


# Little Dukes: Safeguarding Policy

## Riverside Nursery Schools – Grosvenor House

Grosvenor House EY479787  
Registered provider Bright Beginnings (Twickenham) Ltd  
URN: RP906072

### Key Personnel for Safeguarding and Child Protection:

Location: Riverside Nursery Schools  
Principal: Joanne Allen – Principal of Riverside Nursery Schools  
Email: [joanne.allen@riversidenurseryschools.com](mailto:joanne.allen@riversidenurseryschools.com)  
Tel: 0208 538 9999



Policy adopted August 2024 - Version 1  
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## Monitoring and review

This policy will be continuously monitored, refined and audited by the Headteacher who will also review it annually to assess how efficiently duties have been carried out over the year. This review will take place no later than one year from the date shown below, or sooner if needed due to changes in legislation, regulatory requirements or best practice guidelines.

**Current version adopted: August 2024**

**This final version reviewed and approved by:**

Rik McShane, Director of Little Dukes Nurseries  
Naz Usman, Principal of Hopes and Dreams Montessori Nurseries  
Joanne Allen, Principal of Riverside Nursery Schools  
Ben Murray, Marketing and Admissions Director - Little Dukes Nurseries

**Next review due: July 2025**



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### Key Personnel for Safeguarding and Child Protection:

Location: Riverside Nursery Schools  
Principal: Joanne Allen – Principal of Riverside Nursery Schools  
Email: joanne.allen@riversidenurseryschools.com  
Tel: 0208 538 9999

### Designated Safeguarding Leads on site (DSL):

Location: Riverside Nursery Schools  
Name: Annabelle Dare – Interim Head Teacher at Grosvenor House  
Email: head.grosvenorhouse@riversidenurseryschools.com  
Tel: 0208 538 9999

### Deputy Designated Safeguarding Leads on site (DDSL):

Location: Riverside Holly Road  
Name: Ilirijana Bela – Head Educator  
Email: ilirijana.bela@riversidenurseryschools.com  
Tel: 0208 538 9777

### Key External Agencies, Services and Professionals' Contact Details:

#### Children's Services:

Name: Kingston and Richmond Children's Services  
Email: Enquiry form at  
Tel: 020 8547 5008  
(8am to 5.15pm, Monday to Thursday, and 8am to 5pm on Friday.  
Out of hours, phone 020 8770 5000.)


Borough single point of access:

#### Designated Officer LADO:

Name: LADO (Local Authority Designated Officer)  
Email:  
Tel: 07774 332675

#### Local Authority Safeguarding Team:

Kingston: 020 8547 5864



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Richmond: 020 8891 7380

**Twickenham Police Station:**

41 London Road  
TW1 3SY

**Metropolitan Police Prevent Line:**

[0800 011 3764](tel:08000113764), in confidence, to share your concerns with our specially trained officers.

### **Statement of intent:**

We are committed to safeguarding and promoting the welfare of children. We expect all team members and volunteers to share this commitment. 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 in whatever form. This Safeguarding Child Protection policy has been updated with due regard to Keeping Children Safe in Education KCSIE 2023 review as well as requirements from The London Borough of Richmond upon Thames and in line with multi-agency safeguarding arrangements put in place by the safeguarding partners.

### **Policy aim:**

This policy aims to ensure all staff, including agency and bank staff, volunteers, governors and contractors understand and comply with statutory requirements to protect children from harm.

This policy has been authorised by the Headteacher, the Principal of the nursery and the senior team listed above and is addressed to all team members and volunteers. It will be discussed with parents before their child joins the nursery and the policy will be made available to parents on the nursery's website and a copy can be obtained from the nursery on request. This policy is reviewed annually by the Board of Governors as part of the nursery's Annual Safeguarding Review or when legislation or Government guidance dictates and will be updated whenever needed so that it is kept up to date with safeguarding issues as they emerge and evolve, including lessons learnt.

It applies wherever team members or volunteers are working with children including away from the nursery, for example at an activity centre or on an educational visit.

### **Definitions:**

Child/young person: Any young person in the nursery under the age of 18 is considered a child by law. This also includes team members who are under 18. 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 2023')

### **Designated Safeguarding Lead:**

The nursery has appointed a Designated Safeguarding Lead (DSL). The DSL is a senior team member with the necessary status and authority to have lead responsibility for matters relating to safeguarding children. The nursery has also appointed a senior team member with the necessary status and authority to act as a Deputy DSL for matters relating to safeguarding children.

The Designated Safeguarding Lead (DSL) has the overall responsibility for the day to day overseeing of safeguarding and child protection systems at the nursery.

The main responsibilities of the Designated Safeguarding Lead are as detailed in KCSIE Annex C but are also detailed in the Designated Safeguarding Lead job description.

