# Safeguarding Children and Child Protection Policy

(Including managing allegations of abuse against a member of staff)

## Policy statement

**The safety and wellbeing of children are of paramount importance at Stanmore Montessori.** Stanmore Montessori works with children, parents, external agencies and the community to ensure the rights and safety of children and to give them the very best start in life. Suspicion of abuse is promptly and carefully dealt with in accordance with best practice and any relevant regulations and guidance including **'Working Together to Safeguard Children (2026).**

**Stanmore Montessori** is dedicated to the support, development and promotion of high-quality care and education for the benefit of our children, families and community. We are committed to safeguarding children and promoting their welfare through building a safer organisational culture.

We ensure all staff, students and volunteers have the necessary knowledge and skills to carry out their duties and are confident to implement these policy and procedures on an ongoing basis to support them in promoting and safeguarding the welfare of children. This is achieved through recruitment and induction processes and by offering ongoing training and support to all staff, appropriate to their specific role, in line with the criteria set out in Annex C of the EYFS.

This policy is reviewed annually to ensure it remains in line with statutory guidance. Its effectiveness is monitored through staff and stakeholder reviews, appraisals and feedback to ensure appropriate knowledge and awareness is in place.

It is the responsibility of every staff member, student and volunteer to report any breaches of this policy to the Designated Safeguarding Lead (DSL).

## Policy intention

The policy makes it clear that all staff, students and volunteers have a responsibility to safeguard children and young people and to protect them from harm. It aims to raise awareness of how to safeguard and promote the welfare of children and provides procedures should a child protection issue arise.

**Safeguarding and promoting the welfare of children, in relation to this policy, is defined as:**

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Promoting the upbringing of children with their birth parents, or otherwise family network through a kinship care arrangement, wherever possible and where this is in the best interests of the children
- Taking action to enable all children to have the best outcomes in line with the

outcomes set out in the Children's Social Care National Framework.

Child protection is an integral part of safeguarding children and promoting their overall welfare. In this policy, child protection shall mean:

- The activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

(Working together to safeguard children)

To safeguard children and promote their welfare we will:

- Develop a safe organisational culture where staff are confident to raise concerns about professional conduct
- Ensure all staff are able to identify the signs and indicators of abuse, including the softer signs of abuse, and know what action to take
- Understand and be sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families' lives
- Share information with other agencies as appropriate.

We promote:

- Always listening to children
- Positive images of children
- Children developing independence and autonomy as appropriate for their age and stage of development
- Safe and secure environments for children
- Tolerance and acceptance of different beliefs, cultures and communities
- British values
- Providing intervention and help for children and families in need.

We have a duty to act quickly and responsibly in any instance that may come to our attention. If in any doubt about what constitutes a safeguarding concern, refer to the Designated Safeguarding Lead (DSL). If there is a concern, never do nothing (Laming, 2009), always do something, including sharing information with any relevant agencies. Safeguarding is everybody's responsibility.

The nursery aims to:

- Keep the child at the centre of all we do, providing sensitive interactions that develop and build children's well-being, confidence and resilience. We will support children to develop an awareness of how to keep themselves safe, healthy and develop positive relationships
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND), isolated families and vulnerabilities in families,

including the additional potential impact of the trio of vulnerabilities on children and Adverse Childhood Experiences (ACEs)

- Ensure that all staff feel confident and supported to act in the best interest of the child, maintaining professional curiosity around welfare of children, sharing information, and seeking help that a child may need at the earliest opportunity
- Ensure that all staff are trained at least every two years and updated regularly with child protection training and procedures and kept informed of changes to local and/or national procedures, including thorough annual safeguarding updates
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Harrow LSCB (Harrow Local Safeguarding Children's Board)
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Ensure that staff identify, minimise and manage risks while caring for children
- Follow clear whistleblowing procedures by taking any appropriate action relating to poor or unsafe practices and allegations of serious harm or abuse against any person working with children including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of our safeguarding and child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by Harrow local authority.

**Safeguarding Procedures**

We carry out the following procedures to ensure we meet our three key commitments.

***Key commitment 1***

> ***Stanmore Montessori is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.***

**Staff and volunteers**

- Our Designated Safeguarding Lead (DSL) is **Dida Toseva** and the Deputy is **Nicky Quint.** See Appendix 1 re DSL responsibilities.
- We ensure that all staff are aware of our current safeguarding policies and procedures which are available online on the Stanmore Montessori website.
- We ensure all staff, students and volunteers have the necessary knowledge and skills to carry out their duties and are confident to implement these policy and procedures on an ongoing basis to support them in promoting and safeguarding the welfare of children. This is achieved through recruitment and induction processes and by offering ongoing training and support to all staff, appropriate to their specific role, in line with the criteria set out in Annex C of the EYFS.
- Adequate staff ratios are maintained so that all children are supervised at all times in accordance with The Safeguarding and Welfare requirements of the current Early Years Foundation Stage for group and school-based providers statutory framework.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Data Barring Service - DBS before posts can be confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect□ information.
- We abide by the EYFS requirements in respect of references and DBS checks for staff and volunteers. At least two references are taken and verified before we employ any staff or volunteers to ensure that no disqualified person or unsuitable person works at Stanmore Montessori or has access to the children.
- Volunteers do not work unsupervised.
- Every visitor has to sign in and out and is always accompanied by a member of staff. The visitors also have to wear a visitors badge so that the children are aware that there are visitors in the premises.
- Staff always follow security procedures like asking for identification and keeping the doors locked at all times. A visitor is only allowed in if the staff is fully convinced that he/she does not pose any threat to the children at the setting.

**Use of mobile phones, cameras and other electronic devices with imaging and sharing capabilities including smartwatches**

- Photographs taken for the purpose of recording a child or groups of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- Under no circumstance may staff use their mobile phone or personal recording devices to take photographs within the setting. Should a member of staff fail to comply with this it will result in disciplinary action.
- Only the designated nursery recording devices are used to take any photograph within the setting or on outings. Images taken must be deemed suitable and must never put the child/children in any compromising positions that could cause embarrassment or distress or harm.
- Images taken and stored on the nursery device are downloaded as soon as possible, ideally once a week, and then images deleted from the device.
- Recording devices of any kind cannot be taken into the bathrooms without prior consultation with the DSL or Manager.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, permission is obtained and staff are supervised whilst taking the specific photograph.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.
- Concerns will be taken seriously, logged and investigated appropriately.

