



# Little Joeys Nursery

## 21. Safeguarding Procedure

Little Joey's Nursery considers it is the duty of all staff/students/volunteers working within the setting to protect the children who they come into contact with from abuse.

### 1. What is abuse?

The 1989 and 2004 Children Act recognises four categories of abuse:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

**Physical Abuse** - Actual or likely physical injury to a child, or failure to prevent physical injury. May include actions such as hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm also constitutes a parent fabricating the symptoms of an illness or deliberately inducing illness in a child.

**Sexual Abuse** - Actual or likely sexual exploitation of a child or adolescent. Forcing or enticing a child to take part in sexual activities. These activities may involve physical contact or non-physical contact such as involving children in looking at or in the production of sexual images, watching sexual activities or grooming a child in preparation for abuse. The child may be dependent or developmentally immature.

**Emotional Abuse** - Severe or persistent emotional ill treatment or rejection likely to cause adverse effect on the emotional and behavioural development of a child. It may involve conveying to a child they are worthless, unloved or inadequate. It could also include interactions that are beyond a child's developmental capability as well as over protection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. All abuse involves some emotional ill treatment.

**Neglect** - The persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, resulting in the significant impairment

of a child's health or development, including non-organic failure to thrive. Neglect may occur during pregnancy as a result of maternal substance abuse.

It is part of our duty of care to recognise and act upon signs and symptoms of abuse.

## Possible Signs and Symptoms

### Physical Abuse

- Children with frequent injuries
- Children with unexplained or unusual fractures or broken bones; and
- Children with unexplained bruises or cuts, burns or scalds, or bite marks.

### Emotional Abuse

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong
- Parents or carers who withdraw their attention from their child, and seem to have no interest in them
- Parents or carers blaming their problems on their child and
- Parents or carers who humiliate their child, for example, by name calling or making negative hurtful comments.

### Sexual Abuse

- Children who display knowledge or interest in sexual acts inappropriate for their age
- Children who use sexual language or have sexual knowledge that you wouldn't expect them to have
- Children who ask others to behave sexually or play sexual games and
- Children with physical sexual health problems, including soreness, sexually transmitted infections or underage pregnancies.

### Neglect

- Children who are living in a home that is indisputably dirty or unsafe
- Children who are left hungry or dirty
- Children who are left without adequate clothing, e.g. not having a winter coat
- Children who are living in dangerous conditions, e.g. around drugs, alcohol or violence
- Children who are often angry, aggressive or self-harm

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- Children who fail to receive basic health care and
- Parents who fail to seek medical treatment when their children are ill or injured.

It is important to recognise that a child's wellbeing may also be effected by the actions of others, these can include

- Radicalisation
- Sexual Exploitation
- Female Genital Mutilation
- Bullying (including cyber-bullying)
- Domestic violence, Drugs or induced illness
- Gangs and Youth Violence
- Mental Health
- Trafficking
- Use of images/photography

**Child Sexual Exploitation** is a form of sexual abuse where children are exploited for money, power or status. It can involve violent, humiliating, and degrading sexual assaults. In some cases, young people are persuaded or forced into conducting sexual activities for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. Some of the following signs may be indicators of sexual exploitation:

- Children who receive unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who have older boyfriends or girlfriends
- Children who suffer from sexually transmitted infections or become pregnant
- Children who suffer from changes in emotional well-being
- Children who misuse drugs and alcohol
- Children who go missing for periods of time or regularly come home late and
- Children who regularly miss school or education or don't take part in education.

## Female Genital Mutilation

There are many forms of abuse but there are some that staff may be initially less aware of such as Female Genital Mutilation. Staff need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There are a variety of potential indicators that a child or young person may be at risk of FGM:

- Knowing that the family belongs to a community in which FGM is practised and is making preparations for the child to take a holiday, arranging vaccinations or planning absence from school.
- The child may also talk about a special procedure/ceremony that is going to take place on a special occasion to 'become a woman'.

Staff should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should be shown when approaching the subject.

Indicators that FGM may already have occurred

- Prolonged absence from school or other activities with noticeable behaviour change on return, possibly with bladder or menstrual problems
- Difficulty walking, sitting or standing, and looking uncomfortable
- Spending longer in the bathroom
- May complain about pain between their legs, or talk of something somebody did to them that they are not allowed to talk about.

