

Manager: Sarah Coleman

Designated Safeguarding Lead: Lucy Hindle

Designated persons if Lucy Hindle is unavailable: Sarah Coleman, Lisa Warwick, Claire Holyoake

Introduction

At Wiggles and Giggles 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, be helped to thrive and to be safe from any abuse of any 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. Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the setting's other policies and procedures.

At Wiggles and Giggles we recognise the importance of offering an Early Help approach to support children and their families by working together to ensure that families receive help as early as possible to stop any needs escalating. All services will work in partnership to identify vulnerable families and improve outcomes for those children and families. This is a holistic approach that takes account of different aspects of a child's life in order to help identify the best package of support.

Legal framework and definition of Child Protection

Safeguarding Vulnerable Groups Act 2006

Children and Social Work Act 2017

The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017

Working together to safeguard children 2018

The Childcare (Disqualification) Regulations 2009

Early Years Foundation Stage (Welfare Requirements) Regulations 2012

Childcare Act 2006

Children Act 1989 and 2004

Data Protection Act 2018

Keeping children safe in education 2018

Counter-terrorism and Security Act 2015

Prevent Duty

What to do if you're worried a child is being abused 2015

Sandwell Children's Safeguarding Partnership (SCSP) Referral processes

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 2018').

Separately, the Counter Terrorism and Security Act also places a duty on early years providers "to have due regard to the need to prevent people from being drawn into terrorism" (the Prevent duty).

Policy intention

To safeguard 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.
- Support staff to notice the softer signs of abuse and know what action to take.
- 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.
- 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.
- 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.
- Ensure staff are employed through the safer recruitment process.

At Wiggles and Giggles we are aware that abuse occurs 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 and 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. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information, in line with the Data Protection Act with any relevant agencies such as local authority services for children's social care, health professionals and the police. Staff will work with other agencies including part of a multi-agency team and Team Around Family (TAF) where needed, in the best interests of the child.

Wiggles and Giggles aim to:

- Keep the child at the centre of all we do.
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer 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.
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children.
- 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 in accordance to the data protection policy.
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates.
- Make any child protection referrals in a timely manner, sharing relevant information, as necessary, in line with procedures set out by the Local Authority Children's Safeguarding Partnership.
- Ensure that information is shared on a need to know only basis to protect the child and act in their best interest in line with our confidentiality policy.
- Ensure that children are never placed at risk while in the care of nursery staff by ensuring risk assessments are carried out and reviewed.

- Any appropriate action is taken 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.
- Monitoring systems are in place to identify changes in staff behaviour and act on these as per the Code of conduct (staff Behaviour) policy, ensuring ongoing suitability of staff.
- 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 ensure it complies with any legal requirements and any guidance or procedures issued by the Local Authority Children's Safeguarding Partnership.
- Provide adequate and appropriate staffing resources to meet the needs of all children.
- Ensure all staff are trained with relevant module one training and safeguarding awareness every 3 years. Staff will also receive regular updates on an annual basis or as and when required.
- Staff sign attendance registers on a daily basis to confirm that there is no change to their suitability to work with children including medical conditions, disqualification and disclosure barring service.
- All staff have access to and complies 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, any needs for further support and changes in staff circumstances.
- 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.
- 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 and support them to learn how to keep themselves safe.

There is a Designated Safeguarding lead or Designated person on the premises at all times during the settings opening hours (refer to start of policy to see who the designated persons are).

Please visit www.sandwellcsp.org.uk for up to date contact information

Contact telephone numbers:

Multi Agency Safeguarding Hub (MASH):

If a child is at imminent significant risk of harm/immediate danger, call 999. Then contact Sandwell children's trust via **Sandwell Contact Centre** on **0121 569 3100 (24 Hours)**. You will also be expected to complete a MARF following this contact.

If the child is in no immediate danger but you have child protection concerns, you must **complete a MARF as soon as possible** and within a maximum of 24 hours.

The MARF form is accessible from: <https://www.sandwellcsp.org.uk/key-safeguarding-issues/report-a-concern/>

Send the MARF via secure email to Access_Team@sandwellchildrenstrust.org with the **subject title MARF** (for those agencies who do not have secure email, please password protect the MARF prior to sending, and telephone **Sandwell Contact Centre** to advise them of the password).

