

Safeguarding & Child Protection Policy

Little Lancing Day Nursery & Forest School

August 2019

Policy statement and procedures

This policy applies to Little Lancing Day Nursery & Forest School, including the EYFS. Where *staff* are referenced in this policy this covers all staff, including ancillary and support staff and volunteers working with children. This policy has been authorised by the Governors, is addressed to all members of staff and volunteers, and is available on the Little Lancing area of the Lancing College website and to parents on request. It applies wherever staff or volunteers are working with children even where this is away from Little Lancing, for example at an activity centre or on an educational visit. This policy is in accordance with locally agreed inter-agency procedures established by Sussex Local Safeguarding Children Boards.

This policy is appropriate for children from age 2 months to 5 years. Adequate and appropriate staffing resources to meet the needs of children are provided, often exceeding adult: child ratios as determined by Ofsted: Under 2yrs 1:3, 2yr old 1:4, 3yr old+ 1:8.

Occasions where staff are alone with children are minimised. Children spending time in small groups in other parts of the nursery such as outdoor play areas, are monitored. There is a lone working policy and a minimum of two staff are required on the nursery premises and on home visits to avoid lone working.

Little Lancing aims to promote good behaviour amongst all of its children, with support, encouragement and guidance from all staff. As part of a happy and positive community, we expect all our children to be diligent, honest and considerate in their relationship with others and we expect staff to treat children with kindness and fairness. In so doing we aim to create an environment in which all members of the nursery community can thrive and feel respected and valued.

Every child should feel safe and protected from any form of abuse (including that perpetrated by the use of technology ie cyberbullying) which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.

Little Lancing recognises that children with special educational needs and disabilities (SEND) may be particularly vulnerable to bullying and abuse, and can face additional safeguarding challenges, which may include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- the potential for children with SEND being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

Little Lancing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Little Lancing's key duties are defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of effective care;
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully;
- being alert to and aware of any child with a disability and taking appropriate action to ensure that he/she is not subject to any bullying in relation to the disability.

These aspects of safeguarding are cumulative and are pertinent with regard to various criteria by which Little Lancing is assessed by Ofsted during inspections. Related criteria include the following:

- The staff provide effective support and guidance for the children in accordance with Little Lancing's aims and consider at all times what is in the best interests of the child.
- Relationships are positive between staff and children and among the children themselves.
- Little Lancing is effective in promoting good behaviour and guarding against harassment and bullying, and it deals constructively with any unacceptable behaviour, taking due account of any related difficulty or disability.
- The safeguarding arrangements have regard to official guidance [in *Working Together to Safeguard Children* (HM Gov July 2018); in *Keeping Children Safe in Education* (DfE September 2019); in *Prevent Duty Guidance for England and Wales* (HM Gov July 2015) and *The Prevent duty - Departmental Advice for Schools and Childcare providers* (June 2015) in *What to do if you are worried that a child is being abused – Advice for Practitioners* (HM Gov March 2015) in *Information Sharing: Advice to practitioners providing safeguarding services* (HM Gov July 2018) and in *Sexual Violence and Sexual Harassment in Schools and Colleges* [DfE May 2018] and in so doing take proper account of any particular circumstance or context of Little Lancing which may indicate a need for protocols greater than the minimum legal requirements.

Little Lancing will therefore:

- ensure that we practise safe recruitment (including DBS checks) in checking the suitability of staff and volunteers (including staff employed by another organisation) to work with children and young people in accordance with regulations and statutory guidance given in *Working together to Safeguard Children* (HM Gov July 2018) and *Keeping Children Safe in Education* (DfE September 2019), the *Education (Independent School Standards) (England) Regulations* (HM Gov, revised January 2015), and the *National Minimum Standards for Boarding Schools* (April 2015);
- ensure that where staff from another organisation are working with our children on another site, we have received assurances that appropriate child protection checks and procedures apply to those staff;
- ensure that we carry out all necessary checks on the suitability of people who serve on the Governing Body in accordance with regulations and guidance given in *Keeping Children Safe in Education* (DfE September 2018);
- ensure that induction training is in place for all staff and volunteers and that all staff are familiar with the contents of this policy, with the *Lancing College Staff Code of Conduct* and with Part 1 of *Keeping Children Safe in Education* (DfE September 2019) and that all staff who work directly with children are familiar with *Annex A of KCSIE* (September 2019);
- ensure that any temporary or voluntary staff are made aware of the arrangements for Child Protection and Safeguarding;
- ensure, in accord with *The Prevent duty - Departmental Advice for Schools and Childcare providers* (June 2015), that all visiting speakers are vetted as being suitable and are appropriately supervised;
- ensure that where Little Lancing ceases to use the services of any person (whether employed, contracted, a volunteer or student) because that person was considered unsuitable to work with children, a detailed report is made to the Disclosure and Barring Service promptly, and in any event, within one month;
- ensure that all staff who work at any time with children under the age of 8, or who are directly concerned in the management of early or such later years provision as is covered by the Regulation, are not disqualified under the Childhood (Disqualification) Regulations 2009;
- ensure that all of our children have a choice of members of staff that they can talk to if they are worried about something;
- follow the local procedures of the West Sussex Children's Services – Multi Agency Safeguarding Hub (MASH);
- ensure that staff understand that they have the responsibility to identify children who may be in need of additional support or who are suffering, or are likely to suffer, significant harm and that

staff further recognise their responsibility then to take appropriate action (to include working with other services, as necessary);

