

SAFEGUARDING CHILDREN (CHILD PROTECTION) POLICY (PART 2)

1. Rationale

This policy must be read in conjunction with the following policies:

- a Safeguarding Children (A1)
- b Photography (A5)
- c Recruitment (B1)
- d Staff Behaviour (B3)
- e Food and Drink (C3)
- f Mobile Phone and Social Networking (EMP4)
- g Public Interest Disclosure (Whistleblowing) (EMP7)

Young Sussex is committed to the welfare, protection and safety of the children. We maintain rigorous procedures for child protection, and we expect everyone working within Young Sussex to take responsibility for following these procedures and complying with national and Local Safeguarding Partnership (LSP) policy and guidelines.

For ease, this policy refers to the Brighton and Hove Safeguarding Children Partnership (BHSCP) and the West Sussex Safeguarding Children Partnership (WSSCP) as the LSP.

2. Types of Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them, or by failing to act to prevent harm. Children may be abused within a family, institution, or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

The signs and indicators listed below may not necessarily indicate that a child has been abused but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

2.1 Physical Abuse

- a Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning; where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.
- b Many children will have cuts and grazes from normal childhood injuries – these should also be logged and discussed with the nursery manager or room leader.
- c Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery manager
 - i) All signs of marks/injuries to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member
 - ii) The incident will be discussed with the parent at the earliest opportunity
 - iii) Such discussions will be recorded, and the parent will have access to such records

- iv) If there appear to be any queries regarding the injury, the Local Safeguarding Partnership will be notified.

2.2 Fabricated Illness

- a This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

2.3 Sexual Abuse

- a Action needs to be taken under this heading if the staff member has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, sexual exploitation (CSE) or had an inappropriate knowledge of adult sexual behaviour or language.
- b This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.
- c The symptoms may also include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.
- d If a child starts to talk openly to an adult about abuse, they may be experiencing the procedure stated later in this document under 'recording abuse suspicions' will be followed.
 - i) The adult should reassure the child and listen without interrupting if the child wishes to talk
 - ii) The observed instances will be detailed in a confidential report
 - iii) The observed instances will be reported to the nursery manager
 - iv) The matter will be referred to the LSP.

2.4 Emotional Abuse

- a Action should be taken under this heading if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.
- b This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing or hearing domestic violence, and/or alcohol and drug misuse by adults caring for them.
- c The child is likely to show extremes of emotion with this type of abuse also: this may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

- i) The concern should be discussed with the Nursery Manager
- ii) The concern will be discussed with the parent
- iii) Such discussions will be recorded, and the parent will have access to such records
- iv) If there appear to be any queries regarding the circumstances, the matter will be referred to the Local Safeguarding Partnership

2.5 Neglect

- a Action should be taken under this heading if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold and starvation and failure to seek medical treatment when required on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.
- b Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them) or inappropriate for the weather, arriving at nursery in the same nappy they went home in or a child having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.
- c Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.
 - i) The concern will be discussed with the parent
 - ii) Such discussions will be recorded, and the parent will have access to such records
 - iii) If there appear to be any queries regarding the circumstances the Local Safeguarding Partnership will be notified.

2.6 Female genital mutilation

- a This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved.
- b Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns.
- c We understand our duty to report to the police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18.

2.7 Monitoring attendance of children

- a Although it is not compulsory for children to attend the nursery, under our safeguarding responsibilities we are required to monitor children's attendance and patterns of absence.
- b If a child is not going to attend a session, we ask parents/carers to share the length and reason for the absence. This information will enable us to monitor illnesses that may occur across the setting.

3. Extremism – The Prevent Duty

3.1 Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the Prevent Duty Partnership Community Safety Team. (For contact details, see b)

3.2 This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care. We will act and document all concerns when reporting.

3.3 The management of the setting is required to monitor all absences in order to safeguard children, and demonstrate this during inspections, so parents and carers are asked to help our team by letting us know of any reasons for absence as soon as possible.

4. e-Safety

Young Sussex is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely. Within the nursery we do this by:

- a** Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly
- b** Ensuring content blockers and filters are on our computers, laptops and any mobile devices
- c** Ensure management monitor all internet activities in the setting
- d** Using approved devices to record/photograph in the setting
- e** Never emailing personal or financial information
- f** Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk)
- g** Ensuring children are supervised using internet devices
- h** Using tracking software to monitor suitability of internet usage (for older children)
- i** Integrating e-safety into nursery daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online
- j** Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'
- k** When using Skype and FaceTime (where applicable) discussing with the children what they would do if someone they did not know tried to contact them
- l** We abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated
- m** Children's screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning.

5. The steps to be taken when a concern is raised.

5.1 Areas to be observant about are:

- a** Any significant changes in children's behaviour.
- b** Any unexplained bruising or marks.

