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**Child protection policy**

**Safeguarding and welfare requirement**

**The Early Years Foundation Stage states that:**

**“*3.4. Providers must be alert to any issues for concern in the child’s life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB). The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting”***

**Statement of intent:**

Children have a fundamental right to be protected from harm and as a registered childcare provider it is our duty to ensure the welfare and well being of all children within the setting is safeguarded.

We ensure that anyone working with us understands the safeguarding policy and procedure.

We follow the guidelines set out in the booklet ‘Working together to Safeguard children’ (A guide to inter-agency working to safeguard and promote the welfare of children July 2018)

If we have reason to believe that a child is subject to either physical, emotional, sexual abuse or neglect, we are obligated to report any suspicions regarding abuse to the Brent Family Front Door immediately and/or if a child is in immediate danger, the police.

The Children Act 1989 places a duty on Local Authorities to investigate such matters in accordance with Local Child Protection Procedures. As a childcare provider we will follow the referral procedure as set out in the local Child Protection guidelines approved by the Brent Local Safeguarding Board (LSCB).

We will also at all times refer to the website <http://www.brentlscb.org.uk/> as well as the guidance documents set out below**.**

**Guidance**

**Working Together to Safeguard Children (revised 2018)**

**What to do if you are worried a child is being abused (March 2015)**

**The Prevent Duty Dfe (June 2015)**

**Safer Recruitment in Education KCSIE (October 20220**

**Disqualification under the Childcare Act 2006**

**Inspecting Safeguarding in early years, education and skills settings (Ofsted September 2022)**

**Brent LSCB Levels of Need and Thresholds Protocol 2022**

**Brent LSCB - Managing Allegations made against Staff and Volunteers working with Children and Young People July 2021**

**Brent LSCB – Safer Recruitment Guidance Tool March2015**

**London Child Protection Procedures and Practice Guidance**

**http://www.londoncp.co.uk/**

**Safeguarding Procedure**

**Aims**

Our setting will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

**Methods**

We will endeavour to prevent abuse by means of good practice in the following ways:

* Our setting has a designated senior member of staff who takes lead responsibility for the management of Child Protection within the setting. This is the proprietor/manager and in addition we have a designated deputy (Renu Vyas).
* Our designated person (a member of staff) who co-ordinates safeguarding children issues is

\_Rizwana Siddiqui

* The lead practitioner provides support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issues as required.
* We ensure that all staff attends regular training on Safeguarding Children and that the designated person responsible for the management of safeguarding children updates their training every 3 years.
* We ensure that we take account of any advice from the Brent LSCB or local authority on appropriate training courses.
* We ensure that all staff are briefed and equipped with the knowledge of the child protection procedure within the setting through induction and in house training as well as through regular staff meetings.
* The setting ensures that all staff are DBS (Disclosure and Barring Service) checked and any member of staff awaiting clearance is supervised and does not undertake duties such as nappy changing or tending to a child who has wet or soiled themselves.
* Upon release of children at the end of the session the child is prepared and ready for parent to collect them. A practitioner is always present at the main entrance.
* Volunteers and students are supervised at all times
* The layout of the rooms permit constant supervision of the children
* Children will be encouraged to develop a sense of autonomy and independence through adult support. For example children are supported to make choices, find names for their own feelings and acceptable ways of expressing them. This will enable children to have the self confidence and vocabulary to keep them safe.
* The Setting will provide suitable opportunities which encourage children to respect each other’s views and values, to understand that their views count, and to talk about their feelings. Activities will involve turn taking, sharing and collaboration. Children will be encouraged to understand their own and others’ behaviour and its consequences. They will have an input in creating rules and codes of behaviour. An ethos of total acceptance of all views, faiths, cultures and races will be created, where children will appreciate and respect their own and others’ cultures.
* We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children
* The setting ensures that all visitors sign in at reception and produce an ID

**Responding to suspicions of abuse**

Staff is alert to signs of possible abuse and neglect at the earliest opportunity, and are trained 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; and/or

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.

**Sexual abuse:**

If any member of staff witnesses occasions where a child may indicate sexual activity, through words, play drawing, or inappropriate knowledge of adult sexual behaviour the child would be monitored through careful recording of any of these incidents. The concern would immediately be shared with the designated member of staff and reported to Brent Family Front Door.

