

Bow Lane Pre-school

The Safeguarding and Welfare Requirements: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

1.1 Child Protection

Safeguarding/Child protection Procedure

Children have a right to be safe and the Pre-school has a legal obligation with regards to the protection of children.

At Bow Lane Pre-school the welfare and safety of the children is our first priority and therefore we are obliged to adhere to current policy detailing the procedures for reporting concerns about the children who attend our nursery.

Whilst we work in partnership with parents and carers, offering support and guidance to enable parents to feel positive about parenting their children, we do have a duty to ensure that children are protected from situations that may cause significant harm to them. This includes meeting our legal duties arising from 'The Prevent Duty'. See below

We will record any instances of concern in the children's files and will share this information, and any other relevant information about your child, with Merton's Multi Agency Safeguarding Hub (MASH)

Named lead person for Safeguarding Children

Zoe Pearson (when not on site it is Lauren Horton and Janet Rolfe)

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

The Prevent Duty

The *Prevent Duty Guidance* came into force on 1st July 2015. It places duties on schools and registered childcare providers around keeping children safe and promoting their welfare. Providers are required to 'have due regard to prevent people from being drawn into terrorism'. The Prevent duty sets out the need for 'British Values' to help everyone live in safe and welcoming communities (refer to British Values policy)

Any concerns with a child with regards to extremism or radicalisation would be referred to the MASH team headed 'PREVENT'. Parents would not be informed of this.

Any concerns about adult behaviour with regards to extremism or radicalisation will be referred to the LADO and the MASH team would be made aware.

Staff Training

Staff have a duty to protect children from harm and as such the nursery expects all staff to attend Safeguarding training annually with the manager and Deputy updating Lead safeguarding every 2 years.

All members of staff are inducted in the very basic aspects of Child Protection and The Prevent Duty on their first day and have to read the Safeguarding policy by the end of their first week. The manager is responsible for ensuring that all new staff are able to recognise the signs and symptoms of abuse and know what the nursery reporting procedure is, within 1 month of commencing work at the nursery.

All staff have to attend a child protection/safeguarding awareness course within 6 months of employment. All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about you and your child with other agencies.

Definitions of Child Abuse

Child Abuse is taken to refer to any child under 18 years who, through the actions of parents or other carers, or through their failure to act, has suffered or is likely to suffer harm.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Smothering a child's development through over-protection can also be a form of abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

Neglect

Neglect is the persistent failure to meet a child's physical and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

Physical Abuse

Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways

Peer on Peer Abuse

There is no clear boundary between incidents that should be regarded as abusive and incidents that are more properly dealt with as bullying, sexual experimentation etc. This is a matter of professional judgement. If one child causes harm to another, this should not necessarily be dealt with as abuse: bullying, fighting and harassment between children are not generally seen as child protection issues. However, it may be appropriate to regard a child's behaviour as abusive if:

- There is a large difference in power (for example age, size, ability, development) between the children concerned: or
- The perpetrator has repeatedly tried to harm one or more other children: or
- There are concerns about the intention of the alleged perpetrator.

If the evidence suggests that there was an intention to cause harm to the victim, this should be regarded as abusive whether or not severe harm was actually caused.

Domestic Violence

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in all sorts of relationships, across all communities, faiths and cultures, committed by men, women and children. It isn't just physical violence, and includes any emotional, physical, sexual, financial or psychological abuse.

Witnessing domestic abuse is child abuse and it can have a very serious impact on a child's behaviour and wellbeing, even if they are not directly harmed themselves. Children witnessing domestic violence is recognised as 'significant harm' in law.

Safeguarding children who have special educational needs/disabilities

Research suggests that children with SEN or disabilities are more vulnerable to abuse. The risks to disabled children may be increased by their need for practical assistance and physical dependency including intimate care which may be delivered by a number of different carers, by possible communication difficulties and lack of access to strategies to keep themselves safe.

Staff who work with children in any capacity must be particularly aware of and sensitive to how the effects of abuse or harm may present and be able to pick up on any changes in behaviour or presentation that might indicate a concern.

Female Genital Mutilation (FGM)

FGM is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision, cutting or sunna. There are four types which are all illegal and have serious health risks. It is nearly always carried out on minors (between infancy and age 15). Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It is dangerous and a criminal offence.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health. FGM has been a criminal offence in the UK since 1985. In 2003 it also became a criminal offence for UK nationals or permanent UK residents to take their child abroad to have female genital mutilation.

Honour-based violence (HBV)

So called honour based violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or community, including FGM, forced marriage, and practices such as breast ironing. Abuse committed in the context of 'preserving honour' often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take.

Indicators of abuse

The following may indicate that a child attending the nursery may be at risk from abuse. This list is not exhaustive.

At times all children may display some of the indicators shown, so it is important that if staff have concerns they must bring them to the attention of the child's key person and manager, to discuss the concerns fully, prior to any action being taken.

Indicators of physical abuse

- * unexplained injuries, bruising or burns/scalds,
- * reoccurring injuries
- * improbable excuses given to explain injuries
- * refusal to discuss injuries
- * untreated injuries
- * admission of punishment which appears excessive
- * bald patches
- * withdrawal from physical contact
- * unusual fear of adults
- * fear of returning home
- * head/abdominal injuries
- * self-destructive tendencies
- * aggression towards others
- * running away

Indicators of emotional abuse

- * acceptance of excessive physical, mental and emotional development lags
- * punishment
- * over-reaction to mistakes
- * continual self-depreciation
- * low self-esteem
- * sudden speech disorders
- * fear of new situations
- * inappropriate emotional responses to painful situations
- * behaviours such as rocking, hair twisting etc
- * self-mutilation
- * fear of parents being contacted
- * extremes of passivity or aggression
- * running away
- * compulsive stealing, scavenging

Indicators of neglect

- * constant hunger
- * constant tiredness
- * frequent lateness or non-attendance
- * compulsive stealing or scavenging
- * untreated medical problems
- * no social relationships
- * destructive tendencies
- * poor personal hygiene
- * low self-esteem
- * neurotic behaviour
- * running away
- * emaciation
- * poor state of clothing

Indicators of sexual abuse

- * low self-esteem
- * sexually explicit behaviour
- * self-mutilation
- * extremes of passivity or aggression
- * drug/solvent abuse
- * running away
- * poor concentration
- * neurotic behaviour
- * sexually inappropriate play for age of child
- * withdrawal from physical contact
- * fear of returning home
- * emotionally distant
- * self-destructive tendencies

A: If you suspect that a child may be at risk from physical abuse:

A child arrives at nursery with bruising or an injury

Take the parent to one side and ask for an explanation

If injury is consistent with explanation

Complete an incident form and ask parent to sign (this is the parent existing incident record)

Inform manager or senior and monitor the child for any further incidents. Consider if child/family would benefit from a CASA referral through Enhanced Services at upper Level 2 or Specialist Services at level 3.

If physical abuse suspected

Express concerns to parent and explain that you will discuss with manager or senior. Complete an incident form

Manager or senior will inform parent that the MASH team may be contacted.

If Child has an allocated social worker, they will be contacted by the Manager or Deputy, and it may be necessary for a medical examination to be carried out. The social worker will advise what to do next. The parent needs to be kept updated by the Manager or senior.

If the child does not have an allocated social worker, the Manager/senior will refer to the MASH team, the manager/senior needs to take advice from them as to what to do next.

The parent needs to be kept updated by the Manager or Senior if it is appropriate to do so.

B If you notice an injury or mark during the day

- * Ask the child how it happened
- * Inform your manager
- * Yourself or the line manager will contact the parent for an explanation
- * If the injury or mark is consistent with the explanation given, complete an incident form and ask parent to sign. The child should be monitored for any further occurrences. **If the child has an allocated social worker, they must be informed of any injuries or marks that the child arrives with.**

* If the injury or mark is not consistent with the explanation given, then the parent will be informed of what will happen next. If the child has an allocated social worker the Manager or Deputy must inform them of the situation. If the child does not have an allocated social worker then the manager/senior should discuss the incident with the Early years team and then, if agreed, contact the MASH duty team. An incident form should be completed and faxed over to the MASH team, with the referral sheet. A CASA form will need to follow any referral made to MASH team

* Decide who is going to contact the parent to inform them of what is going to happen. (Social worker may do this)

* Keep a copy of the incident form in the incident file in the pre-school office.

Emotional Abuse and Neglect

If you suspect that a child in your care may be at risk from either emotional abuse or neglect:

- * In the first instance discuss your concerns with your manager or senior member of staff.
- * Talk to parent to find out if there have been any changes, which may have placed additional stress on the family. Continue to monitor the child and ensure that all occurrences are recorded in the child's file.
- * Talk to your manager, and decide whether a CASA referral would be appropriate in the circumstances.
- * If the child has an allocated social worker, inform them of your concerns.
- * If, after monitoring you feel the child is at risk or may be at risk of harm, neglect or abuse then speak to your manager about your concerns. They will discuss the matter with the MASH team.
- * Ensure that the parent is aware of any action that you are taking.

Sexual Abuse

If you suspect that a child in your care may be at risk from sexual abuse: the first instance share your concerns with your manager or senior member of staff.

- * Record all your concerns in the child's file.
- * If the child has an allocated social worker, inform them of your concerns.
- * If, after monitoring you feel the child is at risk or may be at risk of sexual abuse then speak to your manager about your concerns. They will discuss the matter and, if agreed, make a referral to the MASH team.
- * **IF A CHILD DISCLOSES INFORMATION TO YOU, DO NOT QUESTION THEM FURTHER, BUT EXPLAIN THAT YOU WILL NEED TO TALK TO SOMEONE ABOUT WHAT THEY HAVE TOLD YOU. NEVER TELL THE CHILD THAT YOU WILL KEEP SECRETS, OR PROMISE NOT TO TELL.**
- * **RECORD THE INFORMATION AS SOON AFTER AS POSSIBLE AND AS ACCURATELY AS YOU CAN, AS IT MAY BE NEEDED FOR EVIDENCE.**

Making A Referral to Merton Multi Agency Safeguarding Hub (MASH)

**Monday to Friday 9 – 5pm
MASH Team 020 8545 4226/4227**

**Out of Hours Emergencies
Emergency Duty Team (EDT) – Merton, Kingston and Sutton
020 8770 5000**

Strategy Meetings/Case Conferences

If it is decided that a strategy meeting/case conference should be held, you will be expected to attend. Usually your line manager or the manager of the pre-school will also attend.

If neither can attend and you feel uncomfortable about going alone, a manager from the Q&S team may go with you.

You will be asked to produce a report for the meeting..

You will need to make extra copies of the report for other members.

The child's file should be taken to the meeting/conference and any other relevant written information held by the pre-school.

You will be asked to give your version of events leading up to the strategy meeting/conference. Parents/carers and other members will be given the opportunity to question you about your role. After everyone has spoken, the members will then decide whether further action needs to be taken, whether or not to place the child's name on the child protection register and what category to register the child under. Everyone will be asked to contribute to this.

If the child is placed on the child protection register a review case conference will be held in six months' time to decide whether the child will stay on the register or whether their name taken off.

People who can attend case conferences: parent/carers & child, advocate for parent, advocate for the child, police, chair health visitor, social worker and their manager, GP, school representatives, minute taker, legal expert, the custodian of the child protection register, anyone else involved with the family.

Common and Shared Assessment forms

A CASA form can be filled in by any professional working with the child and/or family. It will contain the personal details of the child and the particular concern logged by the professional filling in the form. These must then be emailed to all the other professionals working with the family and can be added to where need be. The purpose of the form is to share relevant information between agencies and facilitate closer working relations. CASA forms must be filled in with the parents consent. You will be asked to complete a CASA form in one of two circumstances:

1. If a referral has been made to MASH regarding a safeguarding issue. The form will be used to enable the MASH team to check information held about the child and their family, and to enable them to begin to identify the approach they will take in dealing with the referral.
2. If a child is 'in need' under levels 1 (Universal) of the Merton Child and Young Person Well-Being Model (MWBM). The form will enable preventative work to be undertaken with the child and their family in a multi-agency way. The CASA form does NOT get sent to the MASH team, and you should follow the CASA guidance issued to you in this circumstance.

Child in Need Meetings

These meetings can be called by any of the professionals working with the child and/or their family. If a concern has been identified these meetings allow the family and professionals to come together to raise and discuss the concerns with a view to making plans to address them. A CASA form will have been completed in order to identify the child's needs and the professionals most able to provide appropriate support.

Support

Finally, dealing with child abuse is difficult and distressing. In your role you will be giving support to both the child and often the abuser. This can be quite stressful, but you will be supported with this by your line manager, whilst respecting confidentiality.

Please be aware that your co-worker may need someone who they can talk to.

If you are in need of support then please seek help from your line manager. Don't just carry on and keep 'it' to yourself.

A member of staff accused of child abuse

In the event of an allegation being made against a member of staff, the following action will be taken:

- The person making the allegation should speak to the manager or, in her absence, the most senior manager on duty at the time in the Pre-school.
- The person making the allegation should be asked to provide a clear account of what they are alleging to have happened, and this should be put in writing, with the person signing the report.
- The manager, or most senior member of staff on duty must contact the LADO (local authority designated officer) and inform them of the allegation within 4 hours if urgent or one working day. (0208 545 3179)
- The manager, or most senior member of staff on duty must contact the Early Years and Childcare team and inform them of the allegation within 4 hours if urgent or one working day. (0208 274 5300).
- The staff member may be suspended or removed from working with children until a full investigation has taken place.
- The Registered Person will notify Ofsted of the allegation as soon as possible and within 14 days of the allegation being made..

Staff from the Pre-school should not speak to the member of staff about the allegation, whilst they are on suspension. The manager should make no attempt to investigate or resolve the issue, but should, at all times, follow the advice from the Early Years team and the LADO team.

The member of staff who has been accused must co-operate fully with the investigation at all times.

The manager may be asked to attend a strategy meeting, which will be called by the LADO or the LBM safeguarding team.

Following the investigation there will be a number of possible outcomes:

- 1 **Substantiated:** there is sufficient identifiable evidence to prove the allegation;
- 2 **False;** there is sufficient identifiable evidence to disprove the allegation;
- 3 **Malicious:** there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false;
- 4 **Unfounded:** there is no evidence or proper basis which supports the allegation being made. It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances;
- 5 **Unsubstantiated:** this is not the same as a false allegation. It means that there is insufficient evidence to prove or disprove the allegation; the term therefore does not imply guilt or innocence.

Where it is concluded that there is insufficient evidence to substantiate an allegation, the chair of the strategy meeting/discussion or initial evaluation will prepare a separate report of the enquiry and forward this to the designated safeguarding lead to enable them to consider what further action, if any, should be taken.

If an allegation is substantiated and the person is dismissed, or the employer stops using that person, or the person resigns, the LADO will discuss with the employer whether a referral should be made to the disclosure and Barring Service (DBS).

FOR MORE DETAILED INFORMATION ON SAFEGUARDING CHILDREN PLEASE REFER TO:

The London Child Protection Guidelines ‘*What to do if you’re worried a child is being abused*’;
and

The London Child Protection Procedures

General Data Protection Regulations (GDPR) (2018)

This policy was adopted at a meeting of	Bow Lane Pre-school	name of setting
Held on	<u>3rd September 2019</u>	(date)
Date to be reviewed	<u>3rd September 2020</u>	(date)
Signed on behalf of Bow Lane Pre-school		
Name of signatory	<u>Gaye Hooker</u>	
Role of signatory	<u>Owner</u>	