

## **Policy on Safeguarding Children**

Little Gems Nursery complies with all the legal requirements set out in the revised 'Statutory Framework for the Early Years Foundation Stage' – March 2021. We have used The Hackney Education Safeguarding and Child Protection guidance to devise this policy.

**Our Lead Officer for Safeguarding children is Sadiqah Maljee and Our Deputy Officer is Shakira Patel.**

### **Code of Practice**

As an Early Years setting, we aim to keep children safe by adopting the highest possible standards and taking all reasonable steps to promote children's welfare, prevent impairment of children's mental and physical health and protect children from harm.

All parents and carers are asked to read this document carefully, prior to a child being placed.

The purpose of this Child Protection Policy is to set a clear protocol of action and a framework of our responsibilities and legal duties in relation to your child's welfare. As such, it complies with all relevant legislation and other guidance and advice from [City & Hackney Safeguarding Children Partnership](#) (CHSCP) and the [London Child Protection Procedures](#).

All staff, volunteers and students are expected to abide by this policy and any other connected to it.

We aim to put children's needs first at all times. We hope to encourage children to be confident and assertive, and to develop a trusting and respectful relationship with the children in our care, so that they know they will be listened to and believed.

The [Statutory Framework for the Early Years Foundation Stage](#) (EYFS) states "A practitioner must be designated to take lead responsibility for safeguarding children in every setting. The lead practitioner is responsible for liaison with local statutory children's services agencies. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect." A Designated Lead for Safeguarding will be available at all times the setting is open, for staff to discuss any concerns.

In accordance with the EYFS, as providers, we will have regard to the Government's statutory guidance [Working Together to Safeguard Children 2018](#) and to the [Prevent duty guidance](#). We may also refer to [Keeping Children Safe in Education](#) statutory guidance for schools.

As providers, if we have concerns about children's safety or welfare, we must notify agencies with statutory responsibility without delay. The hope is to ensure a reliable and effective response in the event of any concern for your child's welfare, and to support your child and your family.

This policy adheres to the following concepts from the United Nations Convention on The Rights of the Child:

***Non-discrimination*** - All the rights apply to all children equally regardless of their race, sex, religion, language, disability, opinion or family background. (Article 2)

***Best interests of child*** - When adults or organisations make decisions which

affect children, they must always think first about what is best for the child.  
(Article 3)

**The child's view** - Children have the right to say what they think about anything which affects them. When courts or official organisations make decisions which affect children, they must listen to what children want and feel. (Article 12)

### Parents' & Carers' Responsibilities

The best way to ensure the highest care for your child is to develop a good partnership and to ensure a continuity of care between your home and our care. We can do this together by **sharing information regularly** about your child. If your child has any health problems or has suffered an accidental injury away from our care, you must inform us when you leave a child in our care so that we can keep a record of it. We will both sign and date this record. Likewise, if your child suffers an injury in our care, we will record it and we will both sign and date this record.

### Definition of Abuse

A form of maltreatment. Someone may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children can be abused by an adult or adults, or another child or children. Children's Social Care will be notified if any professional suspects that a child is either suffering or at risk of suffering significant harm. Significant harm may constitute a single traumatic event or a build-up of concerns or a series of incidents over time.

There may be additional barriers to recognising signs of abuse and neglect of children who have additional needs and/or disabilities. We aim to be aware of any potential vulnerabilities of the children in our care and of their families.

The law recognises the following categories of abuse under the Children Act (1989):

## Neglect

- Persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of a child's health or development.
- Neglect may occur during pregnancy as a result of maternal substance misuse.
- Once a child is born, neglect may involve a parent or carer 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 use of inadequate care givers)
- ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to a child's basic emotional needs

## 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 or carer fabricates the symptoms of, or deliberately induces, illness in a child

## Emotional Abuse

- Persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on a child's emotional development
- May involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person
- Not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate
- May feature age or developmentally inappropriate expectations being imposed on children
- These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- May involve serious bullying (including cyberbullying)
- Causing children to feel frightened or in danger, or the exploitation or corruption of children
- Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

