

BOWLERS COMMUNITY NURSERY SAFEGUARDING AND CHILD PROTECTION POLICY

PRINCIPLE & AIMS:

1. PRINCIPLE:

At Bowlers Nursery **ALL** staff are charged with the duty of safeguarding and promoting children's welfare – this is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

(taken from Working Together to Safeguard Children 2015)

1.1 OUR AIMS:

- To ensure that the main and overriding focus is the child's welfare and safety and that everyone understands that children have a right to be safe from harm
- To identify a Lead Practitioner for Safeguarding
- To develop a culture of safeguarding which is shared between staff, parents, students and users of the setting
- To ensure that parents are aware of our duty to safeguard children from the beginning and that it is evident through the nursery's admissions and entrance forms
- To develop and promote effective communication channels and procedures for notifying concerns of abuse and to ensure that concerns are dealt with efficiently
- To develop effective relationships with the children so they can disclose any concerns
- To ensure that all staff are fit to work with children and have had suitable checks carried out
- To ensure that staff attend training to be able to identify signs of abuse and neglect at the earliest opportunity and to provide on-going training (every 2yrs for the Lead Practitioner for Safeguarding & every 3yrs for other staff)
- To ensure that staff understand & accept their responsibility to have up to date knowledge of safeguarding issues
- To ensure that Bowlers adheres to the Early Years Foundation Stage safeguarding and welfare requirements.
- To ensure that the nursery submits their annual safeguarding audit
- To develop a 'peer culture' environment in which staff can respectfully discuss poor professionalism within the team
- To ensure that there are sufficient staff on shift to minimise the risk of being alone with a child and to ensure their safety and well-being
- To ensure that all Directors & Non Parent Trustees also have DBS checks and that there is a named Safeguarding Parent Advisor for the Management Committee

- Bowlers endeavours to meet quality assurance procedures by providing annual safeguarding audits/reports to the Directors and to Islington

2. LEGISLATION:

Bowlers Nursery is committed to the following legislations and guidelines to ensure good practice:

- Children Act (1989, s47)
- Protection of Children Act (1999)
- General Data Protection Regulation (2018)
- London Wide Area Child Protection Procedures (5th Edition)
- Working Together to Safeguard Children (2018)
- Islington Early Years Safeguarding and Child Protection Procedures and Guidance
- Early Years Foundation Stage (Statutory Framework 2018)
- Safeguarding Vulnerable Groups Act (2006)
- Prevent Duty Guidance (2015)
- Keeping Children Safe in Education (September 2019)

The Safeguarding Vulnerable Groups Act (2006) ensures that the staff, parents and users of the setting understand the need 'to make provision in connection with the protection of children and vulnerable adults'

3. ROLES AND RESPONSIBILITIES:

3.1 **Aoife Morgan** (Manager) is the Named Safeguarding Officer and has been employed by the nursery for over 26 years. Aoife has received training in this area such as Safer Recruitment, Multi-Agency Training and Managing allegations against staff.

Aoife can be contacted on **020 7281 2832**

Should an incident occur in Aoife's absence the responsibility will fall to the Deputy Nominated Safeguarding Officer (**Janet Abraham** – Senior member of staff) (contact number as stated above)

The Named Person for Child Protection/Parent Advisor on the Management Committee is (**Naomi Roberts**)

3.2 The role of the Named Safeguarding officer¹ is to
Ensure the *London Child Protection Procedures* and Bowlers Nursery's procedures are easily accessible to all staff and volunteers

Ensure the reporting procedures are effectively followed to prevent any delay in notifying or following up procedures.

- Keep all staff updated with current procedure and practice

- Ensure all new and temporary staff receive the necessary training to familiarise themselves with their child protection responsibilities
- Training and development • 1:1 support/supervision • Their own and staff/volunteer training and ongoing development re safeguarding and child protection, including – Induction – Updates to legislation, policies and procedures – Training audits completed and updated for self, staff and volunteers – DSL and DDSL– Group 3 and 5 in Competence Still Matters (2014) • For education staff - DSL training every two years plus annual update (e.g. Year 1 DSL – Year 2 ISCB Update/Refresher, Year 3 DSL • All others – training requirement is every three years for DSL training and for update/refresher training • DSL training and update/refresher training are two different courses • ISCB courses will have 3 year expiry date automatically printed.
- Refer any concerns as soon as they arise to the Local Authority Children’s Social Care Team.
- Monitor the use of services/attendance and the development and well-being of children who are the subject of child protection plans
- Highlight any deficiencies which come to light in Bowlers Nursery’s arrangements to safeguard and promote the well-being of children
- Maintain accurate and secure child protection records
- Be a source of advice and expertise on child protection matters to all staff at the point of need
- Promote good practice and effective communication internally and externally between agencies, on all matters relating to the protection of children
- Ensure arrangements are in place for child protection training for all staff involved in providing services to children and families and vulnerable adults who are parents and/or who may pose a risk to children
- Ensure arrangements are in place for child protection supervision of all staff involved in providing services to children and families and vulnerable adults who are parents and/or who may pose a risk to children
- Ensure child protection is an integral part of Bowlers Nursery’s risk management strategy and that key staff are aware of the thresholds for triggering child protection enquiries and an assessment of risk of harm
- When necessary, conduct internal case reviews (except when they have had personal involvement in the case, when it will be more appropriate for the deputy/designated professional to conduct the review). The named professional will also be able to ensure the resulting action plan is followed up
- Develop, monitor and review procedures, specifications and standards, in line with the *London Child Protection Procedures* and government guidance and regulations, for child protection practice

- Ensure there are effective systems of child protection audit to monitor the application of agreed child protection standards.

¹ (Taken from the London Child Protection Procedures)

Bowlers will ensure that there is a designated person for child protection available at all times to discuss concerns.

As Aoife Morgan is the Lead Practitioner for Safeguarding, she will work closely with Rosie McLaughlin/ (Safeguarding Parent Advisor for the Management Committee) to ensure that she is meeting her safeguarding responsibilities.