- protect each child from any form of abuse, whether from an adult or another pupil, being alert to the possibility of peer-on-peer abuse [eg sexual assault between young people, sexting, an imbalance of power in a relationship, initiation rituals or 'banter'];
- be alert to signs of abuse both in Little Lancing and from outside; ensuring all staff members maintain an attitude of 'it could happen here', and feel able to raise concerns either about a child at risk, or a member of staff whose behaviour may present a risk to a child;
- deal appropriately with every suspicion or complaint of abuse;
- design and operate procedures which promote this policy;
- design and operate procedures which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations;
- support children who have been abused in accordance with their agreed child protection plan;
- be alert to the medical needs of children with medical conditions;
- be alert to the needs of children at risk of emotional or mental ill-health;
- operate robust and sensible health & safety procedures;
- take all practicable steps to ensure that the nursery premises are as secure as circumstances permit;
- operate clear and supportive policies on drugs, alcohol and substance misuse;
- educate and guide children on measures to keep themselves safe, including the safe use of the internet and digital technologies;
- be alert to the possibility of sexual violence and sexual harassment occurring between children
- consider and develop procedures to deal with any other safeguarding issues eg the risk or radicalisation, of FGM or of going missing from education which may be specific to individual children in our school or in our local area, including cared for children;
- have regard to guidance issued by the Secretary of State for Children, Schools and Families in accordance with section 157 Education Act 2002 and associated regulations;
- ensure that any deficiencies or weaknesses in regard to Child Protection arrangements are remedied without delay.

All child protection issues will be dealt with in accordance with the procedures detailed in this policy and in line with the guidelines regarding staff/child relationships, both of which are detailed in the Staff Handbook.

The Voice of The Child

Little Lancing recognises the findings of *Working Together to Safeguard Children (2018)* where children expressed the wish for the following from Safeguarding systems:

- Vigilance – that adults notice when things trouble them
- Understanding and action – to be heard and understood and to have that understanding acted upon
- Stability – to be able to develop ongoing stable relationships of trust with those helping them
- Respect – to be treated with the expectation that they are competent rather than not
- Information and engagement – to be informed about and involved in procedures, decisions, concerns and plans
- Explanation – to be informed in the outcome of assessments and decisions and reasons when their views have not met with a positive response
- Support – to be provided with support in their own right as well as a member of their family
- Advocacy – to assist them in putting forward their views
- Protection – against all forms of abuse and discrimination, and the right to special protection and help if a refugee

Every complaint or suspicion of abuse from within or outside the Nursery will be referred to the appropriate external agency: the Children's Social Care Services department of the local authority, or the child protection unit of the police (**CPU**), within 24 hours.

The Designated Safeguarding Lead

Little Lancing has appointed the Nursery Manager with the necessary status and authority (Designated Safeguarding Lead) to have overall responsibility for matters relating to child protection and welfare. The current Designated Safeguarding Lead (DSL) is Miss Rachel Martini, who may be contacted on 01273 465900 or by email rmartini@lancing.org.uk. The Deputy DSL is Mrs Jovita Opio. They will always be available for staff to discuss any safeguarding concerns and appropriate cover arrangements are put in place for any out of term activities. The main responsibilities of the DSL are:

- to co-ordinate the child protection procedures for Little Lancing;
- to be the first point of contact for/with external agencies in all matters of child protection for Little Lancing;
- to manage referrals, referring all cases of suspected abuse to the local authority children's social care and to the LADO (if the case concerns a staff member); and/ or the Police (where a crime may have been committed);
- to be the first point of contact for parents, children and staff at Little Lancing;
- to arrange and maintain an ongoing training programme with the Lancing College HR Department, including induction training (which includes online safety), in safeguarding matters for all nursery employees and volunteers, ensuring that all staff are familiar with the content of, and act upon, key statutory guidance. Lancing College Governors are trained according to a programme run by the DSL at Lancing College.
- to act as a source of support, advice and expertise to staff on matters of safety and safeguarding;
- work closely with the IT department and other staff to ensure an effective and proactive approach to online safety, including ensuring that appropriate filters and monitoring systems are in place to ensure that children are, as far as is practicable, protected from risks posed by negative digital **content**, **contact** and **conduct**. Any mobile devices used by the children will have fully restricted access to any apps or programmes used.
- to monitor the keeping, confidentiality and storage of records in relation to child protection; to keep detailed, accurate, secure written records of concerns and referrals, to request child protection files from the previous setting of those children joining Little Lancing and to ensure that the child protection file of those children leaving Little Lancing is securely transferred to their new nursery or school as soon as possible;
- to be the nominated member of staff responsible for looked-after children, including those who are fostered;
- to consider the context within which safeguarding incidents and/or behaviours occur – ie contextual safeguarding, ensuring that assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.
- to liaise with the child protection officer appointed by the Local Safeguarding Children Board (Local Authority Designated Officer);
- to have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and to attend and contribute to these and any other appropriate strategy meetings as required;
- to receive refresher training in this role at a minimum of every two years and to keep knowledge and skills updated at least annually, undertaking such training as is required in inter-agency working, in participation in child protection case conferences, in supporting children in need, in the *Prevent* strategy in identifying children at risk of radicalisation, in record keeping and in promoting a culture of listening to children;
- to encourage a culture of listening to children and prioritising of their wishes and feelings among all staff, ensuring that each member of staff has access to and understands Little Lancing's child protection policy and procedures.

The DSL will:

- assist the Governing Body in fulfilling their responsibilities under section 175 or 157 of the Education Act 2002;
- advise and act upon all suspicion, belief and evidence of abuse reported to her;
- keep Heather Beeby, Head of Lancing Prep Worthing informed of all actions. If the Nursery Manager is the subject of a complaint, this should be made direct to Heather Beeby. In this situation, Heather Beeby will report this to Mr Martin Slumbers, the Chairman of the Governing Body, or in his absence to Mrs Anne-Marie Edgell, the governing body safeguarding lead and to Cheryl Hadland, Managing Director of Hadland Care Group;
- liaise with children's social care and other agencies on behalf of Little Lancing;
- be the lead for Little Lancing in engaging the relevant managing professional differences protocol when there is disagreement between Little Lancing and other agencies in respect of action to keep a child safe
- refer cases to the Channel programme where there is a radicalisation concern as required;
- liaise regularly with Heather Beeby on behalf of Lancing College.