**Physical Abuse;**

If we suspect physical abuse of a child this will be recorded and discussed with the lead practitioner for safeguarding. Any sign of a mark or injury to a child will be recorded (incident form) upon arrival at the setting and discussed with the parent (provided the child would not be placed at risk). Should there be any queries or concerns regarding the injury the setting will contact Brent Family Front Door.

**Emotional Abuse:**

If we suspect emotional maltreatment of a child this will be recorded and discussed with the lead practitioner for safeguarding and (provided the child would not be placed at risk) with the parent. Should there be any queries or concerns we will contact Brent Family Front Door.

**Neglect:**

If the setting has reason to suspect there has been persistent neglect of a child this will be discussed with the lead practitioner for safeguarding and a written record will be kept. Concerns will be discussed with the parent/carer (provided the child would not be placed at risk). Should there be queries or concerns we will notify Brent Family Front Door.

**Domestic Violence**

Witnessing domestic violence where one of their parents is abusing the other has a significant effect on children’s well-being and development. Such children may show signs of fatigue and constant tiredness including physical, emotional and behavioural symptoms. Concerns will be discussed with the parent/carer (provided the child would not be placed at risk). Should there be queries or concerns we will notify Brent Family Front Door.

**Suspicion of Radicalisation**

The Prevent Duty is the duty in the Counter- Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism.

The prevent Duty (DFE) departmental advice for schools and childcare providers (June 2015) sets out guidance on preventing children from risk of radicalisation.

As with managing other safeguarding risks, staffs are alert to changes in children’s behaviour which could indicate that they may be in need of help or protection. For example, children at risk of radicalisation may display different signs or seek to hide their views. Staff will 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 setting will not carry out unnecessary intrusion into family life but as with any other safeguarding risk, will take action if we observe behaviour of concern. Should there be any queries or concerns we will contact Brent Family Front Door.

The setting ensures staffs receive Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas The Home Office training Workshop to Raise Awareness of Prevent (WRAP)’.

**FGM (Female Genital Mutilation)**

If the setting has reason to suspect that FGM may be about to take place this will be recorded and discussed with the lead practitioner for safeguarding and (provided the child would not be placed at risk) with the parent. Should there be any queries or concerns we will contact Brent Family Front Door.

**Indicators may include:**

A child may talk about a long holiday to her country of origin or another country where the practice is prevalent, including African countries and the Middle East;

A child may confide to a professional that she is to have a 'special procedure' or to attend a special occasion;

**Child Sexual exploitation**

CSE as it is known is a form of child sexual abuse as defined in ‘**Working together to safeguard children 2015,’** the Governments statutory guidance of interagency working to safeguard and promote the welfare of children.

*‘Sexual exploitation of children and young people* ***under 18*** *involves exploitative situations, contexts and relationships where the young person (or third person/s) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.*

*Child sexual exploitation can occur through the use of technology without the child’s immediate recognition; for example being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain.”*

**Indicators of child sexual exploitation**

These are a few signs and symptoms a child may be sexually exploited:

**Both girls and young women and boys and young men can become victims of sexual exploitation.**

**The risk of boys and young men becoming victims of sexual exploitation by both male and female offenders is underestimated and less well understood than those relating to girls and young women.**

**Often children and young people who are victims of sexual exploitation and those caring for them do not recognise that they are at risk or are being abused.**

For more information we refer to:

‘Brent LSCB Chid Sexual Exploitation Strategy 2015-2018 [www.brentlscb.gov.uk](http://www.brentlscb.gov.uk)

**Child trafficking**

Child trafficking and modern day slavery are child abuse and require a child protection response. Children are recruited, moved and transported and then exploited, forced to work or sold. We understand that children are trafficked for:

* Child sexual exploitation
* Benefit fraud
* Forced marriage
* Domestic servitude such as cleaning,childcare,cooking
* Criminal activity such as pick pocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVD’s and bag theft

Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another.

Trafficked children experience multiple forms of abuse and neglect.