The names and contact details of the DSL and Deputy DSL for the nursery are set out in the contacts list at the start of this policy.

The DSL and Deputy DSL may be contacted through the contact details given in relation to any safeguarding concerns and the Principal may also be contacted.

### **Roles and responsibilities:**

#### **The Principal MUST:**

Ensure that this policy is being implemented at all nurseries within their group.

#### **All Designated Safeguarding Leads and Deputy Designated Safeguarding Leads of the nursery MUST:**

Complete and remain compliant with the training set out in Appendix 2 which will be (2-yearly, including inter-agency working and Prevent, plus informal updates.

Have a system in place that ensures (a) this policy is implemented in the nursery and (b) all team members are aware of the requirements under this policy.

Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.

Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.

Ensure each team member has access to and understands the nursery child protection policy and procedures, especially new and part time team members.

Be alert to the specific needs of children with special educational needs and support them in line with their EHCP and work in partnership with the local authority. .

Be able to keep detailed, accurate, secure written records of concerns and referrals.

Understand and support the nursery with regard to the requirements of the Prevent Duty Guidance and be able to provide advice and support to team members on protecting children from the risk of radicalisation.

Obtain access to resources and attend any relevant or refresher training courses.

Encourage a culture of listening to children and taking account of their wishes and feelings, among all team members, in any measures the nursery may put in place to protect them and to meet the reporting and referral requirements and procedures of the local authority.

Be ready to deal with any allegations or disclosures regarding the welfare of children both outside and inside the home.

Where children leave the nursery, to ensure their child protection file is copied for any new nursery or school and transferred securely, within 5 days, to the DSL at the new nursery and a receipt is obtained confirming they have been received.

The designated safeguarding lead should take lead responsibility for online safety and understanding the filtering and monitoring systems and processes in place).

The DSL has responsibility for the oversight and monitoring of online safety in the nursery include appropriate filtering and monitoring on nursery devices and company networks.

**All team members MUST:**

Complete all relevant Child Protection training in line with Appendix 2.

Protect children from abuse.

Be aware of the procedures in this policy and follow them.

Know how to access and implement the procedures in this policy independently and the process for making referrals to children's social care if necessary.

Know what to do if a child tells them he/she is being abused, exploited or neglected.

Provide a safe and supportive learning environment.

Be alert to the signs of abuse and neglect, including child-on-child abuse and to report any concerns to the DSL immediately.

Be aware that even if there are no reports of child-on-child, or any other form of abuse, it does not mean it is not happening, it may not be being reported.

To understand the child protection process, including Section 17 and Section 47 assessments under the Children's Act (1989) and 'Early Help' processes.

Help children understand how to keep themselves safe and manage risk including online in an age-appropriate manner.

Aim to keep an accurate concise record of any significant safeguarding or child protection concern, conversation, disclosure, allegation or event.

Report to the DSL/Headteacher any concerns about the conduct of adults, including low level concerns see below (this includes behaviour outside the nursery that might indicate an individual is unsuitable to work with children). This is to create and embed a culture of openness, trust and transparency in which the nursery's values and expected behaviour which are set out in the staff code of conduct are constantly lived, monitored and reinforced by all staff.

Report any matters of concern in accordance with this policy.

Inform the nursery if their circumstances change which would mean they meet any of the criteria for disqualification under the Childcare Act 2006.

Team members should refer to the nursery Recruitment Policy for further information about this duty and to their employment contract in respect of their ongoing duty to update the nursery.

Staff are required to read Part one of KCSIE (or Annex A if determined by the governing body/proprietor as appropriate) KCSIE should be read and understood by all staff, Annex B by nursery leaders and those who work directly with children.

### **Specific role of the Designated Safeguarding Lead:**

The Designated Safeguarding Lead will be given the time, funding, training, resources and support to enable them to support other team members on



safeguarding matters, to contribute to strategy discussions and/or inter-agency meetings and to contribute to the assessment of children.

## **The main responsibilities of the Designated Safeguarding Lead are:**

### **1. Managing referrals:**

The DSL is expected to:

- Refer cases of suspected abuse to the local authority children's social care as required
- Support team members who make referrals to the local authority children's social care.
- Refer cases to the Channel programme where there is a radicalisation concern as required.
- Support staff who make referrals to the Channel programme.
  
- The Nursery reserves the right to report to the DBS any person who has been dismissed or removed if they had not resigned to the Disclosure and Barring Service (DBS) if they consider them to a potential risk to welfare of children.
  
- Staff may refer to the police if there is an immediate risk of harm to a child or the staff member suspects or knows that a crime may have been committed. In the case of direct police referral, the staff member will inform the DSL or Nursery Manager as soon as possible.
- The nursery reserves the right to consider reporting any qualified teacher whether employed or otherwise to the Teacher Regulation Agency (TRA) if they consider that they may have brought the teaching profession into disrepute or professional misconduct.