4. SAFER RECRUITMENT:

4.1 The Manager (Aoife Morgan) has the duty to ensure that all staff that work with children are fit to do so and ensure the following checks and procedures take place

- a. 2 satisfactory references obtained prior to start date
- b. Employment history verified
- c. Enhanced Disclosure & Barring checks (DBS) are carried out (and updated every 3yrs) (adverts include references to DBS checks)
- d. At recruitment stage and at annual appraisals, a disclaimer must be signed and completed by staff regarding members of their household not being disqualified persons. (EYFS disqualification by association). If a member of staff admits or is found to be living with someone who is disqualified at recruitment stage then the offer of employment will be withdrawn. If admission occurs at an annual appraisal then the member of staff will be suspended on full pay until an Ofsted waiver comes through.
- e. Qualification & Identity checks
- f. Working in the UK verification
- g. 3 month probationary period (6 if necessary) with regular meetings
- a. Thorough Induction Process including discussing Safeguarding & all other policies

See Safer Recruitment Statement which includes Islington Safeguarding Childrens Board safe recruitment guidance

4.2 Students and volunteers

Students and volunteers who have a placement will have documentation from their organisation stating that similar checks have been carried out and they are fit to work with children; they will have limitations placed on them (that they will not be left unsupervised) to safeguard both themselves and the children. Students and Volunteers will also undergo an Induction Process which includes safeguarding and will regularly meet with their Supervisor for guidance and support.

4.3 Single Central Record

Bowlers Nursery will keep a single central record, covering the following people:

- all staff (including supply staff) who work at Bowlers.

The SCR is verification that the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check;
- further checks on people who have lived or worked outside the UK; this would include recording checks for those EEA teacher sanctions and restrictions
- a check of professional qualifications; and
- a check to establish the person's right to work in the United Kingdom.

We will ensure that DBS checks are renewed every three years for all staff, and will be a condition of service. Staff may subscribe to the DBS Update Service allowing a status check to be carried out regularly.

Bowlers has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child or if we have a reason to believe the member of staff has committed one of a number of listed offences and as a result we have removed them from working in Regulated Activity. Such referrals to the DBS apply to paid or unpaid staff where we are the employer and also applies where we would have removed that person from Regulated Activity had that person not resigned from our employment.

5. PROCESSES FOR MANAGING A DISCLOSURE OR ALLEGATION

5.1 Managing a Disclosure

It is very important that staff listen to a child's disclosure without judgement, panic or disbelief. Staff should not interview or question the child unduly unless they are clarifying what was said. Interviews can only be conducted by specialists in child protection.

Staff should reassure the child for disclosing any information and try to recall as much as possible in order to record it accurately as soon as possible after the disclosure. Members of staff, parents or users must follow the procedure as detailed below

5.2 Procedure for reporting concerns and making a referral²

1. Practitioner or Parent has a concern about a child's welfare they should raise this with the Lead Practitioner for Safeguarding (LPS) (**Aoife Morgan**) and in their absence the Deputy LPS (**Janet Abraham**)
2. LPS to telephone Children's Social Care in the Borough that the child resides

² (taken from Islington Council's 'Making a Child Protection Referral to Children's Social Care'- see flow chart attached)

3. The LPS to follow up the telephone referral in writing within 24 hours by completing a Children's Social Care Referral & Request for Services Form
4. A copy of the written referral to be sent to the Early Years Safeguarding Lead (**Gwen Fitzpatrick**)
5. Children's Social Care to decide the next course of action and will inform the Lead Practitioner for Safeguarding
6. LPS to start a chronology
7. Tracking Record to be maintained (if applicable)

The Lead Practitioner for Safeguarding will inform the parents of the allegation alongside the referral unless it is deemed that the child may suffer significant harm to do so; Children's Social Care will then inform the Parents of the referral.

5.3 Escalation policy and procedure

Working Together to Safeguard Children (2015) has devised an 'Escalation Policy & Procedure' in which it highlights the importance of professional resolution of disagreements in regards to child protection. In the event that a member of staff disagrees with the Lead Practitioner for Safeguarding not to refer a child protection concern they can contact Children's Social Care directly and inform them of their concern. The referrer must inform the LPS that they have taken this course of action.

5.4 Procedure for allegations against a member of staff

If there is an allegation or concern that any person who works with children, in connection with their employment or voluntary activity, has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates they are unsuitable to work with children (**taken from London Child Protection Procedures**)

This should be raised with the LPS as a matter of urgency and it is important that the following procedure is observed and implemented (**taken from Islington Council's Allegations made against a member of staff**)

1. Practitioner or Parent to inform the Lead Practitioner for Safeguarding. If the allegation is against the Manager or LPS then the Named Safeguarding Advisor on the Management Committee must be informed.
2. To assess the most appropriate course of action pertinent information must be collected by the LPS: the date & time of the alleged incident; an accurate account of what was said and by whom; the name of the person reporting the concern (including the date and time); the names of any other persons present; any other background information
3. The LPS must inform the Local Authority Designated Officer (LADO **Tim Javit**) who will advise the next course of action

Either

- a. Children's Social Care will be contacted if the situation is deemed serious; initially by telephone conversation and then followed up in writing using the Children's Social Care Referral & Request for Services Form. Children's Social Care will decide how to proceed and inform the LPS

Or

- b. If the LADO decides that Children Social Care do not need to be informed then the Nursery must follow their own investigation, complaints and disciplinary procedures. All information will then be passed onto the Lead Practitioner for Safeguarding and the Safeguarding Advisor for the Management Committee and a panel will be convened to make a decision. The timeframe for an investigation will follow that of a normal grievance procedure (28 days) The incident will be documented and parents informed;

Ofsted will be informed of any allegations made against staff (0300 123 1231); Ofsted and the LADO will be provided copies of all written documentation

5.5 It is likely that the member of staff maybe suspended (on full pay) once an allegation has been made against her/him – this is not a declaration of guilt but the way to protect all those involved in the matter and is merely procedure. The member of staff will be supported throughout the duration of the investigation and will be kept informed of all matters relating to the case unless it is deemed inappropriate by Children's Social Care or the Police.

