

St. Panteleimon Nursery School

Safeguarding and Child Protection Policy

Reviewed and updated: 05/09/2023

Date of next review: 05/09/2024

This Safeguarding and Child Protection policy and procedure was agreed and signed off by:

Name: Andri Kyriakidou

Title: Manager & Owner

Signed: A.K.

Date: 05/09/2023

Content

	Page
<i>Content</i>	2
1 <i>Aims</i>	2
2 <i>Principles</i>	2
3 <i>Recognising a Concern, Signs of Abuse, Neglect and Harm</i>	2
4 <i>Definition of Safeguarding and Child Protection</i>	2
5 <i>Definitions of Abuse and Neglect</i>	3
a) <i>Children who may be particularly vulnerable to abuse</i>	3
6 <i>Areas of abuse</i>	3
a) <i>Neglect</i>	3-4
b) <i>Emotional Abuse</i>	4
c) <i>Sexual Abuse</i>	4-5
d) <i>Physical Abuse</i>	5
e) <i>Online E-safety</i>	6
f) <i>Domestic Violence and Abuse</i>	6
g) <i>Child Sexual Exploitation</i>	6
h) <i>Female Genital Mutilation</i>	7
i) <i>County lines</i>	7
j) <i>Private fostering</i>	8
7 <i>Designated Safeguarding Lead</i>	8-9
8 <i>Safer Recruitment</i>	9-10
9 <i>Early Help Assessment (if concerns are not abuse)</i>	10
10 <i>Monitoring attendance</i>	10
11 <i>Procedures</i>	11
a) <i>Making a Referral</i>	11-12
b) <i>Managing Allegations Against Adults</i>	12-13
c) <i>Confidentiality</i>	13
12 <i>Disclosure and Barring Service Referral Process</i>	13
13 <i>Whistle-blowing</i>	13-14
14 <i>Visitors</i>	14
15 <i>Mobile and Personal Phones</i>	14-15
16 <i>Cameras</i>	15
17 <i>The Prevent Duty and Promoting British Values</i>	16
18 <i>General Data Protection Regulation (GDPR)</i>	16
19 <i>Key Contacts</i>	17
20 <i>Safeguarding Legislation, and Guidance</i>	18-19

1. Aims

Our aims are to:

- Protect children that attend the setting
- To provide staff, volunteers and students with the necessary information to enable us to meet our statutory responsibilities to promote and safeguard the wellbeing of children.
- To demonstrate the settings commitment to safeguarding children.

2. Principles

Our core safeguarding principles are:

- Safeguarding children is everyone's responsibility.
- Everyone who comes into contact with children and families has a role to play in safeguarding, identifying concerns, sharing information and taking prompt action.
- It is the setting's responsibility to take all reasonable steps to safeguard and protect the rights, health and well-being of all children who are in our care and to keep them safe.
- Representatives of the whole early years setting including children, parents and staff, volunteers and students, will be involved in policy development and review.
- The policy will be reviewed annually, unless an incident or new legislation or guidance suggests the need for an earlier review date.
- The setting will ensure that the welfare of children is given paramount consideration when developing and delivering all activities.
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All staff, volunteers and students have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm in accordance with this policy.

3. Recognising a concern, signs of abuse, neglect and harm

We recognise that a child protection concern may come from:

- Something the child has said or demonstrated to an adult in play or observation
- An injury that is apparent that appears to demonstrate as non-accidental
- The child's well-being and appearance of the child
- Behaviour that is observed - specifically any type of change in behaviour
- Concerns that have accumulated over a period of time
- The attitude or behaviour of parents or carers towards staff or children
- Comments made by other people or children about the child or parents

4. Definition of Safeguarding and Child Protection

Working Together to Safeguard Children (2018: 6) defines safeguarding and promoting the welfare of children as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

5. Definitions of Abuse and Neglect

Abuse is defined as:

- A form of maltreatment of a child; somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.
- Every child has the right to be kept safe from physical, emotional and sexual abuse and neglect. Abuse and neglect are forms of mistreatment of a child or young person. Children and young people may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. Children may show symptoms from one or all of the categories outlined in this section.

a) Children who may be particularly vulnerable to abuse:

- Looked after
- Disabled or have special educational needs
- Living in a known domestic abuse situation
- Affected by known parental substance misuse
- Asylum seekers
- Living in temporary accommodation or living transient lifestyles
- Living in chaotic, neglectful and unsupportive home situations
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality
- Do not have English as a first language
- Having a parent with enduring or untreated mental health problems.

