate measures have been put in place before the trip.
- BBDN will ensure that all children and staff will be signed in and out of the setting and "the outings form" has been completed and every child attending has parental permission and an up-to-date contact number for their parent in case of an emergency.
- All BBDN staff must have a thorough understanding of each child's medical and health needs at all times within the nursery and be able to manage this if the child is involved in a critical incident.
- All BBDN staff understand the settings policy and procedures of how to dealing with any violence and aggression in the setting.
- All BBDN staff are fully aware and adhere to both our internal and external safeguarding procedures, this policy include how staff understand the importance of safeguarding themselves whilst in and away from the setting.
- All BBDN Staff fully understands and respect both the laws and the procedures concerning confidentiality, sensitivity and privacy.

### **Definition of a major incident**

- An accident leading to serious injury or death
- A potential risk of serious illness
- Where normal functionality is disrupted due to external influences
- A situation where the local/national press or media may become involved

### **Major incidents can include but is not limited to:**

- Death of a child or staff member
- Death or significant injury whilst on a trip and or outing
- An epidemic

- A violent incident towards a child, staff member or parent within the setting and or trips and outings
- A missing and or lost child
- A hostage situation
- A transport accident resulting in a serious injury or fatality
- A community disaster
- Acts of terrorism, religious extremism and or radicalisation
- Major fire
- Incident involving an intruder believed to be armed on the setting premises
- Floods or inclement weather
- Abduction
- Settings environmental factors including; loss of power, lighting, heating, water, plumbing issues

**Where a critical incident has taken place, whether in the setting or when on an outing, the senior members of staff must prioritise the following:**

- Save life
- Minimise injury
- Safeguard other children and adults
- Provide consistency and continuity to the remaining children

Actions towards critical incidents need to be managed in a timely fashion, this need to be as follows:

**Immediate - these are actions that should be carried out with immediate effect**

- BBDN will contact the emergency services.
- **BBDN staff must ring 999, ask for the police, tell them that we have a critical incident situation, explain using the critical incident log sheet what has happened.**
- The address for the setting is:

**Bright Beginnings Day Nursery & Pre-school, Sunningdale Road, Balby, Doncaster, DN4 8DR**

**Telephone number is 01302 850666**

- If BBDN are out on a visit/outing, the senior person in charge of the outing will ensure that the children and staff will be returned to the safety of the setting quickly. The staff and children must be transported back to the setting by the safest means of transport. If relevant ensure the remaining staff are safe to drive, if not advise to use public transport
- BBDN understand that when appropriate that they must complete an incident log to include; all persons involved, date and time of the incident and any actions taken
- BBDN will contact Ofsted to report the significant incident
- BBDN will open an ongoing log of events (a chronology)

- BBDN understand the importance of opening an individual telephone line to act as an incident line, whilst controlling the escape of inappropriate or inaccurate information
- BBDN will contact families of child, adults and staff involved in the incident.

**BBDN understand in order to carry out this responsibility in an efficient and appropriate manner that the setting must:**

- The setting incident co-ordinator -Kerry Mitchell, Angie Ash or Sharon Styles will take the role of the main contact in a critical incident situation

**The following actions should be completed ONLY when contact with the police has taken place.**

- The main contact person will collect all of the appropriate information to share by using the **critical incident logging form** to ensure that all of the relevant information is chronically
- BBDN will ensure that all Staff have adequate training on the settings security procedures and dealing with critical incidents, this training will include place of safety if the setting needs to go into lock down and evacuation if necessary
- BBDN understands that it is paramount to provide families with appropriate contact numbers, for e.g. the number of the hospital and to check that all families involved in a critical incident have the correct immediate support.
- BBDN understand that it is vital to will liaise with the police, if we have been unable to make contact with immediate families, so the police can visit the family home.

**Further guidance should be taken from the police when the incident has resulted in a person's death or serious injury.**

**Medium term action**

- BBDN's Critical incident team will meet in order to review the incident, review plans in place, clarify tasks to be carried out, assign roles and responsibilities and then create an action plan if required.
- BBDN understand that they must liaise with external agencies who have had involvement with the critical incident
- BBDN will ensure that all media contacts are directed to, or are dealt with following advice from the Local Authority corporate communications team (01302 736071) and/or the police
- BBDN will caution ALL staff about talking to the media and all staff will be reminded of their responsibilities regarding Data Protection and confidentiality.
- BBDN will provide a confidential space for parents and partnership meetings

BBDN will ensure that the names of those involved in the incident will not be released or confirmed to the media or other callers, without permission from the LA or the police.

- BBDN will Identify children, adults and staff who are most likely to need support from support agencies
- Where children may require support from support agencies, BBDN will ensure that parental consent will be sought from the person who has parental responsibility or legal guardianship for the child.
- BBDN will ensure activities practiced within the setting will not result in any further upset and fully support the children.
- BBDN will ensure that staffing ratios are appropriate to cope post incident.
- BBDN understand that some children and parents/ carers may need additional support due to distress caused by the incident, where this is the case ratios may need to be exceeded, these people may include:
  - People who have witnessed an injury/death or violence associated with the incident
  - Siblings
  - People with pre-existing emotional/behavioural difficulties
  - Children with SEND
  - Cultural or language difficulties
  - People who have previously suffered bereavement and/or loss

**If BBDN makes a decision to close following an incident, all parents will be informed of child collection procedures.**

**BBDN understands that some parents may struggle to sometimes struggle to collect their child immediately but under critical incident circumstance, the parent must make alternative arrangements for the child to be collected quickly.**