Deputy Designated Safeguarding Lead

Mrs Jovita Opio has been appointed to be the DSL's deputy for Little Lancing. She will:

- work alongside the Designated Person to assist in performing those responsibilities listed in 2.1 above;
- deputise in all matters of child protection in the absence of the DSL. If the Designated Safeguarding Lead is unavailable, her duties will be carried out by Mrs Jovita Opio

The Designated Safeguarding Lead and the Deputy DSL have undertaken training in child protection and inter-agency working to the appropriate level (recorded at Annex A).

WHEN TO BE CONCERNED

All staff and volunteers should be aware of the main categories of abuse.

Abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

Abuse: 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. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children. Forms of abuse come under four distinct headings: Physical, Sexual, Emotional and Neglect. They are defined in *Keeping Children Safe in Education* (2019) as follows:

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 from 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education.

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, for example, 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 care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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

- 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 or there is a sudden change in the child's behaviour;
- heightened anxiety (eg shying away from being touched/flinching at sudden movements) and/or low self-esteem;
- knowledge of sexual matters beyond what would normally be expected;
- property and work damaged or lost more than is usual for the age group;
- a child becoming withdrawn and reluctant to say why;
- the child's development is delayed;
- the child loses or gains significant weight;
- a child going missing or absent from school, particularly on repeat occasions;
- the child appears neglected, eg dirty, hungry, inadequately clothed;
- the child is reluctant to go home, or has been openly rejected by his/her parents or carers.

The above list does not cover every aspect of child abuse. Staff may observe or become aware of other things that worry them and should always share concerns with the DSL.

Other Types of Abuse: Staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger.

All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

Other Safeguarding issues can also be linked to (for example); child sexual exploitation; domestic violence; fabricated or induced illness; faith abuse; female genital mutilation; forced marriage; gangs and youth violence; gender-based violence/violence against women and girls; radicalisation; relationship abuse and trafficking.

Child Sexual Exploitation: is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity 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 does not always involve physical contact and can happen online.

So called '**Honour Based' Violence:** encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing.

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. There is a statutory duty on teachers to report personally to the Police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Other staff should report to the DSL.

Forced Marriage: Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage. Staff can contact the Forced Marriage Unit if they need advice or information: Contact: 0207 008 0151 or email fm_u@fco.gov.uk.

Domestic violence and Abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to psychological, physical, sexual, financial and emotional and a child witnessing domestic violence against another/others will be emotionally harmed.

Radicalisation: Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Extremism is 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. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular have become major factors in the radicalisation of young people. As with 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. Staff should use their judgement in identifying children who might be at risk of radicalisation and refer concerns to the DSL.

Special Educational Needs and/or Disabilities: Children with SEND may not outwardly show signs of abuse and/or may have difficulties in communication about abuse or neglect. Staff will support such children in expressing any concerns they may have and will be particularly vigilant to any signs or indicators of abuse, discussing this with the DSL as appropriate.

Children who go missing from nursery: A child going missing from nursery is a potential indicator of abuse or neglect. Little Lancing will report to the local authority where the child is normally resident if a child fails to attend nursery regularly or has been absent from nursery without parents/carers notifying Little Lancing for a continuous period of 10 days or more.

The issues listed above, along with gang and youth violence, fabricated or induced illness and faith abuse are all extremely serious matters and are covered in KCSIE, with which all staff should be familiar. In addition, further guidance can be found in specific documents (which are also available on the VLE):

- Guidance on Forced Marriage
- Sexual violence and sexual harassment between children in schools and colleges
- Children Missing Education
- CSE Guidance
- Prevent Duty Advice for Schools

Duty of employees, Governors and volunteers

Every employee and Governor as well as every volunteer who assists Little Lancing is under a general legal duty:

- to identify concerns early, provide help for children, and prevent concerns from escalating;
- to provide a safe environment in which children can learn;
- to protect children from abuse;
to be aware of Little Lancing's child protection procedures and to follow them;
- to have read at least Part 1 of *Keeping Children Safe in Education* (DfE September 2019) and, if working closely with children to have read Annex A;
- to have read and to follow the staff *Code of Conduct* (including the *Whistleblowing Policy*) as detailed in the Staff Handbook. This includes guidance on staff/child relationships and communications, including the use of social media;
- to be aware of systems within Little Lancing which support safeguarding and which will be explained to them as part of staff induction. This should include: the *child protection (safeguarding) policy*; the *promoting good behaviour policy*; the *peer-on-peer abuse policy*; the safeguarding response to children who go missing from education; and the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and the deputy).
- to know how to access and implement the Sussex Child Protection and Safeguarding procedures, independently if necessary. These procedures are available as an electronic copy at <http://pansussexscb.proceduresonline.com/index.htm>

- to be aware of the early help process and understand their role in this. This includes identifying emerging problems, liaising with the DSL and sharing information with other professionals in undertaking an early help assessment;
- to be aware of the process for making referrals to children's social care and for statutory assessments that may follow such referral, along with the role they might be expected to play in such assessments;
- to know what to do if a child tells them he/she is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality whilst keeping a sufficient record of any significant complaint, conversation or event and passing this on to the Designated Safeguarding Lead within the same day as the concern arises. This means only involving those who need to be involved, such as the designated safeguarding lead (or the Deputy DSL) and children's social care. Staff should never promise a child that they will not tell anyone about a report of abuse, as this may ultimately not be in the best interests of the child.
- to report any matters of concern to the Designated Safeguarding Lead or the Deputy DSL;
- to call the police (999) if a child is at immediate risk of significant harm;
- to report to the police (a mandatory duty) any case where they discover that an act of Female Genital Mutilation (FGM) appears to have been carried out - discussing such a case with the DSL who will involve Children's Social Care as appropriate.
- to undertake appropriate training, including induction training within their first days at Little Lancing and/update training at regular intervals (recorded at Annex A), in addition to receiving and noting informal updates (eg via email and staff meetings) which will occur at least annually;
- to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, all staff should always act in the interests of the child;
- to be active in reinforcing the anti-bullying policy and active in challenging unacceptable behaviour eg 'banter', discriminatory or derogatory language and attitudes and online behaviour which may occasion harm;
- to support the guidance that takes place pastorally on keeping safe and e-safety.