6. Areas of Abuse

a) Neglect

Neglect is the persistent failure to meet a child or young person's basic physical and/or psychological needs over a period of time which is likely to result in serious effects on their health or development. Neglect can also occur during pregnancy for example as a result of substance misuse. Once a child is born, neglect may involve a parent failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment.)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers) and
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child or young person's basic emotional needs. Signs that may suggest neglect include:

- Squalid, unhygienic and/or dangerous home conditions
- Parents who fail to attend to their children's health or developmental needs, i.e. failure to seek medical advice for illness
- Children who appear persistently undersized or underweight, appearing hungry or asking for food
- Children who are seriously overweight, or significantly obese – where food has been used as a pacifier
- Children who continually appear tired or lacking in energy
- Children that are dirty and/or appear unkempt
- Children who suffer frequent injuries due to lack of supervision
- Developmental delays
- Missed [medical] appointments or poor school attendance

b) Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. Sarcasm, degrading punishments and ignoring a child or young person are also forms of emotional abuse and undermine a child or young person's confidence and sense of self-worth. It can involve making the child feel they are only valued in so far as they meet the needs of another. It may happen when an adult constantly behaves in an uncaring or hostile way towards a child or a young person, perhaps by bullying, rejecting, frightening, criticising or scapegoating them.

The child or young person may feel unloved, worthless, or inadequate. The child may not have the opportunity to express their views; they may be deliberately silenced, or be derided for the way they speak or the things they say.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. The

following signs may be present in children whose parents are over-critical and emotionally distant, or who are unable to meet their child's emotional needs:

- Children whose behaviour is excessive, i.e. excessive bed-wetting, over-eating, rocking,
- Head-banging
- Children who self-harm, i.e. may cut or scratch themselves, or overdose
- Children who attempt suicide
- Children who persistently run away from home
- Children who show high levels of anxiety, unhappiness or withdrawal
- Children who seek out, or alternatively avoid affection – as a change to normal behaviours
- Very low self-esteem, often with an inability to accept praise or to trust adults
- Excessively clinging and attention-seeking behaviour
- Over-anxious - either watchful, constantly checking or over-anxious to please
- Withdrawn and socially isolate and demonstrate an air of detachment, a 'don't care' attitude

c) Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape, buggary, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching. 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Signs of possible sexual abuse include:

- Something a child has told you.
- A child who shows overtly sexualised behaviour in their play or with other children.
- A child who is protective of their body in front of others.

- A child who seems to have inappropriate sexual knowledge for their age, shown for example in drawings, language games and so forth.
- A child who demonstrates aggressive or overly passive behaviours in contrast to prior observed behaviours.
- A child who appears more comfortable around adults than children.
- A child who may be visiting or being looked after by a known or suspected sexual offender.
- Itching, redness, soreness or unexplained bleeding from vagina or anus and persistent urinary tract infection.

d) Physical Abuse

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child or young person.

Signs which may suggest physical abuse:

- Any bruising to a baby at the pre-walking stage.
- Multiple bruising to different parts of the body.
- Bruising of different colours indicating repeated injuries over time.
- Fingertip bruising to the chest, back, arms, legs, back of the neck and ear area and cheeks.
- An injury for which there is no adequate explanation.
- Bruises in places not normally harmed during play, i.e. back of the legs, abdomen, groin area.
- Bruising in or around the mouth area especially in young babies.
- Grasp marks on legs and arms – or chest of a small child.
- Finger marks i.e. you may see 3-4 small bruises on one side of the face and none on the other.
- Symmetrical bruising, i.e. the same pattern of bruising on both sides of the body/head/legs/arms etc. especially on the ears or around the eyes.
- Outline bruising i.e. belt marks, hand prints.
- Linear bruising particularly on the buttocks or back.
- Old and new bruising especially in the same area, e.g. buttocks.
- *Bites* – these can leave clear impressions of teeth. Human bite marks are oval or crescent shaped. If the distance is more than 3cm across, it can indicate that they have been caused by an adult or older child.
- *Fractures* – these should be suspected if there is pain, swelling and discolouration over a bone or joint. As fractures also cause pain it is difficult for a parent or carer to be unaware that a child has been hurt as they will cry, be uncomfortable, unsettled and/or fractious.
- *Burns/Scalds* – it can be very difficult to distinguish between accidental and non-accidental burns but as a general rule, burns or scalds with clear outlines are suspicious, as are burns of uniform depth over a larger area.
- *Bruising in Pre-mobile Babies* - Bruising is the commonest presenting feature in physical abuse in children. The younger the child the higher the risk that the bruising is non-accidental, especially if the child is under the age of 6 months. Bruising in any child 'not independently mobile' should prompt suspicion of maltreatment and an urgent paediatric opinion. When there is no obvious medical cause there should be an immediate referral to Children's Social Care.

e) Online E-Safety

We recognise that the internet, mobile phones, social networking and other interactive tools and spaces have transformed the way in which we live. Whilst most children and young people use the internet responsibly and safely, it is essential that all potential risks are recognised, identified and mitigated and that staff and volunteers feel confident about evaluating e-safety and seeking help when needed.

The issues regarding online safety can be categorised into three areas of risk;

- Content - What children may see or be exposed to
- Contact - Who children may have contact with through Social networking
- Conduct - How Children and parents or staff behave online

f) Domestic Violence and Abuse

The cross-government definition of domestic violence and abuse is 'any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to; psychological; physical; sexual; financial and emotional. This includes so called 'honour' based violence, Female Genital Mutilation (FGM) and forced marriage.

The main characteristic of domestic and sexual violence is that the pattern of behaviour is to exercise power and control within a relationship. Domestic and sexual violence occurs across society regardless of age, gender, race, sexuality, wealth and geography.

A child that is physically hurt during a domestic and sexual violence incident, who witnesses domestic abuse by seeing it and/or hearing it is likely to suffer harm in terms of impairment to their health and development and is in need of protection.

g) Child Sexual Exploitation (CSE)

Sexual exploitation is a form of sexual abuse in which a young person is manipulated, or forced, into taking part in a sexual act. This could be part of a seemingly consensual relationship or in return for attention, affection, money, drugs, alcohol or somewhere to stay.

A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. Some of the following signs may be indicators of sexual exploitation:

- Children who present with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who have older boyfriends or girlfriends
- Children who suffer from sexually transmitted infections or become pregnant
- Children who suffer from changes in emotional well-being
- Children who misuse drugs and alcohol
- Children who go missing for periods of time or regularly come home late
- Children who regularly miss school or education or do not take part in education, or whose academic attainment goes into decline

h) Female Genital Mutilation (FGM)

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

In the case of suspected FGM for a girl under the age of 18 years we will:

- Involve children's social care as appropriate.
- Not contact parents before seeking advice from Harrow MASH team or mediate between the children and their parents.
- Report to the police cases, via dialling 101.

i) County Lines

We are aware of the issue of children and young people being trafficked for the purpose of criminal exploitation in relation to county lines.

The term county lines is used to describe situations where children or young people may be internally trafficked for the purpose of criminal exploitation.

We make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.

The following factors may heighten children and young people's vulnerability to county lines exploitation:

- Having prior experience of neglect, physical and/or sexual abuse.
- Lack of a safe/stable home environment, now or in the past
- Social isolation or social difficulties
- Economic vulnerability
- Homelessness or insecure accommodation status
- Connections with other people involved in gangs
- Having a physical or learning disability
- Having mental health or substance misuse issues
- Being in care

If a case is suspected of county lines, we will:

- Involve children's social care as appropriate.

j) Private fostering

We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.

7. Designated Safeguarding Leads (DSL)

We will ensure every member of staff, volunteers and students know the name of the DSL.

