



## **Safeguarding**

*'Safeguarding is everyone's responsibility.*

*If children are to receive the right help at the right time,*

*Everyone is responsible for identifying concerns sharing information and taking action.'*

*Working Together, 2015*

Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. The Safeguarding and Welfare requirements, specified in the Early Years Foundation Stage, are supporting us in creating a high quality setting, welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence.

The legal framework for this policy is based on the Safeguarding Vulnerable Groups Act (2006). Practitioners have a duty to protect and promote the welfare and well-being of the children in our care. Due to the many hours of care we are providing, staff will often be the first people to sense that there is a problem; they may well be the first people in whom children confide about abuse.

This statement lays out the procedures what will be followed if we have any reason to believe that a child in our care is subject to welfare issues including physical, sexual or emotional abuse or neglect (please see Appendix A: types and signs of possible abuse). 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. All staff will work as part of a multi-agency team where needed in the best interests on the child.

Zeeba Nurseries take all necessary steps to keep children safe and well in line with the safeguarding and welfare requirements of the EYFS:

- child protection
- promote good health
- provide healthy, balanced and nutritious meals, snacks and drinks
- manage children's behaviour
- ensure the suitability of adults who have contact with children
- ensure that adults looking after children have appropriate qualifications, training, support and skills
- ensure each child has a key person
- ensure that staffing ratios and arrangements keep children safe
- ensure that organisational arrangements enable all children to have a positive learning and development experience
- ensure that premises, environment and equipment are safe and suitable
- ensure the use of photographic equipment and mobile phone is strictly monitored
- maintain records, review and update policies and procedures regularly

Safeguarding is a much wider subject than the elements covered within this single Safeguarding Policy, therefore this document should be used in conjunction with all the other Zeeba Nurseries Policies and Procedures.

In addition to these policies, all Zeeba Nurseries must follow the Government's statutory guidance "Working Together to Safeguard Children" 2015, which is a guide to inter-agency working to safeguard and promote the welfare of children. It can be downloaded online.

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, Childcare Advisor or Zeeba Nurseries Director at the earliest opportunity. If they are also



unhappy with their response, they must contact the Local Authority Designated Officer (LADO) within one working day.

Mr Greg Wolff, Childcare Advisor: <a href="mailto:greg@zeebadaycare.co.uk">greg@zeebadaycare.co.uk</a>
Mr Tian Van Emmenis, Director: <a href="mailto:info@zeebadaycare.co.uk">info@zeebadaycare.co.uk</a>
LADO:

All Zeeba Nurseries have 2 flowcharts explaining the procedure to follow and give contact numbers in case of safeguarding concerns and allegations made against a member of staff. These flowcharts are displayed in all the children rooms and communal areas in the Nurseries.

### **ALLEGATIONS AGAINST A MEMBER OF STAFF**

Please refer to our Allegations Against a Member of Staff policy and procedure.

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 Disclosure and Barring Service 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.

### **THE PREVENT DUTY**

The Prevent Duty (July 2015) reinforces our existing Safeguarding duties in the prevention of radicalisation and extremism. We will be challenging any "vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs."

We will work with our Local Safeguarding Children Board and ensure our staff has the knowledge and confidence to challenge extremist ideas, identify and protect children at risk of being drawn into terrorism.

This will be done in an age appropriate way through:

- ensuring children learn right from wrong
- mix and share with other children and value other's views
- know about similarities and differences between themselves and others
- challenge negative attitudes and stereotypes
- Records any concerns

### **CHILD PROTECTION**

Should any member of staff have any fears about a particular child, he/ she will immediately take up the matter with the Designated Safeguarding Officer, who may decide that further advice is needed. The Lead safeguarding Officer will also offer support and guidance to members of staff involved in reporting their concerns.

All Zeeba Nurseries have a Designated/ Lead Safeguarding Officer (DSO) which is the Nursery Manager and who has completed a Designated Person training course run by the Local Authority. All nurseries will have at least one



other member of senior staff trained to this level so that there is always someone on duty with responsibility for safeguarding. This will enable them to identify, understand and respond appropriately to signs of possible abuse and neglect.