## Sexual Abuse

- Forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening
- May involve physical contact including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- May also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse.
- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## Responsibilities

<p><i>Training</i></p> <ul style="list-style-type: none"><li>• We are responsible for training all staff to understand our policies &amp; procedures and ensure that all staff update their safeguarding knowledge at least annually.</li><li>• All staff will be able to access training (every 2 years) to enable them to identify signs of possible abuse/neglect &amp; to respond appropriately.</li></ul>	<p><i>Child Protection</i></p> <ul style="list-style-type: none"><li>• If any professional becomes concerned that a child might be at risk of abuse, it is our <b>legal duty</b> to pass on our concerns to the appropriate professionals who can assess what action, if any, is in the best interest of the child.</li><li>• We will inform you when we have done this, <b>except</b> in cases where this could put your child at greater risk.</li></ul>	<p><i>Allegations</i></p> <ul style="list-style-type: none"><li>• We will immediately inform the <b>Designated Officer for the Local Authority (LADO)</b> when an allegation is made against any member of staff, or against anyone employed (whether paid or unpaid).</li><li>• We have a legal duty to inform <b>Ofsted</b> if an allegation of abuse is made against a staff member and of the investigation outcome</li></ul>
<p><i>Good Communication</i></p> <ul style="list-style-type: none"><li>• We aim to build a good relationship with parents and carers to ensure that we can provide a good continuity of care between the child's home and our care.</li><li>• We endeavour to work with the family to protect their children and promote their welfare.</li><li>• Some children may be considered <b>vulnerable</b> for various reasons and we will work with parents/carers and other relevant professionals, to ensure that they get the support they need.</li></ul>	<p><i>Confidentiality</i></p> <ul style="list-style-type: none"><li>• We maintain appropriate boundaries with regard to confidential information regarding your child.</li><li>• However, we cannot keep any information to ourselves if we believe that someone may be at risk of harm – and we will need to inform the appropriate agency/professional.</li><li>• We keep confidential records on children for a period of at least three years after they have left the setting.</li><li>• Child protection records will be kept longer.</li></ul>	<p><i>Registration Requirements</i></p> <ul style="list-style-type: none"><li>• We have made the setting safe for children, according to the requirements set out in the <b>Statutory Framework for the Early Years Foundation Stage (Department for Education)</b> and by <b>Ofsted</b>.</li><li>• We have regard to <b>Working Together to Safeguard Children 2018 (HM Gov)</b> and to the <b>Prevent Duty guidance for England and Wales 2019 (HM Gov)</b>.</li><li>• We may also consult <b>Keeping Children Safe in Education 2020 (HM Gov)</b></li></ul>

### Responsibilities (continued...)

<i>Accident/Injury Book</i>	<i>Police Check</i>	<i>Mobile Phone Photography</i>	<i>Intimate Care</i>
<ul style="list-style-type: none"><li>• If your child develops any health problem or suffers an injury during the time that she or he is in our care, we will keep a record of the event and inform you about it upon collection of your child, or immediately by phone, in the event of an emergency. We will both log, sign and date the incident.</li><li>• You must tell us if your child has sustained an injury out of our care, so that we can log it and both sign and date it.</li><li>• In an emergency, we have a duty of care to act <i>in loco parentis</i> and will ensure that your child receives the necessary emergency police, medical, social or emotional care they require.</li></ul>	<ul style="list-style-type: none"><li>• All members of staff (paid or unpaid), including frequent visitors, have a recent and clean enhanced <b>Disclosure &amp; Barring Service (DBS) check</b> - this is required for any professional who works with children.</li><li>• We will not allow anyone whose suitability has not been checked, to have unsupervised contact with children being cared for.</li><li>• CHSCP Safer Recruitment Guidelines, recommend that it is good practice to conduct repeat checks every 3 years- either by means of the DBS Update Service or otherwise.</li></ul>	<ul style="list-style-type: none"><li>• Mobile phones will not be used by staff in the setting during working hours.</li><li>• We will be mindful of the use of mobile phones, cameras and other technology, by other people who come into contact with the children in our care, eg parents, contractors etc.</li><li>• Taking and displaying pictures of children playing and involved in tasks can be affirming and validating. We will seek your written permission prior to photographing or filming children in our care and will state the precise circumstances in which they will be photographed and filmed and what will happen to these images.</li></ul>	<ul style="list-style-type: none"><li>• We will agree the nature and frequency of the intimate care that your child receives in our care prior to your child remaining in our care. Examples of intimate care include going to the toilet, changing nappies, washing and bathing.</li><li>• We always aim to encourage children to strive for greater independence at all stages of their development.</li><li>• We will follow our Intimate Care policy and procedures and these will be discussed with all parents.</li></ul>