5.6 In the event that the allegations are proven against the member of staff he/she will then face disciplinary procedures and could face dismissal for Gross Misconduct under Child Protection Procedures. Staff and parents will be informed that the member of staff's employment has been terminated; information will be limited and confidentiality will be maintained to protect the child/ren who may have been involved in the matter.

5.7 The nursery is obligated to inform the Disclosure and Barring Service and the Independent Safeguarding Authority if a member of staff's employment has been terminated and to ascertain whether they will be barred from working with children in the future.

5.8 Supporting children and families where abuse or allegations or abuse have occurred

It is important that throughout the entirety of any child protection procedure the child and their family are fully supported and are offered the opportunity to maintain their routine as much as possible.

6. REPORTING AND MONITORING SAFEGUARDING ISSUES:

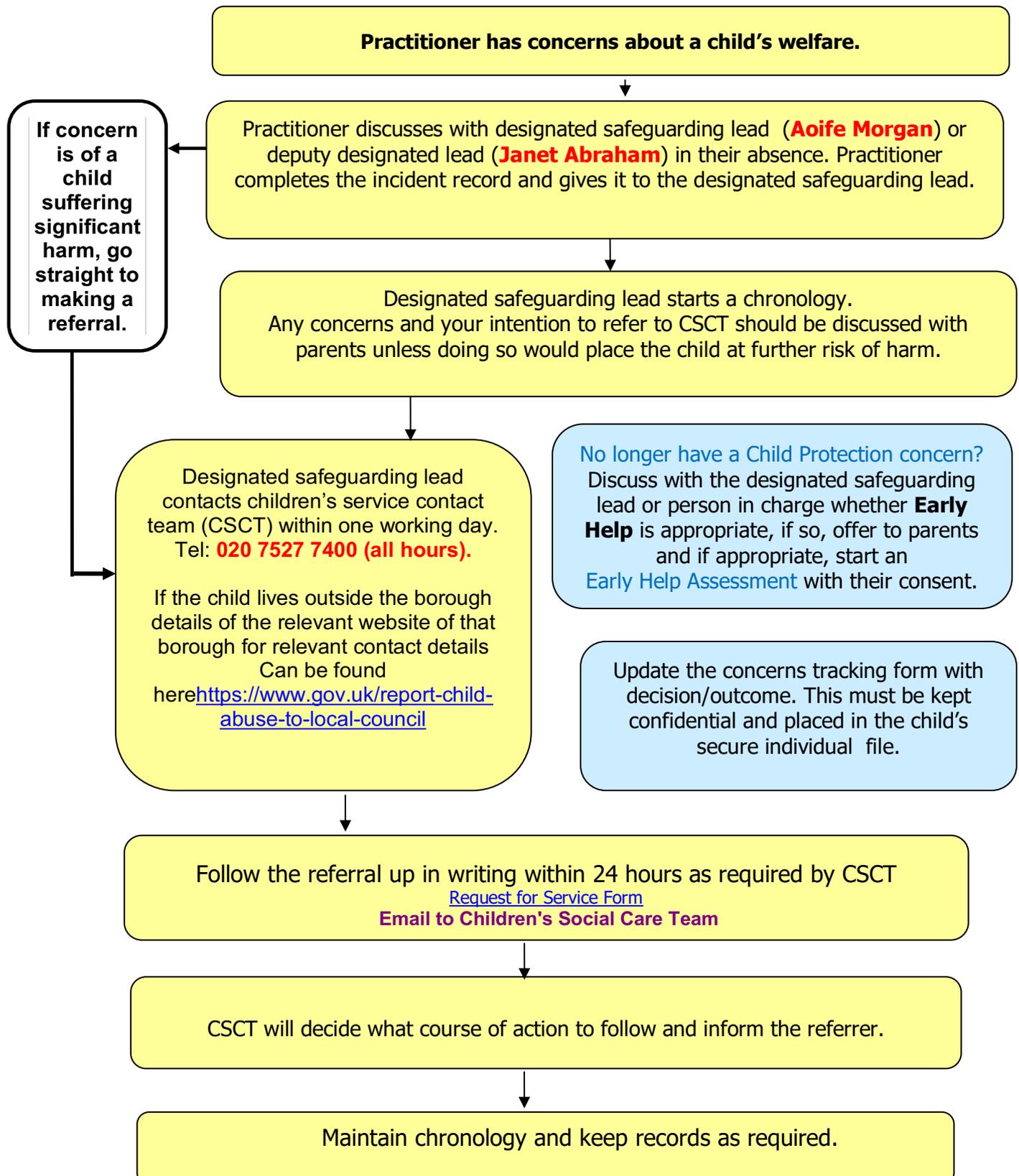
The Lead Practitioner for Safeguarding should inform the Safeguarding Parent Advisor on the Management Committee of any allegations made against a member of staff or any investigations in relation to child abuse at the nursery. A written annual report should be submitted at a Directors Meeting.

Safeguarding is placed on every agenda at Staff meetings, Insets and Supervision where any concerns about a child's well-being or welfare is raised; staff also accept their responsibility to disclose any concerns outside the set meetings highlighted above.

Safeguarding is included in Directors and Management Meetings and a small section is included in the monthly newsletter to ensure that parents and staff are kept up to date with important safeguarding information.

Making A Child Protection Referral

September 2022



Flowchart: Allegations Made Against A Member of Staff (September 2022)

If an allegation is made that a member of staff has harmed a child or is alleged to have behaved in a way in their private life that may suggest they are unsuitable to work with children and young people, the head or manager (**Aoife Morgan**) or in their absence the most senior member of staff (**Janet Abraham**), must be informed immediately. If the allegation concerns the manager/head, the chair of the board of governors/management committee/proprietor must be informed.

To assess the most appropriate course of action, the following initial information must be collated:

- the date and time of the observation or the disclosure
- the exact words spoken by the child/staff/member/parent/volunteer as far as possible
- the name of the person to whom the concern was reported (with date and time)
- the names of any other person present at the time
- wider relevant knowledge or background information

(Note: it is not appropriate at this stage to conduct formal interviews or take written statements from staff as this could compromise an investigation)

The Local Authority designated officer (LADO) **must be informed within one working day** on Tel: **020 7527 8102**.
[LADO Referral Form](#)

The LADO will clarify if and how the matter will be taken forward and what appropriate course of action should be taken
(A referral to the police may be made if it is a potential criminal offence)

After discussing the situation with the LADO it may become clear that a referral to Children's Services Contact Team (CSCT) is required.