**Ofsted and the Local Authority will also need to be informed of the closure.**

- BBDN will have staff training sessions to identify procedures of how children and staff should be supported
- BBDN will ensure that all staff are alert to identifying any physical and emotional change in children that could give cause for concern, this also applies to colleagues and parents

#### **Long term action**

- BBDN will ensure that arrangements are in place to support parents and/or families of children and staff who have been hurt or bereaved in a critical incident within the setting
- BBDN will makes plans to attend funerals if applicable
- BBDN will make arrangements for staff to visit injured children in hospital or at home if applicable
- BBDN will carry out home visits to children who have been injured and are wanting to return to the setting

- BBDN will support staff on how to support both the children and parents when they returning to the setting

### **What is lockdown?**

The purpose of a lockdown is to prevent an intruder or other threat outside the setting from causing harm to pupils and staff. It means that the entrances to the setting must be secured in an effort to prevent any threat entering, and staff and children must find a suitable place to protect themselves.

In the case of a fire or similar emergency the children and staff are taught how to leave the building quietly and safely.

In a lockdown, they need to learn almost the opposite, to actually get inside the building as quickly and safely as possible and to stay there until the threat is removed, or – in extreme circumstances - to leave if an intruder gains entrance to the building.

A distinct policy is needed because it is so different from the standard emergency drills, and is so extreme in nature that everyone needs to be thoroughly well versed in its contents and the role they are to play during such an incident.

Lockdown arrangements depend heavily on the size and layout of the school, and as a small school, with a mobile classroom separated from the main building, and relatively open fields to the rear we have a number of challenges to overcome.

Any procedures we establish must be realistic; in an incident staff and children will not have much time to seek an appropriate place to hide and there is likely to be widespread confusion or panic. It is very unlikely that the setting will ever need to implement a real lockdown but it is important for us to have arrangements in place to deal with such a situation.

### **Instructions for lockdown**

To initiate a lockdown, the incident co-ordinator will set off the fire alarm to inform team leaders or senior staff within the room to report to Reception with the arrivals and departures and fire file to be instructed of the critical incident that is happening.

Once the lockdown signal has been informed:

1. Team leaders/ Senior will return to room- if appropriate to remain in room - Lock your door by putting something up against it to stop it being opened.  
If not appropriate to stay in the room, move all children on the floor to the corridor where there are no windows.
2. Put the blinds up downstairs, Place the children against the wall, so any intruder looking in cannot see them. If the threat is a chemical or toxic release everyone should cover their nose and mouth (their own clothing can be used)
3. Turn out lights and computer monitors.
4. Keep children as quiet as possible.
5. If children are outside guide them to the nearest designated safe place, either Tigger's or the corridor- baby unit children / staff must not try to get back upstairs unless instructed by the incident co-ordinator.
6. Support staff should move to the nearest designated safe place - if possible - or stay in the area they are in, secure the doors, and turn out the lights.

7. Stay in safe areas until directed by the emergency services or members of staff to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm.
8. If an evacuation occurs, everyone will be directed by the emergency services to a safe location. Once evacuated the incident co-ordinator should take roll to account for all children present in room.

### **Evacuation in a Critical Incident**

If an evacuation occurs, everyone will be directed by the emergency services to a safe location. Once evacuated the incident co-ordinator should take roll to account for all children present in room.

### **Evacuation**

**If evacuation is required, the nursery manager should:**

- Telephone the **emergency services** – Inform the emergency services of the critical incident situation, wait for the emergency services instruction unless it is paramount that the building should be evacuated in critical situations such as Gas/flood/Chemical attack
- Send the senior staff to coordinate the evacuation of their area
- Check that no-one is in the remaining area on the floor
- Co-ordinate the evacuation of the children outside
- Await the fire service at the gates and co-operate with the fire officer.
  
- **Children on the first floor should be evacuated on a relay basis.** As follows:-
- Senior staff to co-ordinate their rooms evacuation
- Using a relay system to move the children to the area at the top of the stairs or fire escape which is ever directed by the nursery manager– headcount at the top of the stairs
- Using a relay system to move the children to the bottom of the stairs – headcount at the bottom of the stairs.
- Then to the fire meeting point at the bottom of the car park area.
- Once the children have been safely evacuated and all staff, visitors and students are outside. No-one should re-entre the building for any reason until the emergency services have given the building- “ all clear.”
- **The senior staff should ensure that they are accountable for each child, Staff and students within their rooms.**
- The manager should take a headcount of all children, staff and students using the Arrivals and Departures to ensure that everyone is accounted for.
- **The manager should liaise with and co-operate with the fire bridge.**
- **When evacuating the building, staff should not attempt to collect personal belongings.**

- Before opening a door, staff should check for smoke and heat- if a door is HOT, this indicates that there is a fire at the other side, or if smoke is showing under the door, an alternative route of escape should be used.
- Once the building has been made safe, the manager should make a full report of the incident and the proprietors and parents should be informed.

### **USEFUL CONTACT NUMBERS**

Doncaster Safeguarding Children Board – 01302 734747

Ofsted – 0300 123 1231

Bereavement Services (Cruse) – 01302 814647

Local Authority Designated Officer – 01302 737748

Child Sexual Exploitation Team – 01302 732200

DMBC Corporate Communications Team – 01302 736071

Police – Emergency – 999

Police – Non-emergency - 101

Health Protection Agency – 01142 428 850

DFE Prevent Helpline – Non-emergency – 020 73407 264

DFE Prevent concerns – [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

Steve Butler – Prevent Officer – 01302 385095

Environment Flood line – 0845 988 1188

Referral and Response – 01302 737777 – Out of hours – 01302 796000

Referral and Response Helpline Numbers – 01302 737722 / 01302 737636 / 01302 737033