**Mobile phones:**

- Stanmore Montessori allows staff to bring in personal mobile telephones and devices for their own use but it is ensured that these are stored securely in the staff cloakroom throughout contact time with children.
- Staff bringing personal devices into the setting must ensure that there is no inappropriate or illegal content on the device.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time and in an area where children are not present. If staff have a personal emergency they are free to use the setting's telephone or make a personal call from their mobile in an area where children are not present. If any staff member has a family emergency or similar needs to keep their mobile phone to hand, the staff member may then keep it in the Montessori office cupboard after seeking permission from the Manager.
- It is the responsibility of individual staff to ensure that the Manager has up to date contact information of their families, children's schools etc. and know their emergency contact telephone numbers.
- During group outings and activities in the garden or large hall nominated staff will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the DSL.
- We ensure that any photographs taken of children other than their own child, are not published on any social media/ networking sites or public places without the consent of the child/children's parent/ carer.

- The DSL reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it. Should inappropriate material be found then the Local Authority Designated Officer (LADO) (See Appendix for further clarifications) will be notified.
- Appropriate disciplinary measures will be followed, informed by the guidance of the LADO. These measures may result in staff member's dismissal.

**PREVENT DUTY - Radicalisation and Extremism**

- Since 2011, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.
- The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. It is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.
- When any member of staff has concerns that a child may be at risk of radicalisation or involvement in terrorism, they should speak with the Designated Safeguarding Lead. They should then follow normal safeguarding procedures. If the matter is urgent Police must be contacted by dialling 999. In non-urgent cases where police advice is sought dial 101.
- The UK's National Prevents advice line is 0800 011 3764.
- The Department for Education has also set up a dedicated telephone helpline for staff and governors to raise concerns around Prevent **(020 7340 7264) or alternatively email counter.extremism@education.gov.uk for advice on preventing radicalization in education settings.**
- **Prevention:** We recognise that early education plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection. Stanmore Montessori will therefore work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Early years providers already focus on children's personal, social and emotional development The Early Years Foundation Stage framework supports early years providers to do this in an age appropriate way, ensuring children learn right from wrong, mix and share with other children, respect each other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes.

**Female Genital Mutilation (FGM) Mandatory Reporting Duty**

- We are aware that The Serious Crime Act (2015) introduced a new duty on Teachers, Social workers and Health Care professionals to report to the police any known cases of FGM involving victims aged under the age of 18. It is a form of child abuse and violence against girls and women.
- Where there is a risk to a child concerning an identified or suspected case of FGM the DSL will follow the necessary actions as required by the English version of 'Working Together to Safeguard Children legislation (2026) in conjunction with Harrow LSCB.

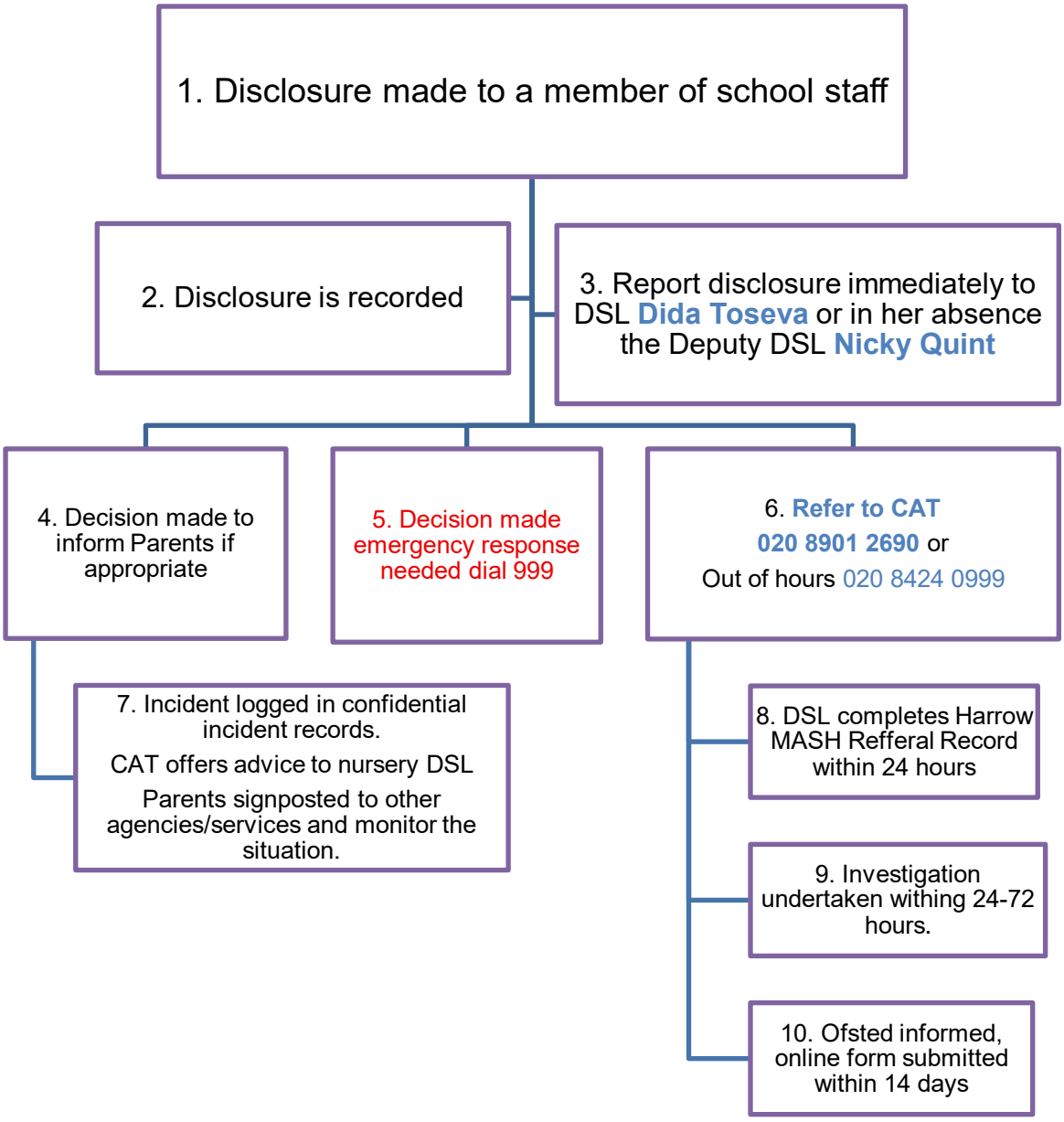
***Key Commitment 2***

***Any incidents or concerns regarding the safeguarding of children is promptly dealt with in line with the policies and procedures of the setting which are in accordance with the guidelines set down in 'What to do if you're worried a child is being abused' (HM government, 2015)***

Please see **Appendix 3** for definitions and further information regarding 'abuse'.