Refer the allegation to Children's Services Contact Team: 020 7527 7400
Follow the referral up in writing within 24 hours as required by CSCT online
[CSCT REFERRAL](#)

Children's Social Care will contact the setting as to how to proceed. A formal strategy meeting will take place between Children's Social Care, the settings representative and the police (as appropriate). This meeting will agree what action is required immediately to safeguard and promote the welfare of the child, and/or provide interim services and support.

Ofsted **must** be informed within 24 hours on (0300 123 1231) of any allegation or concerns made against a member of staff. [Ofsted Notification Form](#)
(It is a breach of regulation if Ofsted are not notified within this time).

After discussing the situation with the LADO, it may become clear that a referral to Children's Services Contact Team is **not** required and the setting is to follow their own complaints and disciplinary procedures.

The incident should be documented and Early Years Safeguarding Leads Gwen Fitzpatrick 0207 527 5629 or Amanda Joy 020 7527 3154 should be informed of this outcome in writing where applicable.

The member(s) of staff may be suspended on full pay (in line with your HR procedures. This overall decision to suspend is vested in the chair of the board of Governors/ management committee/proprietor. Suspension is a neutral act and allows a full investigation of facts to take place.

Once the investigation is complete, Ofsted may visit to discuss the implications of the investigation. It may be necessary to implement the setting's disciplinary, grievance or complaints procedure.
DBS (Disclosure and Barring Service) must be informed if a staff member has been dismissed as a result of the allegation

8. LONE WORKING:

Staff should not be alone with a child except in valid circumstances such as a medical emergency or where a child may be so distressed that they may need some time away from others. Where possible, staff should ensure that they are at least in sight or hearing of other practitioners to safeguard the children as well as themselves.

9. E-SAFETY

It is important that we safeguard children from potential harm from outside influences such as unsuitable images, material or information from the internet. The children's safety and dignity must be protected and as such staff, parents & students cannot use personal cameras or mobile phones in the presence of children, especially during intimate care times. Bowlers Nursery recognises that e-safety is a fundamental issue in keeping children safe.

Aoife Morgan is the Lead Person for e-safety - see the main e-safety policy which includes guidance from Islington Safeguarding Childrens Board for further information.

10. MULTI AGENCY WORKING / EARLY HELP ASSESSMENTS

Working Together to Safeguard Children (2015) discusses the importance of 'Early Help' in which identified families should be supported proactively instead of reactively; as such, Bowlers Nursery will work very closely with families where we think that support from the nursery or signposting them to other services via our links with Margaret MacMillan, Islington's Inclusion team or indeed to Children's Social Care will be in the best interest of the child and family.

Early Help works on the premise that:

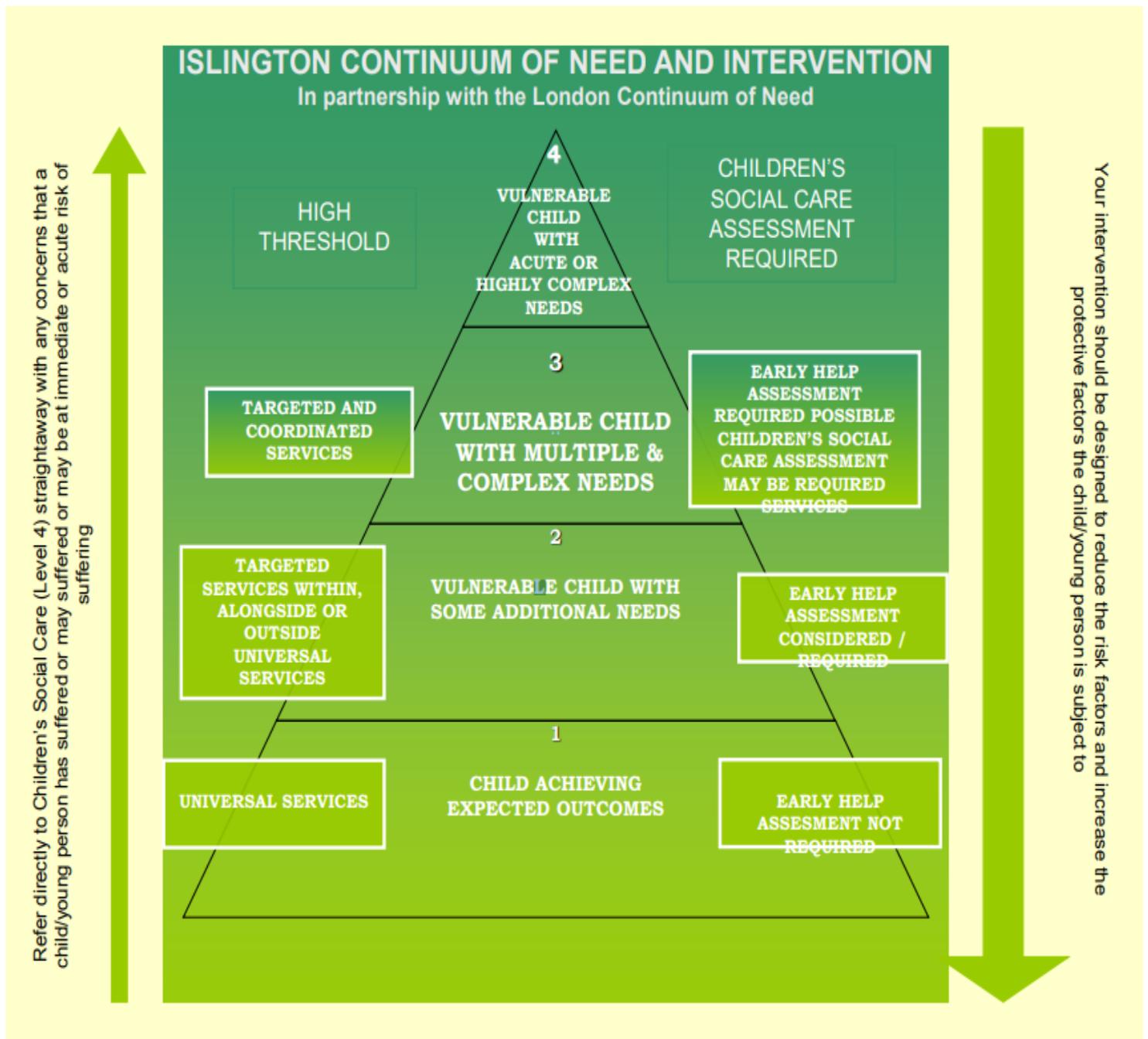
- effective early help relies upon local agencies working together to:
- identify children and families who would benefit from early help;
- undertake an assessment of the need for early help; and
- provide targeted early help services to address the assessed needs of a child and their family which focuses on activity to significantly improve the outcomes for the child