### **2. Working with others:**

Liaise with the Principal on issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.

Liaise with the designated officer(s) at the local authority for child protection concerns (all cases which concern a team member).

Liaise with team members on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

Act as a source of support, advice and expertise to team members.

### **3. Raising awareness:**

The DSL should ensure this policy is known, understood and used appropriately.

Ensure this policy is reviewed annually and the procedures and implementation are updated and reviewed regularly (and work with the Principal regarding this).

Ensure this Policy is available publicly.

Ensure that parents/carers are aware that referrals about suspected abuse or neglect may be made to children's social care and the nursery's role in this.

Maintain links with the Local Safeguarding Partners (LSP) to ensure team members are aware of training opportunities and the local policies on safeguarding.

#### **4. Child protection file:**

When children leave the nursery, ensure their child protection file is copied for any new nursery or school and transferred securely within 5 days to the DSL at the new school and a receipt is obtained confirming they have been received.

#### **5. Prevent:**

In accordance with the Prevent Duty Guidance for England and Wales and Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015) the Designated Safeguarding Lead also has the following responsibilities:

Acting as the first point of contact for parents/carers, children, teaching and non-teaching team members and external agencies in all matters relating to the Prevent duty.

Coordinating Prevent duty procedures in the nursery.

Liaising with local Prevent coordinators, the police and local authorities and through existing multi-agency forums, including referrals to the Channel Police Practitioner and/or the police where indicated.

Undergoing WRAP or other appropriate training.

Maintaining an ongoing training programme for all nursery employees including induction training for all new employees and keeping records of team training.

Monitoring the keeping, confidentiality and storage of records in relation to the Prevent duty.

#### **6. Monitoring low level concerns**

Where there is a lower-level concern and allegation ('low-level concerns') that does not meet the local authority harms test, It should be addressed separately by the DSL or DDSL.

When a low-level concern has been raised by a third party, the DSL should collect as much evidence as possible by speaking where possible with the person who raised the concern, to the individual involved and to any witnesses.

These reports of low-level concerns should be recorded in writing on the low-level concern log with details of the concern, the context in which it arose, and action taken.

The name of the person reporting should be noted, respecting wishes to remain anonymous as far as reasonably possible.

Records of low-level concerns should be reviewed monthly by the DSL so that potential patterns of concerning, problematic or inappropriate behaviour can be identified and responded to.

Where a pattern of behaviour is identified, the DSL should decide on a course of action. This might be internal disciplinary procedures, or referral to the LADO if the harms threshold is met.

The nursery must consider if any wider cultural issues that enabled the behaviour to occur and if appropriate policies could be revised or extra training delivered to minimise the risk of recurrence.

The rationale for all decisions, any communication with local authority partners and any actions taken must be recorded on this log.

**The Deputy Designated Safeguarding Lead will carry out this role where the Designated Safeguarding Lead is unavailable.**

#### **Relevant statutory and non-statutory advice:**

*Keeping Children Safe in Education (KCSIE), DfE - September 2023 Disqualification Under the Childcare Act 2006 - Updated August 2018*

*Working Together to Safeguard Children Updated - 2023. WT refers to the non-statutory but important Advice Information Sharing (2018)*

*The Independent School Standards (England) Regulations, DfE - 2014 (Updated 2019)*

*EYFS Framework - September 2024*

*DfE Guidance What to do if you're worried a child is being abused - March 2015*

*Prevent Duty 2015 – Updated April 2021*

*Safeguarding in the Early Years 2019 Children Act 1989 and 2004*

*Childcare Act 2006*

*Safeguarding Vulnerable Groups Act 2006 Children and Social Work Act 2017*

We work with social care, the police, health services and other services, as and where appropriate, in accordance with our statutory responsibility, to promote the welfare of children and protect them from harm.

Anyone can make a referral directly to children's social care or the Local Authority Designated Officer if they believe that a child is at risk or may be at risk of significant harm.

Nursery team members do not require parental consent to make such a referral to external statutory agencies.

If a direct referral is made by a team member, the DSL should also be informed as soon as possible or, in their absence, the Principal or our Safeguarding Governor.

### **The National Society for the Prevention of Cruelty to Children (NSPCC):**

Whistleblowing helpline can be contacted on 0800 800 5000

Weston House, 42 Curtain Road, London, EC2A 3NH Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**NSPCC Whistleblowing Helpline: 0800 028 0285**

**Childline: 0800 1111**

**Ofsted Whistleblowing Hotline: 0300 123 3155**

**Forced Marriage Unit: 020 7008 0151 Email: [fmufco.gov.uk](mailto:fmufco.gov.uk)**

National Terrorism Hotline: 0800 789 321

### **Types and signs of abuse:**

The types and signs of abuse and neglect and examples of specific safeguarding issues are set out in Appendix 1.

