



SAFEGUARDING and WELFARE OF CHILDREN /CHILD PROTECTION POLICY 2021

CORONAVIRUS UPDATE 2021

An update regarding our safeguarding responsibilities – as we are still experiencing the COVID -19 pandemic, we are continuing to follow the government guidance and continue to follow our safeguarding procedures

CORONAVIRUS 2020

As we are currently experiencing the coronavirus (covid – 19) pandemic we are meeting all the requirements as set out in the guidance for early years providers. We are aware that many children are living in unusual circumstances that may be difficult for them. We have systems in place with some of the local authorities and social care to be able to support those children in need, especially the ones we have not seen during the period of lockdown and who have not returned to nursery. This may include contact through social media, nursery parent groups, telephone calls. Any children/families we have not been in touch with especially those looked after children we have sorted guidance from the local social care teams – this may vary in our nurseries depending on the needs of the families and children.

Due to the many hours of care we provide, staff will often be the first people to identify that there may be a problem. The Nursery is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. They may well be the first people to whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form. Our prime responsibility is the welfare and well being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as Local authorities for children's social care, health professionals or the police.

Each setting will have their own designated Safeguarding officers whose details will be displayed in the setting

Policy intention

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Support staff to notice the softer signs of abuse and know what actions to take

- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they may need
- Share information with other agencies as appropriate

We support the children in our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our settings we strive to protect children from the risk of radicalisation, and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nurseries' other policies and procedures:

- Online safety
- Human trafficking and modern slavery
- Prevent Duty and Radicalisation
- Domestic Abuse
- Honour based violence
- Forced Marriage
- Looked after children

Legal Framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006
- The statutory Framework for the Early Years Foundation Stage Framework (EYFS) 2017
- Children and Social Care Act 2017
- Working together to safeguard children 2018
- Keeping children safe in Education 2016
- Inspecting safeguarding in Early Years, education and skills settings May 2019
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015

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

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- Acting to enable all children to have the best outcomes. This statement lays out the procedures that will be taken if we have any reason to believe that a child in our care is subject to either emotional, physical or sexual abuse or neglect.

All staff will have access to updates and or regular safeguarding training annually, there will be a designated safeguarding practitioner on duty always when the nursery is operating, or is contactable by phone. If the designated officer is not on site the procedure is to telephone the officer who will respond accordingly (come back to the nursery to support staff).

Any concern under the headings listed below must be acted on immediately by reporting to the Nursery Manager/named safeguarding lead (DSL) in the setting. Failure to do so may lead to disciplinary action, it is your Duty of Care and your responsibility.

Our prime responsibility is the welfare and well being of all children in our care. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention. We reserve our right as part of our Duty of Care, to retain a child within the setting, if we believe a parent or carer who arrives to collect a child is under the influence of alcohol or any other substance. The nursery has a duty to report any concerns about abuse to the local safeguarding children's board who have a duty to investigate such matters. The nursery will follow the procedures laid out in the **WORKING TOGETHER TO SAFEGUARD CHILDREN March 2018** and will be in line with the guidance and procedures of the relevant **LOCAL SAFEGUARDING CHILDRENS PARTNERSHIPS**

Each setting will have their own Local Safeguarding Teams whose details will be easily accessible.

The nursery will monitor and record pre-existing injuries, if there appears to be a pattern the nursery has a duty to report their findings and will do so.

As part of our recruitment and suitability process all staff complete annually a disqualification by association document which is retained in staff personnel files

We have a duty under safeguarding to report any head injury to a child under 12 months. This is not required in all local authorities, however if you have any concerns regarding a child it is our duty to report.

The procedure we shall follow is

- complete an existing injuries form
- record on a head injuries form
- report to the Local Safeguarding Children's Board all other areas, if there is a need for this please call your Local Safeguarding helpline

Contact telephone numbers

Local authority Designated Officer (LADO) - Each setting will have the relevant local telephone number

Ofsted 0300 123 1231

Local area Safeguarding Partnership - Each setting will have the relevant local telephone number

Non-emergency police 101

Government helpline for extremism concerns (prevent duty) 020 7340 7264

Types of abuse and procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children. *What to do if you're worried a child is being abused (advice for practitioners) 2015.*

The signs and indicators listed below may not necessarily indicate that a child has been abused but will help us to recognise 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:

- Low self-esteem
- Wetting and soiling
- Recurrent nightmares
- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention.

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children and will take advice from the appropriate bodies on this area.

Physical abuse

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery manager.

Female genital mutilation

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. This procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community¹. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, you should contact children's social care team in the same way as other types of physical abuse. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed in our setting.

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. 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.

Breast Ironing

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage. Although this is unlikely to happen to children in the nursery due to their age, we will ensure any signs of this in young adults or older children are followed up using the usual safeguarding referral process.

Sexual abuse

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/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. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from an adult and become

distressed if they reach out for them, but they may also be particularly clingy to a potential abuser, so all symptoms and signs should be looked at together and assessed.

If a child starts to talk openly to an adult about abuse they may be experiencing, the procedure below will be followed:

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The disclosure will be detailed in a confidential report
- The disclosure will be reported to the nursery manager or designated safeguarding lead.

The matter will be referred to the Local safeguarding Board, LADO or LSCB helpline.

Child sexual exploitation (CSE)

Working Together to Safeguard Children 2015 (2017 updated version) defines CSE as "...a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur using technology."

We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns, we will follow the same procedures as for other concerns and we will record and refer as appropriate.

Emotional abuse

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Neglect

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may 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 by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy because of maternal substance abuse.

County lines

Information regarding 'county lines' – although this may not be prominent in the early years environment vulnerable children and families could be exposed to this and therefore we should have an awareness of what this means.

County Lines is where gangs and organised crime networks groom and exploit children to sell drugs. Often these children are made to travel across counties, and they use dedicated mobile phone 'lines' to supply drugs. If any family shares any information that may be linked in with this crime then we will follow our reporting procedures – for more information on this see the attached booklet (criminal Exploitation of children and vulnerable adults – September 2018)

Cuckooing

Cuckooing is a form of crime, termed by the police, in which drug dealers take over the home of a vulnerable person in order to use it as a base for county lines drug trafficking. The crime is named for the cuckoo's practice of taking over other birds' nests for its young.

Gaslighting

Gaslighting means a form of psychological manipulation and abuse in which the perpetrator makes his or her partner question and doubt their own perceptions, memory, judgement and sanity. Whilst it usually occurs in a domestic setting and against one person, it can be directed at individual members of a particular group. In a domestic relationship it is a manipulation tactic used to gain power and can amount to coercive and controlling behaviour. It is a highly effective form of emotional domestic abuse. This can also happen to children through their parents where a child can be treated in this way by a parent. The child is often lied to by the parent, manipulated, fabricating stories, exaggerating situations, making the child totally reliant on the parent, in some cases the parents are known to be narcissists.

Witchcraft

Categories of abuse and neglect in witchcraft abuse.

Physical abuse can be displayed by beating the evil spirit out of the child with use of objects and heavy instruments. It can include kicking, punching and other forms of physical assault.

Fasting can also be imposed upon a child leading to starvation.

Emotional abuse underpins the many elements of abuse recognised as a result of witchcraft labelling.

Ostracising a child, blaming them for adverse situations, isolating them from others, making them believe that they are evil and have done wrong are just some examples of the emotional effects upon a child.

Neglect in the form of starvation, depriving a child of food, withholding medical attention and refusing to meet the emotional and psychological needs of a child all constitute abuse in this category.

Some signs that may suggest a child is experiencing witchcraft abuse:

- Unexplained bruises or marks on the body including incisions or burns
- Child believes that they are bad and will go to hell
- They are ostracised by family, members of the community or faith group to which they belong
- Irregular or non- attendance at school/nursery
- Tells others that they are fasting
- Is malnourished or scavenges for food
- Deterioration in the child's well-being
- Non-attendance to medical needs or not taken to hospital when ill or injured

Reporting Procedures

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the Nursery Manager/designated safeguarding coordinator (DCSO) immediately.

- Staff will report their concerns to the DCSO (in the absence of the DCSO they will be reported to the Deputy DCSO)
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely
- If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded, and the parent will have access to these records on request
- The General Manager should also be informed as soon as possible. If the GM is not available contact Head Office tel 01472 232300 or assistant to the GM.
- If there are queries/concerns regarding the injury/information given, then the following procedures will take place:

The designated safeguarding lead will:

- Contact the local authority children's social care team to report concerns and seek advice (if it is believed a child is in immediate danger we will contact the police)
- Inform Ofsted
- Record the information and action taken relating to the concern raised
- Speak to the parents (unless advised not to do so by LA children's social care team)
- The designated safeguarding lead will follow up action taken by the LA social children's care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2018).

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the Nursery Manager/DCSO or deputy DCSO they should call the Local Authority Children's social care team or LADO/OFSTED and report their concerns anonymously.

Contact telephone numbers

Local authority Designated Officer (LADO) - Each setting will have the relevant local telephone number

Ofsted 0300 123 1231

Local Safeguarding Children's Board (LSCB) - Each setting will have the relevant local telephone number

Non-emergency police 101

Government helpline for extremism concerns (prevent duty) 020 7340 7264

Recording Suspicions of Abuse and Disclosures

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or Designated Safeguarding Co-ordinator (DSCO). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the Nursery manager/DSCO, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child can talk openly, and disclosure is not forced, or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and Ofsted. Staff involved may be asked to supply details of any information/concerns they have about a child. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

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

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 LSCB/ local authority children's social care team/police does not allow this. 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.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the LSCB.

Support to families

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

The nursery continues to welcome the child and the 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.

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 in line with guidance of the LSCB with the proviso 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.

Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern. Each nursery will keep a record of any contact with families re nonattendance, including dates, records of telephone calls.

Parents should please inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day, so the nursery management are able to account for a child's absence.

This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

Looked after children

As part of our safeguarding practice we will ensure our staff are aware of how to keep looked after children safe. To do this, we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question.

Staffing/volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone

with children. We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children.

All staff are given initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children's services team, the Local Safeguarding Children Board (LSCB) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so. Staff will be given any updates that are relevant and training for safeguarding is an ongoing process. The format of training and updates will be delivered in various formats such as: policy updates, within supervisions, staff meetings, quiz and questionnaires, online resources and training and face to face conversations.

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Co-ordinators (DSCO), there is always at least one designated person on duty or who is contactable during all opening hours of the setting.

These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The nursery DSCOs liaise with the Local Safeguarding Children Board (LSCB) and the local authority children's social care team, undertake specific training, including a child protection training course, and receive regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team. Safeguarding is always discussed at staff meetings and supervisions.

Although, under the EYFS, we are only required to have one designated Lead Co-ordinator for safeguarding, for best practice and to ensure cover always, we shall always have other designated leads in place. This enables safeguarding to stay high on our priorities always. There will always be at least one designated Co-ordinator on duty or available when our setting is open. This will ensure that prompt action can be taken if concerns are raised

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks 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 give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children.

This is completed annually by all staff or when or if any changes occur. Staff are aware of the need to disclose changes to circumstance.

- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- All students will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- The Staff Conduct Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management, so we can support the individual staff member and ensure the safety and care of the children is not compromised
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- The deployment of staff within the nursery allows for constant supervision and support. Staff will always be within sight or sound of the children.

Extremism – the Prevent Duty

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further.

E-Safety

Our nursery is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within the nursery we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly
- Using approved devices to record/photograph in the setting
- We abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated

This safeguarding/child protection policy links into other policies that reflect our safeguarding of children, these are:

- Prevent Duty and radicalisation
- Phones/Electronic Devices and Social Media
- Online safety
- Human trafficking and modern slavery
- Domestic abuse/Honour Based Violence/Forced Marriage

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the General Manager/registered person at the earliest opportunity.

This policy was updated/reviewed May 2021

Signed for and on behalf of For Under Fives

Amanda Gilbert **General Manager**

SAFEGUARDING CHILDREN PROCEDURE FOR KEEPING RECORDS

- All records/information will be stored away in a locked cupboard.
- Access to records/information is on a need to know basis
- Staff must follow the confidentiality policy.
- Correct forms to be used for writing down any disclosures /concerns /bruises etc, signed and dated.
- Nursery Manager/Designated safeguarding coordinator will share information and deal with record keeping. The manager will inform Local Safeguarding Children's Board.
- Parents will have access to records on a need to know basis according to their parental rights and where it is appropriate to protect the safety and wellbeing of the child.

Signed for and on behalf of For Under Fives Ltd:

Amanda Gilbert **General Manager**

Updated and reviewed October 2021