Local Authority Designated Officer (LADO):

If you have concerns regarding someone who works with a child including foster carers and volunteers these should be reported to the Local Authority Designated Officer (LADO). This applies to all paid, unpaid, volunteers, casual, agency employees or anyone working in a self-employed capacity.

What must be reported?

As outlined in 'Working Together to Safeguard Children' the LADO must be informed of all allegations against adults who work with children.

The LADO should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

Please complete the LADO Partnership Referral form identifying advice or referral. The form is accessible from: <https://www.sandwellcsp.org.uk/key-safeguarding-issues/allegations-against-stafflado/>

The form must be submitted to the Single Point of Contact:

Access_Team@sandwellchildrenstrust.org

Please chase up any referral with MASH0121 569 3100 if no communication is received within 48 hours

The Community Operating Group (COG):

Tipton COG Team, Unity Walk, Tipton, DY4 8QL
Email: tipton_cog@sandwell.gov.uk
Tel: 0121 569 7291

Wednesbury COG Team (located in Wednesbury library), Walsall Street, Wednesbury, WS10 9EH
Email: wednesbury_cog@sandwell.gov.uk
Tel: 0121 569 7294

West Bromwich COG Team, Court House, High street, West Bromwich B70 8LU
Email: westbromcentral_cog@sandwell.gov.uk
Tel: 0121 569 7293

Oldbury COG Team, (located in Brandhall Library), Tame Road, Oldbury, B68 0JT
Email: oldbury_cog@sandwell.gov.uk
Tel: 0121 569 7295

Rowley COG Team, Payne Street, Blackheath, B65 0DH Email: rowley_cog@sandwell.gov.uk
Tel: 0121 569 7296

Smethwick COG Team, Hollies Family Centre, Smethwick, B67 7DW
Email: Smethwick_cog@sandwell.gov.uk
Tel: 0121 569 7297

Ofsted Telephone: 0300 123 1231

NSPCC Helpline: 0800 028 3550

Female genital Mutilation: fgmhelp@nspcc.org.uk

Childline: 0800 1111

Non-emergency Police for general enquires: 101 - To report a crime or anti-social behaviour, to contact your local police station or to get police assistance.

Police in an emergency: 999 or 0845 113 5000 - if someone is at risk of serious harm or a crime is in progress.

Out of hours children's social care: 0121 569 2355/0121 569 3100

Prevent Duty: 020 7340 7264 or Police/MASH

Sandwell PREVENT Education Officer: – Advice & guidance email: pardeep_brar@sandwell.gov.uk

Emergency Duty Team (children's services) Open evenings/weekends/public holidays, contact for out of hours reporting concerns about a child: 0121 569 3100 or 0121 569 2355

Police child protection unit: 0121 626 9101

Early Years and childcare Unit – child protection team: 0121 569 4960/4970

Useful websites:

- <http://sandwellcsp.proceduresonline.com>
- www.sandwellcsp.org.uk
- www.education.gov.uk
- www.nspcc.org.uk
- www.direct.gov.uk
- www.stopitnow.org.uk
- www.ceop.gov.uk
- www.thinkuknow.co.uk
- www.sandwell.gov.uk/families
- www.sandwell.learningpool.com

Types of abuse and 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.

What to do if you're worried a child is being abused (advice for practitioners 2015). 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

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

- Low Self-esteem
- Wetting and soiling
- Recurrent nightmares

- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention

Peer on peer Abuse

Children and young people may be harmful to one another in a number of ways which could be classified as peer on peer abuse. Abusive behaviour can happen to young children and it is necessary to be aware of what abuse is and what it looks like, how it can be managed and what appropriate support and intervention can be put in place to meet the needs of the individual and what preventative strategies may be put in place to reduce further risk of harm.

It is important to understand that although peer on peer abuse may be experienced in early year's settings, staff must observe any indicators as to whether a child is showing normal actions and behaviours for their age and stage of development and individual circumstances.

