

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

Glebe House School Early Years staff must take necessary steps to safeguard and promote the welfare of children.

Safeguarding children

1.2 Safeguarding children and child protection

(Including managing allegations of abuse against a member of staff)

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding policy is primarily based upon Safeguarding Training which is regularly updated by Lead Practitioners and nursery nurses within our setting to ensure we are up to date with current legislation and of "Keeping Children safe in education (KCSIE)

EYFS key themes and commitments

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| A Unique Child | Positive Relationships | Enabling Environments | Learning and Development |
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Procedures

We carry out the following procedures to ensure we meet the commitments of the Keeping Children Safe in Education Document.

Our setting is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Staff and volunteers

- Our designated persons (members of staff) who co-ordinate child protection issues are:
Julie Ashby – Lead Practitioner, however all staff have attended annual Child Protection Training & in her absence the senior member of staff would take on the role,
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Jane Fuller, Nici Mason, Elizabeth Parry and Marie Day are – Deputy Safeguarding Practitioners, see operational plan for staff structure in their absence. If the senior nursery designated lead practitioners are absent, then nursery staff would refer any concerns to either the area manager, headmaster or Felicity Hancock in main school who are also designated leads, thus ensuring there is always someone on duty to cover this essential role.

Felicity Hancock - is the EYFS Safeguarding Lead for the Reception Class, as well as for the School. All Safeguarding leads work closely to support children's needs on a need to know basis during transitions and when appropriate where siblings are between different departments in the Trust.

- Our designated officer (School Governor) who oversees this work is: Richard Desborough, who is appropriately trained in Child Protection

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- We ensure all staff and parents are made aware of our safeguarding policies and procedures.
 - All staff have an up to date knowledge of safeguarding issues.
 - We provide adequate and appropriate staffing resources to meet the needs of children.
 - Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
 - Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure & Barring Service 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/ISI requirements in respect of references and Disclosure & Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
 - Volunteers and students do not work unsupervised.
 - We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - The Disclosure & Barring Service (DBS) reference number;
 - The date the disclosure was obtained; and
 - Details of who obtained it.
 - We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
 - Each day staff sign in, they simultaneously sign that they have nothing to disclose

- We abide by the Safeguarding Vulnerable Groups Act 2006 Requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
- No personal mobile phones, cameras, videos, smart watches etc are to be used within the setting where children are present.

Our setting is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (March 2015). This book can be found in the Nursery Office, as guidance if required, along with CADS contact details in each room and the Keeping Children Safe in Education Document.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, sexual, as well as neglect, domestic abuse, including controlling or coercive behaviour: exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism to radicalisation. Whatever the form of the abuse or neglect, practitioners should put the needs of children first when determining what action to take.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect in any of the above forms, this may be demonstrated through:
 - significant changes in their behaviour;
 - Deterioration in their general well-being;
 - Their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
 - changes in their appearance, their behaviour, or their play;
 - unexpected bruising marks or signs of possible abuse or neglect; and
 - any reasons to suspect neglect or abuse outside the setting.
- We take into account factors effecting parental capacity, such as social exclusion, domestic violence, parents drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual

exploitation of children, such as through internet abuse; and female genital mutilation etc; that may affect, or may have affected children and young people using our provision.

- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where we believe that a child in our care or that is known to us maybe affected by any of these factors we follow the procedures below for reporting child protection concerns.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting manager who is acting as the 'designated person'. The information is stored on the child's personal file, in a separate locked cabinet from other general information on them.
- EYFS (Reception) record safeguarding concerns in the same way as the school - through the use of our Smoothwall 'Safeguard' secure software. Any paper copies or written notes of concerns are also uploaded to this system for Reception.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation.

For professional concerns call Children's Advice and Duty Service (CADS) customer service centre – 24 hours – 0344 800 8021

For parent/carer or members of the community call Norfolk County Council's Customer Services on 0344 800 8020

N.B. In some cases this may mean the police or another agency identified by the Norfolk Safeguarding Children's Partnership.

- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 years as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

- We use Norfolk CADS consultation service or LADO when making a referral to children social care or other appropriate agencies, or call police direct in an emergency.