The main categories of abuse outlined in KCSIE, are:

- (a) Physical abuse
- (b) Emotional abuse (including domestic abuse)
- (c) Sexual abuse
- (d) Neglect

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### **Specific safeguarding issues:**

Keeping Children Safe in Education also acknowledges the following as specific safeguarding issues (extensive guidance on a wide variety of specific issues can be found in Annex B of KCSIE):

- Bullying including cyberbullying
- Children missing from education
- Children missing from home or care
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE) (including county lines/gangs)
- Children and the court system
- Child on Child abuse
- County lines
- Domestic abuse
- Drugs/substance misuse
- Fabricated or induced illness
- Female genital mutilation (FGM)
- Forced marriage
- Gender-based violence / violence against women and girls (VAWG)
- Hate
- Mental health
- Breast ironing / breast flattening
- Homelessness
- Preventing radicalisation (including Channel)
- Relationship abuse
- Sexting
- Trafficking.


The term 'toxic trio' is used to describe the issues of domestic abuse, mental ill-health, and substance misuse, identified as common features of families where significant harm to children has occurred.

The toxic trio combination has been clearly linked with increased risks of abuse and neglect of children and young people.

### **All team members (including Management) must:**

Ensure they identify child abuse and respond/offer support as required.

#### **1. Procedures for responding to allegations/suspected abuse:**



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## 2.1 Initial complaint:

A team member suspecting or hearing a complaint of abuse:

- MUST listen carefully to the child and/or parent/carer and keep an open mind.
- MUST NOT take a decision as to whether or not the abuse has taken place.
- MUST NOT ask leading questions, that is, a question which suggests its own answer.
- MUST reassure the child and/or parent/carer but not give a guarantee of absolute confidentiality.
- MUST explain that they need to pass on the information in accordance with this policy so that the correct action is taken.
- MUST keep a sufficient written record of the conversation. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials.
- MUST keep all other evidence (for example, scribbled notes, mobile phones containing text messages, clothing, computers) securely with the written record and passed on when reporting the matter in accordance with this policy.
- MUST report all suspicions or complaints of abuse or any concern about a child's welfare in accordance with the procedures set out below.
- MUST always speak to the DSL if unsure of what to do.

## 2.2 Early help:

The nursery understands that providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as

soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

A team member who considers that a child may benefit from early help should first discuss this with the DSL. The DSL will consider the appropriate action to take in accordance with the Local Safeguarding Partners (LSP) referral threshold document and will support team members in liaising with other agencies and setting up an inter-agency assessment as appropriate.

If early help is appropriate, the matter will be kept under review and consideration given to a referral to children's social care if the child's situation does not appear to be improving.

### **2.3 Concerns about a child's welfare:**

If a team member is concerned about a child's welfare, the matter should be reported to the DSL as soon as possible. See below for the procedures for dealing with allegations against team members (2.6).

On being notified of a concern the DSL will consider the appropriate course of action in accordance with the Local Safeguarding Partners (LSP) referral threshold document. Such action may include early help or a referral to children's social care.

If it is decided on advice from LADO that a referral is not required, the DSL will keep the matter under review. Consideration will be given to a referral to children's social care if the child's situation does not appear to be improving.

In accordance with these procedures, if a team member has a concern about a child, there should be a conversation with the DSL to agree a course of action where possible. However, any team member can make a referral to children's social care. If a referral is made by someone other than the DSL, the DSL should be informed of the referral as soon as possible.

### **2.4 If a child is in immediate danger or at risk of harm:**

If a child is in immediate danger or is at risk of harm, including incidences or suspected incidences of FGM., a referral should be made to children's social care and/or the police immediately. Anyone can make a referral in these circumstances and the DSL/DDSL are not available. See further details on making a referral. If a referral is made by someone other than the DSL, the DSL should be informed of the referral as soon as possible.

If a staff member suspects or knows that a crime may have been committed then an immediate referral to the police must be made and then DSL / DDSL contacted as soon as possible.

## **2.5 Making a referral:**

The relevant contact information is set out in this policy. If the referral is made to SPA by telephone, this should be followed up in writing and a completion of the online referral form

Confirmation of the referral and details of the decision (about what course of action will be taken) should be received from the local authority within one working day. If this is not received, the DSL (or the person that made the referral) should contact children's social care again.

If after the referral the child's situation does not appear to be improving, the DSL (or the person making the referral) should press for reconsideration to ensure their concerns are addressed and the child's situation improves.

## **2.6 Allegations against team members:**

The nursery has procedures for dealing with allegations against team members (and volunteers who work with children) that aim to strike a balance between the need to protect children from abuse and the need to protect team members and volunteers from false or unfounded allegations.

