



Safeguarding and Child Protection Policy Statement

At Noddy's Nursery School it is our obligation to protect and safeguard all the children within our care. Every child has the right to develop their full potential.

If we are worried about the safety or welfare of a child at the nursery, we have a legal duty and responsibility to act on our concerns. We will discuss our concerns with parents and carers in the first instance and if necessary, make a referral to IPOC (Initial Point of Contact).

If you wish to discuss any aspect of child protection, please speak with the Safeguarding Lead and Child Protection Officer or the manager.

Our Designated Safeguarding Leads and Child Protection Officers are:

Gwendolen Avenue

Laura Redmond (Senior Manager)
Martine Bastable (Junior Manager)

Trinity Church Hall

Eulalia Gaylor (Senior Manager)
Barbora Andrejkovicova (Senior manager)

Additional staff

Sarah Edwards (Principal)

Safeguarding and Protecting Children Policy

It is our obligation and legal duty (**see Children's Act 2004**) at Noddy's Nursery to protect and safeguard all the children in our care. It is vital that staff, children and parents all appreciate that child protection is not an optional extra but an integral part of the provider's responsibilities.

The key to ensuring good practice in safeguarding and child protection is appropriate and caring relationships between staff and children. It is vital that children receive a signal that their worries and concerns will be taken seriously.

It is important for staff working at Noddy's Nursery to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- Significant changes in children's behaviour
- Deterioration in children's general well-being

- Unexplained bruising, marks or signs of possible abuse or neglect
- Children's comments which give cause for concern
- Any reasons to suspect neglect or abuse outside the setting for example in the child's home
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibilities or, inappropriate sharing of images.

Any of the named designated safeguarding and child protection leads will deal with all concerns and worries over the safety or welfare of a child using the nursery. Concerns will be discussed with the parents or carers in the first instance and if necessary, make a referral to IPOC.

The nursery has a right to share any information regarding safeguarding and child protection concerns with other child care professionals. All information will be kept confidential.

What is the Wandsworth safeguarding board and what do they do?

The safeguarding children's board works to keep children safe, protect and promote their welfare across the Wandsworth area. This service is a resource for children and young people, providing information, advice and support on a range of issues.

Children and young people can only be safeguarded properly if everyone involved with them work effectively together. It is **everyone's** responsibility to safeguard children and young people, whether you work directly or indirectly with them.

Child protection is part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm. This includes protection from any form of abuse: neglect, physical, emotional and sexual.

Working Together to Safeguard Children 2018, the statutory guidance, identifies that everyone who comes into contact with children and young people has a contribution to make and puts greater emphasis on early help services to ensure that children receive the support they need to prevent a problem escalating. It affirms that effective safeguarding of children can only be achieved by putting children at the centre of the system.

What the nursery will do if Child Abuse is suspected

You are concerned about a child's welfare.

Consider what you know, what you have seen/heard and things about the child which causes concerns

Settings should discuss concerns urgently with their designated safeguarding person/deputy who will assess the concerns and give advice on what action to take next, including whether a child protection referral is necessary. The designated safeguarding person should also inform the manager if they do not hold this role. An accurate account should be written up by the staff individual and if the child has verbally disclosed, the staff individual must use the child's actual words and not their interpretation.

Concerns that the child is at risk of significant harm

- Consult with parents/carers unless this is likely to place the child at risk of significant harm through delay or the parents/carers actions of sexual abuse:

- Be open and honest, explain the reasons for your concerns and seek explanations for your concerns.
- If the parent/carer refuses to give permission for the referral, and if a referral is necessary to secure the child's safety, a referral can be made without consent.

Concerns remain about the child's welfare but not child protection

Consult with parents/carers; consider if child or family need information about services. An Early help assessment (EHA) form can be used to work together with parents and the child to build a picture of their needs, circumstances and any concerns. It can be used to set goals, and develop an action plan that can be used during TAC meetings to review if progress is being made. This assessment is shared with other services and is a useful tool for referral into other services if required.

No longer concerned as the child is not at risk or in need

- No further Child Protection action although you may need to signpost family to services to meet any identified needs.

IPOC (Initial Point of Contact):

During office hours (9.00am-5.00pm)

Tel: 020 8871 6622

Outside of office hours (5.00pm – 9.00am)

Tel: 020 8871 6000

Follow up your referral in writing within 48 hours.