As a paid staff member or volunteer, we have the responsibility to be aware of and alert to signs that all is not well with a child. Not all concerns about children relate to abuse; there may well be other explanations. It is important to keep an open mind and consider what you know about the child and their circumstances. If you are worried, it **IS NOT** your responsibility to decide if it is abuse; it **IS** your responsibility to act on your concerns and do something about it. All staff are trained to at least level 1 in safeguarding, and we all carry out regular updates on safeguarding training.

## The Prevent Duty Guidance

It is important to help children understand that they are part of a vast, multi-cultural society. We must also be aware that more and more children are at danger of witnessing and becoming part of terrorism and radicalisation. Therefore, as our duty as practitioners, we must be alert to this and take the necessary steps if we believe a child is at risk.

## 2. Confidentiality

### Appropriate disclosure of information

Confidentiality is crucial to all of our relationships - but the welfare of the child is paramount. The law does not allow anyone to keep concerns relating to child abuse to themselves.

- You **MUST** follow the child protection procedure if you suspect abuse or abuse is disclosed to you. All are explained fully in the following sections of this document.
- All information that has been taken on any children will be kept in a locked file that has limited access anyone except the Designated Safeguarding Lead(DSL). The Manager and the Designated Safeguarding Lead (DSL) are the sole key holders. Practitioners/volunteers will be given access to any reports they have compiled as required, by the Manager. In the circumstance where the Manager or the Designated Safeguarding Lead is suspected of abuse, the Practitioner/volunteer must give the report directly to another safeguarding representative or to an appropriate agency.
- It is also worth noting that due to the confidential nature of child abuse investigations, where information has been reported to an agency, there may not be feedback from them.

### Inappropriate disclosure of information

As stated above all concerns **MUST** be reported immediately (under the procedures listed in the following sections of the document) But it is important for the success of any pending investigation, the well-being of the child, their family and the Nursery that no information is disclosed inappropriately - this includes:-

- Speaking to inappropriate people (anyone outside the organisation, other than those from an appropriate agency) on matters regarding child protection concerns relating to a child.
- Speaking in a place where an inappropriate person may overhear the conversation.
- Leaving in view information that is sensitive to the case.

## 3. What to do if abuse is suspected

Recognising abuse is one of the first steps in protecting children. There could be signs of behaviour that make you feel concerned. Staff should be alert to the following type of behaviour in children:-

- Becoming excessively withdrawn or excessively clingy.
- Seeming to be keeping a secret.

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- Personality changes - becoming insecure.
- Unreasonable fear of certain people or places.
- Acting out in an inappropriate way, perhaps with toys or objects.
- Unexplained bruising, injuries or burns.
- Sexually explicit language or actions.

If any of the above are suspected, the member of staff should take the following action:-

- Stay calm.
- Where these types of behaviours have been noticed, the practitioner should keep monitoring the child's behaviour. Try to make this as detailed as possible including when and where the behaviour was first observed then fill in the appropriate form.
- DO NOT interrogate the child or push for more information.
- Recording - Record as accurately as possible any actual words used by the child rather than your 'interpretation' or assumptions, so keeping all records factual.
- Practitioners/volunteers MUST report any suspicion of abuse to the Designated Safeguarding Lead (DSL) as soon as possible. The Designated Safeguarding Lead (DSL) may wish to discuss with the duty social worker. (MASH 0300 456 0108/ out of hours 0845 607 0888) e.g. whether to inform parents of your concern.
- If concerns still persist the Designated Safeguarding Lead (DSL) MUST contact an appropriate agency for guidance and support in how to deal with the situation and confirm the appropriate action to take.
- (It is the agency's job to decide whether the suspicions of abuse are correct or not, that of the Designated Safeguarding Lead (DSL).
- The responsibility that the suspicion of abuse is followed up and dealt with fully ultimately lies with the person who originally observed signs in the child's behaviour or language that caused concern. If the Designated Safeguarding Lead (DSL) does not act on your concern, then you MUST go above them to an appropriate agency, but you need to inform them first that you will be doing this. (Please see Little Joey's Nursery Escalation policy and WSCB Escalation policy)
- All records MUST be kept in a secure place and kept confidential (See section 2 on confidentiality). Parents have the right to see any records kept on their child. It is important that only those who need to know do, to avoid rumours and gossip that could affect the child, parents and the Nursery.