If the setting has suspicion of any child being trafficked we will contact Brent family front door immediately and other agencies such as the NSPCC for advice and information on 0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Gangs and young people**

A gang is usually considered to be a group of people who spend time in public places that see themselves (and are seen by others) as a noticeable group and engage in a range of criminal activity and violence.

Gangs usually have rivals and may give the reasons as being about:

* Territory
* A dispute over a girlfriend or boy friend
* An argument where someone said something about someone
* Theft
* Drugs
* Disrespect

A child in our setting may give us cause for concern in their behaviour or disclose that an older sibling/cousin or family member is associated with a gang.

As part of our child protection procedure we will contact Brent LSCB for support and advice and in addition signpost the family to gangsline.com for further information

**Drugs and alcohol**

It is a well known fact through research, media and within family communities that children from as young as conception, birth, early years and well beyond are exposed to some form of drug and alcohol misuse in their lives. This includes smoking

The settings aim is prevention we will contact Brent LSCB for support and guidance and other agencies within the local authority for further support for the family.

The setting has a separate more detailed and robust alcohol and substance misuse policy and procedure in place. The policy applies to staff as well as families within our setting.

**County lines**

County lines is a cross-cutting issue that often overlaps with other forms of abuse and criminal exploitation. It can lead to serious physical and emotional harm to young people (Home Office, 2020a).**:**

If a child in the nursery setting might bt or is at the risk of being exploited by County lines, we follow the Safeguarding procedures of the nursery and contact the local child protection services.

**Attendance**

The setting will ensure that a robust system is in place to monitor and record individual child’s daily attendance. The child’s exact time of arrival and departure will be recorded in a register that complies with the EYFS and Ofsted.

If a child has erratic attendance or they are away for more than a week without any notification from the parents, we will make every effort to contact them or their emergency contact.

If this is unsuccessful then we will contact Brent Family front door on 020 8937 4300

**All the concerns mentioned above will be recorded and dealt with in the following way:**

* Date, time ,place and circumstances
* Who else was present, what we observed, what we said or did or what concerns were reported to us
* Notes will be sign and dated
* Anything discussed with Parent/carer will be recorded and parent/carer would be asked to sign the recorded discussion.
* All concerns are reported to the lead practitioner/designated person.
* All concerns will be reported directly to the Brent Family Front Door

**If a child in our care makes a direct disclosure to a member of staff then we would approach the concern in the following way:**

* Listen to the child, be attentive and stay calm
* Make no promises that what has been said by the child can be kept a secret
* Be reassuring and non-judgemental
* Keep an open mind
* Be careful not to question the child – just listen
* Explain what we are going to do next
* Explain that we will need to write down what has been said

**Suitable people**  (EYFS April 2017)

**Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable’.**

**Staffing and volunteering**

* We provide adequate and appropriate staffing resources to meet the needs of children
* We will refer to the Disclosure and Barring Service and Ofsted and LADO any concerns we have about an employee who we have removed from regulated activity or dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm. https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance
* In reference to Disqualification Under the Childcare Act 2006 all staff must disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). This includes any involvement with social care.
* All staff must disclose any convictions, cautions, court orders, reprimands and warnings of anyone living in the same household that may affect their suitability to work with children.
* Volunteers do not work unsupervised. Volunteers and students who work frequently (once a week or more often), or on 4 or more days in a 30-day period will be required to obtain a DBS check.

**Safe Recruitment**

To safeguard the children in our care we take all the necessary steps in vetting and referencing all employees.

* We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
* All applicants for work within the nursery, whether voluntary or unpaid will be interviewed before an appointment is made and will be asked to provide at least one reference). Referees must include the candidate’s last employer. Other referees must have known candidates for longer than 12 months and are not relatives; the date that the referees where contacted and by whom are recorded.
* All such references will be followed up. In the case of applicants with unexplained gaps in their unemployment history, or who have moved rapidly from one job to another, explanations will be sought.
* All appointments, both paid and voluntary will be subject to a probationary period and will not be confirmed unless the nursery is satisfied with the background checks and that the applicant can be safely entrusted with the children.
* Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
* Candidates for employment are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed.
* The setting ensures that all staff recruited after are registered with the DBS update service.
* Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
* DBS checks will not generally show offences committed by individuals whilst living abroad (except in the case of service personnel and their families). Therefore, in addition to an enhanced DBS checks, additional checks such as certificates of good conduct from relevant embassies or police forces are necessary where a member of staff has lived abroad in the previous 5 years.
* Where an applicant is from or has lived in a country where DBS checks cannot be made for child protection purposes, or is a refugee with leave to remain in the UK, and has no means of obtaining relevant information, we will take extra care getting the polie report from that ountry as well.
* We record information about staff qualifications and the identity checks and vetting processes that have been completed, this includes:
* Job application form.
* A record that identity checks were completed, the date and by whom.
* DBS number, the date the disclosure was obtained and the details of who obtained it.
* Name, address, and telephone number of two referees.