*Managing Children's Behaviour*

- All staff are responsible for managing children's behaviour in an appropriate way.
- Staff will not give corporal punishment to a child and take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person living or working in the premises where care is provided.
- Staff must not threaten corporal punishment, and must not use or threaten any punishment which could adversely affect a child's well-being.

*Staff Behaviour*

- All staff are expected to behave in a professional manner at all times and act as positive role models for the children in their care.
- All staff adhere to the setting's Staff Behaviour policy.
- Staff will not be taken to have used corporal punishment (and therefore will not have committed an offence), where physical intervention was taken for the purpose of averting immediate danger of personal injury to any person (including the child). A record of the incident will be kept and parents/carers informed as soon as possible.

*Online Safety*

- The setting will ensure the appropriate safe use of all electronic equipment.
- Appropriate filters will be put in place.
- Senior staff will oversee the safe use of electronic & social media by all staff & children and take action immediately, if there are concerns about bullying or risky behaviours.
- All staff will adhere to the setting's Online Safety policy.

*Attendance*

- We monitor children's attendance and consider any possible safeguarding concerns when absence is unexplained.
- We follow our Attendance Policy.

*Female Genital Mutilation*

- All staff are aware that FGM is illegal and a form of child abuse.
- Regulated professionals are aware of their duty to report to the police as per the Serious Crime Act 2015.

*Prevent*

- We are mindful of our duty under the Counter-Terrorism and Security Act 2015, to have due regard to the need to prevent people from being drawn into terrorism.
- We will promote British Values in our setting.

## **Information Sharing**

Effective sharing of information is essential for early identification of need, assessment and service provision to keep children safe. The Data Protection Act 2018 and the General Data Protection Regulation allows for storage and sharing of information for safeguarding purposes, including information which is sensitive and personal, which should be treated as 'special category personal data'. Practitioners are allowed to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.

### **Seven Golden Rules for Information Sharing** ([Information Sharing, 2018](#))

1. Remember that the GDPR and Data Protection Act are not barriers to justified information sharing
2. Be open and honest
3. Seek advice if you are in any doubt
4. Share information with consent, where appropriate
5. Consider safety and well-being
6. Necessary, proportionate, relevant, accurate, timely & secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is only shared with people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is securely shared
7. Keep a record of your decision and reasons for it – whether to share information or not

## **Record Keeping**

Records will be kept whenever there are any concerns that might indicate possible abuse or neglect. This includes physical presentations on the child's body, change in moods or behaviour, statements or drawings from the child, and any concerns around parental behaviour or non-attendance.

Records will include specific and objective accounts, the date and time of the incident, the name, date of birth and address of the child, action taken, who information has been shared with and a stated opinion or interpretation of the facts. When a child leaves the setting, any Child Protection records should be sent to the new setting, addressed to their Designated Professional Lead for Safeguarding. The setting will keep copies of these records.

## **Safer Recruitment**

As early years practitioners, it is vital that we adopt recruitment and selection procedures that help deter, detect, and reject people who might harm children, or are otherwise considered unsuitable to work with them. We are committed to ensuring that all staff members are vetted, qualifications and identity checked, subject to Disclosure and Barring Service checks and written references are taken up, with one from the most recent employer. We will adhere to the [City and Hackney Safeguarding Children Partnership's 'Safe Recruitment Minimum Expectations'](#). For further details please refer to our safer recruitment policy.