The following flow chart shows the procedure of reporting safeguarding concerns if staff are worried about a child's welfare

# What to do if you are worried about a child's welfare*




Key
CAT – Children's Access Team
DSL – Designated Safeguarding Lead
MASH – Multiagency Safeguarding Hub

*See **Appendix 4** for detailed Reporting Procedure

**Responding to suspicions of abuse**

- We acknowledge that abuse of children can take many different forms including - physical, emotional and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the child's key person makes a dated record of the details of concern and discusses what to do with the DSL. The information is stored securely in a confidential folder in the office cupboard.
- We refer concerns to the Harrow LSCB (Harrow Local Safeguarding Children's Board) as shown in the flow chart above, and co-operate fully in any subsequent investigation. In some cases this may mean the police or another agency identified by LSCB.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

**Recording suspicions of abuse and disclosures**

Where a child makes comments to a member of staff that gives cause for concern (disclosure), staff observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:

- Listens to the child, offers reassurance and gives assurance that she or he will take action;
- Does not question the child, unless necessary to clarify avoiding leading questions
- Makes a written record that forms an objective record of the observation or disclosure that includes:
    - The date and time of the observation or the disclosure.
    - The exact words spoken by the child as far as possible.
    - The name of the person to whom the concern was reported, with date and time.
    - The names of any other person present at the time.
- These records are signed and dated and kept securely in the confidential file in the office cupboard.

**Reporting suspicions of abuse and disclosures**

Any concerns about the safeguarding of children should be reported to the DSL or, in their absence, the Deputy **immediately.**

- Staff must be fully aware of the safeguarding policies for reporting and recording concerns or incidents.
- We ensure that parents are aware of the complaints procedure against a staff/ volunteer including allegations of abuse.
- We respond to any concern relating to the welfare of a child by first recording the details of the concern. Where it is considered that a child has suffered or is

likely to suffer significant harm, or that a member of staff has behaved in a way which has or may have harmed a child, has possibly committed a criminal offence related to a child or has behaved in a way which indicates that he or she would pose a risk of harm to children, we then refer the matter immediately to Harrow Local Children's Safeguarding Board and Ofsted. We will then co-operate entirely with any investigation carried out by social services and/or the police or with any other instructions issued the HLCSB.

**Information to parents**

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of LSCB does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform the parents.

**Liaison with other agencies**

- We work within **Harrow LSCB** guidelines.
- We have access online to **'What to do if you're worried a child is being abused 2015'** for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) and other National and Local support agencies are also kept.
- If a referral is to be made to the **LSCB**, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

**Allegations against staff**

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works in the nursery premises and has behaved in a way that has harmed a child, or may have harmed a child; Possibly committed a criminal offence against or related to a child; and/or behaved towards a child or children in a way that indicates they are unsuitable to work the following procedure takes place:

- The allegation is reported to the DSL. If this person is the subject of the allegation then this should be reported to the deputy instead. This is recorded.
- The Local Authority Designated Officer (LADO) and Ofsted will then be informed We are aware it is an offence not to report this. This will ensure that any allegations are dealt with fairly, quickly, and consistently in a way that provides effective protection for the child and, at the same time, supports the person who is the subject of the allegation.
- We follow the guidance of the Local Safeguarding Children's Board when responding to any complaint that a member of staff, or volunteer within the Setting, or anyone living or working on the premises occupied by the Setting, has harmed a child.
- We co-operate entirely with any investigation carried out by children's social

care in conjunction with the police.

- Where the Owner/manager and children's social care agree it is appropriate in the circumstances, the member of staff will be suspended on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.
- We ensure that all the parents know how to complain about the behaviour or actions of staff or volunteers within the Setting, which may include an allegation of abuse.

**Disciplinary action**

It may be necessary to suspend or remove from duties involving children/young people, the person about whom the allegations have been made. This decision is made in liaison with the LADO and a senior manager (where available) and any decision are carried out in consistentsy with the organisation's disciplinary and staff procedures.
Details of the allegation are not shared until this is agreed by the LADO as part of the investigation process. Suspension protects the individual concerned as well as the child as it can prevent further allegations or any recriminatory behaviour. Where a member of staff or a volunteer is dismissed from Stanmore Montessori because of misconduct relating to a child, we notify **the Disclosure and Barring Service (DBS), Ofsted and LSCB.**

***Key commitment 3***

***Stanmore Montessori is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.***

**Training**

- We seek training opportunities for all adults involved at Stanmore Montessori to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- The setting's DSL provides support, advice and guidance to any other member of staff on an ongoing basis, and on any specific issue as required,

**Planning**

The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

**Curriculum**

- We introduce key elements of keeping children safe into our curriculum to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of British values and respect for the individual, having positive regard for children's heritage arising from their ethnicity, language spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for children.
- We provide activities that promote good health, including oral health
- We introduce age-appropriate elements of on-line safety and inform parents of how to keep children safe on-line.

**Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of **Harrow (LSCB).**
- We advise the families and those who are directly involved or affected, not to discuss the case outside of their immediate family prior to the formal conclusion.
- We comply with the DATA Protection Act (2018) and General Data Protection Regulation (GDPR)

**Support to families**

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our 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 local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their 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 Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

***Key commitment 4***

***Stanmore Montessori is committed, through the implementation of its approach to recruitment, to endeavor to prevent unsuitable people from becoming members of staff. We check the suitability of new recruits following the procedures outlined in the Employment of Suitable People policy.***

Procedures include relevant checks, such as obtaining references, establishing the identity of applicant and conducting criminal records disclosures prior to employment. All staff and volunteers have enhanced DBS checks. Clear person specification criteria and processes during the recruitment and selection process enable us to determine a candidate's suitability for the role.