Indicators to take into consideration include (but not limited to):

- Age of the child
- Repetition or one-off incidents
- Is a child targeting a specific child/children?
- Child's understanding
- Where the incident/s are taking place
- The child's voice
- Environmental factors, for example abuse at home and/or within the family, abuse in the neighbourhood, how children are raised etc.

Types of peer on peer abuse:

Physical abuse - including hitting, kicking, nipping, shaking, biting, and hair pulling, or otherwise causing physical harm to another child.

Sexual abuse – including inappropriate sexual language, inappropriate role play, sexually touching another child and sexual assault/abuse.

Emotional abuse including Bullying – including an Imbalance of Power, such as physical strength, using popularity to control or harm others, repetition: bullying behaviours happen more than once or have the potential to happen more than once, making threats, spreading rumours, attacking someone physically or verbally or for a reason e.g. size, hair colour, gender, sexual orientation, and excluding someone from a group on purpose.

Most cases of peer on peer abuse can be dealt with in line with Wiggles and Giggles behaviour policy due to the children's age and understanding of harming others.

If it is not possible to deal with potential peer on peer abuse incidents via our behaviour policy, they will be dealt with via the settings usual safeguarding procedures.

Physical abuse

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.

Procedure:

These are not usual childhood injuries and should always be logged and discussed with the designated safeguarding lead and/ or nursery manager.

Female genital mutilation (FGM)

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003. This type of 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. This procedure involves removing and damaging healthy and normal female genital tissue and interferes with the natural functions of girls' and women's bodies. It is primarily, though not exclusively, carried out on minors. Adult safeguarding issues may arise where there is re-infibulation (where a woman is reclosed) after childbirth or pressure for later FGM to take place in connection with marriage. FGM is a form of child abuse and is a violation of a child or adult's human rights and can result in both short term and long-term medical complications. Symptoms may include bleeding, pain 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.

The World Health Organisation (WHO) defines FGM as *"all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons"* (WHO, 1996).

Procedure:

If it is suspected that a child may be at risk of FGM the settings usual safeguarding procedures apply. If a case of FGM has been visually noticed or verbally disclosed the professional who visually noticed or took the verbal disclosure must report it to the police by calling 101 as soon as possible, but by the close of the next working day. It is good practice to inform the parent/carer of your intentions and why, unless this will put the child in significant harm.

Breast Ironing

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage.

Procedure:

Although this is unlikely to happen to children in the nursery due to their age, we will ensure any signs of this in young adults or older children are followed up using the usual safeguarding referral process.

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 under this heading if the staff member has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation 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 stated later in this document under 'recording abuse suspicions' will be followed.

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk.
- The observed instances will be detailed in a confidential report and reported to the named designated safeguarding lead and/or to the Nursery Manager.
- The concern will be discussed with the parent at the earliest opportunity, where felt appropriate, such discussions will be recorded and the parent will have access to such records, if felt appropriate.
- If there appears to be any queries regarding the concern, the Threshold document will be referred to and the local authority children's social care team will be notified in line with procedures set out by the Local Children Safeguarding Partnership (SCSP).
- A (MARF) Multi-Agency referral form online may need to be completed.

Child Sexual Exploitation (CSE)

Child Sexual Exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults.

Child Sexual Exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many different forms from the seemingly 'consensual' relationship to serious organized crime involving gangs and groups. Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyberbullying and grooming. It is important to recognise that some young people who are being sexually exploited do not show any external signs of this abuse and may not recognise it as abuse.

Procedure:

The setting recognises that all cases of CSE fall under safeguarding and if we have concerns, we will follow the same procedure as for other concerns and we will record and refer as appropriate.

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.

Procedure:

The settings usual safeguarding procedures apply.

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 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.

Procedure:

If it is suspected that a child may be at risk of Neglect the settings usual safeguarding procedures apply.

Domestic Abuse / Honour Based Violence / Forced Marriages

We look at these areas as a child protection concern.

Reporting Procedures:

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding lead (DSL) as soon as possible. Follow Safeguarding procedure.