These procedures follow the guidance based on The London Borough of Richmond upon Thames Partnership procedures and will be followed where an allegation may relate to a team member or volunteer who has:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against 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.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

All allegations or suspicions against team members will be taken seriously and considered as requiring a child protection response/enquiry.

The local authority's designated officer will be informed immediately and in any event within one working day of all allegations that come to the nursery's attention and appear to meet the criteria above.

An allegation against any team member or volunteer must be reported immediately to the DSL or in his/her absence to the Deputy DSL. If the allegation is made against the DSL, the matter must be reported immediately to the Deputy DSL or the Principal.



The allegation will be discussed immediately with the local authority's designated officer before further action is taken. The nursery will not investigate before referring to LADO.

Where an allegation or complaint is made against the Headteacher, the Designated Safeguarding Lead will report to and consult with the Principal who will follow the procedures outlined above.

The nursery will inform Ofsted of any allegations of serious harm or abuse by any person living with, working with, or looking after children on the nursery premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), and will provide details of the action taken in respect of those allegations.

These notifications will be made as soon as reasonably practicable, but in any event within 14 days of the allegations being made.

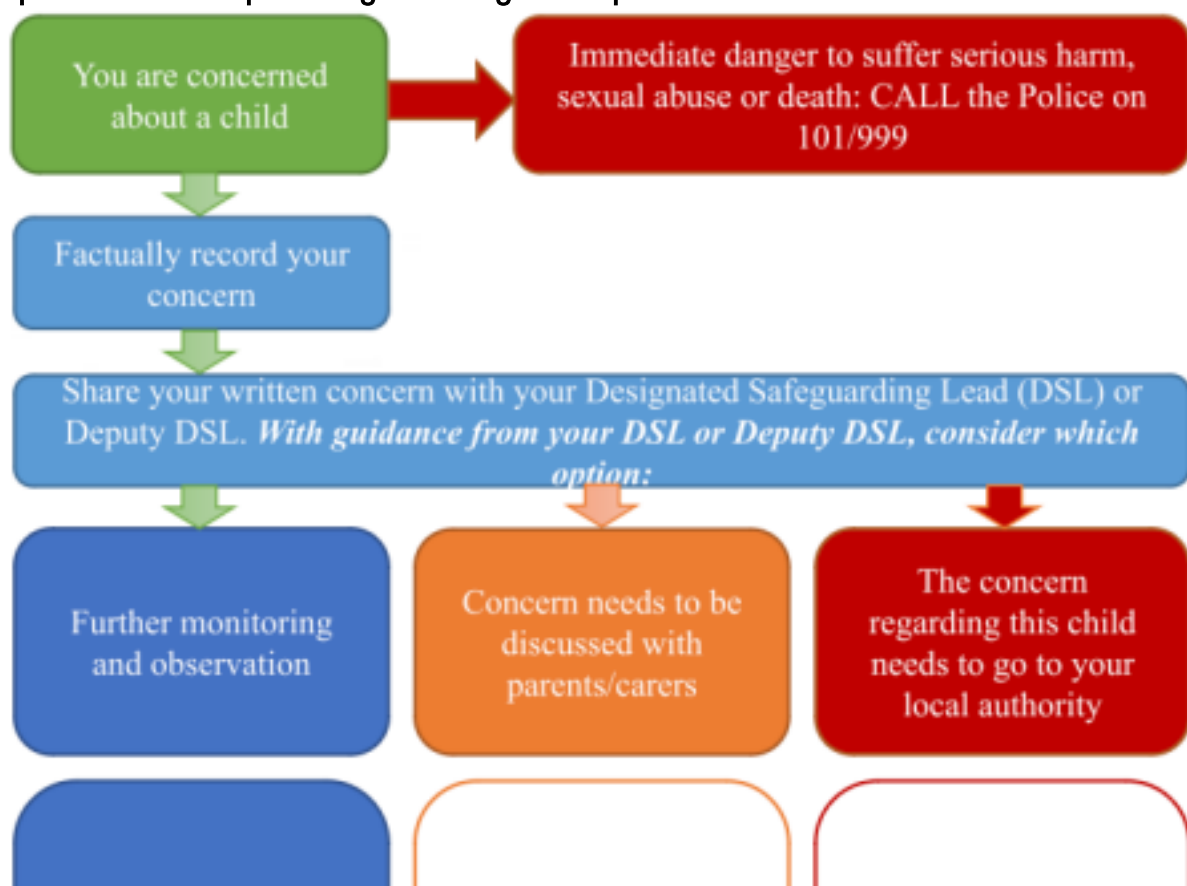
If the nursery ceases to use the services of a team member or volunteer because they are unsuitable to work with children, a settlement agreement (formerly known as a compromise agreement) will not be used and a referral to the Disclosure and Barring Service (DBS) will be made promptly if the criteria for a referral are met.

In the case of allegations being made against supply, agency or bank staff, or contractors, the agency or employer will be Informed Immediately.