**Allegations against a member of staff**

The setting takes any allegation of abuse against a member of staff very seriously. Allegations may be of physical, emotional, sexual abuse or neglect. We recognise that an allegation can come from a number of sources:

* A child
* Parents, either directly or through Ofsted or any other agencies ( Local hild protection services).
* Current or former staff (whether paid or voluntary) in the setting.

Staff and parents are informed that any concerns or allegations against a member of staff are to be reported to the designated person who will record concerns. If the allegation or concern is against the designated person then concerns should be reported to the deputy designated person.

The vast majority of adults who work with children (paid or unpaid) act professionally and aim to provide a safe and supportive environment which secures the well-being of children and young people in their care. However it is recognized that adults can abuse their position of trust and harm children but also that misunderstandings can occur. It is therefore essential that all possible steps are taken to ensure that staff working with children have clear and safe boundaries and that processes are in place to safeguard children and young people.

An allegation of abuse can be made against any staff member at any time and it can be very challenging to believe that a trusted member of the team could cause harm to a child.

It is for this purpose that the process below has been established and must be followed when there is an allegation or concern raised about any person who works with children, in connection with his/her employment or voluntary activity.

The lead person for safeguarding will **immediately** contact the Local Authority Designated Officer (LADO) for support and advice in carrying out the following procedure in line with the Brent Local Safeguarding Children’s Board.

**Telephone:** 020 8937 4300 - Option 1 **Email** [family.frontdoor@brent.gcsx.gov.uk](mailto:family.frontdoor@brent.gcsx.gov.uk)

**ALL REFERRALS SHOULD BE SENT TO THE BRENT FAMILY FRONT DOOR USING THE NOTIFICATION TO LADO FORM.**

<http://media.inzu.net/f9e1fab6a6c10d044839fb1bee0a4704/mysite/articles/468/10_Notification_to_LADO_form_2015.doc>

The lead person for safeguarding **will contact Ofsted as soon as reasonably practicable**, but at the latest within 14 days of becoming aware of the allegation.

The person against whom the allegation is made will be informed of the allegation and will be told for their best interest that they will be removed (without prejudice) from working directly with children or asked to take time off leave whilst a full investigation takes place.

Staff a provided with a copy of the Local child protection services publication

* ***A GUIDE FOR PROFESSIONALS AND VOLUNTEERS FACING AN ALLEGATION OF ABUSE***

[**http://media.inzu.net/f9e1fab6a6c10d044839fb1bee0a4704/mysite/articles/468/7\_AAPPamphlet2015.pdf**](http://media.inzu.net/f9e1fab6a6c10d044839fb1bee0a4704/mysite/articles/468/7_AAPPamphlet2015.pdf)

**Whistle blowing:**

The Public Interest Disclosure Act 1998 protects workers who 'blow the whistle' about wrongdoing. It applies where a worker has a reasonable belief that their disclosure tends to show one or more of the following offences or breaches:

* a criminal offence;
* the breach of a legal obligation;
* a miscarriage of justice;
* a danger to the health and safety of any individual;
* damage to the environment; or
* deliberate covering up of information tending to show any of the above

This means the law provides them with protection if they 'blow the whistle' on their colleague or employer.

Employees can report any concerns they have about incorrect workplace methods which they believe could put children at risk.

At …Bridge Park Montessori Nursery any member of staff with possible concerns about possible abuse involving a colleague or senior member of staff has the opportunity for ‘whistle blowing’, i.e. the circumvention of the normal channels of line management communication.