The Designated Safeguarding Lead (DSL) is: **Andri Kyriakidou**

Job title: *Manager*

Contact telephone number: 07930 834240/07534 998637/020 8204 4975

The Deputy Designated Safeguarding Lead (DSL) is: **Anjal Ahluwalia**

Job title: *Deputy Manager*

Contact telephone number: 079308 34240/07788 750767

The Designated Safeguarding Lead and deputy will:

- Liaise with local statutory children services agencies and with the Harrow Safeguarding Children Board/Partnership (HSCB).
- Attend a child protection training course every two years, with knowledge and skills refreshed annually to enable them to identify, understand and respond appropriately to signs of possible abuse and neglect.
- Have access to supervision for the confidential discussion of sensitive issues.
- Provide support, advice and guidance to any other staff, volunteers and students on an ongoing basis, and on any specific safeguarding issue as required.

To safeguard children and young people in our care we comply with child protection procedures approved by the Harrow Safeguarding Children Board/Partnership (HSCB) and to make sure all adults working with children are able to put the procedures into practice we ensure staff, volunteers and students:

- Have read and signed to say they understand the policy.
- Have access to up-to-date knowledge of safeguarding issues and able to attend training to identify signs of possible abuse and neglect and how to respond appropriately.
- Complete the accident book, incident book and record concerns to monitor and identify possible safeguarding issues, which are then monitored by the manager and deputy.
- Share our safeguarding policy and procedures with parents and carers.
- Only discuss safeguarding concerns with the DSL, or Children's Social Care Services, who will then decide who else, needs to have the information and they will disseminate it on a 'need-to-know' basis.
- Follow the seven golden rules for information sharing within *Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)*
- Store and handle child protection information in line with The Data Protection Act 1998 principles and GDPR (2018).
- Pass safeguarding concerns on to the child's new setting or school, with permission from the child's parents.
- Record statutory information required for each child before their admission such as name(s), address(es), gender, date of birth, name(s) of person(s) with parental responsibility, legal contact and who the child normally lives, and this information is updated on a regular basis by the manager.
- Record confidential information about safeguarding concerns or child protection cases on an incident form and store it securely in the office.
- Plan activities to help children think about keeping themselves safe.
- Are alert to any issues for concern in the child's life at home or elsewhere.
- Recognise the needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.
- Discuss safeguarding concerns as and when required in team meetings, supervision and with the DSL.
- Receive induction training to help them understand their roles and responsibilities; including information about safeguarding and child protection.
- Adhere to the setting's staff behaviour policy, which outlines the expectations regarding:
 - Children, parents and carers and interactions
 - Within the team including
 - Establishing and maintaining relationships with children, parents and carers
 - Team working
 - Personal presentation
 - Attitudes and behaviour
- Understand the clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Are aware of:
 - Signs of possible abuse and neglect

- How to share information and any concerns
 - How to respond appropriately
 - Unsuitable behaviour displayed by other members of staff, volunteers and students
 - Clear safeguarding procedures
 - How to respond to pre-existing injuries and use a body map
 - Bruising in children who are not independently mobile
- Have regular supervision, to foster a culture of mutual support, team work and continuous improvement, which includes the confidential discussion of sensitive issues and coaching.

8. Safer Recruitment

We practice robust safer recruitment procedures in checking the suitability of all who work or come into contact with children in the setting.

When recruiting staff or volunteers we will ensure that:

- Recruitment documentation (application forms and adverts) contains reference to the settings commitment to safeguarding children.
- DBS checks are undertaken.
- A minimum of two references are obtained, including one from the applicant's current or most recent employer.
- Wherever possible references are obtained before the interview so that any issues of concern can be taken up beforehand.
- Referees are asked questions relating to the applicants suitability to work with children, including whether the applicant has been the subject of any disciplinary sanctions and whether there have been any allegations made against him/her which relate to the safety and welfare of children and the outcome of these.
- Any periods of extended unemployment are clarified.
- Applicants are asked to bring original or certified copies of documents confirming any necessary or relevant educational and professional qualifications.
- A qualification checker is used to verify the qualification is full and relevant.
- All applicants bring to interview evidence of their identity, which could include a full birth certificate, passport or photo card driving license and additionally a document such as a utility bill that verifies the candidate's name and address.
- Applications are scrutinised for any anomalies or discrepancies in the information provided. Any gaps in the applicant's history will be explored.
- Interviews will be rigorous in addressing safeguarding issues.