Detailed guidance is given to team members to ensure that their behaviour and actions do not place children or themselves at risk of harm or of allegations of harm to a child.

This guidance is contained in the Staff Handbook.

**Specific referral pathway for Early Years providers 2023:**



A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school may have acted in a way that is inconsistent with the Staff Code of Conduct, including inappropriate conduct outside of work, and does not appear to meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

A team member may have doubts about the behaviour of another adult towards a child, or concerns about how their own behaviour might be interpreted.

Examples of such behaviour could include, but is not limited to:

- Being over friendly with children
- Having favourites
- Taking photographs of children on their mobile phone/other device.
- Engaging with a child on a 1:1 basis in a secluded area or behind a closed door.
- Using inappropriate sexualised, intimidating, or offensive language.

Team members must report any low-level concerns whatsoever to the Headteacher and/or Principal. Team members are also encouraged to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

A team member who reports a low-level concern, or a more serious allegation, in good faith will suffer no detriment as a result and will benefit from the protection set out in the nursery’s whistleblowing policy.

If there is any doubt as to whether a low-level concern meets the Harms threshold, then the Headteacher and/or Principal will consult with the LADO. (KCSIE 2022, paragraph 434).

## **2.8 Allegations against children:**

If a child is accused or suspected of causing harm to another child or children, the procedures set out in this policy will be followed. It may be necessary to ask the parent to keep this child away from the nursery during any investigation.

Team members will work together with parents to seek a positive outcome following the conclusion of any investigation.

## **2.9 Use of mobile phones and cameras:**

Children are not permitted to bring mobile phones or any mobile device with a camera facility onto the nursery premises.

Staff, including agency and bank staff, volunteers, governors and contractors should use mobile phones and cameras in accordance with the guidance set out in the staff code of conduct and mobile phone policy.

Parents/carers may bring mobile phones onto the premises but may only take photographs during events such as plays, concerts or sporting events for personal use.

Parents/carers are not permitted to take photographs of children using the garden area.

Parents/carers should be reminded that the publication of such images (including on personal social networking sites even where access to the image may be limited) may be unlawful.

## **2.10 E-safety and online behaviour:**

The nursery adopts a whole school approach to online safety which seeks to reduce risk as far as possible without depriving children of the benefits provided by technology and the internet.

The breadth of issues classified within online safety is considerable, but can be categorised into four main areas of risk:

**Content:** Being exposed to illegal, inappropriate, or harmful material.

**Contact:** Being subjected to harmful online interaction with other users.

**Conduct:** Personal online behaviour that increases the likelihood of, or causes, harm.

**Commerce:** Risks such as online gambling, inappropriate advertising, phishing and/ or financial scams.

The nursery's staff code of conduct and digital usage policy explain the responsibilities of team members in relation to keeping children safe online.

The nursery does all it reasonably can to limit the children's exposure to the above risks in nursery. It has sophisticated filters and monitoring systems in place, which are designed to protect them from online abuse without imposing unreasonable restrictions and preventing children benefitting from the wealth of resources available online.

## **2.11 Record keeping, confidentiality and information sharing:**

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

All information about safeguarding and welfare issues will be shared only on a "need to know" basis. However, where the safety and welfare of a child is in question, all team members must ensure that all relevant information is provided to the Designated Safeguarding Lead without delay. The Designated Safeguarding Lead will then decide, taking advice if necessary, whether such information needs to be disclosed to any other person.

The nursery will cooperate with police and children's social care to ensure that all relevant information is shared for the purposes of child protection investigations under section 47 of the Children Act 1989.

Where allegations have been made against team members, the nursery will consult with the Local Authority's Designated Officer and, where appropriate, the police and children's services, to agree the information that should be disclosed and to whom.

On no account will any Investigation take place without first gaining advice from the LADO.

## **2.12 Monitoring:**

The Designated Safeguarding Lead will monitor the operation of this policy and its procedures and make an annual report to the Principal.


The Principal will undertake an annual review of this policy and the safeguarding procedures and will ensure that any deficiencies or weaknesses in regard to safeguarding children arrangements are remedied without delay.

## **Appendix: 1**

### **Types and signs of abuse:**

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g., via the internet). They may be abused by an adult or adults or another child or children.

Part one of Keeping Children Safe in Education defines the following types of abuse, however, team members should be aware that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label and in most cases, multiple issues will overlap.



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## **Types of abuse:**

### **Physical abuse:**

A form of abuse which 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.

### **Emotional abuse:**

The persistent emotional maltreatment of a child such as to cause severe and 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 cyberbullying), 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, although it may occur alone.

### **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.

### **Neglect and Affluent 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.

Keeping Children Safe in Education also acknowledges the following as specific safeguarding issues (extensive guidance on a wide variety of specific issues can be found in Annex B of KCSIE):


- Bullying including cyberbullying
- Children missing from education
- Children missing from home or care.
- Child sexual exploitation (CSE).
- Child criminal exploitation (CCE) (including county lines/gangs)
- Children and Child on Child abuse
- County lines
- Domestic abuse.
- Drugs/substance misuse.
- Fabricated or induced illness.
- Faith abuse.
- Female genital mutilation (FGM).
- Forced marriage.
- Gender-based violence / violence against women and girls (VAWG).
- Hate.
- Mental health.
- Breast ironing / breast flattening.
- Homelessness.
- Preventing radicalisation (including Channel).
- Relationship abuse.
- Sexting.
- Trafficking.
- Witchcraft.

The term 'toxic trio' is used to describe the issues of domestic abuse, mental ill-health, and substance misuse, identified as common features of families where significant harm to children has occurred. The toxic trio combination has been clearly linked with increased risks of abuse and neglect of children and young people.

### **Child sexual exploitation:**

Child sexual exploitation is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:

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in exchange for something the victim needs or wants; and / or for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

### **Female genital mutilation:**

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. There is a range of potential indicators that a child or young person may be at risk of FGM. Guidance on the warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 38-41 of the Multi-agency statutory guidance on FGM. If team members have any concerns, they should report the matter to the DSL in accordance with this policy.

### **Radicalisation and the Prevent duty:**

The nursery has a legal duty to have due regard to the need to prevent people from being drawn into terrorism.


The nursery aims to build children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. Being drawn into terrorism includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. We are committed to providing a safe space in which children, and team members can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

The nursery has adopted the Government's definitions for the purposes of compliance with the Prevent duty:

### **Extremism:**

"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 also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas".

### **Radicalisation:**



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"The process by which a person comes to support terrorism and forms of extremism leading to terrorism"

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, team members should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. All team members should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. In particular, outward expressions of faith, in the absence of any other indicator of vulnerability, will not be regarded as a reason to make a referral to Channel.

### **Channel Duty Guidance:**

**Protecting Vulnerable People from Being Drawn into Terrorism (2015) notes the following:**

There is no single way of identifying who is likely to be vulnerable to being drawn into terrorism. Factors that may have a bearing on someone becoming vulnerable may include peer pressure, influence from other people or via the internet, bullying, crime against them or their involvement in crime, anti-social behaviour, family tensions, race/hate crime, lack of self-esteem or identity and personal or political grievances.

Example indicators that an individual is engaged with an extremist group, cause or ideology include:

- Spending increasing time in the company of other suspected extremists
- Changing their style of dress or personal appearance to accord with the group
- Day-to-day behaviour becoming increasingly centred around an extremist ideology, group, or cause
- Loss of interest in other friends and activities not associated with the extremist ideology, group, or cause
- Possession of material or symbols associated with an extremist cause (e.g., the swastika for far-right groups)
- Attempts to recruit others to the group/cause/ideology; or communications with others that suggest identification with a group/cause/ideology.

Example indicators that an individual has an intention to cause harm, use violence or other illegal means include:

- Clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills
- Using insulting or derogatory names or labels for another group



- Speaking about the imminence of harm from the other group and the importance of action now
- Expressing attitudes that justify offending on behalf of the group, cause or ideology
- Condoning or supporting violence or harm towards others; or plotting or conspiring with others.

Protecting children from the risk of radicalisation is part of the nursery's wider safeguarding duties and is similar in nature to protecting children from other harms (e.g., drugs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's special educational need or disability without further exploration.

Children with a special education need or disability can be disproportionately impacted by bullying without outwardly showing any signs; and there may be communication barriers which are difficult to overcome to identify whether action under this policy is required.

**Possible signs of abuse include (but are not limited to):**

- Failure to thrive and meet developmental milestones
- The child says s/he has been abused or asks a question which gives rise to that inference
- There is no reasonable or consistent explanation for a child's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries
- The child's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the child's behaviour
- The child loses or gains weight
- There is a general deterioration in the child's wellbeing
- The child appears neglected, e.g., dirty, hungry, inadequately clothed
- The child is reluctant to go home or has been openly rejected by his/her parents or carers
- Inappropriate behaviour displayed by other team members or any other person working with children, for example inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role or responsibilities; or inappropriate sharing of images.

**Special educational needs and disabilities:**

Additional barriers can exist when detecting the abuse or neglect of children with a special educational need or disability creating additional safeguarding challenges

for those involved in safeguarding and promoting the welfare of this group of children.

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.

The London Safeguarding Children Board can provide advice on the signs of abuse and the DfE advice (2015) provides advice in identifying child abuse.

The is also a good source of information and advice.