(taken from Working Together to Safeguard Children 2015)

All staff should be particularly alert to the potential need for early help for a child who, a: is disabled and has specific additional needs b: has special educational needs (whether or not they have a statutory education, health and care plan) c: Is a young carer d: is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups e: is frequently missing/goes missing from care or from home f: is misusing drugs or alcohol themselves g: Is at risk of modern slavery, trafficking or exploitation h: is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse o has returned home to their family from care i: is showing early signs of abuse and/or neglect j: is at risk of being radicalised or exploited k: is a privately fostered child.

The Early Help Assessment and Plan (formerly CAF) can help you identify neglect and intervene early. An Early Help Assessment should be considered when: 1: when you're

worried about how well a child/young person is progressing e.g., when there are concerns about their health, development, welfare, behaviour, progress in learning or any other aspect of their wellbeing 2: to assess the child/young person’s needs with their family and with other professionals as part of the Team around the Child/Family 3: to review progress and assess change.



11. CHILD OBSERVATIONS:

Child observations are an integral part of child development and as such allow the staff to identify any special educational needs which then enables them to put the appropriate interventions in place. Observations also give the staff an insight into

the children's disposition and behaviour and as such may recognise any changes in their temperament, which at times may be a factor in cases of abuse. It is possible that a Key Person maybe the first person to become aware that a child may be suffering some form of abuse or have this disclosed to them.

12. FUNDAMENTAL BRITISH VALUES (FBV):

The fundamental British values are interwoven throughout the Early Years Foundation Stage framework. The FBV focuses on democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs.

12.1 Democracy: making decisions together:

The staff seek to gather the views and opinions of the children to ensure that they feel valued and included in decision making. Children's ideas are sought for planning to ensure that their interests are catered for so that they engage well. Circle time enables the children to take turns in sharing their views on issues important to them; this is encouraged through questioning and prompting for children who are shy about sharing their opinions.

12.2 Rule of law: understanding rules matter as cited in Personal, Social & emotional development:

The staff help the children to understand that their actions, words and behaviour can hurt others; we help the children to identify and label their feelings as well as supporting them to manage their behaviour. The staff help the children to understand what is expected and what is appropriate behaviour; the children help to devise and agree on the 'golden rules' for example 'we all help to tidy up' using the 'tidy up song as a prompt'.

12.3 Individual Liberty: freedom for all:

It is important that children have a positive self-image and that they value their contribution to their family, friends, nursery and the wider world. The staff promote children's understanding of their similarities whilst helping them to respect their differences through discussions and themes such as 'All about me'.

12.4 Mutual respect and tolerance: treat others as you want to be treated:

We want to ensure that our ethos reflects our practice of inclusion and tolerance and that this is very much shared with the children and families. We endeavour to have a nursery which offers a provision to reflect the varied cultures in Islington. Multi-cultural evenings and celebration of different festivals enable the children to understand and accept their cultural differences and to promote their tolerance. It is also important that the children and families can access all of our provision and we make it as inclusive as possible. Children are encouraged not to stereotype and they are supported in gaining a positive attitude to both genders.

13. THE PREVENT DUTY

From July 2015 'The Prevent Duty' obligates childcare providers to work with families to ensure that they do not get 'drawn into terrorism'. Working closely with children and their families enables us to identify those that may be easily persuaded or drawn into extremist views. The Early Years Foundation Stage encourages the staff to promote children's self-confidence, value themselves as individuals and to be critical thinkers and encourages them to share their views and opinions; promoting the fundamental British values helps to ensure that children are protected from radicalisation and extremism.

The nursery has a duty to follow safeguarding guidance and make a referral where there is cause for concern. 'Channel' is a programme 'which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism'

Parents and staff are given a hand out of The Prevent Duty for further guidance.

14. BULLYING

Bullying is an anti-social behaviour which manifests in physical, verbal and emotional abuse, which can be aggressive or intimidating. Bowlers Nursery does not tolerate this behaviour and an anti-bullying statement will be devised.

Supporting and helping the children to manage their feelings and behaviour is a significant focus within Personal, Social & Emotional Development. The Positive Behaviour Policy outlines how children and their families are supported in managing children's behaviour.

15. PRIVATELY FOSTERED CHILDREN

It is crucial that staff at the nursery understand the severity of children who may be privately fostered as these children may be at risk of sexual exploitation, fraud or domestic servitude. It is the duty of the nursery to ascertain parental responsibility of all children who attend and where there may be concerns this should be brought to the attention of Children's Social Care.

'The Children Act 1989 defines private fostering as occurring when a child under sixteen (or under eighteen if disabled) is placed for twenty-eight days or more in the care of an adult who is not their close relative. • Parent • Legal guardian • Direct sibling • Uncle/aunt • Grandparent • Step parent (through marriage or civil partnership)'

16. PROFESSIONAL & PERSONAL BOUNDARIES AND PROFESSIONALISM

Staff are expected to observe professional and personal boundaries whilst they are employed by Bowlers Community Nursery and are advised not to place themselves in a position where an allegation can be made against them; to this end and in line with staff contracts staff are not permitted to 'Baby sit/care' for children away from the nursery setting

17. WHISTLE-BLOWING:

Personal & Professional Boundaries give the staff a professional framework to work within; working outside of these boundaries gives all staff the right to question how their peers are working which is why it is important to develop a 'peer culture' in which to do so.