If the child is in immediate danger contact the police by calling 999.

Email: IPOC@wandsworth.gov.uk

Registered providers must inform **Ofsted** (online) of any allegations of abuse by any person living, working or looking after children at the premises. All providers must fill in a referral form and email form to both: LADO@wandsworth.gov.uk (**Local Authority Designated Officer**) IPOC@wandsworth.gov.uk (**Initial Point of Contact**) Contact number for LADO (020 8871 7440) Where there are concerns about a member of staff or adult with safeguarding.

Referral and Assessment acknowledges receipt of referral and decides on action within one working day. They will advise you on what will happen next, of any further child protection actions/plans for the child and your role in this.



Keep a written record of all concerns and discussions with the child and parents, children's social care, Ofsted & any decisions made.

Records

Every room in the nursery has a **YELLOW** folder containing copies of our **Safeguarding Concern Incident Report Forms** and **Body Maps** to record any Safeguarding concerns you may witness.

Keep a written record of:

- Discussions with the child.
- Discussions with the parent.
- Discussions with your managers.
- Information provided to IPOC.
- Decisions taken – with time and date clearly noted and signed.
- Keep a copy of the written referral, confirming the verbal and telephone referral

Parents may also have the right to access your records.

- Be concise, objective, factual:
 - What did you observe/hear? When and where?
 - Exactly what caused you concern and why?
 - What did the child say in their words or do (if anything?)
 - What did the parent say in their words (if anything?)
 - How did you reply/respond?
- Describe events/actions/discussions as they happen as they happened.
- Avoid judgements and interpretations

All recorded information may be required to be shown to other professionals, e.g. social workers, the Police or the Court at some future date.

Child protection concerns should always be recorded separately to incidents and accidents.

Information Sharing

- Information sharing is vital to safeguarding and promoting the welfare of children. A key factor in previous serious case reviews has been a failure to record information, share it, to understand the significance of the information shared and to take appropriate action in relation to known or suspected abuse and neglect.
- Parental consent is generally required to share information and parents should be encouraged and supported to give consent for you to share information with other professionals that would benefit and support their child.

Remember that the Data Protection Act 1998 is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information.

Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.

Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

When sharing information

- *Identify how much information to share*
- *Distinguish fact from opinion*
- *Ensure that you are giving the right information to the right person.*
- *Ensure you are sharing the information securely*
- *Inform the person that the information has been shared if they were not aware of this and it would not create or increase risk of harm*

From *Government Information Sharing: Guidance for practitioners and managers*, www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice

It is always better to gain consent. However, you can and should share information without consent in the following situations:

- **The child is at risk of significant harm or harming someone else.**
- **The child needs urgent medical treatment**
- **Information is required as part of a legal proceeding e.g. by order of the Court**
- **Information is requested by the police if investigating a serious crime.**
- **Sharing that information is required to undertake a statutory function.**

Confidentiality

- In general, you have a duty to respect confidentiality and privacy and ensure you keep all information and details about parents and children confidential within the service.
- However, **child protection concerns are an exception** and all staff have a statutory duty to report these concerns and share information with other appropriate professional colleagues, social care or the police as required.
- Information should not be shared with anyone else who is not directly professionally involved in keeping the child safe.
- In situations where there are no concerns around the child's safety but it is felt that sharing information would benefit the child and/or the parents (e.g. to access additional help/support) parental consent is necessary before information can be shared.
- Professionals who breach confidentiality policy or who fail to share information to keep children safe should face actions under disciplinary/code of conduct policies.

Safe Practice

Effective management and safe working practice will help to provide protection against allegations of child abuse. As well as protecting the children in the provision, it is important that measures are taken to reduce the risk of any allegations being made against the registered person or a member of staff.

- If a child sustains an injury whilst in your care, always record it on an accident/incident sheet as soon as possible. When the child is collected, make sure that whoever picks him/her up is told about the injury, and signs the record on the accident sheet.
- If a child arrives with an injury sustained whilst not in your care, ask for an explanation and again record this on an accident/incident sheet and ask whoever has brought in the child to sign the record.

