

EMMANUEL CHURCH NURSERY SCHOOL

CHILD PROTECTION POLICY

Statement of intent

Our pre-school wants to work with children, parents, and the community to ensure the safety of children and to give them the very best start in life.

Working Together to Safeguard Children (2015:5) defines safeguarding and promoting the welfare of children 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 outcome

Aims

Our aims are to:

- Create an environment in our pre-school which encourages children to develop a positive self image, regardless of race, language, religion, culture or home background
- Help children to establish and sustain satisfying relationships within their families, with peers, and with other adults
- Encourage children to develop a sense of autonomy and independence
- Enable children to have self confidence and the vocabulary to resist inappropriate approaches and
- Work with parents to build their understanding of and commitment to the welfare of all our children

The legal framework for this work is:

- The United Nations Convention on the Rights of the Child (1989), although ratified, has not become part of UK law but is regarded as important.
- The Childcare Act 2004 & 2006
- Children and Families Act 2014
- Working Together to Safeguard Children 2015
- What to do if you're worried a child is being abused 2015

Liaison with other bodies:

- the Surrey Safeguarding Children Board manual can be accessed online at the Surrey County council website. This manual is accessed regularly by the DSL, **Suzanne Hoslett**, to check for updates and procedures and policies are altered accordingly, with all staff being informed of any changes. Contact information is available for staff and parents to see.
- We work within the Surrey Safeguarding Children Board Guidelines and address any concerns or seek advice by calling the following telephone number for the Surrey Children's Services South-West Hub:

0300 123 1640

01483 517898, Emergency Duty Team

- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of the children.

- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and phone numbers of children's services, to ensure that it is easy, in any emergency for the pre-school and social services to work effectively.
- If a report is to be made to the authorities, we act within the Surrey Safeguarding Children Board guidelines to decide whether we must inform the child's parents at the same time.

Methods

Staff and Volunteers

- We have a named person who co-ordinates child protection issues (listed at the front of this folder, on the staff notice board and on the parents' notice board)
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the pre-school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and police checks (DBS) for staff and volunteers, to ensure that no disqualified or unfit person works at the pre-school or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of children Act requirements in respect of any person who is dismissed from our employment, or resigns in

circumstances that would otherwise have lead to dismissal for reasons of child protection concern.

- We have procedures for recording the details of visitors to the pre-school.
- We take security steps to ensure that we have control over who comes into the pre-school so that no un-authorized person has unsupervised access to the children.

Mobile Phone storage and usage

All mobile phones on the premises are to be placed on the ledge above the staff desk. They are not to be used outside of the nursery room unless in an emergency e.g. landline out of order, or receiving an urgent call that requires immediate attention (in this case permission should be sought from the manager.)

Under no circumstances should the camera on the phone be in use, this includes the use of video.

There are to be no mobile phones (or cameras) taken into the toilets or into any changing areas.

Visitors, parents and carers are expected to adhere to these rules.

Disciplinary Action

Where a member of staff or a volunteer is dismissed from the pre-school or internally disciplined because of misconduct relating to a child, we notify the Data and Barring Service. (01325 953795 www.gov.uk/dbs customerservices@dbs.gsi.gov.uk) Where necessary a formal referral will be made by post.

Training

We seek out training opportunities for all adults involved in the pre-school to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and

so that they are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in pre-school. Staff also know that they can make direct referrals to Children's services.

Planning

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, with a single member of staff, the door is left ajar

Curriculum

- We introduce key elements of child protection into our curriculum, so that children can develop understanding of why and how to keep safe.
- We create, within the pre-school, a culture of value and respect for the individual.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of development of the children.

Complaints and concerns

- We ensure that all parents know how to complain about staff or volunteer action within the pre-school, which may include an allegation of abuse, (Complaints Procedure)
- We follow the guidance of the Surrey Safeguarding Children Board and the Local Authority Designated Officer (LADO) when investigating any complaint that a member of staff or volunteer has abused a child. We also inform OFSTED and the named Early Years Team member for our setting in Surrey.

- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person
- We respond promptly and appropriately to any suspicions of abuse
- We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect.
- When children are suffering from physical, sexual or emotional abuse or neglect, this may be demonstrated through changes in their behaviour or in their play. Where such changes in behaviour occur the pre-school is obliged to investigate.
- Any investigation is carried out with sensitivity. Staff in the pre-school take care not to influence the outcome by the way information is gathered.
- Where a child shows signs and symptoms of 'failure to thrive' or of neglect, we will make appropriate referrals.
- Staff also are aware of the need to be mindful of other forms of abuse including, radicalisation, domestic abuse, child sexual exploitation and female genital mutilation. Information about these is available for staff, see appendix.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- Offers reassurance to the child
- Listens to the child
- Gives reassurance that she/he will take action.

The member of staff does not question the child

Recording suspicions of abuse and disclosures

Staff make a record of:

- The child's name and address
- The age of the child
- The date and time of the observation or disclosure
- An objective record of the observation or disclosure
- The exact words spoken by the child
- The name of the person to whom the concern was reported
- The name of the person with the initial concern or to whom the disclosure was made
- The names of any other persons present at the time.

Information about any concerns is recorded in as much detail as possible especially with regards to actual words used, and following guidelines laid out by the Surrey Safeguarding Children Board

These records are signed and dated and kept in a separate confidential file and all members of staff know the procedures for recording and reporting.

Any referrals are made to the Surrey County Council Contact Centre Children's Team using an Early Help form, ensuring as much information is given as possible. Acknowledgement of referral is expected in writing within a maximum of 1 working day.

Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Surrey Safeguarding Children Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform the parents.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Surrey Safeguarding Children Board.

Support for families

- The pre-school takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- The pre-school continues to welcome the child and family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child if appropriate under the guidance of the Surrey Safeguarding Children Board.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

EMMANUEL CHURCH NURSERY SCHOOL

Children's Welfare

Any concerns about children's welfare should be directed to our Designated Safeguarding Lead:

Named Officer: **Suzanne Hoslett**

Any concerns will be dealt with according to our Child Protection Policy which is available to view on the parent's table.

For advice on any concerns contact:

Surrey Safeguarding Children Board

0300 123 1640

01483 517898, Emergency Duty Team

EMMANUEL CHURCH NURSERY SCHOOL

Whistle - Blowing Information

If workers bring information about a wrongdoing to the attention of their employers or a relevant organisation, they are protected in certain ways under the Public Interest Disclosure Act 1998. This is commonly referred to as 'blowing the whistle'. The law that protects whistle-blowers is for the public interest - so people are encouraged to speak out if they find malpractice in an organisation. Blowing the whistle is more formally known as 'making a disclosure in the public interest'.

The Public Interest Disclosure Act 1998 protects workers who 'blow the whistle' about wrongdoing. It applies where a worker has a reasonable belief that their disclosure tends to show one or more of the following offences or breaches:

- a criminal offence;
- the breach of a legal obligation;
- a miscarriage of justice;
- a danger to the health and safety of any individual;
- damage to the environment; or
- deliberate covering up of information tending to show any of the above.

Emmanuel Church Nursery School strongly supports measures which protect whistleblowers from any form of victimisation. Emmanuel Church Nursery School has a procedure to ensure that concerns are dealt with effectively and efficiently and will do all that they can to preserve the confidentiality of workers who raise such concerns.

Staff who genuinely believe that people they work with are behaving in a way that seems wrong or have a serious concern about an aspect of service will be doing their duty and acting in the public interest by speaking out.

How to raise a concern

The procedure seeks to encourage and enable individuals to disclose information through appropriate channels first, rather than going directly to an outside person or body. As a first step, concerns should normally be raised with Suzanne Hoslett. This depends, however, on the seriousness and sensitivity of the issues involved

and who is suspected of any wrongdoing. Staff can also raise concerns with Local Area Designated Officer, LADO,

0300 200 1006 / 0300 123 1650

Select option 4. Safeguarding Children Unit. Select option 3 LADO

Concerns may be raised verbally or in writing. Staff who wish to make a written report are advised to set out the background and history of the concern, giving names, dates and places, where possible, and the reasons for making the disclosure. This will make the investigation easier to complete.

Although a member of staff is not expected to prove beyond doubt the truth of the allegation, they will need to demonstrate that they have an honest and reasonable suspicion that malpractice has occurred, is occurring or is likely to occur.