Safeguarding is an issue raised in staff supervision in accordance with the Early Years Foundation Stage (Statutory Framework 2017) so any concerns can be discussed in a confidential context.

Please see main whistle-blowing policy

18. DOCUMENTATION AND CONFIDENTIALITY

Information pertaining to Child Protection issues are kept separate and secure from the children's development records so that it is not accessible to everyone. Files

relating to Child protection are strictly confidential and will only be shared and discussed on a need to know basis.

There may be occasions when certain information is required on a child in relation to child protection issues such as:

- Disclosures
- Discussions with and concerns from staff
- Discussion with parents

This information will be signed and dated and kept on file should other agencies (such as Childrens Social Care) request the information. All decisions made especially the decision to refer to Childrens Social Care must also be recorded. Once involved, Childrens Social Care will be the lead agency in investigating allegations of abuse and will decide whether a Child Protection Conference needs to be convened; it is possible that the nursery may have to provide the following information³:

- Full names (including aliases and spelling variations), date of birth and gender of child/ren;
- Family address and (where relevant) school / nursery attended;
- Identity of those with parental responsibility;
- Names and date of birth of all household members;
- Ethnicity, first language and religion of children and parents;
- Any special needs of children or parents;
- Any significant / important recent or historical events / incidents in child or family's life;
- Cause for concern including details of any allegations, their sources, timing and location;
- Child's current location and emotional and physical condition;
- Whether the child needs immediate protection;
- Details of alleged perpetrator, if relevant;
- Referrer's relationship and knowledge of child and parents;
- Known involvement of other agencies / professionals (e.g. GP);
- Information regarding parental knowledge of, and agreement to, the referral;
- The information held on Contact Point, where available. If there is a flag, establish the reasons for this.

19. INFORMATION SHARING

19.1 The need to share information is essential in order to make an assessment and provide the right support for children and their families. A multi-agency approach will need information to be shared in order to be effective in meeting the needs of a child who may be at harm. The children's welfare is paramount and as such practitioners should not be worried about passing on information. Practitioners should not assume that other professionals will share information and therefore it is their responsibility to share information that they have gathered in their setting (Working together to safeguard child 2015)

³ Taken from the London Child Protection Procedures

19.2

The Lead Practitioner for Safeguarding will inform parents what information has been shared with what agencies. The Safeguarding Parent Advisor for the Management Committee will only be informed that a referral has been made and will not be privy to all information.

19.3 GDPR

The (London Safeguarding Children) Board recommends that ‘legal obligation’ and ‘public task’ (as defined in the GDPR) are relied on as the primary basis for processing information to establish whether or not there is a need to safeguard the welfare of a child. This means that, whilst families at Bowlers will be informed when personal data is being shared or processed, their consent will not be required. It is no longer necessary to seek consent to share information for the purposes of safeguarding and promoting the welfare of a child. It does, of course, continue to be good practice to inform parents / carers that you are sharing information for these purposes and to seek to work cooperatively with them. Bowlers should also ensure that parents / carers are aware that information is shared, processed and stored for these purposes via their Privacy Notice and Child Protection Policy.

20. CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

Children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. The child protection policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children. This can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

Awareness of these additional barriers is reflected in the training for staff.

20.1 CHILDREN MISSING FROM EDUCATION

A child going missing from education is a potential indicator of abuse or neglect. We will follow Bowlers procedures for unexplained absence, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. We are mindful that children in maintained nursery provision are not yet at statutory school age. However, when a child is absent from nursery for a period of more than two days, the administration team will call home contact numbers to ascertain the reason for absence. This will be reported to the safeguarding lead and will continue to be monitored.

It is essential that staff are alert to signs to look out for and individual triggers to be aware of, when considering the risks of potential safeguarding concerns such as travelling to conflict zones and Female Genital Mutilation.

20.2 CHILD SEXUAL EXPLOITATION

“Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the

victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.”

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who suffer from sexually transmitted infections
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time
- Children who regularly miss school or education or do not take part in education

Staff will report any concerns to the safeguarding designated lead.

DEFINITION OF CHILD ABUSE & NEGLECT

21. CONCEPT OF SIGNIFICANT HARM

The *Children Act 1989* introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children, and gives local authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

21.1 Physical Abuse:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child.

Physical abuse indicators	
Physical indicators	Behavioural indicators
<ul style="list-style-type: none"> • Unexplained injuries – bruises / abrasions / lacerations • The account of the accident may be vague or may vary from one telling to another. • Unexplained burns • Regular occurrence of unexplained injuries • Most accidental injuries occur on parts of the body where the skin passes over a bony protrusion. 	<ul style="list-style-type: none"> • Withdrawn or aggressive behavioural extremes • Uncomfortable with physical contact • Seems afraid to go home • Complains of soreness or moves uncomfortably • Wears clothing inappropriate for the weather, in order to cover body. • The interaction between the child and its carer

21.2 Emotional Abuse:

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

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Imposing age or developmentally inappropriate expectations on children
These may include interactions that are beyond the child's developmental capability, as well as over-protection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- Serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children
- Exploiting and corrupting children

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Emotional abuse indicators	
Physical indicators	Behavioural indicators
<ul style="list-style-type: none"> • Poor attachment relationship • Unresponsive / neglectful behaviour towards the child's emotional needs • Persistent negative comments about the child. • Inappropriate or inconsistent expectations • Self-harm 	<ul style="list-style-type: none"> • Low self-esteem • Unhappiness, anxiety • Withdrawn, insecure • Attention seeking • Passive or aggressive behavioural extremes

21.3 Sexual Abuse:

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts.

Sexual abuse includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under s5 *Sexual Offences Act 2003*.

