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# Little Sparkles Nursery 'Child Protection' Policy



Little Sparkles Nursery  
Peel Hall Street  
Preston  
PR1 6QQ

# **'Child Protection' Policy**

**The Child protection Officers (CPO) Aneesa Esat (Senior) Hamida Ismail (Deputy)**

## **Policy Statement**

Little Sparkles Nursery recognises its key statutory duty to safeguard children who attend its services. Everyone employed by the service has a responsibility in relation to child safeguarding. This includes staff being aware of the potential risks of abuse and raising any concerns to their line manager.

In this regard, the organisation recognises the definition of safeguarding adopted in statutory guidance:

- 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
- taking action to enable all children to have the best outcomes.

Little Sparkles Nursery recognises the importance of good leadership in establishing a culture of safeguarding and of ensuring that the appropriate policies and procedures are in place and are followed by all staff. At all times, the organisation will seek to take a child-centred approach where the needs of the child are put first.

The health, safety and welfare of all our children are of paramount importance to all the adults who work in our Nursery. Our Practitioners must be alert to any issues for concern in the child's life at home or elsewhere. Our children have the right to protection, regardless of age, gender, race, culture, background or disability. They have a right to be safe in our Nursery. This policy is in line with the guidance and procedures of the local authority – CSAP Children's safeguarding assurance partnership.

## **The aims of this policy are to:**

- ensure that children in this setting feel "protected and safe" at all times
- establish a positive culture of safeguarding

- ensure that staff are clear about the procedures to follow where they are concerned about the safety of a child
- raise awareness of individual responsibilities in identifying and reporting possible cases of abuse
- provide a systematic means of monitoring, recording and reporting of concerns and cases
- provide guidance on recognising and dealing with suspected child abuse
- provide a framework for inter-agency communication and effective liaison
- identify strategies and interventions available to support children at risk.

### **Guidance**

The organisation recognises that it must have regard to all relevant statutory and best practice guidance on child safeguarding. In this regard, staff and managers are expected to be aware of the requirements of the following guidance:

- *Working Together to Safeguard Children — A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children* (July 2018), HM Government
- *Keeping Children Safe in Education — Statutory Guidance for Schools and Colleges* (September 2022), Department for Education
- *Inspecting Safeguarding in Early Years, Education and Skills Settings* (September 2019), Ofsted
- *The Revised Prevent Duty Guidance for England and Wales* (April 2021), HM Government
- *What to Do if You're Worried a Child is Being Abused — Advice for Practitioners* (March 2015), Department for Education.
- *Statutory framework for EYFS, September 2021*
- *Early years Handbook for Ofsted registration provision (April 2021)*
- *EHA - early help assessment*
- *CSAP – Children's safeguarding assurance partnership*

Managers and practitioners should also be aware of and follow any professional guidance that applies to their roles.

### **Procedure**

In order to safeguard children, LSN will:

‘Little Sparkles Nursery’ Child Protection Policy

- embed a positive culture and ethos where safeguarding is considered as a key part of everyday life in the service
- empower staff to deliver a strong, robust and proactive response to child safeguarding that reduces the risk of harm or actual harm occurring
- ensure that staff are clear about procedures where they are concerned about the safety of a child
- adopt child safeguarding procedures and guidelines as recommended by our local safeguarding partners
- work closely with the safeguarding partners and engage fully in local strategies and processes, including those related to learning from reviews
- implement appropriate procedures and audit their effectiveness
- raise awareness with staff that concerns about the welfare of a child and child protection are taken seriously, with appropriate action being taken
- create an environment where children are listened to and their concerns taken seriously
- ensure a timely response to any safeguarding concerns
- practice effective multi-agency working to help plan support around a child
- share information with other agencies on a need-to-know basis
- involve parents and children, except where doing so would put the child at greater risk of harm
- ensure that children are protected from all forms of potential abuse, including bullying, homophobic behaviour, racism, sexism and other forms of discrimination
- follow safer recruitment guidance and procedures which includes the vetting of all new staff
- provide effective staff management through access to supervision, support and training
- review this policy at regular intervals to ensure it is updated and informs day-to-day practice.

### **Designated Person**

The designated person is **Aneesa Esat (Manager) and (Deputy) Hamida Ismail**. Their role is to help co-ordinate any concerns that are raised regarding the welfare of a child and to liaise with other professionals where appropriate, including the local authority social care for children.

The designated person will:

- co-ordinate action within the provision and liaise with social care and other agencies over cases of abuse and suspected abuse
- act as a source of advice within the provision
- ensure that staff are familiar with the provision's policy and procedure
- make child protection referrals, recording and reporting accordingly
- liaise with agencies about individual cases
- organise training on child protection and safeguarding children within the provision
- ensure that appropriate strategies for recording and reporting incidents are kept within the provision
- provide appropriate feedback to members of staff as and when necessary.
- develop effective working relationships with other agencies and services
- ensure that accurate records relating to individual children are kept in a secure place
- ensure that the Nursery effectively monitors children who have been identified as 'at risk'
- provide guidance to parents, children and staff about obtaining suitable support.

### **Leaders and Managers**

In this organisation, it is recognised that leaders and managers and senior practitioners have a key role in helping to set a positive culture where safeguarding is seen as a high priority and abuse in any form is not tolerated.

Staff should:

- be alert to the signs of abuse as detailed in this policy
- report any concerns immediately, where possible to the designated person
- consult with the designated person if in any doubt as to how to proceed
- make any necessary written records in an appropriate and timely way
- attend appropriate training and ensure that they are updated
- follow the advice given in this policy in relation to how to handle disclosures.

### **Partnerships with Parents**

It is important that the provision has an established approach to working with parents. Parents' and children's need for privacy should be respected. However, the priority is the needs of the child and effective liaison is crucial for this.

It should be recognised that families from different backgrounds and cultures may have different approaches to child rearing. These differences should be acknowledged and respected provided they do not place the child at risk as defined later in this policy.

Where possible, staff should work with and share information with parents. Permission for liaison and information sharing with outside agencies should be sought unless it places the child at risk. In these cases, it is preferable to seek advice from social care or make a child protection referral.

### **Guidance on Recognising Abuse**

Child abuse is a term used to describe ways in which children are harmed by someone often in a position of power. It is not the responsibility of staff to decide whether child abuse is occurring but to act on any concerns and report these to the appropriate party. The health, safety and protection of a child are paramount.

Abuse might fall into the categories of:

- physical
- emotional
- sexual
- neglect.

In addition to the above, staff should also be alert to the risks of other specific safeguarding issues, including:

- bullying (including cyberbullying)
- children missing education
- children missing from home or care
- child sexual exploitation (CSE)
- domestic violence
- drug misuse
- online abuse
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls

- hate crime
- “honour” based violence
- radicalisation
- human trafficking.

**Note:**

This list is not fully inclusive and staff should refer to appropriate statutory guidance such as *Working Together or Keeping Children Safe in Education*.

Staff should respond appropriately to signs and symptoms in a child which gives them cause for concern. These include:

- significant changes in children’s behaviour or appearance
- frequent mood changes
- deterioration in their general wellbeing
- unexplained bruising, marks or signs of possible abuse
- signs of neglect such as being unkempt
- comments children make which give cause for concern
- not wanting to go home
- seductive behaviour
- a child who is quiet and withdrawn
- a child who gives the impression of being unloved and unhappy.

More details on how to recognise signs of abuse are included in the staff handbook.

**Policy on Dealing with Suspected Abuse**

All staff should refer concerns to the designated person as soon as possible. In the meantime, they should:

- consider the child’s welfare as paramount
- believe the child and take them seriously
- remain calm and caring
- reassure the child that they have done the right thing in talking to them
- make notes of the conversation as soon as possible, using the child’s own words
- explain what will happen next and who will be told.

Staff should not:

- promise confidentiality

- postpone the discussion until a different time
- interpret what they have been told
- probe or ask leading questions.

Where the staff member suspects that a child is being abused, they should:

- immediately tell their line manager or the designated person for safeguarding and child protection about their concerns
- make factual notes of what has occurred, using the child's own words where relevant, and any action taken.

The designated person will follow the procedure below.

- Where possible, they will discuss concerns with the child and their parents and obtain agreement to making a referral to children's social care unless this discussion would put the child at increased risk of significant harm.
- Seek professional advice if unsure about whether or not to talk to parents first.
- When a referral is made, agree what the child and parents will be told by whom and when. Inform the recipient of the referral what information has already been discussed with the child and their parents.
- If a telephone referral is made, it must be confirmed in writing within 48 hours. Children's social care should acknowledge the written referral within one working day of receiving it, indicating the course of action chosen. If nothing has been heard back within three working days, contact children's social care again.
- Under no circumstances confront the abuser. There is a risk of forewarning the abuser and compromising any investigation or prosecution.

### **Liaison with other agencies**

- We work within the Local Safeguarding Children Board guidelines.
- We have the current version of 'What to do if you're worried a child is being abused' available for parents and staff and ensure that all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding 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 children's social care 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 well-being 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.

### **Allegations against staff**

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting.
- 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 Local Safeguarding Children Board 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 Designated Officer (LADO) to investigate:**

*Tim*

**Booth 01772 536694**

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- We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.

- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the chair/director/owner will suspend the member of staff on full pay, or the volunteer,
- for the duration of the investigation. This 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.

### **Disciplinary action**

Where a member of staff or 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.

At LSN we are 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 in a timely and appropriate way.
- We ensure that designated persons receive training in accordance with that recommended by the Local authority.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

### **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 so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, 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.

### **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, information sharing, 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 CSAP – children's safeguarding assurance partnership.

### **Confidentiality**

Relevant information about the protection of children must be shared with the investigative agencies, but only on a "need to know" basis.

Staff should be careful in subsequent discussions and ensure that information is only given to the appropriate person. All staff should be kept aware of issues relating to confidentiality and the status of information they may hold.

### **Liaise with other bodies**

If any allegations of abuse are made then Lancashire Children's Integrated Services and Ofsted Early Years will be informed. In emergencies, the police may also be contacted.

Ofsted Early Years : - Tel: 0300 123 1231

Early Education Safeguarding Officer - Catherine Isherwood: - Tel: 07909001430

Lancashire Children's Integrated Services – Tel: 0845 053 0000

LADO (Local Authority Designated Officer) Tim Booth 01772 536694

Referrals to social care: - Tel: 0300 123 3720

Emergency Duty Team Tel: 0845 602 1043 (Before 9.00 a.m., after 5.00 p.m., at weekends and during holidays)

### **Review**

**This policy was reviewed by the managers and staff in September 2022**

**Signed on behalf of 'LSN'.**