- Staff will report their concerns to the DSL (in the absence of the DSL they will be reported to the management team)
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely
- If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded, and the parent will have access to these records on request
- If there are queries/concerns regarding the injury/information given, then the following procedures will take place:

The DSL will:

- Contact the Local Authority children's social care team to report concerns and seek advice. If it is believed a child is in immediate danger, we will contact the police. If the safeguarding concern relates to an allegation against an adult working or volunteering with children, then the DSL will follow the reporting allegations procedures.
- Record the information and action taken relating to the concern raised

- Speak to the parents (unless advised not to do so by LA children's social care team)
- The designated safeguarding lead will follow up with the Local Authority children's social care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2018). We will never assume that action has been taken,

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSL or management team they should call the Local Authority children's social care team or Sandwell Early Years team and report their concerns anonymously.

Recording suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure, supported by the designated safeguarding lead or the management team. This record should be recorded on a Disclosure/ Incident/ Child protection concerns notification form and must include:

- Date and time of the observation or the disclosure
- Name of person completing the form
- Child's name
- Child's date of birth
- Details of disclosure/ incident/ child protection concerns by child or adult
 - Ensuring it is clear to a stranger reading it in 12 months' time
 - Factual, exact words spoken by the child
 - Who, what, when, where and how?
 - Explanation of type of any injuries or marks seen
- Exact position of any visible injuries or marks to be highlighted on the body map form
- The names of any other person present at the time of disclosure/incident/child protection concern
- Action taken by the person completing the form
- Signature and position of person completing the form
- Name of the person to whom any concern was reported/ received by
- Date and time
- Highlight links to the Threshold matrix document.
- Details of decision, action and reasons why
 - Ensuring it is clear to a stranger reading it in 12 months' time
 - What are you worried about?, What's working well?, What needs to happen next?
 - Factual, who, what, when, where and how?
 - Information of any discussion held with the parent/carers, where deemed appropriate
 - Information of any discussion held with the manager/ team leader/ key person/ outside agency, where deemed appropriate
- If the information has been shared with someone in the setting, if so, who
- Signature and position of person completing form
- Reviewed date (all forms must be reviewed on a monthly basis, if no further concerns have been highlighted within this time forms will be reviewed in a timely manner appropriate to the nature of the disclosure/incident/child protection concern.)
- Name of person completing the review
- Details of the decision, action and reasons why
 - Ensuring it is clear to a stranger reading it in 12 months' time
 - Factual, who, what, when, where and how
 - Information of any discussion held with the parent/carers, where deemed appropriate
 - Information of any discussion held with the manager/ team leader/ key person/ outside agency, where deemed appropriate
- Signature and position of person completing the form

These records of disclosure/ incident/ child protection forms must be kept in a separate confidential file within the office. The designated safeguarding lead will review these forms on a monthly basis, or as appropriate.

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 a 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 and consulting the SCSP Multi Agency Thresholds Document that the child protection disclosure needs to be raised with the local authority children's social care team and Ofsted. All verbal concerns need to be followed up with a Multi-Agency referral form (MARF) or contacting the Community Operating groups (COGs).

After referring to the SCSP Multi Agency Thresholds Document it must be decided which of the following sections the disclosure links into and relevant pathways must be followed.

Level of need- Universal

Level of need- Universal Plus

Level of need- Targeted additional needs

Level of need- Complex/significant needs

Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The setting 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 privately about a parent's or staff members supposed or actual behaviour.

Informing parents

Where practicable, concerns should be discussed with the parent and agreement sought for a referral to local authority children's social care unless seeking agreement is likely to:

- place the child at risk of [significant harm](#) through delay or the parent's actions or reactions
- lead to the risk of loss of evidential material. For example in circumstances where there are concerns or suspicions that a serious crime such as [sexual abuse](#) or [induced illness](#) has taken place.

Where a professional decides not to seek parental permission before making a referral to local authority children's social care, the decision must be recorded in the child's file with reasons, dated and signed and confirmed in the referral to local authority children's social care.

A child protection referral from a professional cannot be treated as anonymous, so the parent will ultimately become aware of the identity of the referrer. Where the parent refuses to give permission for the referral, unless it would cause undue delay, further advice should be sought from a manager or the nominated child protection adviser and the outcome fully recorded.