Whistleblowing:

All staff are required to report to the Designated Safeguarding Lead, the Deputy DSL or Heather Beeby any concern or allegations about poor or unsafe practice and potential failures in Little Lancing's safeguarding regime. They should expect that such concerns be taken seriously. In exceptional cases such reports should be made to Ofsted. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith. Little Lancing's *Whistleblowing Policy* and the importance of this policy and of a culture of safety where concerns are raised and unsafe practice is challenged is highlighted in child protection training. The *NSPCC whistleblowing helpline* is available for staff who do not feel able to raise concerns regarding child protection failure internally, tel. 0800 028 0285; email help@nspcc.org.uk.

Safer Recruitment:

The College's recruitment and selection policy and procedures, including required checks for all staff, is in accord with the requirements of Part 3 of *KCSIE* (September 2019).

Early Help:

Any child may benefit from early help, but all Nursery staff should be particularly alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- is frequently missing/goes missing from care or from home;
- Is at risk of modern slavery, trafficking or exploitation;

- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child.

Procedures

Initial complaint: An employee, Governor or volunteer suspecting or hearing a complaint of abuse:

- must listen carefully to the child and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place;
- should refrain from asking questions as far as possible and must not ask leading questions, that is, a question which suggests its own answer;
- must reassure the child but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead who will ensure 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. The record must be kept securely and handed to the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead;
- must report any allegation of alleged abuse by a member of staff to the DSL or Deputy DSL immediately. If the allegation is about the Nursery Manager, then this should be reported to Heather Beeby, Head of Lancing Prep Worthing. The DSL must, in addition, refer all cases of child abuse relating to staff to the LADO (*KCSIE, Part 4, Annex B, 2019*). The LADO will provide advice and then, if necessary, preside over the investigation or suspicion of abuse directed against anyone working in Little Lancing. All allegations are reported to the LADO immediately and within one working day at the latest.

Note that the above procedures should also be followed in the event of an allegation /complaint of abuse by one or more children against another pupil, or by an external individual, or where there are concerns that a child is at risk of being drawn into terrorism.

Preserving evidence: All evidence (for example, scribbled notes, text messages, clothing, tablets or computers) must be safeguarded and preserved.

Reporting: All suspicion or complaints of abuse must be reported to the Designated Safeguarding Lead or in their absence the Deputy DSL immediately. If the complaint involves a member of staff, this must be reported to Heather Beeby by the DSL or her deputy.

If a child is in immediate danger, the police must be called by dialling 999

If at any point there is a risk of immediate serious harm to a child, a referral should be made to children's social care immediately. Anyone can make this referral in the absence of being able to make contact with the DSL or her deputy. If the child's situation does not appear to be improving, a staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.

If anyone other than the DSL makes the referral, they should inform the DSL as soon as possible.

Staff should not assume a colleague or another professional will take action and share information that might be critical in keeping children safe. They should be mindful that early information sharing is vital for effective identification, assessment and allocation of appropriate service provision.

Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers supports staff who have to make decisions about sharing information. This advice includes the seven golden rules for sharing information and is available online here: <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Action by the Designated Safeguarding Lead: The action to be taken will take into account:

- the local inter-agency procedures of the Local Safeguarding Children Board of West Sussex, or other LSCBs as appropriate;
- the nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to children's social care and/or the police without further investigation within Little Lancing;
- the wishes and feelings of the child who has made a disclosure, provided that the child is of sufficient understanding and maturity and properly informed. However, there may be times when the situation is so serious that decisions may need to be taken, after all appropriate consultation, that override a child's wishes;
- the wishes and views of the complainant's parents, provided they have no interest which is in conflict with the child's best interests and that they are properly informed. Again, it may be necessary, after all appropriate consultation, to override parental wishes in some circumstances. If the DSL is concerned that disclosing information to parents would put a child at risk, she will take further advice from the relevant professionals before making a decision to disclose;
- duties of confidentiality, so far as applicable;
- the lawful rights and interests of Little Lancing community as a whole including its employees and its insurers;
- if there is room for doubt as to whether a referral should be made, or to which body a referral should be made (eg to *Channel* or Children's Social Care for a child at risk of radicalisation) the DSL may consult with the Local Authority Designated Officer or other appropriate professionals on a no names basis without identifying the family. However, if sufficient concern exists that a child may be at risk of significant harm, or if there is suspicion of abuse and/or a disclosure is made, a referral will be made without delay and within 24 hours. If the initial referral is made by telephone, the Designated Person will confirm the referral in writing to children's social care also within 24 hours. If no response or acknowledgment is received within three working days, the Designated Person will contact children's social care again.
- Child in Need. If a child is not deemed to be suffering, or likely to suffer, significant harm but is deemed to be in need of additional support from one or more agencies, they should be referred to the DSL and will be assessed for early help, in line with local inter-agency procedures.

Referral guidelines: It is key that children receive the right help at the right time to address risks and to prevent issues escalating. A referral to children's social care or police should be made when a child has suffered, or is likely to suffer, harm and/ or where a criminal offence has taken place. If necessary anyone can make such a referral. (See Annex B).