- Ensure that the Behaviour Management Policy is following and that no physical sanctions will be used.
- Ensure that all staff understand safe practices in relation to toileting and changing and comply with these practices at all times.
- Avoid doing unnecessary things of a personal nature for children. Encourage self-help skills with their personal care where appropriate.
- If as a provider an individual's behaviour gives cause for concern which may indicate that they are not suitable to work with children, contact the Wandsworth Early Years for advice.

Safe Recruitment, Selection and Monitoring

At Noddy's Nursery School a structured recruitment policy is followed, which ensure applicants are fully vetted before starting employment.

The following checks are undertaken:

- An application form has been complete – this must be scrutinised and checked for any gaps
- An Interview performed by a manager and either the Principal or the Deputy Principal
- Identity – documented proof
- Academic qualifications – documented proof
- Professional references
- Character reference
- Previous employment history
- Disclosure and Barring Service (DBS)

When using supply staff records should be kept as evidence to show that such checks have been carried out in respect of supply staff and volunteers whether recruited directly or through an agency.

All new staff are on probation for 8 months and during this time are involved in a structured induction process involving training on all policies, procedures and ethics of the nursery. This will include the safeguarding and child protection policy and will inform the member of staff what their role is and what their responsibilities are. Once all the above checks have been completed satisfactorily and the member of staff completes the probationary period will the member of staff be employed.

Ensure that staff are encouraged and supported to discuss any safety and welfare concerns they have about their colleagues with the designated person or manager.

For more information on Noddy's Nursery recruitment process please refer to the Recruitment policy

Allegations of Abuse against Staff

All services should have procedures in place to manage allegations of abuse against staff. The procedures will apply where a staff person (anyone working with or in contact with children within the nursery, whether paid or unpaid, volunteers, support workers, students etc.) who has:

- Behaved in a way that has harmed or may have harmed a child.
- Possibly committed an offence against or related to a child.
- Behaved towards a child or children in a way that indicates that s/he is unsuitable to work with children.

- Displayed inappropriate behaviour. For example, inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

They will also apply where:

- Concerns arise about the person's behaviour with regard to their own children
- Concerns arise about the behaviour in private or community life of a partner, member of the family or other household member

Reporting, Allegations against a Member of Staff, Contractor, Foster Carer or Volunteer

The coordination of the investigation of an allegation against a member of staff, contractor, foster carer or volunteer working with children and young people in Wandsworth is the responsibility of the Safeguarding Standards Service on behalf of the WSCB. A new duty is in place to manage this process. If you have a concern or need to report an allegation please contact the appropriate Allegations Manager for the agency that member of staff or volunteer works for.

The designated safeguarding lead must contact LADO and complete a referral form if necessary. The referral form must be emailed to: mash@wandsworth.gov.uk within 24 hours, and telephone LADO immediately on 020 8871- 7440 after completing the referral form.

You must not delay sending the referral form if you are not able to answer all of the questions on the form

Please contact the Safeguarding Standards Service on **0208 871 7440**
(Local Authority Designated Officer – LADO)

If you think a child is at immediate risk of significant harm phone the police- 999

Procedures should be based on the Wandsworth Safeguarding Children Board procedures, as follows:

- All allegations or suspicions against staff should be taken seriously, discussed with your designated safeguarding lead and referred to the LADO Local Authority Designated Officer Wandsworth Safeguarding Standards Service within **24 hours**.
- Providers should not make a judgement on the validity of the allegations; this will be assessed and reviewed by Safeguarding Standards Service.
- Registered providers must inform OFSTED within **14 days**
- Early Years providers should also inform their Wandsworth Early Years Safeguarding Advisor who can also provide support and advice as soon as possible.
- An allegation may require consideration from any of the following four inter-related perspectives:
 - Child protection
 - Criminal investigation
 - Staff disciplinary procedures
 - Complaint procedures
- Information about an allegation must be restricted to those who have a need to know in order to, protect children; facilitate enquiries; manage disciplinary/complaints aspects; protect any rights of the alleged perpetrator
- Employers have a dual responsibility – to safeguard the children in their care and to ensure staff are treated fairly.
- If a staff member is faced with an allegation against them, they may benefit from the independent advice of a solicitor.
- Suspension is a neutral act and it should not be automatic. It should be considered in any case where:
 - There is a cause to suspect a child is at risk of significant harm, or