Sexual abuse also includes non-contact activities, such as involving children in looking at, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Sexual abuse indicators	
Physical indicators	Behavioural indicators
<ul style="list-style-type: none"> • Sign of blood / discharge on the child's underclothing. • Awkwardness in walking / sitting • Pain or itching – genital area • Bruising, scratching, bites on the inner thighs / external genitalia. • Self-harm • Eating disorders • Enuresis / encopresis • Sudden weight loss or gain 	<ul style="list-style-type: none"> • Sexually proactive behaviour or knowledge that is incompatible with the child's age & understanding. • Drawings & or written work that is sexually explicit • Self-harm / Suicide attempts • Running away • Substance abuse • Significant devaluing of self • Loss of concentration

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21.4 Neglect:

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment
- To be unresponsiveness to a child’s basic emotional needs

Neglect indicators	
Physical indicators	Behavioural indicators
<ul style="list-style-type: none"> • Unattended medical need • Underweight or obesity • Recurrent infection • Unkempt dirty appearance • Smelly • Inadequate / unwashed clothes • Consistent lack of supervision • Consistent hunger • Inappropriately dressed 	<ul style="list-style-type: none"> • Poor social relationships • Indiscriminate friendliness • Poor concentration • Low self-esteem • Regularly displays fatigue or lethargic Frequently falls asleep in class • Frequent unexplained absences

21.5 Domestic Violence:

Domestic Violence is considered a form of abuse which if witnessed by children can greatly impact on their development and emotional well-being. Children whose parent or guardian suffers domestic violence is at a greater risk of physical or sexual abuse.

Domestic Violence is defined as: ‘Any incident or pattern of incidents of controlling*, coercive** or threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality’. Domestic Violence can include but not be limited to the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

*Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

**Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim' (*taken from Islington Safeguarding Children Board*)

It is important that staff develop positive relationships with the families so that they can recognise and respond to any concerns of domestic violence. A referral will be made where there are concerns to a child's welfare due to domestic violence. The Free phone 24 Hour National Domestic Violence Helpline is a national service for women experiencing domestic violence, their family, friends, colleagues and others can call on their behalf. The 24 hour Free phone number is: **0808 2000 247**

22. Female Genital Mutilation:

FGM is considered child abuse and a grave violation of the human rights of girls and women. It comprises of procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal to subject any child to FGM in the UK and to take a child abroad to undergo FGM.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers in England and Wales, to personally report to the police where they discover (either through disclosure by the victim or visual

evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions.

It will be rare for teachers to see visual evidence, and they should not be examining pupils.

Any member of staff who has an FGM concern should discuss with the designated safeguarding lead who will involve the children's social care as appropriate.

Typical identifiers / triggers are:

- Family comes from a community known to practice FGM
- Family / child may ask to be excused from physical activities such as climbing in the outdoor area
- Family / child may confide that she is going to a 'special ceremony' when on holiday
- Female child is known to have a sister that has already undergone FGM

22.1 Witchcraft/Spirit Possession

There have been a small number of cases where children have been identified as having suffered abuse by their families because they believe their child to be 'involved in witchcraft' or be 'possessed'. Beliefs such as these can be detrimental to a child's physical, mental and emotional well-being as they may suffer abuse such as beating/burning, isolation or starvation. Although this belief is neither widespread nor isolated to particular countries, cultures or religion, staff will need to be open to the fact that certain families may have this belief and will need to monitor factors such as a child's attendance, behaviour and disposition. All

concerns should be shared with the Lead Practitioner for Safeguarding who will seek advice from Childrens Social Care.

22.2 ‘Honour Based Violence

‘Honour-based’ violence (HBV) encompasses crimes which have been committed to protect or defend the ‘honour’ of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so-called HBV are abuse (regardless of the motivation) and will be handled and escalated as such.

Location of policy

The Safeguarding & Child Protection Policy along with other policies are kept in a folder in the Lobby and is also displayed on the wall so that staff, parents and users of the nursery can have access to the folders at all times. The Flow Charts for ‘Procedure for Reporting Child Protection Concerns’ and ‘Reporting Allegations against Staff’ are also displayed on the lobby wall.

CHILD/Young Person Safeguarding Concern/Incident Record v3

Name of setting:

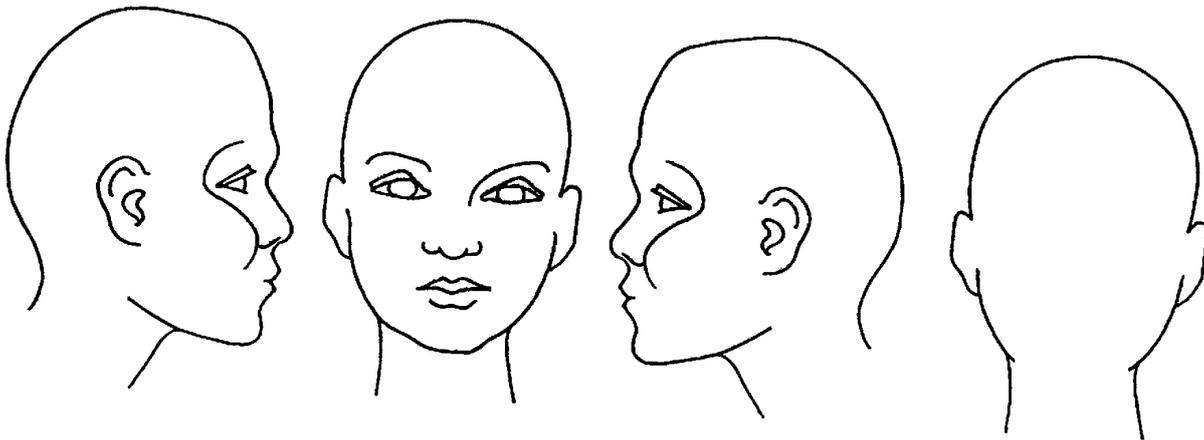
All staff/volunteers should use this form to report concerns/incidents relating to children and young people to the Designated Safeguarding Lead without delay. (NB. there is a separate form for concerns/incidents relating to babies and toddlers)