Police – line 9, 999; CADS – 9, 0344 800 8021; LADO –9, 01603 223473 (email is the preferred method of referral <mailto:LADO@norfolk.gov.uk>)

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NSPCC – 9, 0808800 5000

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), or a member of staff observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not question the child;
 - makes a written record that forms an objective record of the observation or disclosure that includes (this pack can be found in each room of the setting): :
 - the date and time of the observation or the disclosure;
 - the exact words spoken by the child as far as possible;
 - the name of the person to whom the concern was reported, with date and time; and
 - the names of any other person present at the time.
 - These records are signed and dated and kept in the child's personal file which is kept securely and confidentially
 - The member of staff acting as “Designated Person” is informed of the issue at the earliest opportunity that day.
 - Where the Local Safeguarding Children Partnership stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Partnership.

Making a referral to the local authority social care team

- At Glebe Trust we refer all concerns direct to the CADS Team, within each room the NSCP packs are on the walls and contain detailed procedures for making a referral to the Local Social Care Team, as well as a template form for recording concerns and making a referral. This is based on ‘What to do if you’re worried a child is being abused’ (March 2015) and Keeping Children Safe in Education updated September 2023.
- We keep a copy of these documents and follow the detailed guidelines given.
- All members of staff are familiar with the NSCP/LADO records and follow the procedures for recording and reporting.

Informing parents

- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events, unless we feel this may put the child in greater danger.
- We inform parents when we make a record of concerns in their child's file and that we also make a note of any discussion we have had with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

Liaison with other agencies

- We work within the Norfolk Safeguarding Children Partnership (NSCP) guidelines.
- We have a copy of 'What to do if you're worried a child is being abused' and "Keeping Children Safe in Education" for parents and staff and all staff are familiar with what to do if they have concerns, all staff have to read Part One and Annex A of the "Keeping Children Safe in Education" Document and sign they have read it.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- The Designated Lead Practitioner also attends half termly meetings with our cluster settings to discuss safeguarding as peer support to each other for continual professional development support, with other agencies attending periodically as an added enhancement such as Pandora, ECFS, Early Help etc
- A DLP within the Glebe Trust also attends Termly ISI Safeguarding Forums to help ensure we are up to date with legislation and Early Help network meetings to gain a deeper knowledge about safeguarding and how to support families better in difficult circumstances.
- DLP's and area manager provide reports for the governing body on a termly basis to discuss quality and effectiveness within safeguarding.

- Termly DLP supervisions are carried out by the area manager to support DLP's wellbeing and monitor their good practice.
- DLP's are responsible for ensuring that all staff within their setting has the necessary checks and records to ensure the Single Central Register details are accurate and safe for those staff to be able to work within the setting, this should be done in close liaison with the School Business Manager whose office collates the information.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes:
 - Inappropriate sexual comments;
 - Excessive one to one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Norfolk Safeguarding Children Partnership when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's designated officer (LADO) to investigate: 01603 223473 or via email as listed above. We also report any such alleged incident to Ofsted and ISI, and what measures we have taken. We are aware that it is an offence not to do this within 14 days of the allegations being made. NSPCC can also be consulted if necessary, as another channel for concerns.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the senior management committee and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay or the volunteer, for the duration of the investigation. This should be done in writing within one working day; however, it is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.
- The chairperson will nominate the person who has been suspended a name contact within the organisation to support them during the process.

Whistle Blowing Procedure (confidential method of reporting concerns about colleagues)