- c Any comments children make which give cause for concern
- d Any deterioration in a child's general well-being
- e Failure to thrive and meet developmental milestones
- f Fearful or withdrawn tendencies
- g Unexplained injuries to a child or conflicting reports from parents/carers or staff
- h Repeated injuries
- i Unaddressed illnesses or injuries.

5.2 Recording Suspicions of abuse and disclosure

- a Share your concerns and observations with your nursery manager.
- b Record the following;
 - i) Child's name
 - ii) Child's address
 - iii) Age of the child and date of birth
 - iv) Date and time of the observation or the disclosure
 - v) Exact words spoken by the child
 - vi) Exact position and type of injuries or marks seen
 - vii) Exact observation of an incident including any other witnesses
 - viii) Name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time.
 - ix) Any discussion held with parent (where deemed appropriate).
 - x) These records should be signed by the person reporting this and the Nursery Manager; dated and kept in a separate confidential file.
- c Gather any appropriate evidence that may be of assistance; e.g. previous observations/accident-incident records.
- d For further information, follow the guidance on the 'Suspected Child Abuse Flowchart' located in the staff room. If a child starts to talk to an adult about potential abuse it is important **not** to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure it is vital details are logged down accurately.
- e It may be thought necessary through discussion with all concerned that the matter needs to be raised with the LSP and Ofsted. Staff involved may be asked to supply details of any information they have concerns with regard to a child. The nursery expects all members of staff to co-operate with the LSP and Ofsted in any way necessary to ensure the safety of the children.
- f Staff must not make comment either publicly or in private about a parent's or staff's supposed or actual behaviour.

6. Parental Involvement

- a The nursery will inform parents of their role to protect children before their children start at the nursery.

- b** The only times the nursery would not involve the parent/carer in dealing with a concern would be if, with this knowledge, it would be detrimental to the child's health and safety. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.
- c** The nursery will establish a partnership with parents so that they can best provide for the needs of their child.
- d** If a suspicion of abuse is recorded, the parent/carer would be involved at the same time as the report is made, except where the guidance of the Local Safeguarding Partnership does not allow this. Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate under the guidance of the LSP with the proviso that the care and safety of the child is paramount; we will do all in our power to support and work with the child's family.

7. Allegations against a member of staff

- a** All allegations will be taken seriously.
- b** It is important that staff avoid putting themselves in situations that may lead to allegations being made against them.
- c** The Local Authority Designated Office (LADO) should be the first point of contact for any allegations of abuse. (See b for contact details). It is imperative that the LADO is contacted prior to carrying out any investigation or evidence gathering, and that the member of staff accused is not alerted to the allegation before advice is sought on how to proceed.
- d** Ofsted will be informed of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which alleged to have taken place on the premises.
- e** Ofsted will be informed of the action that has been taken in respect of the allegation.
- f** Ofsted will be informed as soon as it is reasonably practical, but no later than 14 days of the allegation being made.

7.2 To protect staff from any allegations, ensure that:

- a** No members of staff are left alone with children for any length of time.
- b** Small groupings of children are under supervision of more than one adult.
- c** When children arrive with any cuts, bruising or other injury this is recorded. Equally, when a member of staff notices cuts, bruising or other injury in the course of the day, without witnessing the accident, this is shared with a senior member of staff and recorded.

7.3 However, if an allegation is made against a member of staff, consideration must be made as to:

- a** Any action, depending on the nature and seriousness of the concern itself
- b** Any allegations against a member of staff should be reported to the nursery manager immediately, regardless of whether the manager is in a meeting or with a visitor. The manager will decide on the actions.
- c** If this person is the subject of the allegation, then this should be reported to the HR Manager again without delay.
- d** the importance of not interfering in any investigation by child protection authorities

and the police. Generally, an investigation would be made by the designated lead practitioner, with guidance and support from the LADO, HR Manager and Business Manager

- e** Interviews should be conducted with the person making the complaint, the staff member in question, and other staff members.
- f** If the allegation could possibly interfere with the normal working of the nursery, the member of staff will be allocated to another area, after due consultation with all parties and professionals, including LADO
- g** All allegations will be passed onto the HR Manager and Business Manager
- h** Clear records must be kept of all information gathered.
- i** The member of staff should be given as much support as possible.
- j** The member of staff may be required to remain absent from work, depending on the nature of the concern, whilst the investigation takes place.
- k** If the complaint is found to be invalid, the staff member would be reinstated.
- l** If it is found valid, they would be dismissed, and Ofsted would be immediately informed of the matter. Details will be passed on to the relevant organisation (police)
- m** All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS questions and avoid any unnecessary re-investigation
- n** It may be necessary to get further advice and support from the LADO; and/or Ofsted.
- o** All information will be stored in the cloud (Microsoft 365) accessed through password protected PCs.