To be completed by member of staff/volunteer reporting concern/incident	
Child’s Name:	DOB:
Name of person completing form:	Role:
<p>Date of concern/incident: <i>(factual information only)</i> <i>Who, what, where, when, witnesses? Include immediate response by member of staff/volunteer. Describe any injury and account given by child/parent (if appropriate at time of incident). Use body map overleaf to record any injury clearly.</i></p>	
Reported to: (name of the DSL on duty at time)	

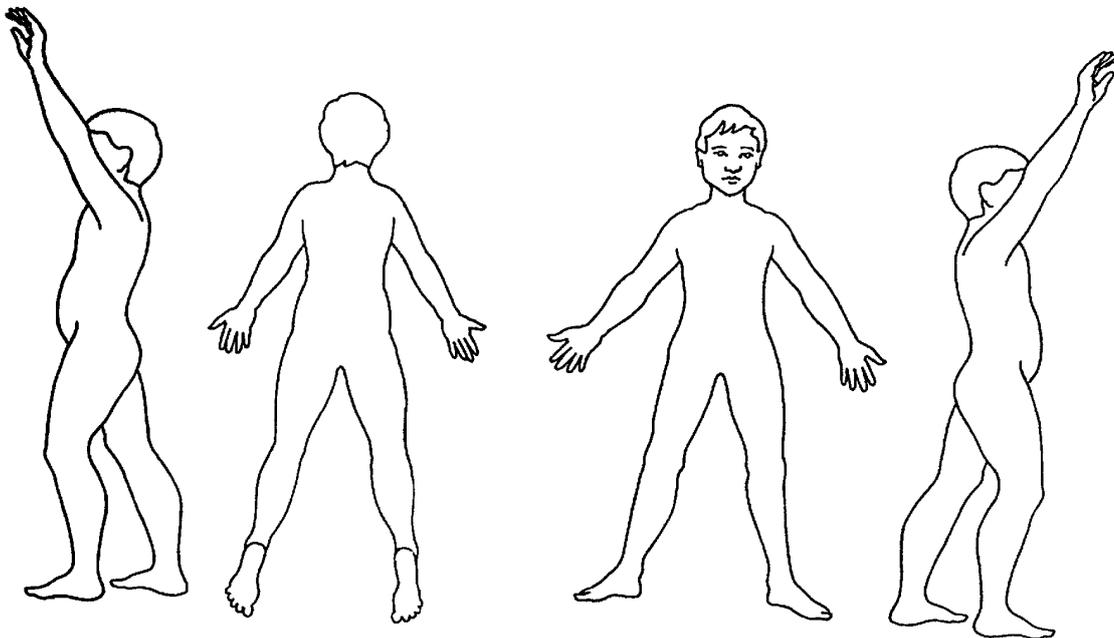
Signed:	Date:
To be completed by Designated Safeguarding Lead or Deputy Designated Safeguarding Lead	
Print name:	Designation:
<p>Immediate action taken (<i>e.g. discussion with parents/carers, logged on chronology, advice sought and/or referral to statutory or early help services</i>)</p>	
<p>Parent response to concern/incident? (<i>if discussed with parents/carers, note discussion and include on chronology; if not, state reasons why. If referring to other agencies, note whether consent is sought and given</i>)</p>	
Signed:	Date:

Body Map – to be completed where there is a noticeable injury/mark

Head



Body



When you notice an injury to a child, try to record the following information in respect of each mark:

- Exact site of injury on the body, e.g. upper outer arm/left cheek
- Size of injury - in appropriate centimetres or inches
- Approximate shape of injury, e.g. round/square or straight line
- Colour of injury - if more than one colour, say so - Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere? Does the child say they are or, appear to be, in pain?
- Is there a scab/any blistering/any bleeding? Does the child feel hot?
- Is the injury clean? or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Did the parent/carer inform the centre at time of arrival?

SAFEGUARDING & CHILD PROTECTION POLICY UPDATED SEPTEMBER 2019

Signature: _____ (Manager)

Signature: _____ (Director)

Addendum: **COVID-19** Please refer to the COVID-19 Risk Assessment 2020

CONTACT DETAILS

ISLINGTON CHILDRENS SOCIAL CARE:

Children's Services Contact Team
Telephone: 020 7527 7400
Switchboard: 020 7527 7000
Fax: 020 7527 7042
Emergency Out of Hours Duty Social Worker
Telephone: 020 7226 0992 Fax: 020 7527 7066

The Children Services Contact Team Referral & Request for Services form must be sent within 24 hours of making a referral

NB: If advice needs to be sought on how to deal with a child protection concern or find out whether it is something you should refer, you can speak to the Duty Child Protection Co-ordinator on 020 7527 8102.

Ofsted Enforcement Team

Piccadilly Gate, Store Street
Manchester M1 2WD
Ofsted Helpline: 0300 123 1231
Fax: 0300 123 3159
Email: enquiries@ofsted.gov.uk

Islington Early Years Safeguarding Designated Officer

Gwen Fitzpatrick, Team Leader Early Years Workforce Development
2nd Floor Laycock St. London N1 1TH
Telephone: 020 7527 5629
Fax: 020 7527 5651
Email: gwen.fitzpatrick@islington.gov.uk

Local Authority Designated Officer (LADO) TEAM

222 Upper Street, London N1 1XR
Telephone: 020 7527 8066
Email: Lado@islington.gov.uk

To inform the Education Welfare Service

Soola Georgiou, Education Welfare Service Team Manager (Safeguarding)
Cambridge Education & Islington
First Floor, 222 Upper Street, N1 1XR
Telephone 020 7527 5845

The Lead Practitioner for Safeguarding must contact Childrens Social Care in the borough he/she resides in:

Hackney Children Social Care Initial Assessment Team

Telephone: 020 8356 5500

Out of hour's telephone: 020 8356 2300

Haringey Children Social Care Referral and Assessment Team

020 8489 4470

Out of hours' telephone: 020 8489 0000

Camden Children Social Care Services

Telephone: 020 7974 3317

Out of hours' telephone: 020 7974 4444

Holloway Police Station

Telephone: 020 7704 1212

Or dial 999 in the event of an emergency

*Islington Council Counselling Service 0800 243 458