**Induction and probation for staff**

As part of our induction process, all new workers will receive basic training on this Safeguarding children and child protection policy so they have the necessary knowledge and skills to safeguard and promote the welfare of children.

Within the first week of induction, all staff will receive a copy of this policy. It is the line manager's responsibility to ensure that the new staff member understands it and is able to follow it. All safeguarding training must be completed by the end of the probationary period.

All staff are expected to keep their safeguarding knowledge and skills up-to-date and report any concerns they may have. We maintain records to ensure all staff have received the training they need.

**Learners on placements or in employment**

We hold responsibility for ensuring that learners on placement or in employment are familiar with and sign up to this policy and agree to work within this framework. Learners will receive basic child protection training prior to starting their placement.

Learners and students under the age of 18 will be protected as children. Risk assessments will be completed to ensure their safety and well-being are protected and supported during their employment or training period. If situations arise during employment or placement which identifies those aged 18 or under are at risk from abuse or neglect, we will contact the appropriate bodies to ensure the individual is safeguarded.

**A Local Authority Designated Officer (LADO)** is responsible for the management and oversight of cases when there is an allegation against staff or volunteers.

Contact the LADO immediately for advice and guidance when dealing with an allegation.

**Our Mobile phone and Social Networking, Health and Safety, Data Protection, Staff Behaviour, Whistle Blowing, Fire Safety Policy, Lost Child Policy, Emergency Lockdown Procedures Policy should also be read in conjunction with this policy.**

**Legislations and guidance:**

- Children Act (1989/2004)
- Protection of Freedoms Act (2012)
- Data Protection Act (2018)
- General Data Protection Regulations
- Children and Families Act (2014)
- Safeguarding Vulnerable Groups Act (2006)
- The Early Years Foundation Stage stationary framework for group and school
- - based providers (EYFS) 2026
- Working together to Safeguard Children 2026
- Keeping children safe in Education (2026)
- Ofsted Safeguarding children and young vulnerable adults policy (2015)
- What to do if you're worried a child is being abused: Advice for practitioners (2015)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)
- Harrow Safeguarding Children and Young People Guidance 2020 Update (Green Book)

**Secondary legislation**

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (2000)
- Race Relations (Amendment) Act (2000)
- Race Relations (Amendment) Act (1976) Regulations 2003
- Equality Act (2010)

## Further guidance and useful links:

**What to do if you're worried a child is being abused: Advice for practitioners (2015)**

What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

**Working together to safeguard children: Statutory framework: legislation relevant t to safeguarding and promoting the welfare of children (July 2023)**

Working together to safeguard children 2026: statutory guidance (publishing.service.gov.uk)

**Keeping children safe in education 2026 Statutory guidance for schools and colleges. (Sep 2026)**

Keeping children safe in education 2026: September 2026

**Information sharing: advice for practitioners providing safeguarding services for children, young people, parents and carers. (Sept. 2026)**

**DfE stat guidance template** **Statutory framework for the early years foundation stage Setting the standards for learning, development and care for children from birth to five (Published July 2026, Effective September 2026)**

EYFS_framework_for_group_and_school_based_providers_.pdf

**Revised Prevent Duty Guidance: for England and Wales Guidance for specified authorities in England and Wales 2023**

https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales

**NSPCC: Child protection in England Legislation, policy and guidance**

https://learning.nspcc.org.uk/child-protection-system/england

**Safeguarding children and protecting professionals in early years settings: online safety guidance for practitioners**

https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-guidance-for-practitioners

**Contact Telephone Numbers**

**HSCB (Harrow Safeguarding Children Board) Children's Access Team (CAT)**

**Golden number for the CAT: 020 8901 2690**

(Monday to Friday 9am - 5pm)
On weekends, bank holidays and between 5pm-9am during the week, the Emergency Duty Team (EDT) social worker is available

**Out of hours emergency assistance 020 8424 0999**

**Ofsted: 0300 13 1231 for advice and information.**

**NSPCC Helpline 0808 800 5000**

**Harrow Safeguarding Children Board (HSCB)**Non-Urgent Enquiries Telephone number: **020 8424 1147/020 8736 6939**

**Harrow Children and Young Adults Disabilities Service (CYADS) 0208 051 8381**

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|---|---|---|
| *1 September 2026* | *Nicky Quint* | *1 September 2027* |

## Appendix 1 – Designated Safeguarding Lead (DSL)

The DSL has overall responsibility for the Safeguarding children and child protection policy and procedures. It is their role to ensure that the policy and procedures are implemented to safeguard and promote the welfare of children. They are responsible for coordinating safeguarding and child protection training for staff across the organisation.

There is always at least one designated person on duty during the opening hours of the setting. The designated persons receive comprehensive training, consistent with the training criteria provided in Annex C of the EYFS, at least every two years and update their knowledge on an ongoing basis, but at least once a year. They in turn support the ongoing development and knowledge of the staff team with regular safeguarding updates.

In the unlikely event that both the DSL and Deputy DSL are absent, and to ensure immediate action can be taken, contact the Local Safeguarding Partnership (LSP).

**The role of the DSL**

The role of the DSL is to:

- Monitor and update the Safeguarding children and child protection policy and procedures in line with new legislation and to ensure it is effective. This will be done by making sure that everyone understands the correct procedures during their individual annual review
- Ensure updates and new legislation are reflected in our services as soon as they are known
- Act as a source of support, advice and expertise for all staff, students, volunteers, children and parents who have child protection concerns
- Ensure detailed, accurate, secure written records of concerns and referrals
- Review all written safeguarding reports
- Assess information provided promptly, carefully and refer as appropriate to external agencies
- Provide signposting to other organisations
- Consult with statutory child protection agencies and regulatory bodies where required
- Make formal referrals to statutory child protection agencies or the police, as required.

In addition, the DSL is required to:

- Keep up-to-date with good practice and national requirements for safeguarding and child protection
- Provide information on safeguarding and child protection for the setting
- Raise awareness of any safeguarding and child protection training needs and implement where necessary
- Retain up-to-date knowledge of local child protection procedures, including how to liaise with local statutory children's services agencies and with the local safeguarding partners to safeguard children.