All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).

9. Early Help Assessment (if concerns are not abuse)

Harrow has an Early Help Framework which aims at providing additional help before things deteriorate to child protection levels. This means agencies can work together without a referral to social care.

The child and their parent/carer meet with key professionals to discuss their needs and undergo a single assessment of need. An action plan is agreed and each service engaged then works to fulfil their commitment to the child and their family until the desired results are achieved. This ensures that children and their families are able to access the help and support they need without having to undergo numerous assessments.

We will monitor the situation and keep a record of all actions taken to support the child/family, including any observations and discussions with the child/family and/or professionals from other agencies. Our records will be crucial if the situation escalated in the future and action is required to safeguard the child. Only the Designated Safeguarding Lead and the Deputy DSL will have access to them.

Referrals for an early help assessment will be made by contacting Harrow Multi Agency Safeguarding Hub (MASH) by Email: mash@harrow.gov.uk or Tel: 020 8901 2690.

10. Monitoring attendance

We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents or emergency contacts, and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and LSCB procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.

11. Procedures

The setting will follow the 5 R's of safeguarding children

1. *Recognise* – the signs and symptoms of abuse.
2. *Respond* – to a disclosure from a child; an allegation from a child against a member of staff/volunteer; suspicions regarding the conduct of other staff member; or concerns from a staff member regarding a child.
3. *Report* – to the line manager or designated worker - whose responsibility it is to make further decisions.
4. *Record* - exactly what has happened using the words used by the child, whilst ensuring that no personal bias or interpretations are present in these records. This information should be signed, dated and kept in a secure place as agreed within your confidentiality policy.
5. *Refer* - this will be the role of the designated officer who will make all further decisions. The only agencies that can investigate child protection cases are the Police, the Children and Families Team and NSPCC. DO NOT DELAY if the DSL (designated safeguarding lead) is not available.

If a child discloses that he or she has been abused in some way, the member of staff, student or volunteer will:

- Listen to what is being said without displaying shock or disbelief
- Always take what is being said seriously
- Allow the child to talk freely - do not put words in the child's mouth
- Only ask questions when necessary to clarify - Keep questions to a minimum - Use the prompt: 'TED' - **Tell, Explain, Describe**
- Not ask leading questions, e.g. 'did that hurt?', rather keep questions 'open', e.g. 'tell me what/where/when this happened'
- Reassure the child, but do not make promises which might not be possible to keep
- Not promise confidentiality - it might be necessary to refer to children's social care
- Emphasise that it was the right thing to tell
- Reassure her/him that what has happened is not her/his fault
- Not criticise the alleged perpetrator
- Explain what has to be done next and who has to be told
- Pass the information to the designated safeguarding lead without delay
- Consider seeking support as dealing with a disclosure can be distressing

- Make a record of disclosure as soon as possible after the conversation. Avoid the use of supposition, own bias and interpretation. We will ensure the words included are those used by the child.
- Not destroy the original notes, in-case they are needed by a court
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child. Sign and date all your notes/records.
- Will use a diagram and body map to indicate the position of any injuries, but will not take photographs.
- Will operate on a need-to-know basis only and not to discuss the issue with colleagues, friends or family.

All records will be given to the Designated Safeguarding Lead (DSL) promptly. No copies will be retained by the member of staff or volunteer.

a) Making a Referral

The Designated Safeguarding Lead (DSL) will follow the procedures set out by the Harrow Safeguarding Children Board (HSCB) <http://www.harrowlscb.co.uk/> if it is believed that a child is suffering or is at risk of suffering significant harm.

In most instances the DSL will advise the child's parent/carer about the concerns and inform them of the intention to refer the matter to Multi Agency Safeguarding Hub (MASH). However, parents/carers will not be contacted if:

- There are any concern about a child at risk of sexual abuse or FGM
- It would put staff at risk
- There are immediate concerns about the safety of a child, when we will call 999 or 101.