- The allegation warrants investigation by the police, or
 - The allegation is so serious that it might be grounds for dismissal
- The final decision regarding the person's continued employment formally rests with the employer but should be informed by the outcome of the child protection investigation and/or criminal investigation.
 - It is not advisable to accept a person's resignation as an alternative to dismissal.
 - Even if the police decide there is not enough evidence to bring criminal charges, the employer must decide whether to proceed with a disciplinary hearing.
 - Even when there is insufficient evidence to support a criminal investigation, OFSTED may pursue the matter under disciplinary, regulatory or complaints procedures and/or bring civil or criminal proceedings against registered or unregistered day care providers.

Unsubstantiated and false allegations

- False allegations are rare and may be a strong indicator of abuse elsewhere which requires further exploration. If an allegation is demonstrably false, the employer, in consultation with the local authority designated officer and Ofsted, should refer the matter to IPOC to determine whether the child is in need of services, or might have been abused by someone else.
- Where it is concluded that there is insufficient evidence to substantiate an allegation, the chair of the strategy discussion or initial evaluation should prepare a separate report of the enquiry and forward this to the designated senior manager of the employer to enable her/him to consider what further action, if any, should be taken.
- Ofsted may also take further actions, as above.
- If it is established that an allegation has been deliberately invented, the police may be asked to consider what action may be appropriate.

Whistleblowing: Reporting concerns about staff or other providers

Children have the right to be safeguarded against the unsafe or unprofessional actions and behaviours of child care providers.

You have a duty to report and act if you are concerned about the actions or behaviours of another children's provider, who you believe has:

- Behaved in a way that has harmed a child. (For example; used physical punishment or continues to pick out a child and intimidate them)
- Possibly committed a criminal offence against or related to a child. (For example; taking a picture of a half-dressed child using their mobile phone)
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children. (For example; not following policies and procedures correctly i.e. shouting at the children and not following the behaviour management policy)

The primary focus is on the needs and rights of the child, which should take priority over those of child care providers.

Information and details about your concerns are confidential and must be restricted to those persons who have a need to know in order to:

- Protect children
- Facilitate enquiries

- Manage disciplinary/complaints processes.

You cannot share details with anyone else not directly involved in these processes as this violates the rights of the child, the parents and/or the child care provider.

Report your concerns to your designated Safeguarding Lead and manager.

Concerns should then be referred to IPOC or LADO.

If you report a concern about another child care provider, you may not necessarily be given direct feedback on the progress of the investigation because of confidentiality reasons.

If you are concerned that the child care providers' treatment of the child constitutes child abuse the safeguarding advisor or childminder should:

- Make a child protection referral to IPOC or LADO within 24 hours
- Contact the parents/carers of the child and inform them of your concerns and actions as soon as possible.
- Inform Wandsworth Early Years as soon as possible
- Inform Ofsted within 14 days

Where your concerns do not constitute child abuse but you remain concerned about the conduct of the child care provider, forward your concerns to;

- Inform IPOC or LADO within 24 hours.
- The parents/carers of the child as soon as possible.
- Ofsted within 14 days.

The Prevent Duty

Introduction

From 1 July 2015 all schools, registered early years childcare providers and registered later years childcare providers (referred to in this advice as 'childcare providers') are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

The Prevent duty: What it means for childcare providers.

For Noddy's to fulfil the Prevent duty, it is essential that staff are able to identify children/adults who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation should be seen as part of schools' and childcare providers' wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

Schools and childcare providers can also build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views.

For Early Years childcare providers, the statutory framework for the Early Years Foundation Stage sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world.

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, staff 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. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.

Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The Prevent duty does not require teachers or childcare providers to carry out unnecessary intrusion into family life but as with any other safeguarding risk, they must take action when they observe behaviour of concern.

General safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in the relevant statutory guidance, ['Working Together to Safeguard Children 2015 and 'Keeping Children Safe in Education'](#).

What to do if you have a concern

If a member of staff has a concern about a particular child they should follow the nursery's normal safeguarding procedures, including discussing with the nursery's designated safeguarding lead, and where deemed necessary, with children's social care. (IPOC). In Prevent priority areas, the local authority will have a Prevent lead who can also provide support.