#### 4. What to do if abuse is disclosed.

- Stay calm.
- Questioning - Do not interrogate the child or push for more information. Ensure that any questions asked are open not leading closed questions. Do not ask the child to repeat it for person. Offer reassurance to the child that they were right to tell
- Record as accurately as possible any actual words used by the child rather than your 'interpretation' or assumptions, so keeping all records factual.
- DO NOT promise the child that any information told to you can be kept secret, as subsequent disclosure could then lead to the child feeling betrayed. Inform the child of this straight away. Any information you receive should be documented accurately on the correct form and reported to the Designated Safeguarding Lead (DSL).
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## 5. Private Fostering

A child is considered 'privately fostered' if he/she has been living away from home for more than 28 days or is going to last longer than 28 days. If we believe a child is being privately fostered it is our duty to notify the Wiltshire Council by contacting the Multi-Agency Safeguarding Hub (MASH).

## 6. Historical Abuse

There may be occasions when a child will disclose abuse that occurred in the past. This information needs to be treated in exactly the same way as a disclosure of current child abuse (see section 4). The reason for this is that the abuser may still represent a risk to children now.

## 7. Allegations made against any staff/management or volunteers

If a child discloses abuse involving a member of staff or volunteer, the member of staff who the disclosure is made to should take the following action.

- Stay calm.
- Questioning – Do not interrogate the child or push for more information. Ensure that any questions asked are open not leading closed questions. Do not ask the child to repeat it for another person. Offer reassurance to the child that they were right to tell.
- Record as accurately as possible any actual words used by the child rather than your 'interpretation' or assumptions, so keeping all records factual.
- DO NOT promise the child that any information told to you can be kept secret, as subsequent disclosure could then lead to the child feeling betrayed. Inform the child of this straight away. Any information you receive should be documented accurately on the correct form and reported to the Designated Safeguarding Lead (DSL).
- If the disclosure of abuse involves another member of staff, you should ensure that during the remainder of the working day that member of staff is not left in sole charge of any child.
- If the disclosure involved the Designated Safeguarding Lead (DSL) you MUST bypass them and contact another safeguarding representative yourself at the earliest opportunity. (Stacey Griffiths, Sam Haddrell, Gary Cooke)



- Do NOT discuss any disclosure with the accused member of staff concerned at this stage.
- The disclosure MUST be reported to the Designated Officer (01225 718070/01225 713945/01225 713793/ out of hours 0845 607 0888), ideally by the person to whom the disclosure was originally made. Junior staff may find it easier to do this jointly with a senior colleague (unless this was the colleague whom the disclosure involved) or management.
- The responsibility that the disclosure is followed up and dealt with fully ultimately lies with the person who the original disclosure was made. If the DSL member does not act on your concern, then you MUST go above them to appropriate agency, but you need to inform them first that you will be doing this.
- The person to whom the disclosure was made is to ensure that the child who has disclosed the information is informed about what will happen next, so they can be reassured about what to expect.
- All records MUST be kept in a secure place and kept confidential (see section 2 on confidentiality). If the disclosure was made against the Manager or Designated Safeguarding Lead, the practitioner or volunteer MUST give any written documentation to another safeguarding representative, because the Manager and Designated Safeguarding Lead at present have access to the locked file. This could be damaging to the child and /or any future investigation if this information was used incorrectly.
- Parents have the right to see any records kept on their child. It is important that only those who need to know do, to avoid rumours and gossip that could affect the child, parents and Nursery.
- Whilst support will be offered to staff who have had an allegation made against them, the staff will ensure that the Agency concerned is given all assistance in pursuing any investigation. The disciplinary policy and procedure will be implemented (staff may be suspended from duties and not allowed onto the premises whilst an investigation take place).