The Lead Safeguarding Officer or their named deputy is responsible for liaison with Local Statutory Children's Services agencies and with the LSCB. They provide support, advice and guidance to any other staff on an ongoing basis and specific safeguarding issues as required.

Lead Safeguarding Officer:  
In her absence, the Deputy Lead Safeguarding Officer is:

All our staff have attended a safeguarding course run by the Local Authority or suitable training provider or completed online training; this will be refreshed on an annual basis. This training will enable our staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond in a timely and appropriate way. These may include:

- Significant changes in children's behaviour
- Deterioration in children's general well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Children's comments with give cause for concern
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home or community
- Monitor absences of children and keep a record of when a child stopped attending
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children (i.e. inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their usual role and responsibilities, inappropriate sharing of images).

The safeguarding knowledge of all staff is reviewed and updated formally on an annual basis (staff meetings, L.A. cluster meetings, refresher courses etc.).

The different types and signs of abuse are listed in Appendix A.

- We will consider factors affecting parental capacity and risk, such as social exclusion, domestic violence, parent's 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 and radicalisation (see Prevent duty above).
- 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.

All Zeeba Nurseries have a copy of "What to Do If You're Worried a Child Is Being Abused summary" as a point of reference. It can be downloaded online.



Zeeba Nurseries will notify the relevant statutory agencies if there is any concern about a child's safety or welfare (Children's Social Care Services or the police in case of emergency) and will follow the government statutory guidance "Working Together to Safeguard Children 2013". We will collaborate with the investigations and recommendations given by other agencies.

Local Safeguarding Children Board:

## **IDENTIFICATION AND ACTION**

The Designated Officer or named deputy must take action according to the information available in individual cases. However, there are some general rules:

- In the event of a bruise or mark being observed, the key person or Manager must talk to parents/ carers and record their explanation, in addition to any explanation given by the child (Accident at Home form, Record of Concern form)
- If the key person/ Manager is not happy with the parents' explanation, they will contact their MASH (Multi-Agency Safeguarding Hub)/Children's Social Care.
- Parents/ carers must be informed of accidents that happened on the Nursery premises or when children are on outings and these should be recorded on an accident form.
- When staff members feel that the Manager is not making the right decision in regards to a child's welfare they need to contact the Childcare Advisor, Mr Greg Wolff or the Director, Mr Tian van Emmenis. If they are also unhappy with their responses they must contact the Local Authority Designated Officer (LADO).
- A whistle blowing policy is in place.

## **CHILDREN MISSING FROM EDUCATION**

We will ensure that we obtain information regarding any unexpected absences from nursery in order to ensure that children are fully protected from potential harm.

## **NOT SURE?**

If you have concerns about a child but are not sure whether you should make a formal referral, you can call the Local Authority Assessment team Children's Social Care and without mentioning the child's name or family name seek advice. This is sometimes known as a, "no-names consultation". This means that you can talk the case through with a social worker, without giving the name of the child or family, although you will have to state who you are and what nursery you are from. Following the consultation, the social worker will advise you about whether you need to make a referral. If they ask for the child's name you must give it.

## **CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

Children with special educational needs and disabilities can face additional safeguarding challenges.

We will not assume that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability with further exploration.

We will take into account and potential communication barriers and the difficulties in overcoming these barriers.



We will ensure that children with SEN and disabilities are not disproportionately impacted by things like bullying as often they do not display the expected signs outwardly.

## **RECORDING SUSPICIONS OF ABUSE AND DISCLOSURES**

When staff members are documenting any alleged concern then they must ensure they write factually. It is imperative that it is written exactly how it is said and not elaborated in any way. This documentation may be used as evidence in court and therefore needs to be 100% accurate.

- 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 injuries or marks seen
- Exact observation of an incident including any other witnesses
- Name of the person to whom the concern was reported, with date and the names of any other person present at the time.
- Any discussion held with the parent/carer if deemed appropriate.

These records should be signed by the person reporting this and the LSO or named 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.