Emmanuel Church Nursery School will respond to any concerns raised. In order to protect a member of staff who raises a concern and those accused of wrong-doing, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The LADO will be informed within 24 hours of the concerned being raised. Ofsted will be informed (0300 1234 66) as will the Surrey EYCS named person for the setting. (North East/West/South West 01372 833826)

Concerns or allegations which fall within the scope of specific procedures (for example, conduct or discrimination issues) will normally be referred for consideration under those procedures.

Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted. Staff will be told how the Nursery proposes to deal with a concern within ten working days of the concern being brought to the Nursery's attention.

A risk assessment will be undertaken to decide whether the allegation should lead to suspension from duty or formal supervision/non-contact duties until the final outcome of the allegation is determined.

Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal a staff member's identity, if they so wish. However, while making all reasonable efforts to maintain the confidentiality of the matter as a whole, at a certain stage in the investigation it will be necessary to make the origin of the complaint known to the person or persons the allegations concern. All concerns raised within the remit of this procedure will be assessed to determine

if the confidentiality extends to withholding the name of the complainant. There shall be a substantial reason for doing so, such as a real risk of personal harm.

Complainants should be aware however, that their identity may be revealed by inference.

Untrue allegations

The Nursery accepts that deciding to report a concern can be very difficult and uncomfortable.

If a member of staff makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against him/her. If, however, a member of staff makes an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.

Whistleblower hotline at SSCB and OFSTED

There may be times when employees working with young children will want to report directly to the LADO or OFSTED concerns about practices and procedures for the safeguarding of children and young people. The LADO can be contacted on the numbers listed above.

Ofsted can be contacted by:

- 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm).
- Email whistleblowing@ofsted.gov.uk.
- Writing to:

WBHL
Ofsted
Piccadilly Gate
Store Street
Manchester M1 2WD

Before you contact either number

First read the above whistleblowing policy and then raise your concerns with Suzanne Hoslett.

Appendix

Recognising signs of child abuse

Categories of Abuse:

- Physical Abuse
- Emotional Abuse (including Domestic Abuse)
- Sexual Abuse
- Neglect Signs of Abuse in Children

The following non-specific signs may indicate something is wrong:

- Significant change in behaviour
- Extreme anger or sadness
- Aggressive and attention-seeking behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem
- Self-injury
- Depression
- Age inappropriate sexual behaviour
- Child Sexual Exploitation.

Risk Indicators

The factors described in this section are frequently found in cases of child abuse. Their presence is not proof that abuse has occurred, but:

- Must be regarded as indicators of the possibility of significant harm
- Justifies the need for careful assessment and discussion with DSL (or in their absence advice may be sought from the SSCB helpline 0300 1231640)
- May require consultation with and / or referral to Children's Services

The absence of such indicators does not mean that abuse or neglect has not occurred.

In an abusive relationship the child may:

- Appear frightened of the parent/s
- Act in a way that is inappropriate to her/his age and development (though full account needs to be taken of different patterns of development and different ethnic groups)

The parent or carer may:

- Persistently avoid child health promotion services and treatment of the child's episodic illnesses
- Have unrealistic expectations of the child
- Frequently complain about/to the child and may fail to provide attention or praise (high criticism/low warmth environment)
- Be absent or misusing substances
- Persistently refuse to allow access on home visits
- Be involved in domestic abuse

Staff should be aware of the potential risk to children when individuals, previously known or suspected to have abused children, move into the household.

Recognising Physical Abuse

The following are often regarded as indicators of concern:

- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents/carers are uninterested or undisturbed by an accident or injury
- Parents are absent without good reason when their child is presented for treatment
- Repeated presentation of minor injuries (which may represent a "cry for help" and if ignored could lead to a more serious injury)
- Family use of different doctors and A&E departments
- Reluctance to give information or mention previous injuries

Bruising

Children can have accidental bruising, but the following must be considered as non accidental unless there is evidence or an adequate explanation provided:

- Any bruising to a pre-crawling or pre-walking baby
- Bruising in or around the mouth, particularly in small babies which may indicate force feeding
- Two simultaneous bruised eyes, without bruising to the forehead, (rarely accidental, though a single bruised eye can be accidental or abusive)
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- Variation in colour possibly indicating injuries caused at different times

- The outline of an object used e.g. belt marks, hand prints or a hair brush
- Bruising or tears around, or behind, the earlobe/s indicating injury by pulling or twisting
- Bruising around the face
- Grasp marks on small children
- Bruising on the arms, buttocks and thighs may be an indicator of sexual abuse

Bite Marks

Bite marks can leave clear impressions of the teeth. Human bite marks are oval or crescent shaped. Those over 3 cm in diameter are more likely to have been caused by an adult or older child. A medical opinion should be sought where there is any doubt over the origin of the bite.