If, having taken full account of the parents' wishes, it is still considered that there is a need for referral:

- the reason for proceeding without parental agreement must be recorded
- the parent's withholding of permission must form part of the verbal and written referral to local authority children's social care
- the parent should be contacted to inform them that, after considering their wishes, a referral has been made.

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 SCSP, Data protection and confidentiality policy.

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 interests 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 SCSP with the provision 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.

Our setting 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 owner and/or the named designated safeguarding lead and/or to the Nursery Manager at the earliest opportunity.

Allegations against adults working or volunteering with children

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 named designated safeguarding lead and/or to the management team. If this person is the subject of the allegation, then this should be reported to the owner of the Nursery or the most senior member of management team.

The Local Authority Designated Officer (LADO), Ofsted and the SCSP will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance.
- If as an individual, you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself.
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, SCSP) to determine how this will be handled.
- The nursery will follow all instructions from the LADO, Ofsted, and SCSP 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 LADO 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 re-instated.
- Founded allegations will be dealt with as gross misconduct in accordance with our disciplinary procedures and may 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 if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re-investigation.
- 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.

Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern. Parents should please inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day, so the nursery management are able to account for a child's absence.

If a child has not arrived at nursery within their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the further emergency contacts will be used to ensure all parties are safe.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safeguarded.

This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

Looked after children

As part of our safeguarding practice we will ensure our staff are aware of how to keep looked after children safe. In order to do this, we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.
- The details of the child's social worker and any other support agencies involved.
- Any child protection plan or care plan in place for the child in question.

Please refer to the Looked After Children policy for further details.

Staffing, students 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 will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with the children.

All new staff are trained with relevant module one training and safeguarding awareness every 3 years. Staff will also receive regular updates on an annual basis or as and when required. 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 LADO (local authority designated officer), the local authority children's services team, the Sandwell Children Safeguarding Partnership (SCSP) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinates child protection and welfare issues, known as the Designated safeguarding leads (DSL), there is always at least one designated person on duty during all opening hours of the setting. These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis.

The nurseries Designated safeguarding Lead liaises with the Sandwell Children Safeguarding Partnership (SCSP) and the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

Although, under the EYFS, we are only required to have one designated lead for safeguarding, for best practice and to ensure cover at all times, we have two/three designated leads in place. This enables safeguarding to stay high on our priorities at all times. There will always be at least one designated lead on duty at all times our provision is open. This will ensure that prompt action can be taken if concerns are raised.

- 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 child protection plans for their own children.
- This information is also stated within every member of staff's contract.
- We request DBS checks prior to employment/ and or we use the DBS update service (with staff consent) to re-check staff's criminal history and suitability to work with children.
- 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.
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us.
- 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.
- As a staff team we will be fully aware of how to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones or strangers lingering. We will ensure the children remain safe at all times.
- The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management, so we are able to support the individual staff member and ensure the safety and care of the children is not compromised.
- 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.

- Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately.
- 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.
- We use peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly highlighted. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff are able to share any concerns they may have. Any concerns are raised with the designated safeguarding lead and dealt with in an appropriate and timely manner.
- 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.

We also operate a Phones and Other Electronic Devices and Social Media policy which states how we will keep children safe from these devices whilst at nursery. This also links to our Online Safety policy.

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 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. We have a Prevent Duty and Radicalisation policy in place. Please refer to this for specific details.

ICT Safety:

At Wiggles and Giggles we believe that our staff should be completely attentive during their hours of working to ensure all the children in the nursery receive good quality care and education. To ensure the safety and well-being of children we do not allow staff, students and volunteers to use personal mobile phones in the same facilities as the children and they are stored away for non-working hours. Whilst we do recognise that there may be emergency situations which necessitate the use of a mobile phone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobiles.

At Wiggles and Giggles we use nursery cameras and recording devices to capture children's experiences and development for displays and observation assessment purposes. These devices are allowed to be used by staff once parent/carers permission has been obtained within the child's individual registration form. All images are stored on memory cards and kept in a secure location within the office once used for their intended purpose they are deleted.