The DSL <u>does not</u> investigate whether or not a child has been abused or investigate an allegation or disclosure. Investigations are for the appropriate authorities, usually the police and social services.

## Appendix 2

**Sharing low-level concerns**

On occasion, inappropriate, problematic or concerning behaviour by staff or other adults is observed but does not meet the threshold for significant harm. This may be classed as a 'low-level' concern, although this does not mean that it is insignificant.

See Concerns, Complaints and Compliments policy for full details.

We define a low-level concern as:

- Any concern, no matter how small, that an adult working with children may have acted in a way that is inconsistent with our Staff code of conduct policy, including inappropriate behaviour outside of work
- A concern that may be a sense of unease or a 'nagging doubt' and does not meet the harm threshold or is serious enough to refer to the LADO.

We encourage a culture of openness, trust and transparency, with clear values and expected behaviour, monitored and reinforced by all staff. All concerns or allegations, however small, will be shared and responded to. All concerns will be shared with the DSL, or other nominated person, as in our reporting procedures. We encourage concerns to be shared as soon as reasonably practicable and preferably within 24 hours of becoming aware of it. However, it is never too late to share a low-level concern.

It is not expected that staff will be able to determine whether the behaviour in question is a concern, complaint or allegation before sharing the information. If the DSL is in any doubt as to whether the information meets the harm threshold, they will consult the LADO.

Occasionally a member of staff may find themselves in a situation which could be misinterpreted or appear compromising to others. If this occurs, staff are encouraged to self-report to the DSL. Equally, a member of staff may have behaved in a manner which, on reflection, falls below the standards set in our Staff behaviour policy. If this occurs, staff are encouraged to self-report to the DSL. We encourage staff to be confident to self-refer and believe it reflects awareness of our standards of conduct and behaviour.

When the DSL receives the information, they will need to determine whether the behaviour:

- Meets, or may meet, the harm threshold (and so contact the LADO)

- Meets the harm threshold when combined with previous low-level concerns (and so contact the LADO)
- Constitutes a 'low-level' concern
- Is appropriate and consistent with the law and our Staff behaviour policy.

The DSL will make appropriate records of all information shared, including:

- With the reporting person
- The subject matter of the concern
- Any relevant witnesses (where possible)
- Any external discussions such as with the LSP or LADO
- Their decision about the nature of the concern
- Their rationale for that decision

- Any action taken.

This constitutes a record of low-level concern. We retain all records of low-level concerns in a separate low-level concerns file, with separate concerns regarding a single individual kept as a chronology. These records are kept confidential and held securely, accessed only by those who have appropriate authority. Records will be retained at least until the individual leaves their employment.

If the low-level concern raises issues of misconduct, then appropriate actions following our Disciplinary procedures will be taken. Records will be kept in personnel files as well as in the low-level concerns file.

**Monitoring children's attendance**
As part of our requirements under the statutory framework we must follow up on absences in a timely manner. See our Attendance policy for further details about the processes we will take to implement this requirement.

We are required to monitor children's attendance patterns and trends to ensure they are consistent and no cause for concern. We ask parents to inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day so the nursery management are able to account for a child's absence.

If a child has not arrived at nursery within one hour of their normal start time, the parents will be contacted to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family.

If contact cannot be established then we would assess if a home visit were required to establish all parties are safe. If contact is still not established, we would assess if it would be appropriate to contact relevant authorities, including the police, in order for them to investigate further.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the Local Authority children's social care team to ensure the child remains safe and well.

**Informing parents**
Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Authority children's social care team, police or LADO does not allow this to happen.

This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

**Support to families**
The nursery takes every step in its power to build up trusting and supportive relationships among families, staff, students and volunteers within the nursery.

The nursery will continue to welcome a child and their family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

**Confidentiality**
Confidentiality must not override the right of children to be protected from harm. However, every effort will be made to ensure confidentiality is maintained for all concerned if an allegation has been made and is being investigated.

If uncertain about whether sensitive information can be disclosed to a third party, contact the DSL or call the Information Commissioner's Office helpline on 0303 123 1113. They will provide advice about the particulars relating to each individual case, including information which can and cannot be shared.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent, child or member of staff.

**Record keeping and data protection**
Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate and in line with guidance of the Local Authority with the provison that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

The nursery keeps appropriate records to support the early identification of children and families which would benefit from early help. Factual records are maintained in a chronological order with parental discussions. Records are reviewed regularly by the DSL to look holistically at identifying children's needs.

Our Data protection policy will be applied with regards to any information received from an individual. Only persons involved in the investigation should handle this information although any investigating body will have access to all information stored in order to support an investigation.

## Appendix 3 – Definitions of 'abuse'

### Definition of significant harm

The Children Act 1989 introduced the concept of significant harm as *'the threshold that justifies compulsory intervention in family life in the best interests of children'*. It gives LAs a duty to make enquires to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

Whilst there are no absolute criteria to rely on when judging what constitutes significant harm, consideration should be given to:

- The severity of the ill-treatment, including the degree of harm
- The extent and frequency of abuse and/or neglect
- The impact this is likely to have, or is having, on the child involved.

This may be a single traumatic event, such as a violent assault, suffocation or poisoning, or it can be a combination of events (both acute and long-standing) that impairs the physical, intellectual, emotional, social or behavioural development of the child.

### Definitions of abuse and neglect

Abuse and neglect are forms 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 within a family, institution or community setting by those known to them or, more rarely, a stranger.

Perpetrators of abuse can be an adult, or adults, another child or children.
(*What to do if you're worried a child is being abused: Advice for practitioners* and *Working together to safeguard children*)

The signs and indicators listed below may not necessarily indicate that a child has been abused, but can help to indicate that something may be wrong, especially if a child shows a number of these symptoms, or any of them to a marked degree.

### Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

**Emotional states:** Fearful, withdrawn, low self-esteem.

**Behaviour:** Aggressive, habitual body rocking.

**Interpersonal behaviours:**

- Indiscriminate contact or affection seeking
- Over-friendliness to strangers including healthcare professionals
- Excessive clinginess, persistently resorting to gaining attention
- Demonstrating excessively 'good' behaviour to prevent parent disapproval
- Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed
- Coercive controlling behaviour towards parents
- Lack of ability to understand and recognise emotions
- Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

**Child-on-child abuse**

Child-on-child abuse is also known as peer-on-peer abuse; children are included as potential abusers in our policies. Child-on-child abuse may take the form of bullying, physically hurting another child, emotional abuse or sexual abuse. Reporting procedures in these instances remain the same although additional support from relevant agencies may be required to support both the victim and the perpetrator. Children who develop harmful behaviours are also likely to be victims of abuse or neglect.

If **child-on-child abuse** is suspected, then any concerns must be reported in line with our safeguarding procedures.

**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.

If **physical abuse** is suspected, then any concerns must be reported in line with our safeguarding procedures.

**Fabricated or induced illness (FII)**

This abuse is when a parent fabricates the symptoms of, or deliberately induces, illness in a child. The parent may seek out unnecessary medical treatment or investigation. They may exaggerate a real illness and symptoms, or deliberately induce an illness through poisoning with medication or other substances, or they may interfere with medical treatments. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

**FII** is a form of **physical abuse** and any concerns must be reported in line with our safeguarding procedures.

**Female genital mutilation (FGM)**

FGM is a procedure where the female genital organs are injured or changed with no medical reason. The procedure may be carried out shortly after birth, during childhood or adolescence, just before marriage or during a woman's first pregnancy, according to the community.

It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother, and/or death (definition taken from the *Multi-agency statutory guidance on female genital mutilation*). Other consequences include shock, bleeding, infections (tetanus, HIV and hepatitis B and C) and organ damage.

**FGM** is a form of **physical abuse** and any concerns must be reported in line with our safeguarding procedures. In addition, there is a mandatory duty to report to police any case where an act of FGM appears to have been carried out on a girl under the age of 18.

**Emotional abuse**

*Working together to safeguard children* defines emotional abuse as 'the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.' Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur separately.

Examples of emotional abuse include:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Not giving a child opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Age or developmentally inappropriate expectations being imposed, such as interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children
- A child seeing or hearing the ill-treatment of another.

A child may also experience emotional abuse through witnessing domestic abuse or alcohol and drug misuse by adults caring for them. In England, The Domestic Abuse Act (2021) recognises in law that children are victims of emotional abuse if they see, hear or otherwise experience the effects of domestic abuse.

Signs and indicators may include delay in physical, mental and/or emotional development, sudden speech disorders, overreaction to mistakes, extreme fear of any new situation, neurotic behaviour (rocking, hair twisting, self-mutilation), extremes of passivity or aggression, appearing to lack confidence or self-assurance.

If **emotional abuse** is suspected, then any concerns must be reported in line with our safeguarding procedures.

**Sexual abuse**

Sexual abuse involves forcing, or enticing, a child to take part in sexual activities. Sexual abuse does not necessarily involve a high level of violence and includes 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. Adult males are not the sole perpetrators of sexual abuse; women also commit acts of sexual abuse, as do other children. This policy applies to all children up to the age of 18 years.

Action must be taken if staff witness symptoms of sexual abuse including a child indicating sexual activity through words, play or drawing, having an excessive preoccupation with sexual matters or having an inappropriate knowledge of adult sexual behaviour, or language, for their developmental age. This may include acting out sexual activity on dolls or toys or in the role-play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words.

Additional signs of emotional and physical symptoms are shown below.

| Emotional signs | Physical signs |
|---|---|
| • Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age or stage of development<br>• Personality changes, such as becoming insecure or clingy<br>• Regressing to younger behaviour patterns, such as thumb sucking or bringing out discarded cuddly toys<br>• Sudden loss of appetite or compulsive eating<br>• Being isolated or withdrawn<br>• Inability to concentrate<br>• Lack of trust or fear of someone they know well, such as not wanting to be alone with a carer<br>• Becoming worried about clothing being removed. | • Bruises<br>• Bleeding, discharge, pains or soreness in their genital or anal area<br>• Sexually transmitted infections<br>• Pregnancy. |

If **sexual abuse** is suspected, then any concerns must be reported in line with our safeguarding procedures.

**Neglect**

*Working together to safeguard children* defines neglect as 'the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.'
Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve adults involved in the care of the child failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect them from physical harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment
- Respond to their basic emotional needs.

The NSPCC statistics briefing for 2024 has found neglect continues to be the most common form of abuse, with one in ten children in the UK having been neglected. Concerns around neglect have been identified for half of children who are the subject of a child protection plan or on a child protection register in the UK. Younger children are more likely than older children to be the subject of a child protection plan in England because of neglect, although research suggests that the neglect of older children is more likely to go overlooked.

Signs of neglect include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in, or a child having an illness or identified special educational need or disability that is not being addressed. A child may be persistently hungry if a caregiver is withholding, or not providing enough, food. A child who is not receiving the attention they need at home may crave it from other adults, such as at nursery or school.

If **neglect** is suspected, then any concerns must be reported in line with our safeguarding procedures.

**Domestic abuse**
The definition of domestic abuse from the Domestic Abuse Act, 2021 is:

- *Behaviour of a person (A) towards another person (B) is 'domestic abuse' if:*
  - *A and B are each aged 16 or over and are personally connected to each other*
  - *The behaviour is abusive.*

- *Behaviour is 'abusive' if it consists of any of the following:*
  - *Physical or sexual abuse*
  - *Violent or threatening behaviour*
  - *Controlling or coercive behaviour*
  - *Economic abuse (any behaviour that has a substantial adverse effect on B's ability to acquire, use or maintain money or other property and/or obtain goods or services)*
  - *Psychological, emotional or other abuse.*

*It does not matter whether the behaviour consists of a single incident or a course of conduct.*

Domestic abuse can happen to anyone regardless of gender, age, social background, religion, sexuality or ethnicity and domestic abuse can happen at any stage in a relationship.

Signs and symptoms of domestic abuse include:

- Changes in behaviour (for example, becoming very quiet, anxious, frightened, tearful, aggressive, distracted, depressed etc.)
- Visible bruising or single, or repeated, injury with unlikely explanations
- Change in the manner of dress (for example, clothes to hide injuries that do not suit the weather)
- Stalking, including excessive phone calls or messages
- Partner or ex-partner exerting an unusual amount of control or demands over work schedule
- Frequent lateness or absence from work.

All children can witness and be adversely affected by domestic abuse in the context of their home life. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children.

Where incidents of domestic abuse are shared by our own staff, students or volunteers we will respect confidentiality at all times and not share information without their permission. However, we will share this information, without permission, in cases of child protection or where we believe there is an immediate risk of serious harm to the person involved.

If **domestic abuse** is suspected, then any concerns must be reported in line with our safeguarding procedures.

**Contextual safeguarding**

As young people grow and develop, they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

As part of our safeguarding procedures, we will work in partnership with parents and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

**Child sexual exploitation (CSE) and Child criminal exploitation (CCE)**

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation *(Keeping children safe in education*).

**Child sexual exploitation (CSE)**
CSE is where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into **sexual** activity. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology and may be without the child's immediate knowledge such as through others copying videos or images they have created and posted on social media.

Signs and symptoms include:

- Physical injuries such as bruising or bleeding
- Having money or gifts they are unable to explain
- Sudden changes in their appearance
- Becoming involved in drugs or alcohol, particularly if it is suspected they are being supplied by older men or women
- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong)
- Using sexual language beyond that expected for their age or stage of development
- Engaging less with their usual friends
- Appearing controlled by their phone

Switching to a new screen when you come near the computer

- Nightmares or sleeping problems
- Running away, staying out overnight, missing school
- Changes in eating habits
- Talk of a new, older friend, boyfriend or girlfriend
- Losing contact with family and friends or becoming secretive
- Contracting sexually transmitted diseases.

**Child Criminal Exploitation (CCE)**
CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any **criminal** activity. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

Other examples include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people. Signs and symptoms of CCE are similar to those for CSE.

If **CSE** or **CCE** is suspected, then any concerns must be reported in line with our safeguarding procedures.

**County Lines**
The National Crime Agency (NCA) defines county lines as gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers live in a different area to the dealers, so drug runners are needed to transport the drugs and collect payment.

If involvement **in county lines** is suspected, then any concerns must be reported in line with our safeguarding procedures.

Perpetrators often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. A child is targeted and recruited into county lines through schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Signs and symptoms include:

- Changes in dress style
- Unexplained, unaffordable new things (for example, clothes, jewellery, cars etc.)
- Missing from home or school and/or significant decline in performance
- New friends with those who don't share any mutual friendships with the victim, gang association or isolation from peers or social networks
- Increase in anti-social behaviour in the community including weapons
- Receiving more texts or calls than usual
- Unexplained injuries
- Significant changes in emotional well-being
- Being seen in different cars or taxis driven by unknown adults
- A child being unfamiliar with where they are.

**Cuckooing**
Cuckooing is a form of county lines crime. In this instance, the drug dealers take over the home of a vulnerable person in order to criminally exploit them by using their home as a base for drug dealing, often in multi-occupancy or social housing properties.

Signs and symptoms include:

- An increase in people, particularly unknown people, entering or leaving a home or taking up residence
- An increase in cars or bikes outside a home
- A neighbour who hasn't been seen for an extended period
- Windows covered or curtains closed for a long period
- Change in resident's mood and/or demeanour (for example, secretive, withdrawn, aggressive or emotional)
- Substance misuse and/or drug paraphernalia
- Increased anti-social behaviour.

If **cuckooing** is suspected, then any concerns must be reported in line with our safeguarding procedures.

**Child trafficking and modern slavery**
Child trafficking and modern slavery is when children are recruited, moved, transported and then exploited, forced to work or are sold.

For a child to have been a victim of trafficking there must have been:

- *Action*: recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation
- *Purpose*: sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs.

Modern slavery includes slavery, servitude and forced or compulsory labour and child trafficking. Victims of modern slavery are also likely to be subjected to other types of abuse such as physical, sexual and emotional abuse.

Signs and symptoms for children include:

- Being under control and reluctant to interact with others
- Having few personal belongings, wearing the same clothes every day or wearing unsuitable clothes
- Being unable to move around freely
- Appearing frightened, withdrawn, or showing signs of physical or emotional abuse.

If **child trafficking** or **modern slavery** are suspected, then any concerns must be reported in line with our safeguarding procedures.

**Forced marriage**
A forced marriage is defined as 'a marriage in which one, or both spouses, do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual and emotional pressure.'

Where incidents of forced marriage are shared by our own staff, students or volunteers, we will respect confidentiality at all times and not share information without their permission. However, we will share this information without permission in cases of child protection, or where we believe there is an immediate risk of serious harm to the person involved.

If it is suspected that a **forced marriage** is being planned, then any concerns must be reported in line with our safeguarding procedures.

**'Honour' based abuse (HBA)**
HBA is described as 'incidents or 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.' (*Keeping children safe in education*). Such abuse can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their 'honour' code. It is a violation of human rights and may be domestic, emotional and/or sexual abuse such as being held against their will, threats of violence or actual assault. It often involves wider family networks or community pressure and so can include multiple perpetrators.

Signs and symptoms of HBA include:

- Changes in how the child dresses or acts, such as not 'western' clothing or make-up
- Visible injuries, or repeated injury, with unlikely explanations
- Signs of depression, anxiety or self-harm
- Frequent absences
- Restrictions on friends or attending events.
-

Where incidents of HBA are shared by our own staff, students or volunteers, we will respect confidentiality at all times and not share information without their permission. However, we will share this information without permission in cases of child protection, or where we believe there is an immediate risk of serious harm to the person involved.

If **honour-based abuse** is suspected, then any concerns must be reported in line with our safeguarding procedures.

**Child abuse linked to faith or belief (CALFB)**

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi-murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation
- Children's actions are believed to have brought bad fortune to the family or community.

If **CALFB** is suspected, then any concerns must be reported in line with our safeguarding procedures.

**Extremism and radicalisation**

Under the Counter-Terrorism and Security Act 2015, there is a duty 'to help prevent the risk of people becoming terrorists or supporting terrorism'. This includes safeguarding learners from extremist ideologies and radicalisation to prevent them from being drawn into terrorism. This is known as the Prevent Duty.

Children can be exposed to different views and receive information from various sources and some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism; usually it's a gradual process so those who are affected may not realise what's happening. Radicalisation is a form of harm.

The process may involve:

- Being groomed online or in person
- Exploitation, including sexual exploitation
- Psychological manipulation
- Exposure to violent material and other inappropriate information
- The risk of physical harm or death through extremist acts.

For further information visit The Prevent Duty website.

If **radicalisation or extremism** is suspected, then any concerns must be reported in line with our safeguarding procedures. This includes reporting concerns to the police.

**Online safety**

While the growth of internet and mobile device use brings many advantages, the use of technology has become a significant component of many safeguarding issues such as child sexual exploitation and radicalisation.

There are four main areas of risk associated with online safety:

- Content - being exposed to illegal, inappropriate or harmful material such as pornography, fake news, racist or radical and extremist views
- Contact - being subjected to harmful online interaction with other users such as commercial advertising or adults posing as children or young adults
- Conduct - personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images and online bullying
- Commerce - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Report **online safety concerns** to the DSL and to the Child Exploitation and Online Protection Centre (CEOP): https://www.ceop.police.uk/Safety-Centre/
**Inappropriate content** received via email must be reported to the DSL and to the Internet Watch Foundation (IWF): https://www.iwf.org.uk/en/uk-report/

**Up skirting/down blousing**

Up skirting and down blousing are criminal offences. They involve taking pictures of someone's genitals, buttocks or other intimate images under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual.

If **up skirting or down blousing** is suspected, then any concerns must be reported in line with our safeguarding procedures.

## Appendix 4 – Reporting procedure

### Reporting procedure

We will always act on behalf of the child and will do everything possible to ensure the safety and welfare of any child and so will take all allegations of potential abuse seriously. All concerns reported to staff will be pursued, regardless of the nature of the concern and to whom the allegation relates.

All staff have a responsibility to report safeguarding and child protection concerns and suspicions of abuse. These concerns will be discussed with the DSL as soon as possible, as follows:

| | **Staff member role** on receiving information that causes a safeguarding concern | **DSL role** on receiving information that causes a safeguarding concern |
|---|---|---|
| **Step 1** | • Contact the DSL immediately. This must be a verbal conversation to ensure the concern is clearly understood and action is taken<br>• If the DSL is unavailable, contact the Deputy DSL, LSP, NSPCC, social services or police until you are able to have a verbal conversation<br>• For children who arrive at nursery with an existing injury, an 'incident outside nursery' form will be completed. If there are queries or concerns regarding the injury or information given, follow these procedures | • If it is believed a child is in immediate danger, contact the police |
| **Step 2** | • Write an objective report including:<br>– Child's name and address<br>– Age and date of birth | • Sign and date report received from staff member<br>• Securely store the information according to the nursery procedures |

| | | |
|---|---|---|
| | – Date, time and location of the observation or disclosure<br>– Exact words spoken by the child (as close to word-for-word as possible) and non-verbal communication<br>– Outline of the concern<br>– Exact position and type of any injuries or marks seen<br>– Exact observation of any incident or concern reported and the names of any other person present at the time<br>– Any known confidentiality issues<br>– Signature and date of person making the report and the DSL or other nominated individual receiving the report | • If the safeguarding concern relates to a child, contact the Local Authority children's social care team, report concerns and seek advice immediately, or as soon as it is practical to do so<br>• If the safeguarding concern relates to an allegation against an adult working or volunteering with children, contact the Local Authority Designated Officer (LADO) and request a confirmation email of the report, then report the concern to Ofsted<br>• A full investigation into any allegation will be carried out by the appropriate professionals to determine how this will be handled<br>• Note any actions requested by LADO / Ofsted and follow any instructions received |
| **Step 3** | • If you feel the report is not being taken seriously or are worried about an allegation getting back to the person in question, then it is your duty to inform the Local Authority children's social care team yourself directly<br>• Follow all instructions from the Local Authority children's | • If appropriate, discuss the concerns or incidents with parent(s), unless it is believed that this would place the child at greater risk of harm<br>• Record all discussions (remember parents will have access to these records on request in line with |

| | | |
|---|---|---|
| | social care team and/or Ofsted, co-operating where required | GDPR and data protection guidelines)<br>• Follow all instructions from the Local Authority children's social care team and/or Ofsted, co-operating where required<br>• Record information and actions taken |
| **Step 4** | | • If the DSL is not the owner/manager and there is an allegation against a member of staff, then the owner/manager must be informed as they have a duty of care for their employees |
| **Step 5** | | • If the Local Authority children's social care team have not been in contact within the timeframe set out in Working Together to Safeguard Children, it must be followed up<br>• Never assume that action has been taken |
| **Step 6** | • Safeguarding procedures will be reviewed to ensure the process has been applied in line with the policy | |

If a concern is raised anonymously and we have no contact details, we will treat the concern as valid and follow the procedures as above. If a malicious call is suspected, the procedures will still be followed: a child may be in danger. The Information Commissioners Office (ICO) will be contacted to ensure permitted data sharing.

**Responding to and recording disclosures**
Staff, volunteers or students may receive a safeguarding disclosure. See the guidance below for responding to and reporting disclosures of abuse.

**Responding to a child's disclosure of abuse - what to do and say**

- Stay calm and listen carefully
- Try not to look shocked and reassure them that this is not their fault
- Find an appropriate opportunity to say that the information will need to be shared and do not promise to keep the information shared a secret
- Allow the child to continue at their own pace
- Only ask questions for clarification and avoid asking any questions that may suggest a particular answer
- Reassure the child that they have done the right thing, let them know what you will do next and with whom the information will be shared
- Record the disclosure in writing using the child's own words as soon as possible, but not while the child is talking
- Includes the date and time, any names mentioned and to whom the information was given
- Sign and date the record, store it securely and refer the disclosure to the setting DSL and/or manager.

**Recording a case of disclosure or suspicions of abuse in the community**

If you observe a concern or receive a disclosure, make an objective record. Where possible include:

- Child's name and address
- Age of the child and date of birth
- Setting name and address
- Date and time of the observation or disclosure
- Details of the concern using factual information, including the exact words, if relevant
- Accurate details of the observation, including actions of the child or adult involved
- Accurate details of an injury or wound seen, including position and size
- The names of any other person present at the time
- Name of the person completing the report
- Name of the person to whom the concern was shared, with date and time.

Discuss the record with the setting DSL or manager and follow the procedures. We expect all members of staff and stakeholders to co-operate with relevant agencies to ensure the safety of children.