Burns and Scalds

It can be difficult to distinguish between accidental and non-accidental burns and scalds, and will always require experienced medical opinion.

Any burn with a clear outline may be suspicious e.g.:

- Circular burns from cigarettes (but may be friction burns if along the bony protuberance of the spine)
- Linear burns from hot metal rods or electrical fire elements
- Burns of uniform depth over a large area
- Scalds that have a line indicating immersion or poured liquid (a child getting into hot water is his/her own accord will struggle to get out and cause splash marks)
- Old scars indicating previous burns/scalds which did not have appropriate treatment or adequate explanation Scalds to the buttocks of a small child, particularly in the absence of burns to the feet, are indicative of dipping into a hot liquid or bath.

Fractures

Fractures may cause pain, swelling and discolouration over a bone or joint. Non-mobile children rarely sustain fractures.

There are grounds for concern if:

- The history provided is vague, non-existent or inconsistent with the fracture type
- There are associated old fractures
- Medical attention is sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement
- There is an unexplained fracture in the first year of life

Scars

A large number of scars or scars of different sizes or ages, or on different parts of the body, may suggest abuse.

Recognising Emotional Abuse

Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse. The indicators of emotional abuse are often also associated with other forms of abuse. The following may be indicators of emotional abuse:

- Developmental delay
- Abnormal attachment between a child and parent/carer e.g. anxious, indiscriminate or not attachment
- Indiscriminate attachment or failure to attach
- Aggressive behaviour towards others
- Scape-goated within the family
- Frozen watchfulness, particularly in pre-school children
- Low self esteem and lack of confidence
- Withdrawn or seen as a "loner" - difficulty relating to others

Recognising Signs of Sexual Abuse

Boys and girls of all ages may be sexually abused and are frequently scared to say anything due to guilt and/or fear. This is particularly difficult for a child to talk about and full account should be taken of the cultural sensitivities of any individual child/family.

Recognition can be difficult, unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional/behavioural.

Some behavioural indicators associated with this form of abuse are:

- Inappropriate sexualised conduct
- Sexually explicit behaviour, play or conversation, inappropriate to the child's age
- Continual and inappropriate or excessive masturbation
- Self-harm (including eating disorder), self mutilation and suicide attempts
- Involvement in prostitution or indiscriminate choice of sexual partners
- An anxious unwillingness to remove clothes e.g. for sports events (but this may be related to cultural norms or physical difficulties)

Some physical indicators associated with this form of abuse are:

- Pain or itching of genital area
- Blood on underclothes
- Pregnancy in a younger girl where the identity of the father is not disclosed
- Physical symptoms such as injuries to the genital or anal area, bruising to buttocks, abdomen and thighs, sexually transmitted disease, presence of semen on vagina, anus, external genitalia or clothing

Recognising Neglect

Evidence of neglect is built up over a period of time and can cover different aspects of parenting. Indicators include:

- Failure by parents or carers to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene and medical care
- A child seen to be listless, apathetic and irresponsive with no apparent medical cause
- Failure of child to grow within normal expected pattern, with accompanying weight loss
- Child thrives away from home environment
- Child frequently absent from school
- Child left with adults who are intoxicated or violent
- Child abandoned or left alone for excessive periods

Child Sexual Exploitation

Sexual exploitation of children and young people has been difficult to identify, but is increasingly recognisable as practitioners gain more understanding of grooming and other methods of sexual exploitation, and begin to take a proactive and coordinated approach to this type of abuse. It is not known how prevalent it is, but sexual exploitation has been identified throughout the UK, in both rural and urban areas, and in all parts of the world.

The sexual exploitation of children and young people is a form of child sexual abuse

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities

The following list of indicators is not exhaustive or definitive but it does highlight common signs which can assist professionals in identifying children or young people who may be victims of sexual exploitation.