## Appendix: 2

### Child Protection Training Procedure:

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The nursery is committed to providing relevant Safeguarding and Child Protection training to its team members to enable them to have the knowledge and confidence to safeguard the children in the nursery settings and safeguard themselves through safe working. This is a crucial element of their role as all team members have a duty of care to safeguard the children in nurseries and the training detailed below provides them with the competency and knowledge, they require to fulfil this duty.

In order to meet this requirement, the following elements of training must be completed specific to your role and responsibilities within the timescales set.

Failure to complete this training will result in non-compliance both for individuals and the DSL, which may result in disciplinary action being taken. All training detailed below MUST remain valid and be re-taken prior to the expiry date.

Individuals and DSL/DDSL/Headteachers will be held to account for non-attendance of training without prior notification, team members attending the training without following the appropriate booking procedure and team members' professional conduct during the training.

Training is reviewed on a termly basis by the DSL to ensure compliance to training timelines and requirements and will take action to ensure that the business as a whole is compliant.

### Child Protection Training Matrix:

Course Title:	When:	Where:	For Whom:	How Often:
Child Protection in Education	Prior to start date with the business	NoodleNow: Online log-in and completion	Everyone in the business	Start date only
Female Genital Mutilation Awareness	Prior to start date with the business and every September	NoodleNow: Online log-in and completion	Everyone in the business	Start date and annually
Extremism and Radicalisation	Prior to start date with the business and every September	NoodleNow: Online log-in and completion	Everyone in the business	Start date and annually
Domestic Abuse: Children and Young People	Prior to start date with the business and every September	NoodleNow: Online log-in and completion	Everyone in the business	Start date and annually

Child Neglect	Prior to start date with the business and every September	NoodleNow: Online log-in and completion	Everyone in the business	Start date and annually
Safeguarding	Prior to start date with the business and every September	NoodleNow: Online log-in and completion	Everyone in the business	Start date and annually
Children with Special Educational Needs and Disabilities	Prior to start date with the business and every September	NoodleNow: Online log-in and completion	Everyone in the business	Start date and annually

### Child Protection Training Expectations: Staff

Child Protection Training Expectations: Staff				
Course title	When	Where	For whom	How often
Child Protection in Education	Prior to start date with the business	NoodleNow: Online log-in and completion	Everyone in the business	Start date only
Female Genital Mutilation Awareness	Prior to start date with the business & every September	NoodleNow: Online log-in and completion	Everyone in the business	Start date and annually
Extremism and Radicalisation	Prior to start date with the business & every September	NoodleNow: Online log-in and completion	Everyone in the business	Start date and annually
Domestic Abuse: Children and Young People	Prior to start date with the business & every September	NoodleNow: Online log-in and completion	Everyone in the business	Start date and annually
Child Neglect	Prior to start date with the business & every September	NoodleNow: Online log-in and completion	Everyone in the business	Start date and annually
Safeguarding Children with Special Educational Needs and Disabilities	Prior to start date with the business & every September	NoodleNow: Online log-in and completion	Everyone in the business	Start date and annually
Child Protection Refresher 2023	September	NoodleNow: Online log-in and completion	Everyone in the business	Annually

Child Protection Training Expectations: Designated Safeguarding Leads (in addition, to the courses outlined above)				
What	When	Where	For whom	How often
Child Protection Advanced	September	NoodleNow: Online log-in and completion	All DSL's & DDSL'S	Annually
Understanding the Role of the Safeguarding Lead	September	NoodleNow: Online log-in and completion & Dukes Learning Academy	All DSL's & DDSL'S	Annually
Initial DSL Training	New to DSL role.	F2F Training - Book WITH Local Authority. Little Dukes learning Academy	All DSL's & DDSL's	Completed once ONLY (*cannot expire - to be compliant for DSL role)
Refresher DSL Training	2 year point from completing Initial DSLT.	F2F Training - 1 day	All DSL's & DDSL's	Completed on a 2 yearly cycle (*cannot expire - to be compliant for DSL role)
Policy Review - Update session	Every quarter.	DSL Team will be responsible for delivering/facilitating in house with team.	All staff who are based at a setting.	3 monthly

\*DSL also refers to DDSL

### Legislative Framework:

*Keeping Children Safe in Education (KCSIE) DfE, September 2023 – Draft 2024 in review*

*Disqualification Under the Childcare Act 2006, Updated August 2018*

*Working Together to Safeguarding Children, Updated September 2023*

*WT refers to the non-statutory but important advice on information sharing (2018)*

*Early Years Foundation Stage Statutory Framework 19th January 2024*

*DfE Guidance - What to do if you're worried a child is being abused, March 2015)*

*Prevent Duty 2015, Updated April 2021 Safeguarding in the Early Years, 2019*


*Children Act, 1989 and 2004 Childcare Act, 2006*

*Safeguarding Vulnerable Groups Act, 2006*

*Children and Social Work Act, 2017*

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Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015)



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