External agencies: In the event that Little Lancing decides not to refer a particular incident to the police, the parents and child will be informed of their right to make their own complaint or referral. Children and their parents have access to a complaints procedure in relation to issues affecting their welfare which provides contact details for Ofsted.

Allegations against staff: Little Lancing has procedures for dealing with allegations against staff (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 staff and volunteers from false or unfounded allegations. These procedures follow the guidance in *Keeping Children Safe in Education [Part 4]* (2019).

Little Lancing will not undertake its own investigations of an allegation without prior consultation with the LADO, or in the most serious cases the police, in order not to jeopardise statutory investigations. Suspension will not be an automatic response to an allegation. Full consideration will be given to all the options, subject to the need to ensure:

- the safety and welfare of the children or child concerned; and
- the need for a full and fair investigation.

Where an allegation or complaint is made against the Nursery Manager, the person receiving the allegation should, without first notifying the Nursery Manager, immediately inform Heather Beeby, Head of Lancing Prep Worthing or Cheryl Hadland, Managing Director, The Hadland Care Group. Heather Beeby or Cheryl Hadland will consult with the relevant LADO.

Detailed guidance is given to staff to ensure that their behaviour and actions do not place children or themselves at risk of harm or of allegations of harm to a pupil. This guidance is contained in the *Staff Code of Conduct* and the Staff Handbook.

If Little Lancing ceases to use the services of a member of staff (or a Governor or volunteer) because they are unsuitable to work with children, a compromise agreement will not be used and there will be a prompt and detailed report to the DBS. Any such incidents will be followed by a review of the safeguarding procedures within Little Lancing with a report being presented to the Governing Body without delay.

Allegations against children: A child against whom an allegation of abuse has been made may be suspended from Little Lancing during the investigation and Little Lancing's policy on behaviour, discipline and sanctions will apply.

In the instance where there is the allegation of abuse by one or more children against another child where there is 'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm' then any such abuse will be referred to local agencies as a child protection concern. In the event of disclosure about child on child abuse, all children involved, whether perpetrator or victim, will be treated as being 'at risk'.

Suspected harm from outside Little Lancing: A member of staff who suspects that a child is suffering harm from outside Little Lancing should discuss this matter with the DSL, and consideration will be given as to who best should seek to elicit information from the child using sensitively "open", and not leading, questions. A sufficient record should be made of the conversation and, if there are concerns confirmed, the matter should be referred to the Designated Safeguarding Lead or their deputy.

Missing child: All staff should follow the procedures outlined in the policy (refer to the Staff Handbook) for searching for, reporting and recording any child missing from school. The procedure includes the requirement to record any incident, the action taken and the reasons given by the child for being missing.

Use of mobile phones and cameras in the Nursery

Children have their photographs taken to provide evidence of their achievements for developmental records (*The Early Years Foundation Stage*, EYFS 2018). Staff, visitors, volunteers and students are not permitted to use their own mobile phones, iPads or cameras to take or record any images of children for their own records during session times but instead must use cameras belonging to Little Lancing or Lancing College, or iPads provided for the purpose. Staff may take photographs of children in the EYFS setting, with parental consent, using a nursery/college camera or iPad for the following purposes: in order to provide evidence of any practical educational activities or outdoor learning that has taken place during the day, or on school trips to document their outing for newsletters and for their learning journey. Staff must regularly delete all photos and videos from such devices.

Monitoring

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

- The Governing Body will undertake an annual review of Little Lancing's child protection policies and procedures and of the efficiency with which the related duties have been discharged. The member of the Governing Body taking leadership responsibility for Little Lancing's safeguarding arrangements is Mrs Anne-Marie Edgell.
- The Governors will ensure that any deficiencies or weaknesses in regard to child protection arrangements are remedied without delay.
- The Governors, through the Bursar, will ensure appropriate child protection checks apply to all staff including supply staff, governors, volunteers, employees of other organisations spending extended time on Little Lancing premises, or working with Little Lancing's children on another site (for example in a separate institution).
- The Governors, through the Nursery Manager, will ensure that where Little Lancing ceases to use the services of any person (whether employed, contracted, a volunteer or student) because that person was considered unsuitable to work with children, a report is made to the Disclosure and Barring Service (DBS) within one month of the person leaving Little Lancing. The Governors have noted that failure to make a report constitutes an offence.

Contact numbers

West Sussex Safeguarding Children Board: 0330 222 5296

West Sussex Multi-Agency Safeguarding Hub: MASH@westsussex.gov.uk
01403 229 900 or 0330 222 6664 (out of hours)

West Sussex Local Authority Designated Officer or Deputy
(Safeguarding in Education and Allegations Management):
LADO: 0330 222 3339
Email: LADO@westsussex.gov.uk

West Sussex Safeguarding and Education Manager:
0330 222 4030

Disclosure and Barring Service: 01325 953795

The following contact details may be useful for staff or children:

Rachel Martini (DSL, Little Lancing): rmartini@lancing.org.uk; 01273 465900

Jovita Opio (Deputy DSL, Little Lancing): jopio@lancing.org.uk; 01273 465900

Heather Beeby, Head of Lancing Prep Worthing, Trained DSL
hbeeby@lancing.org.uk; 01903 201123 / 07445 774349

Cheryl Hadland, Managing Director, The Hadland Care Group:
admin@topsdawnurseries.co.uk; 01202 551553

West Sussex (Chichester) Child Contact Centre	01243 538 080
Childline	0800 1111
NSPCC	0808 800 5000
Child Exploitation and Online Protection Centre	www.ceop.police.co.uk

Ofsted	0300 123 1231
DfE Support and Advice about Extremism	0207 340 7264
Office of the Children's Commissioner	0207 783 8330

Links to other policies

This policy is linked to and underpinned by a number of other policies sent to staff prior to their commencement of employ*, available to staff on the VLE and through the Staff Handbook or available in hard copy by request:

- Policy for the Induction of New Staff*
- Staff Code of Conduct*
- Recruitment Policy
- Positive Behaviour Policy
- Promoting Fundamental British Values Policy
- Supervision Policy
- Whistleblowing Policy
- Access to School Premises Policy

Little Lancing Day Nursery & Forest School

Record of Concern Form

Date:	Staff name:
Name of Child and parent/carer if known	How has the concern come to your attention? (please tick) Direct contact/ observation disclosure Third party
Details about the child if known: Date of Birth Gender Address Siblings/other family members	Do you think this issue is:- <input type="checkbox"/> Child Protection <input type="checkbox"/> Safeguarding <input type="checkbox"/> Bullying <input type="checkbox"/> Equalities
Phone numbers for parent/carer(s) and child if known:	
What is your concern about this child or young person (Be specific: include when and where incident occurred, any evidence of what you saw or was reported, timelines if known)	

Who else, if anyone, was involved and how?	
Child or Young Person – were there any obvious signs in the child e.g., bruising, bleeding, changed behaviour? Did the child say anything?	
What action have you taken? (who have you spoken to and when?)	
Is there a follow up or support plan?	
Do the parents know? (delete as appropriate) YES / NO	
Has a referral been made to Children's Social Care?	YES/NO
Has a referral or follow up been made to another agency?	Who?
Name & Signature of person filling in this record of concern:	
Date and signature of DSL/Line manager:	Date received by DSL Heather Beeby:

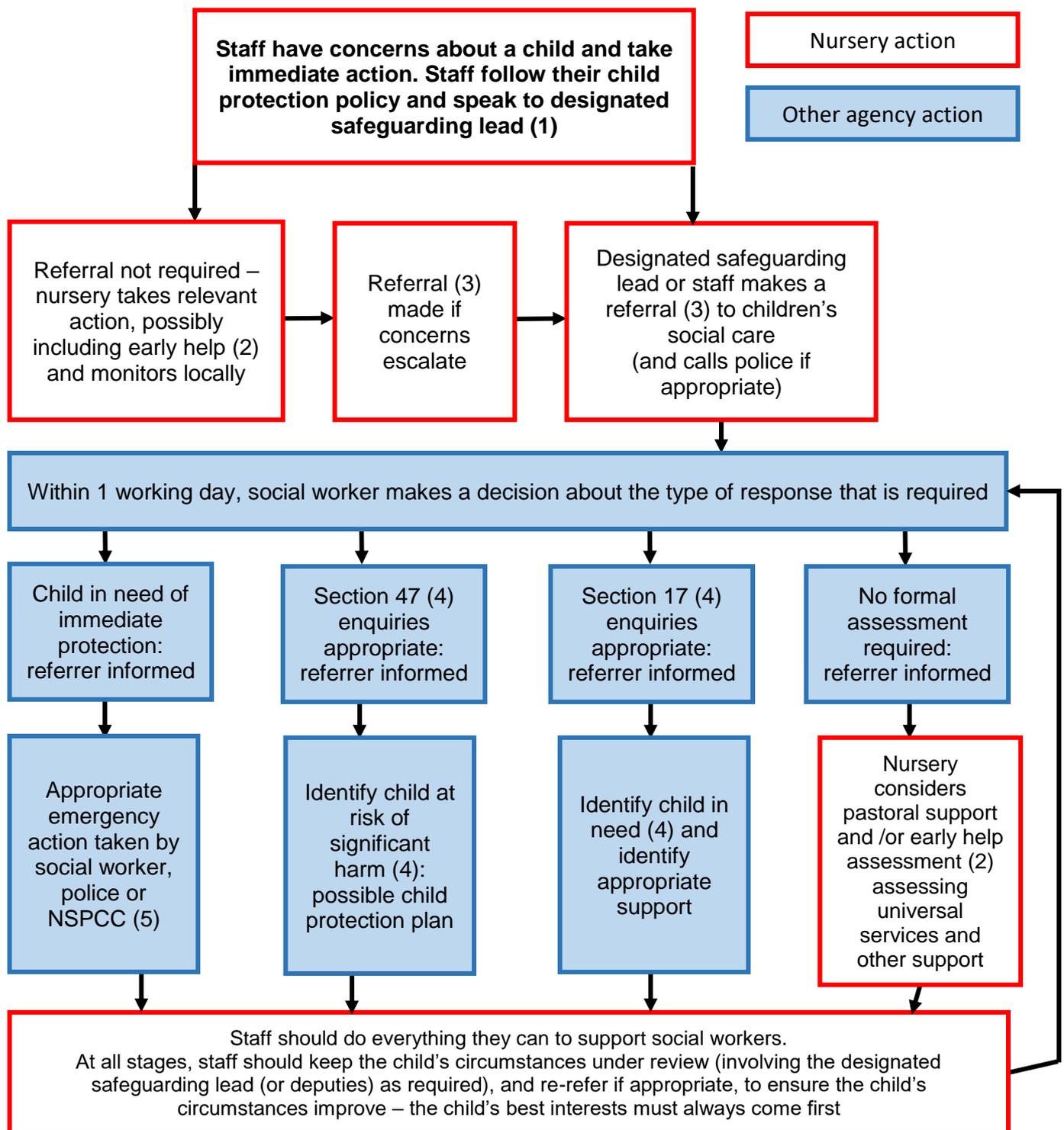
Authorised by	resolution of The Governing Body
Date	2 September 2019
	Review Date: June 2020
	Updated November 2019 RM
Effective date of the policy	Effective from 2 September 2019
Circulation	Governors/all staff/volunteers automatically Available on website Parents on request
Status	Complies with paragraph 3(2)(b) of the <i>Schedule to the Education (Independent School Standards) (England) Regulations 2015</i> , the <i>National Minimum Standards for Boarding Schools, Working Together to Safeguard Children</i> (HM Gov July 2018) and <i>DfE guidance Keeping Children Safe in Education</i> (September 2019)

A Record of recent Safeguarding/Child Protection training at Little Lancing Day Nursery & Forest School

All Lancing College staff undertake the *Educare* Child Protection Refresher annually.