- All staff have a duty to report concerns/allegations about colleagues' inappropriate behaviour towards children to the senior member of staff on duty, or if they prefer direct to the Nursery Manager or Headmaster
- All staff must remember not to take the matter in to their own hands, do not to tell any members of staff other than the Area Manager, Headmaster or Nursery Manager, only clarify and record what is alleged to the lead person.
- Staff are reassured that if they speak to either the Area Manager, Nursery Manager or Headmaster that their allegations will remain confidential within the setting, however the incident will need to be reported to Children's Services to protect the child/ren
- The nominated senior staff are either the Area Manager, Headmaster or Nursery Manager, and it is their responsibility to reassure the reporting member of staff that their disclosure will remain confidential between them
- They should then in liaison with each other collate dated, detailed records of the allegations
- Either the Area Manager, Headmaster or Nursery Manager will then report the incident to Children's Services and seek advice from either the LADO Team or NSPCC before taking the matter further
- Interagency strategy discussion will begin and there will either be:
 - Substantiated:** there is sufficient evidence to prove the allegation;
 - Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
 - False:** there is sufficient evidence to disprove the allegation;
 - Unsubstantiated:** there is insufficient evidence to either to prove or disapprove the allegation. The term, therefore, does not imply guilt or innocence.
- Which will result either in Management Action, Disciplinary Process or Legal Process, or all three
- Finally the case would be reviewed and necessary changes may have to be made to protect children from this happening again, such as change in policies, more guidance in child protection for all staff and most importantly appropriate support would need to be set up for children, parents and staff, in close liaison with Children's Services.

Disciplinary action

- Where a member of staff or a volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA) of relevant information, so that individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

Our setting is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We also ensure staff are trained and aware of the “Prevent Strategy” please see whole school Prevent Policy.
- Staff are aware of the Mandatory reporting of Female Genital Mutilation.
- We ensure that designated persons update their Lead Practitioner training every two years and attend regular ISI Safeguarding forums in accordance with that recommended by the Local Safeguarding Children Board, or update their training annually if they cannot attend the forums.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- Senior staff within Glebe Trust are trained to act as Domestic Abuse, Neglect, Mental Health and Prevent Champions

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

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 Norfolk Safeguarding Children Board.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Norfolk Safeguarding Children Board.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- General Data Protection Regulation (May 2018)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Early Years Foundation Stage
- Independent Schools – Education (independent schools standards) (England) Regulations 2019, as amended by the Education (independent school standards) (England) (Amendment) Regulations 2012
- Prevent Strategy revised September 2023
- Mandatory reporting of Female Genital Mutilation – 31 October 2015 updated July 2020
- Inspecting Safeguarding in Early Years, education & skills settings (Sept 2019) updated Sept 2022
- Early Years Inspection Handbook for Ofsted registered provision (Sept 2019) updated July 2023
- Awareness of the Graded Care Profile (Neglect) – see Norfolk Safeguarding Children Partnership www.norfolkscb.org
- Safeguarding children and protecting professionals in early years settings: online safety considerations - [Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK \(www.gov.uk\)](#)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance replaced by GDPR 2018

Further Guidance

- Working Together to Safeguard Children updated July 2023
- NCC Safeguarding in Early Years and Childcare Guidance available at <https://www.schools.norfolk.gov.uk/early-learning-and-childcare/early-years-safeguarding/safeguarding-guidance-and-reporting>
- What to do if you're Worried a Child is Being Abused (HMG 2006) March 2015.
- Early Help – www.achievingforchildren.org.uk local contact <https://www.norfolk.gov.uk/children-and-families/early-help-and-family-support>
- The Norfolk Threshold Guide – Norfolk Safeguarding Children Partnership www.norfolklscb.org
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007) updated Oct 2022 (Working together to Safeguard Children)
- Child Missing in Education 2016
- Information Sharing Advice for Safeguarding Practitioners – GOV.UK July 2018 - <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>
- Disclosure and Barring Service - <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>
- Keeping children safe in education updated September 2023.
- NSCP – www.nscb.norfolk.gov.uk (NSCP formerly NSCB)
- NCC – www.norfolkearlyhelp.org.uk
- Please refer to Main School Prevent Policy and the “revised Prevent Duty Guidance for England and Wales(Revised September 2023)”

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| This policy was adopted at a meeting of | Glebe Trust Nurseries | name of setting |
| Held on | <u>September 2023</u> | (date) |
| Date to be reviewed | <u>September 2024</u> | (date) |
| Signed on behalf of the management committee | | |
| Name of signatory | <u>Susie Pull</u> | |
| Role of signatory (e.g. chair/owner) | <u>Area Manager Glebe Trust Nurseries</u> | |

Other useful publications

- NDA - Current guidance in brief, business records need to be retained for **7 years**, accident reports until the child is 21 years and 3 months, safeguarding records and causes for concern until the child is 25 years old, also see policies 5.1 -5.3 inc

<https://ndna.org.uk/>