## **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. Where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure, they must not be informed and a referral will be made immediately to the Local Authority Children's Social Care. In these cases, the nursery should record and follow the advice given by the investigating officers.

## **INFORMING OFSTED**

At Zeeba Nurseries it is our policy to inform Ofsted without delay of any allegations of serious harm or abuse by any person living, working or looking after children in our setting, (whether the allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises and of the action taken in respect of these allegations.

These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made (a registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence).

## **COLLECTING CHILDREN FROM ZEEBA NURSERY**

When starting at Zeeba Nursery, parents/ carers must provide names of all authorised adults that will be collecting their child or introduce them to the staff members on settling in day. Any parent/ carer who wishes for someone other than themselves to collect their child must inform us prior to the person arriving. Staff members will then ask the person who they have come to collect and also request photo identification or a password. We only ever release a child to someone when we are absolutely sure that it is the person they are authorised to



leave with. If someone arrives to collect a child and we have not been informed of this, staff will attempt to contact the child's parent/s to obtain approval. If approval cannot be sought the child will be not permitted to leave the premises.

## **CONFIDENTIALITY**

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. They should be stored securely and separately from the child's day to day records.

Any information is shared under the guidance of the local authority.

Any breach of confidentiality by a member of staff may result in disciplinary action, and in serious cases, dismissal, under our Disciplinary policy and procedures. For more details, please refer to our Records, Information Sharing and Confidentiality policy

## **SUPPORT FOR CHILDREN**

Children will be supported by their key person and other appropriate colleagues, offering reassurance, comfort and sensitive interactions.

Activities will be devised according to individual circumstances to enable children to develop confidence within their peer group.

## **SUPPORT FOR FAMILIES**

The Nursery takes every possible step to build up trusting and supportive relations among families, colleagues 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 interests of the child.

## **SUPPORT FOR STAFF**

Identifying or suspecting child abuse can be a stressful experience for staff. Management can organise support for staff to discuss their feelings.

## **THE KEY AGENCIES**

Children can only be kept safe properly if the key agencies work together. Local Safeguarding Children Boards (LSCBs), Multi Agency Safeguarding Hub (MASH), Local Authority Children's Social Care help make sure that this happens.

- Local Safeguarding Children Boards (LSCBs) were established by the Children Act 2004, which gives a statutory responsibility to each locality to have this mechanism in place. LSCBs are now the key system in every locality of the country for organisations to come together to agree on how they will cooperate with one another to safeguard and promote the welfare of children.
- The purpose of this partnership working is to hold each other to account and to ensure safeguarding children remains high on the agenda across their region.



- The MASH approach has been developed to improve information sharing, high quality and timely safeguarding responses. The London MASH includes all 32 boroughs. All notifications relating to safeguarding and promoting the welfare of children are to go through the hub.

## **LOCAL AUTHORITY CHILDREN'S SOCIAL CARE**

Local Authority Children's Social Care aim to work with parents, carers and young people to offer advice and support before a situation reaches crisis point. They also work in partnership with, and may refer to, other services and community groups, including Education, Health, Housing, Benefits Agencies and the Police.

All vulnerable children and young people have unique experiences and circumstances, which must be taken into account when providing services.

Children's Social Care Services are made up of teams of social workers and family support workers who promote the well-being of children in need and those who are looked-after by the local authority. Social workers with responsibilities for children and young people work together with professionals in different organisations to ensure they meet each individual child's needs. If you are concerned for a child's welfare, you should follow our policy and contact your Local Authority Children's Social Care team for advice.

## **LOCAL AUTHORITY DESIGNATED OFFICER (LADO)**

Children can be subject to abuse by those who work with them in any Nursery. All allegations of abuse or maltreatment of children by a professional, colleague, student, or volunteer must therefore be taken seriously and treated in accordance with consistent procedures.

Local Authorities have a responsibility for ensuring there are effective procedures in place for dealing with allegations against people who work with children, and providing advice and guidance to Nurseries, liaising with the police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process.

The Local Authority designates an officer to support Nurseries when they receive allegations against a member of staff. This is the Local Authority Designated Officer (LADO).