All staff are informed of how to contact Onsted’s whistleblower hotline on 0300 123 3155 (Monday – Friday 08:00 to 18:00), email [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk) or write to WBHL, Ofsted, Royal Exchange Buildings, St Ann’s Square, Manchester. M2 7LA

All staff are informed of the charity called Public Concern at Work; which gives free and confidential advice and can help them decide whether and/or how to raise their concerns at work first. They can call Public Concern at Work on 020 7404 6609, email [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk) or visit [www.pcaw.co.uk/law/uklegislation.htm](http://www.pcaw.co.uk/law/uklegislation.htm) for useful information about whistle blowing legislation.

We have put in place a confidentiality file where a member of staff can record their concerns to protect anonymity

**Support to families**

* The setting believes in building trusting and supportive relationships with families, staff and volunteers.
* We will ensure that we are able to signpost families to further support by working in partnership with Brent’s Children and Young People Department, health visitors, local children centres, schools and other local support groups.
* We will work in partnership with families to identify their strengths and areas for further support through an Early Help Assessment (formerly known as Common Assessment Framework (CAF).
* The setting makes clear to parents its role and responsibilities in relation to Child Protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the Brent Family Front Door.
* The setting will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
* We follow the Child Protection Plan as set by the social services department in relation to the setting's designated role and tasks in supporting the child and the family, subsequent to any investigation.
* Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the Brent Local Safeguarding Children Board.

**The use of mobile phones and digital cameras:**

(Please note this section is an example use the Ofsted guidance on mobile phones to adapt to reflect your setting)

* Staff and visitors are not allowed to use mobile phones in the nursery
* Parents/carers must keep mobile phones in their pockets or hand bag and must only use them outside of the nursery. However, in the event of an emergency they can approach the manager and we would direct them to a private room to make a call.
* The setting checks with parents that they consent to the use of cameras for appropriate recording purposes.
* Only the setting camera may be used to take pictures of children.
* The setting will respond to any suspicions of the inappropriate taking or distribution of photographs.
* Staffs is informed that they are not permitted to post comments on social networking sites relating to the nursery or access social networking sites during working hours. The setting ensures that it complies with its responsibilities under the data protection act 1998 and is registered with the Information Commissioners Office (ICO) https://ico.org.uk/

**Key contact numbers are as follows:**

Brent Family Front Door 020 8937 4300

OFSTED 0300 1231231

Ofsted Whistle blowing Hotline 0300 123 3155

Local Authority Designated Officer 020 8937 2090

Mona Cook [monacook2@brent.gov.uk](mailto:monacook2@brent.gov.uk) 02089372447

**Relevant legislation**

* Children Act 1989, 2004 (2007)
* Safeguarding Vulnerable groups Act 2006
* Convention on the Rights of the Child, UNICEF 1989
* Data Protection Act 1998
* Freedom of Information Act 2000
* Equality Act 2010

**Useful resources and websites**

Ofsted: www.ofsted.gov.uk

<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

http://www.legislation.gov.uk/ukpga/2006/21contents

[www.brentlscb.org.uk](http://www.brentlscb.org.uk)

www.londoncp.co.uk/consultation/sg\_ch\_risk\_fgm.html

Advisory, Conciliation and Arbitration Service (ACAS): www.acas.org.uk, tel: 08457 474747

Public Concern at Work (the Whistle Blowing Charity) <http://www.pcaw.org.uk>

Stop it now! Campaign: www.stopitnow.org.uk, free helpline: 0808 1000 900

Child line: www.childline.org.uk

NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)

EYFS: [www.foundationyears.gov.uk](http://www.foundationyears.gov.uk)

Direct Gov for information relating to legislation: www.direct.gov.uk

UNICEF: [www.unicef.org](http://www.unicef.org)

DBS:[https://www.gov.uk/government/organisations/disclosure-and-barring-service/about](https://www.gov.uk/government/organisations/disclosure-and-barring-service/aboutt)

National Domestic violence helpline: www.national domesticviolencehelpline.org.uk

Tele: 0808 2000 247

**The National Working Group on Child Sexual Exploitation**

**The NSPCC; Policy and guidance on child sexual exploitation**