Our prevent coordinator is Omar Mulbocus tel no: 020-8871-6094
email:omulbocus@wandsworth.gov.uk

To follow these guidelines, we at 'Noddy's Nursery' will continue to follow our Safeguarding Policy and procedures.

You can also contact your local police force or dial 101 (the non-emergency number). They can talk to you in confidence about your concerns and help you gain access to support and advice.

Staff training

The statutory guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Designated Safeguarding Lead undertakes Prevent awareness training and is able to provide advice and support to other members of staff on protecting children from the risk of radicalisation.

Fundamental British Values in the Early Years

The fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are already implicitly embedded in the 2014 Early Years Foundation Stage.

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).

To help demonstrate what this means in practice, we have worked up the following examples based on what is in the statutory guidance.

Democracy: making decisions together

As part of the focus on self-confidence and self-awareness as cited in Personal, Social and Emotional Development:

- Managers and staff can encourage children to see their role in the bigger picture, encouraging children to know their views count, value each other’s views and values and talk about their feelings, for example when they do or do not need help. When appropriate demonstrate democracy in action, for example, children sharing views on what the theme of their role play area could be with a show of hands.
- Staff can support the decisions that children make and provide activities that involve turn-taking, sharing and collaboration. Children should be given opportunities to develop enquiring minds in an atmosphere where questions are valued.

Rule of law: understanding rules matter as cited in Personal Social and Emotional development

As part of the focus on managing feelings and behaviour:

- Staff can ensure that children understand their own and others’ behaviour and its consequences, and learn to distinguish right from wrong.
- Staff can collaborate with children to create the rules and the codes of behaviour, for example, to agree the rules about tidying up and ensure that all children understand rules apply to everyone.

Individual liberty: freedom for all

As part of the focus on self-confidence & self-awareness and people & communities as cited in Personal Social and Emotional development and Understanding the World:

- Children should develop a positive sense of themselves. Staff can provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own

abilities, for example through allowing children to take risks on an obstacle course, mixing colours, talking about their experiences and learning.

- Staff should encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions, for example in a small group discuss what they feel about transferring into Reception Class.

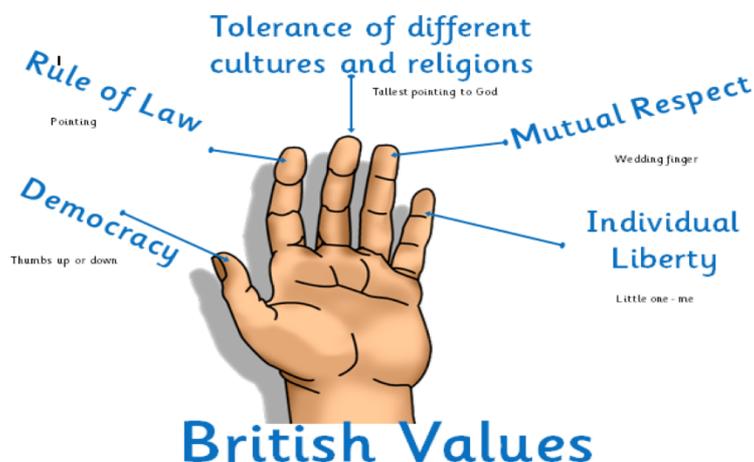
Mutual respect and tolerance: treat others as you want to be treated

As part of the focus on people & communities, managing feelings & behaviour and making relationships as cited in Personal Social and Emotional development and Understanding the World:

- Managers and leaders should create an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued and children are engaged with the wider community.
- Children should acquire a tolerance and appreciation of and respect for their own and other cultures; know about similarities and differences between themselves and others and among families, faiths, communities, cultures and traditions and share and discuss practices, celebrations and experiences.
- Staff should encourage and explain the importance of tolerant behaviours such as sharing and respecting other's opinions.
- Staffs should promote diverse attitudes and challenge stereotypes, for example, sharing stories that reflect and value the diversity of children's experiences and providing resources and activities that challenge gender, cultural and racial stereotyping.

What is not acceptable

- Actively promoting intolerance of other faiths, cultures and races.
- Failure to challenge gender stereotypes and routinely segregate girls and boys.
- Isolating children from their wider community.
- Failure to challenge behaviours (whether of staff, children or parents) that are not in line with the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs.



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