## **Domestic Violence**

Seeing, hearing or knowing of a parent being abused is traumatic for children and can have long-term damaging emotional and psychological effects. Wherever domestic violence is suspected in a home where a child is resident, we have a duty under the [London Child Protection Procedures](#), to refer this information to Social Care services.

### Child Protection Procedures

I talk my concerns through with the setting's  
Designated Professional Lead for Safeguarding

\_\_\_\_\_Sadiqah Maljee\_\_\_\_\_

or their Deputy, in their absence: Shakira Patel\_\_



DSL discusses concerns with the child's parents  
(unless there is concern that this will place the child  
at greater risk - for example, as may be the case for instances of  
suspected physical or sexual abuse)



The DSL telephones the First Access & Screening Team at Hackney Children's  
Social Care for advice and/or makes a referral, followed up by a written  
referral within 24 hours. (For children who live in neighbouring boroughs,  
contact will be made with the appropriate Children's Social Care team)



The DSL and/or the key worker, attend professionals meetings, case  
conferences and core groups, as required, and continue to share information  
with the appropriate professionals and to work to support the child and  
her/his family



## Early Help - The Hackney Child Wellbeing Framework for Children and Families with support needs

Mostly we work with children who have additional needs before they meet the acute threshold that demands a child protection referral. As an Early Years setting, we can support these children by working with other relevant professionals, using the [Hackney Child Wellbeing Framework](#).

The *Hackney Child Wellbeing Framework* focuses upon the needs and risk to children and families within their environment or context. It is intended to support discussion about levels of harm and attempts to give an indication of what might be an appropriate response to the needs of a child, family or context by defining three levels:

**Universal** – a response by universal services, often working individually.

**Universal Plus and Universal Partnership Plus** – a response by universal services working together in universal settings and sometimes bringing additional targeted resources into a multi-agency partnership plan to both assess and address concerns.

**Complex and or high risk** – a response that requires multi-agency and/or specialist services, often governed by statutory frameworks, to take the lead role.

Some of the targeted services that can support universal services include children's centres, family support services, First Steps, Young Hackney, SEN, behaviour and educational support, speech and language therapy, short breaks and transition, and voluntary and community services.

When needs are numerous or sufficiently intense to require a Universal Plus or Universal Partnership Plus response, this will often require a written early help plan, so that the family and all workers involved are aware of the outcomes we hope to achieve, who is responsible for the actions to achieve them and how we will know when we are successful.

When children, families or contexts have complex needs or are high risk, specialist support will sometimes be provided by statutory social work services or through multi-agency partnerships. These are often situations where the child is at risk because of issues in parenting or carer capacity or risks outside the family home. The pathway and processes for responding to need are described in the [Hackney Children & Young People's Services Resource Guide for Professionals](#).

It is important to remember that each child and family and extra-familial context will have a unique set of needs and strengths. The Child Wellbeing Framework is a guide and is not intended to replace professional knowledge, experience and discretion.

Professionals should be alert to the likely cumulative effect on children and young people of multiple concerns and consider whether the presence of numerous indicators (about the parenting being provided or within the extra-familial environment) amounts to the child's needs not being met.

Early Years professionals can access support through the area Strategic Children's Centre which coordinates fortnightly Multiagency Team (MAT) meetings.

Staff member has **concerns** about a child's welfare but doesn't think they are at risk of significant harm

Staff shares concerns with DSL & records in detail

With parental consent, DSL makes a early help referral to MAT Co-ordinator, who invites relevant professionals and family to attend the next MAT meeting

### Allegations

**All** staff have a legal responsibility to report concerns about professional conduct of colleagues whose behaviour might harm a child. All staff should be aware of how to identify and respond in a timely appropriate way to any inappropriate behaviour displayed by other members of staff, or any other person working with children e.g. inappropriate sexual comments, excessive one-to-one attention or inappropriate sharing of images. Any allegation against a member of staff should be given consistent and fair consideration.

An allegation is information or a concern which suggests that an adult working with children and young people has:

Reviewed in August 2021

Behaved in a way that has harmed, 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 that he or she would pose a risk of harm if they work regularly or closely with children

Also includes where an adult has behaved or may have behaved in a way that they may not be suitable to work with children.