## **Legal framework**

### *Primary legislation*

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act 2006
- Prevent Duty 2015

### *Secondary legislation*

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



- Childcare (Disqualification) Regulations 2009
- Children and Families Act 2014
- Serious Crime Act 2015

### **Further guidance**

- Working Together to Safeguard Children (2015)
- What to do if you're Worried a Child is Being Abused (DfE 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
- Multi-Agency Practice Guidelines: Female Genital Mutilation (2014)
- Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
- Keeping Children Safe in Education (2015)

## **Appendix A: The different types and signs of abuse**



The following list is an example of some signs and symptoms which **may** occur with abuse & neglect. It is essential to remember that there may be occasions when there are no signs at all. All definitions of possible signs and symptoms have been taken from 'Working together to safeguard children' (2013).

## **1. PHYSICAL ABUSE**

Physical abuse may involve, hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

### **THE SIGNS OF ABUSE MAY INCLUDE:**

- unexplained bruising, marks or injuries on any part of the body
- multiple bruises in clusters, often on the upper arm, outside of the thigh
- cigarette burns
- human bite marks
- broken bones
- scalds, with upward splash marks
- multiple burns with a clearly defined edge
- physical signs that do not tally with the given account of occurrence
- conflicting or unrealistic explanations of cause
- repeated injuries
- Delay in reporting or seeking medical advice.

### **CHANGES IN BEHAVIOUR THAT CAN INDICATE PHYSICAL ABUSE:**

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example in hot weather
- depression
- withdrawn behaviour
- Running away from home.

## **2. EMOTIONAL ABUSE**

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



## **CHANGES IN BEHAVIOUR WHICH CAN INDICATE EMOTIONAL ABUSE INCLUDE:**

- neurotic behaviour e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders
- self-harm
- fear of parent being approached regarding their behaviour
- developmental delay in terms of emotional progress
- lack of self-confidence / esteem
- sudden speech disorders
- self-harming (including eating disorders)
- drug, alcohol, solvent abuse
- lack of empathy (including cruelty to animals)
- concerning interactions between parent/carer and the child (e.g. excessive criticism of the child or a lack of boundaries)

### **3. SEXUAL ABUSE**

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

## **THE SIGNS OF SEXUAL ABUSE MAY INCLUDE:**

- pain or itching in the genital area
- bruising or bleeding near genital area
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy

## **CHANGES IN BEHAVIOUR WHICH CAN ALSO INDICATE SEXUAL ABUSE INCLUDE:**

- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge and/or displays of affection which is beyond their age, or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as over or under eating
- self-harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- substance or drug abuse
- suddenly having unexplained sources of money
- not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults



- regression to younger behaviour
- unexplained gifts or money
- depression and withdrawal
- Fear of undressing for activities such as PE.

It is also important to recognise there may be **no signs**.

#### **4. NEGLECT**

- The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.
- Neglect may occur during pregnancy as a result of maternal substance abuse.
- Once a child is born, neglect may involve a parent or carer failing to:
  - provide adequate food, clothing and shelter (including exclusion from home or abandonment);
  - protect a child from physical and emotional harm or danger;
  - ensure adequate supervision (including the use of inadequate caregivers); or
  - Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### **THE SIGNS OF NEGLECT MAY INCLUDE:**

- constant hunger, sometimes stealing food from other children
- poor personal hygiene, constantly dirty or 'smelly'
- poor dental hygiene
- inappropriate clothing for the conditions
- frequent tiredness
- frequent lateness or non-attendance
- untreated medical problems
- poor relationship with peers
- compulsive stealing and scavenging
- rocking, hair twisting and thumb sucking
- running away
- loss of weight or being constantly underweight (the same applies to weight gain, or being excessively overweight)
- low self esteem
- child being blamed for actions of adults
- Child being used as carer for younger sibling.

#### **CHANGES IN BEHAVIOUR WHICH CAN ALSO INDICATE NEGLECT MAY INCLUDE:**

- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning being left alone or unsupervised
- depression,