- Safeguarding/Child Protection training/update for new and existing nursery staff and volunteers
29 August 2019
- DSL training undertaken by Nursery Manager and Deputy Nursery Manager
11 November 2019
- Safeguarding/Child Protection training/update for Governors (who are also Governors of Lancing College)
21 June 2019
22 March 2019
30 November 2018
15 June 2018
2 March 2018
1 December 2017

**Annex B - taken from *Keeping Children Safe in Education* (DfE September 2019)
Actions when there are concerns about a child**



(1) In cases which also involve an allegation of abuse against a staff member, see Part four of this guidance.
 (2) Early help means providing support as soon as a problem emerges at any point in a child’s life. Where a child would benefit from coordinated early help an early help inter-agency assessment should be arranged. Chapter one of Working Together to Safeguard Children provides detailed guidance on the early help process.
 (3) Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter One of Working Together to Safeguard Children.

(4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter One of Working together to safeguard children.

(5) This could include applying for an Emergency Protection Order (EPO).

Body Graphs

Safeguarding Children Body Graph

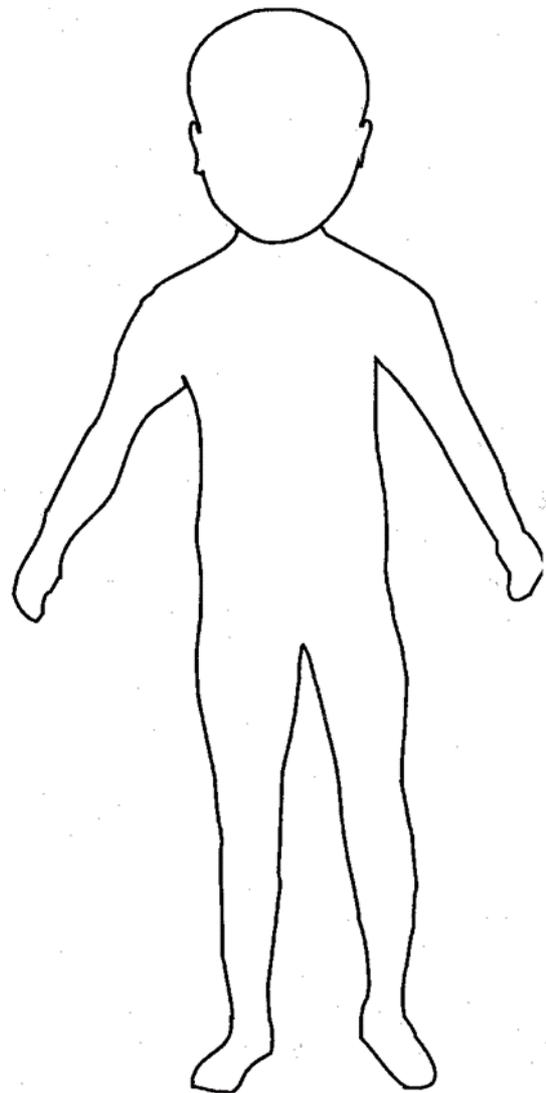
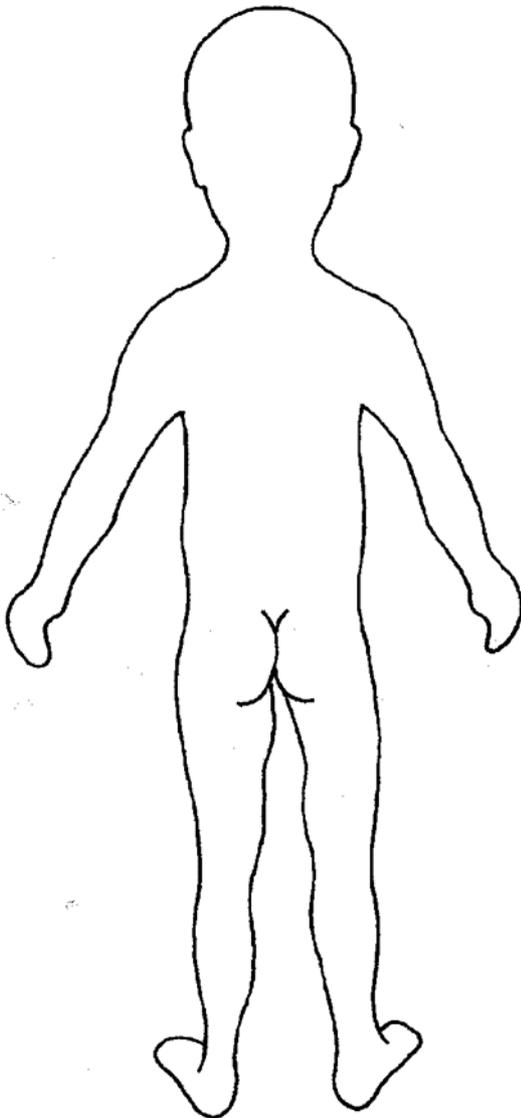
Please use this graph to indicate where marks are upon the child.