All allegations against staff members should be dealt with fairly, quickly and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation. See [London Child Protection Procedures \(2017\)](#) for a thorough outline of allegations procedures.

**Named Senior Manager should be informed immediately, unless that person is the subject of the allegation, in which case it should be reported to the designated alternative**

**Senior Manager considers whether alleged behaviour meets one or more of these criteria:**

- \* Behaved in a way that has harmed or may have harmed a child?*
- \* Possibly committed a criminal offence against or related to the child?*
- \* Behaved in a way that indicates that he or she would pose a risk of harm if they work regularly or closely with children ?*

If allegation meets any of the above criteria, the Senior Manager will immediately contact the Designated Officer for the Local Authority (LADO) within one working day &  
At the discretion of the Senior Manager, the member of staff may be suspended until outcome of Strategy Meeting/Investigation(s)

Manager to inform OFSTED as soon as possible, but within 14 days

**STRATEGY MEETING (Allegations against Staff & Vols)**  
Multi-agency discussion and decision about course of action

Police Investigation

Employer Investigation /Action

Children's Social Care Involvement

### Important Contacts

#### Designated Professional Lead for Safeguarding/DSL

- Name: \_\_\_\_\_

#### Deputy Designated Professional Lead for Safeguarding

- Name: \_\_\_\_\_

#### Named Senior Member of Staff for Allegations

- Name: \_\_\_\_\_
- Designated alternative: \_\_\_\_\_

#### Hackney Children's Social Care Services

- First Access & Screening Team: 020 8356 5500/4844
- Out of Hours: 020 8356 2710/2346

#### Designated Officer for the Local Authority (LADO)

- 020 8356 4569/8082

#### Hackney Learning Trust

- Safeguarding in Education Team: 020 8820 7276
- MAT Co-ordinator: 020 8820 7002

If allegation is substantiated & employee is dismissed or resigns; report to

#### Ofsted

- 03001231231

#### Hackney & City Safeguarding Children Partnership

- 020 8356 4183

#### Child Abuse Investigation Team (CAIT) @ Police

- 020 8217 6552

#### NSPCC

- 24-hour Helpline: 080 8800 5000

#### Disclosure and Barring Service (D.B.S.)

- [www.gov.uk/dbs](http://www.gov.uk/dbs)

**References: Relevant Guidance and Legislation**

**Children Act 1989.** (c.41) London: HMSO.

**Children Act 2004.** (c.31) London: HMSO.

**Education Act 2002.** (c.32) London: HMSO.

**Human Rights Act 1989** (c.42). London: HMSO.

**Safeguarding Vulnerable Groups Act 2006.** (c.47) London: HMSO.

DoH (1995) ***Child Protection: Messages from Research.*** London: HMSO.

D ES (2004) ***Safeguarding Children.*** London: HMSO.

DfEd (2017) **[Early Years Foundation Stage](#)**

HM Gov (2015) **[What to Do If You're Worried a Child is Being Abused.](#)** London: HMSO.

HM GOV (2018) **[Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children.](#)** London: HMSO.

London Safeguarding Children Board (2017). **[London Child Protection Procedures](#)**, 5<sup>th</sup> Ed. London: LSCB.

HM Gov (2018) **[Information Sharing: Guidance for Practitioners and Managers.](#)** London: HMSO.

HM Gov (2020) **[Keeping Children Safe in Education](#)**

HM Gov (2015) **[Prevent duty guidance for England and Wales.](#)**

Hackney Children & Young People's Services (2016) **[Children and Young People's Services Resource Guide for Professionals.](#)**

HM Gov (2020) **[Multi-agency Statutory Guidance on FGM.](#)**

**[Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings \(2019\)](#)**

**[City and Hackney Safeguarding Children Partnership](#)**

**[City & Hackney Safeguarding Children Partnership Escalation Policy](#)**

City & Hackney Safeguarding Children Partnership **[Safe Recruitment Minimum Expectations](#)**