At Wiggles & Giggles we recognise that it is our duty to safeguard the children while in our care and to protect them from potentially harmful situations. We recognise that we operate in a technological world but we need to ensure that technologies and potential risks are managed safely. Through regular safeguarding training staff are made aware of the potential dangers of technology and are clear of acceptable use and storage of computer equipment/internet.

Wiggles and Giggles ensure:

- Computers and tablets are fitted with a recommended Firewall and anti-virus software.

- Children are not left unsupervised when using the computers and computer use will be adult lead where possible.
- Staff visit all sites before the children are exposed to websites to become aware of the contact viewable to children.
- Children will only be allowed access to computers to support and extend their learning and development.

We take the safety of our children very seriously and this includes their online safety. Please refer to the ICT and Digital equipment policy for details.

Children with Statements of Special Educational Needs and Emotional or Behavioural Difficulties

We recognise that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse.

The setting has children with emotional and behavioural difficulties and/or challenging behaviours. The setting will support staff to decide appropriate strategies that will reduce anxiety for the individual child and raise self- esteem as part of an overall behaviour support plan agreed with parents/carers.

Please refer to our Special Educational needs policy.

Safe Recruitment

At Wiggles and Giggles we recognise the importance of providing a robust recruitment procedure and management of staff as an essential part of safeguarding children and their welfare within our care. Recruitment and checks that are undertaken as part of this process are our organisations first chance to make robust efforts to prevent unsuitable individuals from working with children.

Before we release the post for application:

- Ensure that our recruitment policy is up to date that describes the process and roles.
- Ensure the Child Protection policy is up to date and a statement about our commitment to safeguarding is included in all recruitment and selection materials.
- Ensure we have an up to date job description and person specification for the role(s) we wish to recruit.
- Ensure that we have an appropriate advertisement prepared.
- Ensure we have compiled a suitable candidate information pack.

Before we interview:

- Ensure that each application received is scrutinised in a systematic way by the short-listing panel in order to agree your shortlist before sending invitations to interview.
- Ensure that all appropriate checks have been undertaken on your shortlisted candidates, including references and DBS checks.
- Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with all necessary information.

Before we select our preferred candidate:

- Ensure that a face-to-face interview is conducted for all shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description.
- Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied in the application form.
- Ensure that a second interview is conducted for all shortlisted candidates based on an observation of the candidate's ability to interaction with children and work as part of a team.

Before we formally appoint:

- Ensure that we are able to make a confident selection of a preferred candidate based upon their demonstration for the role.
- Ensure that the candidate is informed that the offer of employment is conditional on receiving satisfactory information from all necessary checks.
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff to ensure that all working in the setting are suitable to do so.
- 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 DBS 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 ensure we receive at least two quality written references.

After we formally appoint:

- We ask for verification that the candidate has actually obtained the qualifications legally required for the position, as well as carry out identity checks. All information about staff qualifications, identity checks and vetting processes that have been completed are recorded in the staff member's personal file.
- Regardless of role of previous experience of working with children, the candidates will complete a robust induction and probation programme for all new staff.
- Appraisals and supervisions are carried out on a regular basis to ensure that staff understand their roles and are confident at carrying them out.
- Ongoing training to be put into place as it is essential to maintaining a safe workforce.
- An information form needs to be completed to ensure emergency contacts.
- A contract to be provided and a signed copy put on file.
- All enhanced DBS checks will be renewed every 3 years. In house checks are carried out on a daily basis to ensure suitability to work with children.
- If the individual has successfully registered on the DBS update service and have a portable DBS, managers will use the update service to ensure suitability to work with children on a yearly basis.

Other Policy and Procedures linking to safeguarding:

- Whistle Blowing
- Safer Recruitment
- Confidentiality
- Arrival and collection of children
- Mobile phone
- Accident, Incident and First Aid
- Gate
- Health and Safety
- ICT and Digital Equipment
- Induction
- Key Person
- Security
- Smoking, Alcohol and Substance
- Social Networking
- Staff Training
- Students and Visitors
- Supervisions
- Social Networking

- Fundamental British Values
- Data Protection
- Behaviour
- Code of Conduct (staff behaviour)