## 8. Support for staff and volunteers

As a result of dealing with a disclosure or of reporting your concerns, you may feel angry or upset. It is important that you are able to work this through. The management will fully support all members of staff in following this procedure. If you wish, you should talk to the Designated Safeguarding Lead who will be able to provide support.

## 9. Supporting Families

Little Joeys nursery will take every step in its power to build up trusting and supportive relationships between families, staff and volunteers within the nursery. Where abuse at home is suspected we will continue to welcome the child and the family while investigations are carried out where possible. Any records kept on the child will be shared with the parents. We at little Joeys understand that the care and safety of the child must always be paramount, but we will do all in our power and work with the child's family.

## 10. Whistle blowing

If you suspect a member of staff, volunteer or management of abusing a child within or outside the nursery or feel uncomfortable about any aspect of their behaviour around the children you should take your concerns to the Designated Safeguarding Lead, they will be treated confidentially and taken seriously. (See our Whistle blowing policy)

## 11. Recruitment of staff and volunteers

Paedophiles are attracted to organisations that provide services for children. The Management is responsible for ensuring that people recruited to work with the children at Little Joey's Nursery are safe to do so. We do this by

- Seeking two references for all new staff and volunteers.
- At least one member of staff on the interviewing panel will have done the safer recruitment course.
- A stay and play session will be conducted during the interview process which will require the candidate to complete a planned activity with the children.
- All staff have a 6 month probationary period.
- Qualifications are checked
- We ask for proof of the employee's right to work in the UK.
- All qualifications and vetting processes are logged on our central record form.
- A full enhanced disclosure DBS check will be carried out on all staff and they will not start employment until this has come back clear.

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- No member of staff or volunteer will be left in sole charge of the children (see the staff manual section on staff practice.)

## 12. Early Help

*'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. Early help can also prevent further problems arising, for example, if it is provided as part of a support plan where a child has returned home to their family from care.'* Working together to safeguard children document March 2015.

The *Revised Multi-Agency Thresholds for Safeguarding Children* (December 2014) document aims to inform settings and other agencies about the suitable action to take when a child has been identified as making inadequate progress or having an unmet need. At Little Joey's nursery, we endeavour to ensure that early intervention is actioned via a referral to Early Help as soon as the criteria is met, to prevent situations escalating. The document can be found on the Wiltshire Safeguarding Children Board (WSCB) website.

**Early Help Single Point of Entry: 01225 718230**

Therefore Little Joey's will consider the following:

- Undertake assessment to identify the need for early help
- Provide early help services e.g. Children's centre
- Refer to appropriate services e.g. Speech and Language Therapy, Child and Adolescent Mental Health Services (CAMHS)

## Disqualification

In the event that the registered provider is disqualified, or a person living in the same household as the provider or any person employed in that household, the provider can no longer continue as an early year's provider. They cannot also be directly involved in the management of such provision. If a person has been disqualified, the provider must not employ that person in connection with early year's provision. If a member of staff becomes involved in a situation that could lead to disqualification, the provider must take appropriate action to ensure the safety of children.

It is also possible that a registered provider or childcare worker may also be disqualified because they live in the same household as another person who

is disqualified or because they live in the same household where a disqualified person is employed. Ofsted must be notified by the provider, of any significant event which is likely to affect the suitability of any person who is in regular contact with children. The disqualification of an employee could be an example of a significant event. If a registered person or childcare worker is disqualified they may be able to obtain a 'waiver' from Ofsted.

It is essential the provider give Ofsted the following information about themselves or about any person who lives in the same household as the registered provider or who is employed in the household:

- Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006
- The date of the order, determination or conviction, or the date when the other ground for disqualification arose the body or court which made the order, determination or conviction, and the sentence (if any) imposed and
- A certified copy of the relevant order (in relation to an order or conviction)

The information must be provided to Ofsted as soon as is reasonably practicable, but at least within 14 days of the date the provider became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries.

### Conclusion

All staff at Little Joeys Nursery are aware of the Safeguarding policy and procedure, we understand that safeguarding the children in our care is paramount. To ensure we are up to date and have current contact details available at all times we have the Wiltshire safeguarding children's board guidance charts posted around the nursery for both staff and parents

Date:

Signed:

Review Date:

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