If the Designated Safeguarding Lead (DSL) has any reason to believe that a child is subject to either physical, emotional, sexual abuse or neglect, he/she will immediately report these concerns to:

Harrow Children & Family Services
Children's Access Team
Golden Number
Tel: 020 8901 2690
Out-of-hours: 020 8424 0999

However, if we are seriously concerned about a child's immediate safety, we will dial 999.

If we become aware that the Police have been involved with a child or family, we will contact:

The MASH team, Harrow Civic Centre, Harrow, HA1 2XY, Tel: 020 8901 2690.

We will keep records and a chronology of records of all decisions or actions agreed in discussion with Children's Social Care Services.

b) Managing Allegations Against Adults

An allegation of child abuse made against a member of staff, volunteers and students or other adult in contact with children in the setting may come from a parent, another member of staff, volunteers and students or from a child's disclosure.

The person to whom an allegation is first reported will take the matter seriously and keep an open mind. S/he will not investigate or ask leading questions if seeking clarification. Confidentiality will not be promised and information will be shared on a 'need to know' basis only. An immediate written record of the allegations will

be made, including time, date and place where the alleged incident took place, with brief details of what was said to have happened.

Any allegation against a member of staff, student or volunteer will be reported to the Designated Safeguarding Lead without delay, unless the DSL is the subject of the allegation - then the Deputy Designated safeguarding Lead will be informed, where a member of staff, student or volunteer may have:

- Behaved in a way that has or may have harmed a child;
- Possibly committed a criminal offence against/related to a child;
- Behaved towards a child or children in a way which indicates s/he would pose a risk of harm if they work regularly or closely with children.
- Singled out a child for 'special preferred treatment' – as this may be a sign of potential grooming via regular gift giving.

In the event of an allegation concerning a member of staff, volunteer, student or other adult the Designated Safeguarding Lead will not investigate the matter but will contact The Designated Officer (DO) within 24 hours, and cooperate fully with the process and with any Police investigations.

DO's name: Harrow Families Information Service

Tel: 020 8901 2690

The Designated Officer will offer advice and guidance in relation to members of staff, volunteers and students working in the same borough regardless where the child lives, including:

- How to manage talking about the concerns with the adult who may have harmed the child
- How to inform the child's parents/carers
- How the employer safeguards children throughout any investigation
- What they expect of you and other agencies involved.

The Designated Safeguarding Lead will:

- Follow the settings disciplinary procedure. Due to the serious nature of the concerns, staff, students and volunteers may be suspended until a full investigation has taken place. The setting will support and treat with respect the member of staff, volunteer or students whilst suspended.
- Await the outcome of the investigation before taking further disciplinary action.
- Ensure, if it appears from the results of the investigation that the allegations are justified, that disciplinary action will follow, taking legal advice where necessary.
- Where it seems likely that 'on balance of probabilities' abuse may have taken place, be able in law to dismiss the individual and refer them to the Disclosure and Barring Service (DBS).
- If the result of the investigation is that it was a false allegation, give the individual appropriate support.
- Inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegation. We will telephone Ofsted on 0300 1234 666 within 24 hours of the allegation being made and to follow this up in writing no later than 14 days.

C. 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 the Harrow Safeguarding Children Board.

12. Disclosure and Barring Service Referral Process

If the setting dismisses or removes a member of staff or volunteer from working with children because they have harmed, or may have harmed, a child we will inform the DBS. If the member of staff resigns during an investigation or before they are dismissed, we will still inform the DBS. Telling the DBS does not mean the person will be automatically barred from working with children. We are aware that knowingly employs someone who is barred is breaking the law.

13. Whistleblowing

All staff and volunteers are made aware of their whistle-blowing responsibilities and will promptly report any concerns in the interests of protecting children and staff from poor practice and or unsuitable behaviour. This includes the requirement to self-disclose any personal information which may impact on their suitability to work in an education setting. All reports will be investigated and dealt with in confidence, including only those staff on a 'need to know' basis.

Any individual who has reasonable suspicion of malpractice or concerns about a child's welfare should inform the Designated Safeguarding Lead (DSL) immediately. If they do not feel this is the appropriate person they should approach Children's Social Care.

Complaints relating to the Safeguarding and Child Protection designated person/manager should be reported to Children's Social Care.