7.4 Responding appropriately to a child making an allegation of abuse.

- a** If a child makes the disclosure consideration should be made as to who can offer the appropriate level of support and assistance to the child; how you can reassure the child; and what actions could you take to gain further information if applicable.
- b** Stay calm and listen carefully to what is said. Allow the child to continue at her/his own pace.
- c** Tell the child that the matter will only be disclosed to those who need to know about it.
- d** Record accurately what was said, using the child's own words as soon as possible. Note the date, time, any names mentioned, to whom the information was given and ensure the record is signed and dated.
- e** Reassure the child that they have done the right thing in telling you.
- f** Tell them what you will do next and with whom the information will be shared.
- g** It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is the task of the designated lead practitioner and professional child protection agencies.
- h** If the allegations were made against the Nursery Manager, the matter should be referred to the HR Manager. If the allegations were made against the HR Manager, the matter should be referred to the Business Manager
- i** At all times the decision on further action will be taken by the senior management team.

7.5 Further action will be taken as a team, with the designated person taking the final

decision on further action required. This will depend on the nature of the concern, and may include:

- a** Discuss your concerns with parents/carers and if appropriate seek their agreement to make a referral to social services.
- b** Seeking advice and support from the LSCP Advice can be gained without identifying the child in question if applicable.

7.6 The Nursery Manager is the Designated Safeguarding Lead (DSL) for child protection liaison. In their absence it is the Deputy Manager. There is always at least one designated person available from 7am – 7pm

	Manager	Deputy Manager
YS Hove	Meg Adams	Tom Wright
YS Brighton	Daniela Rae	Tina Burt
YS Shoreham	Sarah Burt	Jodie Dale

7.7 The DSL will be trained to the appropriate level and understands their responsibilities relating to the protection of children. This training will be updated every two years and they will update their knowledge on an ongoing basis.

7.8 Their roles and responsibilities are:

- a** To ensure that the welfare, safety and protection of children are paramount.
- b** To offer support and guidance to anyone dealing with a concern.
- c** To ensure all evidence and records are accurate, non-biased and confidential.
- d** To make the decision on further action following a concern being raised.
- e** To liaise with other agencies as applicable.

7.9 The HR Manager and Business Managers will always be notified of any child protection issues.

8. Confidentiality

- a** At all times confidentiality will be maintained within the guidance of the LSP
- b** Information will be shared only with those who need to know.
- c** The nursery will continue to welcome the child and family whilst investigations are being made.
- d** Any records of concerns or abuse will be kept in the nursery office. Records kept on a child will be shared with the child's parent/carers only if appropriate under the guidance of the LSP
- e** All meetings will be held in a private room.

See the following page for Safeguarding Contact Information

9. Safeguarding Contact Information

9.1 Brighton and Hove:

- a** Front Door For Families (FDF):
- Email: frontdoorforfamilies@brighton-hove.gov.uk
 - Call (Monday to Friday between 9am-5pm): 01273 290400
 - Call (Weekends and out of hours): 01273 335905 / 335906
 - Website www.brighton-hove.gov.uk/frontdoorforfamilies
- b** Brighton & Hove Safeguarding Children Board (BHSCB)
- Call (Monday to Friday between 9am-5pm): 01273 292379
 - Website: www.bhscp.org.uk
- c** LADO (Local Area Designated Officers)
- Call: Kay Whitcroft 01273 290400 / 07584 217271
 - Email LADOenquiries@brighton-hove.gov.uk
 - Website www.bhscp.org.uk/local-authority-designated-officer-lado/
- d** Prevent Duty Partnership Community Safety Team
- Call: Nahida Shaikh 01273 290584
 - Email: Nahida.Shaikh@brighton-hove.gcsx.gov.uk
 - Website www.brighton-hove.gov.uk/prevent-preventing-terrorism
- e** Police – Brighton & Hove Child Protection Team: 0845 6070 999
- f** Designated Doctor Safeguarding Children: 01273 265788
- g** Designated Nurse Safeguarding Children: 01273 574680 / 07770 381421

9.2 West Sussex

- a** Integrated Front Door (IFD):
- Email: WSChildrenservices@westsussex.gov.uk
 - Call (Monday to Friday, 9am to 5pm): 01403 229900
 - Call (Weekends and out of hours): 0330 222 6664
 - Call (Emergency if no answer from above numbers) 07711 769657
- b** LADO (Local Area Designated Officers)
- Email: lado@westsussex.gov.uk
 - Call (Monday to Friday, 9am to 5pm): 0330 222 6450
 - Call (Weekends and out of hours emergencies): 0330 222 6664
- c** Prevent Duty Partnership Community Safety Team See details for IFD above
- d** Police See details for IFD above
- e** Designated Doctor Safeguarding Children: 01243 793652
- f** Designated Nurse Safeguarding Children: 07770 800247

9.3 Government Helpline for Extremism Concerns 0207 340 7264

9.4 OFSTED

- Email
- Call:

enquiries@ofsted.gov.uk

0300 123 4666