Childs Name:

DOB:

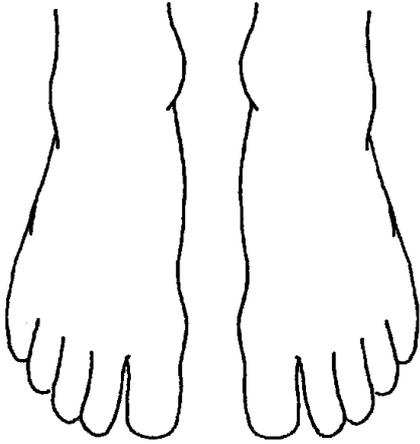
Date and Time of Observation:

BODY



FEET

R TOP L



R BOTTOM L



R



INNER

L



R

OUTER



L

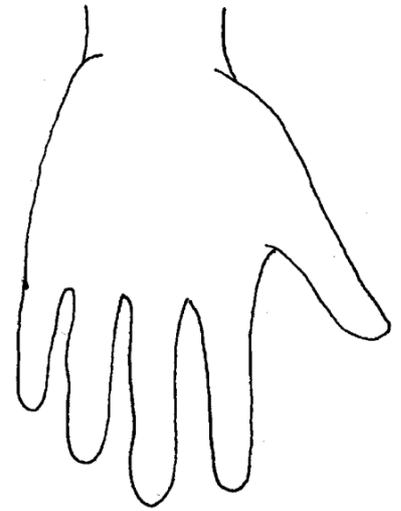
Completed by:

HANDS

R

BACK

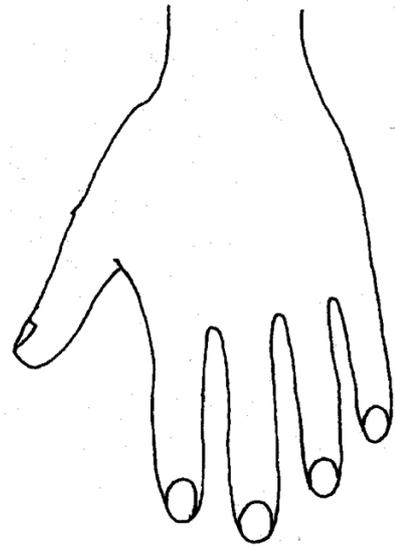
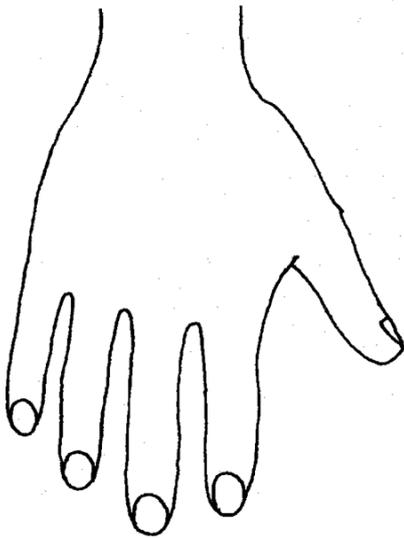
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R

FRONT

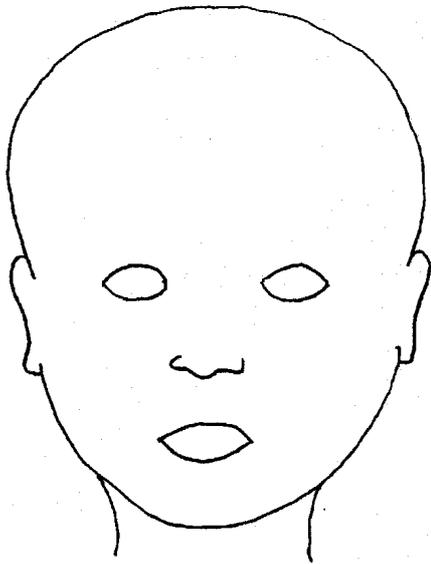
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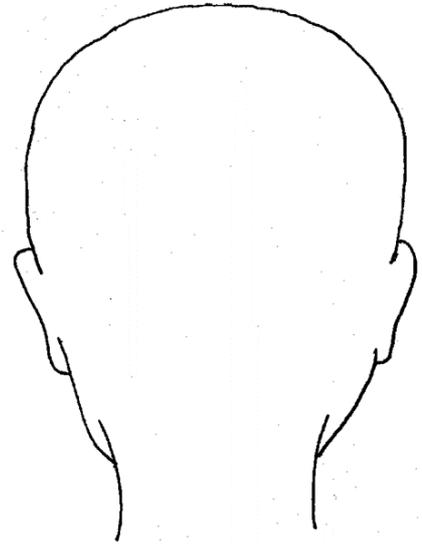
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HEAD

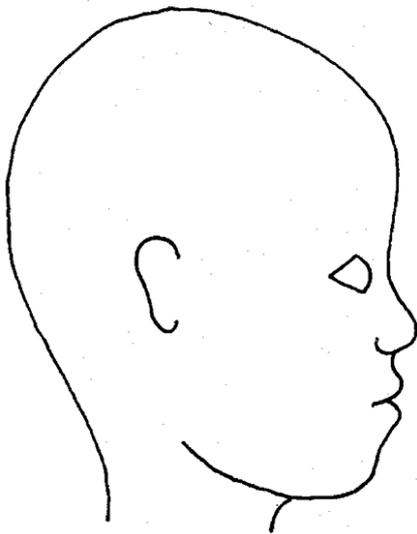
FRONT



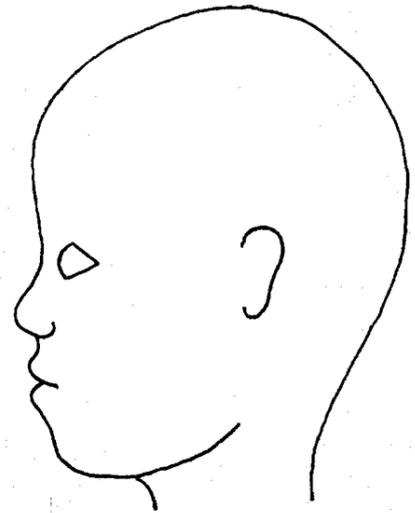
BACK



RIGHT



LEFT



Completed by: