

Bambino Ltd

Child Protection Policy

Version	Date	Author	Comments
1.0	07/2008	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control
1.2	16/11/11	Jo Stainsby	Changed telephone number for OFSTED
1.3	11/01/13	Sharon Peach	Inclusion of P.E.N.S. Mnemonic and updated contacted details
1.4	04/02/2013	Jo Stainsby	Updated telephone number for LADO and changed name of LSCB team, now the 'initial contact team'.
1.5	09/08/13	Sharon Peach	Updated to include the Mobile Phone policy.
1.6	13/02/15	Jo Stainsby	Updated telephone numbers and organisation names. Changed CRB to DBS and added role of MASH. Amendments to procedures following new advice from LSCBN.
1.7	13/04/15	Jo Stainsby	Changed all reference of LSCBN to NSCB and contact email.
1.8	18/05/15	Jo Stainsby	Changed the following leading from advice by Sue Rollings; Addition of EYFS to legislation. Update working together document to 2015 version. Added new DBS procedure, including update service.
1.9	03/02/2016	Jo Stainsby	Complete rewrite of policy. To update changes and include prevent duty, FGM and e-safety.
2.0	04/04/2016	Heather Clark	Paragraph about informing parents made clearer
2.1	25/08/16	Heather Clark and Sharon Peach	Updated to include recognition of barriers to identifying signs of abuse in children with SEN/disabilities.
2.2	17/10/16	Heather Clark	Following recent updates of Ofsted safeguarding inspection guidance and NCC safeguarding audit: -Name changed to child protection policy -Procedure for reporting abuse now split into emergencies and non-emergencies sections -We now use a nursery mobile phone for outings -Statement about using nursery phone to send parents pictures has been removed - Peer on peer abuse added - Sentence added about children living within a different local authority - Contact details for DO taken out. It now references to the NSCB website for the most up-to-date contact details -Section about private fostering added - Added that employment will be terminated if we find that a staff member is disqualified

Child Protection Policy

At Bambino Ltd, we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting, we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy). Child Protection and safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014
- Working together to safeguard children 2015
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015.

Child protection, safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children 2015').

Policy intention

To protect children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling

- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

The nursery is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. We believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

The nursery aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Ensure staff understand how to identify early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Northamptonshire Safeguarding Children Board (NSCB)
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Ensure that children are never placed at risk while in the charge of nursery staff
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities

- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the NSCB.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group.

Bambino Ltd has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the nursery manager (Designated Safeguarding Lead) at the earliest opportunity.

Contact telephone numbers

- **OFSTED** 0300 123 1231
- **MASH** Multi Agency Safeguarding Hub (child or staff) 0300 126 1000
 - www.MASH@northamptonshire.gcsx.gov.uk
 - Open Mon to Fri 8am-6pm. Or **Out of hours** 01604 626938
- **NSPCC** helpline (no need to give name etc.) 0808 800 5000
- **DO** Designated Officer (previously LADO)
 - Go to www.northamptonshirescb.org.uk for the most recent contact details
- **NSCB** NSCB@northamptonshire.gcsx.gov.uk
Web: www.northamptonshirescb.org.uk
- Government helpline for extremism concerns **020 7340 7264**
- If child is in immediate danger, left alone or missing: **Call 999** (Non-emergency police **101**)

Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

- Failure to thrive and meet developmental milestones

- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Recording suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure, supported by the Designated Safeguarding Lead (Manager/ Deputy). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any other witnesses
- Name of the person to whom any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the Designated Safeguarding Lead (Manager/ Deputy), dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and Ofsted, and/or an Early Help Assessment (formerly CAF) needs to be initiated. Staff involved may be asked to supply details of any information/concerns they have with regard to a child and/or family. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

Possible areas of abuse

Physical

Emotional

Neglect

Sexual

Physical abuse (including Fabricated Illness and FGM)

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery manager.

Female genital mutilation (FGM)

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Sexual abuse

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole. If a child starts to talk openly to an adult about abuse they may be experiencing the procedure below will be followed.

Peer on peer abuse is when a child abuses another child, usually due to being abused themselves. We are aware that this can happen and must be reported to the DSL immediately who will then follow the procedure below.

Emotional abuse

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them.

Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Neglect

Action should be taken if the staff member has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Special educational needs and disabilities

We recognise that there are additional barriers that exist when spotting the signs of abuse and neglect of children who have special educational needs and/or disabilities. For example, possible indicators of abuse such as a child's mood, behaviour, illness or injury that for a non-disabled child would give cause for concern, for disabled children can be assumed to relate to the child's impairment and therefore possibly not be reported.

Procedure for dealing with possible abuse:

- All signs of marks/injuries to a child, when they come into nursery or occur during time at the nursery, will be detailed in a confidential report by a staff member as soon as noticed.

- If a child shares a disclosure, the adult should reassure the child and listen without interrupting if the child wishes to talk.
- The observed instances will be reported to the Designated Safeguarding Lead (DSL) immediately

Emergencies:

If a child is in immediate danger, left alone or missing, we will contact the police and/or ambulance service directly on 999.

If a child is at immediate risk, we will call the Multi-Agency Safeguarding Hub (MASH) on 0300 126 1000) and make a telephone referral, we are then required to put this in writing.

- The Designated Safeguarding Lead will follow the advice of the MASH regarding whether to discuss the incident with the parent and what further action to take.
- Following advice from the MASH, an Early Help Assessment (EHA) may need to be completed alongside other professionals.
- Such discussions will be recorded and the parent will have access to these records

Non-emergencies:

If there is no immediate danger, we will establish the level of need and risk before we take action. We will use the Northamptonshire Thresholds and Pathways vulnerability matrix (pg.36) to help us with this.

If we are unsure about the levels of need and whether to make a referral, we will contact the Multi-Agency Safeguarding Hub (MASH) for assistance.

We may need to make a referral via the MASH online referral form using the website www.northamptonshirescb.org.uk

Children who live in a different local authority

Due to our location, it is unusual to have a child who lives within a different local authority. When reporting possible abuse or concerns, we are aware that we must contact the appropriate local authority dependent on where they live. Details of these are found online.

Monitoring attendance of children

Although it is not compulsory for children to attend the early years setting, the management of the setting is required to monitor attendance and any patterns of absence in order to safeguard children, and demonstrate this during inspections. We ask parents to please help our team by letting us know of any planned or unplanned absences as soon as possible.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or any other adult who may be present in the nursery regardless of whether or not they have a DBS clearance.

All staff will receive in house child protection training during their probationary period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the DO (Designated officer), the Multi Agency Safeguarding Hub (MASH), Northamptonshire Safeguarding Children Board (NSCB) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have a named person within the nursery who takes lead responsibility for safeguarding and co-ordinates child protection and welfare issues, known as the Designated Safeguarding Lead (DSL). The nursery DSL liaises with the Northamptonshire Safeguarding Children Board (NSCB) and the Multi Agency Safeguarding Hub (MASH), undertakes specific training, including a child protection training course, and receives regular updates on developments within this field.

The Designated Safeguarding Lead (DSL) at the nursery is the Manager/ Deputy.

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within the nursery 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 give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children.
- This information is also stated within every member of staff's contract
- We require staff to register for the DBS update service, to enable us to re-check staff's criminal history and suitability to work with children
- If we become aware that a staff member is or had become disqualified, their employment will be terminated and OFSTED will be notified
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- All students will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, 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 nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use. We ask all unexpected visitors/ contractors to provide ID and a head-office number by which we can clarify.
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

Informing parents

Parents are normally the first point of contact unless advice from the NSCB, MASH or Police state otherwise or you feel that the child will be put at greater risk by the parents knowing. In these cases, the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the NSCB.

Support to families

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the NSCB/ MASH with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

Employees, students or volunteers of the nursery or any other person working on the nursery premises

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

The allegation should be reported to the Designated Safeguarding Lead on duty. If this person is the subject of the allegation, then this should be reported to the owner or senior manager instead.

The Designated Officer (DO), Ofsted and the NSCB will then be informed immediately (within 24 hours) in order for this to be investigated by the appropriate bodies promptly:

- The DO will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals (DO, Ofsted, NSCB) to determine how this will be handled
- The nursery will follow all instructions from the DO, Ofsted, NSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with DO support and advice
- The nursery reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the Multi Agency Safeguarding Hub (MASH) and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

Private Fostering

If a child under the age of 16 (or under the age of 18 if disabled) is living in a private arrangement with someone who is not their parent, step-parent, grandparent, aunt/uncle or adult sibling, for 28 days or more, then this is likely to be a 'private fostering' arrangement and we have a responsibility to inform the local authority for the individual child (Northampton - 0300 126 1000 or by emailing MASH@northamptonshire.gcsx.gov.uk)

Extremism – the Prevent Duty

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in the behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

Mobile phones and e-Safety (also presented as a separate policy)

Our nursery is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within the nursery, we do this by ensuring staff adhere to the following:

- Mobile phones should be stored safely in the office at all times during working hours, or within the designated lockers
- Mobile phones must be on silent or turned off during working hours.
- Mobile phones can only be used on a designated break - this must be away from the children
- Staff may give out the nursery phone number (landline) to be used in case of emergency
- Only using approved devices to record/photograph in the setting. These are stored in the office when not in use.
- Any lost devices such as cameras and tablets must be reported to the nursery DSL immediately
- All nursery devices have restricted access and do not allow for unsupervised access to applications that require the internet.
- Ensuring children are supervised using internet devices and the content is appropriate
- Parents are asked to refrain from using their mobile phone within the nursery. Staff may use their discretion in asking parents to stop using their phone in the presence of children.
- The nursery has a mobile phone, which is clearly labelled and is securely stored in the office unless in use. This is to be taken on trips and outings with the children and is only to be used in emergency situations. The nursery mobile phone is strictly not to be used to send photographs or videos to parents
- Personal mobile phones must never be used to take photographs or videos of children or their families. Setting issued devices must be used for this purpose
- Staff have a whistleblowing responsibility to report other staff's misuse of mobile phones during setting opening times
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