Signs include:

- underage sexual activity
- inappropriate sexual or sexualised behaviour
- sexually risky behaviour, 'swapping' sex
- repeat sexually transmitted infections
- in girls, repeat pregnancy, abortions, miscarriage
- receiving unexplained gifts or gifts from unknown sources
- having multiple mobile phones and worrying about losing contact via mobile
- having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- changes in the way they dress
- going to hotels or other unusual locations to meet friends
- seen at known places of concern
- moving around the country, appearing in new towns or cities, not knowing where they are
- getting in/out of different cars driven by unknown adults
- having older boyfriends or girlfriends
- contact with known perpetrators
- involved in abusive relationships, intimidated and fearful of certain people or situations
- hanging out with groups of older people, or anti-social groups, or with other vulnerable peers
- associating with other young people involved in sexual exploitation
- recruiting other young people to exploitative situations
- truancy, exclusion, disengagement with school, opting out of education altogether
- unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- mood swings, volatile behaviour, emotional distress
- self-harming, suicidal thoughts, suicide attempts, overdosing, eating disorders
- drug or alcohol misuse
- getting involved in crime
- police involvement, police records
- involved in gangs, gang fights, gang membership

- injuries from physical assault, physical restraint, sexual assault.

Female Genital Mutilation (FGM)

It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM.

What is FGM?

It involves procedures that intentionally alter/injure the female genital organs for non-medical reasons.

4 types of procedure:

Type 1 Clitoridectomy - partial/total removal of clitoris

Type 2 Excision - partial/total removal of clitoris and labia minora

Type 3 Infibulation entrance to vagina is narrowed by repositioning the inner/outer labia

Type 4 all other procedures that may include: pricking, piercing, incising, cauterising and scraping the genital area.

Why is it carried out?

Belief that:

- ⊞ FGM brings status/respect to the girl - social acceptance for marriage
- ⊞ Preserves a girl's virginity
- ⊞ Part of being a woman / rite of passage
- ⊞ Upholds family honour
- ⊞ Cleanses and purifies the girl
- ⊞ Gives a sense of belonging to the community
- ⊞ Fulfils a religious requirement
- ⊞ Perpetuates a custom/tradition
- ⊞ Helps girls be clean / hygienic
- ⊞ Is cosmetically desirable
- ⊞ Mistakenly believed to make childbirth easier

Is FGM legal?

FGM is internationally recognised as a violation of human rights of girls and women. It is illegal in most countries including the UK.

Circumstances and occurrences that may point to FGM happening are:

- Child talking about getting ready for a special ceremony

- Family taking a long trip abroad
- Child's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia and Pakistan)
- Knowledge that the child's sibling has undergone FGM
- Child talks about going abroad to be 'cut' or to prepare for marriage

Signs that may indicate a child has undergone FGM:

- Prolonged absence from school and other activities
- Behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
- Bladder or menstrual problems
- Finding it difficult to sit still and looking uncomfortable
- Complaining about pain between the legs
- Mentioning something somebody did to them that they are not allowed to talk about
- Secretive behaviour, including isolating themselves from the group
- Reluctance to take part in physical activity
- Repeated urinal tract infection

Radicalisation

Radicalisation is defined as the process by which people come to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups.

Three main areas of concern have been identified for initial attention in developing the awareness and understanding of how to recognise and respond to the increasing threat of children/young people being radicalised:

- Increasing understanding of radicalisation and the various forms it might take, thereby enhancing the skills and abilities to recognise signs and indicators amongst all staff working with children
- Identifying a range of interventions - universal, targeted and specialist - and the expertise to apply these proportionately and appropriately.
- Taking appropriate measures to safeguard the wellbeing of children living with or in direct contact with known extremists.
- **The Government's counter terrorism strategy is known as CONTEST.**

- PREVENT is part of CONTEST and its aim is to stop people becoming terrorists or supporting terrorism.
- **CONTEST has four key principles:**
- **1. PURSUE** - stop terrorist attacks
- **2. PREVENT**- to stop people becoming terrorists or supporting terrorism
- **3. PREPARE** - where we cannot stop an attack, mitigate its impact
- **4. PROTECT**- strengthen overall protection against terrorism attack
- If you have a concern, discuss it with your Safeguarding lead and they will advise and identify local referral pathways.