Government's Whistle-blowing report line: 0800 028 0285.

14. Visitors

Procedures are in place to record the details of visitors to the setting (e.g. appointment book, visitors book, checking ID, passwords for children, security procedures)

Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

15. Mobile and Personal Phones

To protect staff, volunteers and students, children and families we will ensure:

- Phones are used appropriately; everyone has a clear understanding of what constitutes misuse and know how to minimise the risk.
- The use of a phone does not detract from the quality of supervision and care of children.
- All phone use is open to scrutiny.
- We are vigilant and alert to any potential warning signs of the misuse of phones.
- They are responsible for their own behaviour regarding the use of phones and should avoid putting themselves into compromising situations, which could be misinterpreted and lead to potential allegations.
- Regular discussions take place to ensure they are aware of the importance of reporting concerns immediately and to confirm they know who they should report them to.
- They are aware that the recording, taking and sharing of images, video and audio on any mobile phone is not permitted unless it is authorised by the manager who will make sure that it is monitored and recorded.

We will ensure the work mobile:

- Is only used by staff.
- Is protected with a password.
- Is clearly identifiable.

- Is stored securely when not in use.
- Is not used in areas such as toilets and nappy changing areas.
- It can be used only by the manager, deputy for taking photographs and images.
- Is not to be used for personal calls or texts except in the event of an emergency (or logged by the manager if agreed).

We will ensure that personal mobiles:

- Are stored securely in the office (in plastic folder wallets) and will be switched off or on silent whilst in the setting.
- Are the users responsibility and no liability for loss or damage will be accepted by the management.
- Will not be used to take photographs, video or audio recordings in our setting.
- Are not used to contact parents or children except in the event of an emergency.
- Are used in staff break times only and calls are made outside nursery.
- Remain the responsibility of the individual member of staff, volunteers and students who should make sure that their mobile phone is security marked, password protected and insured.
- No liability for loss or damage will be accepted by the setting.

We will ensure parents and visitors with mobile phones:

- Are aware of the settings no mobile phones policy, via signs in the reception area, newsletters and verbal reminders.
- Are politely reminded of the settings no mobile phone policy and asked to make mobile phone calls outside the setting, giving the reasons why.

16. Cameras

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. However, due to cases of abuse to children through taking or using images, we must ensure that we have safeguards in place.

To protect children we will ensure:

- We have obtained parents' consent for photographs to be taken or published (for example, on our website).
- The child's first name is used with an image only.
- Children are appropriately dressed.
- Designated cameras only are used in the setting and they are stored securely in the office.
- Images taken on the designated cameras will not be emailed as it may not be secure.
- Personal cameras are not used to take photographs, video or audio recordings, for example, for a special event, such as Diwali, without prior explicit written consent from the setting.
- All images are stored securely and password protected.
- The setting is registered with the Information Commissioners Office (ICO), in accordance with data protection and GDPR laws.
- That where professional photographers are used DBS's, references and parental consent will be obtained prior to photographs being taken.
- Cameras are closely monitored by the manager and deputy and open to scrutiny.
- Cameras are not used in areas such as toilets, changing rooms, and nappy changing areas.
- Uploading and printing photos takes place on the nursery computer and printer.

We will ensure parents and visitors with cameras:

- Are aware of the settings camera policy, via signs in the reception area, newsletters and verbal reminders.
- Are politely reminded of the settings camera policy and asked to not take photos in the setting, giving the reasons why.

17. The Prevent Duty and Promoting British Values

From 1st July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent Duty.

To ensure that we adhere to and achieve the Prevent Duty we will;

- Provide appropriate training for staff to ensure staff are able to identify children who may be at risk of radicalisation.
- Build the children's resilience to radicalisation by promoting Fundamental British Values and enabling them to challenge extremist views.
- Assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.
- Ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way.
- Be aware of the online risk of radicalisation through the use of social media and the internet.
- Be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.
- Use the Key Person approach to get to know our children well and so we will notice any changes in behaviour, demeanour or personality quickly.
- Not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern.
- Work in partnership with HSCB for guidance and support.
- Build up an effective engagement with parents/carers and families.
- Assist and advise families who raise concerns with us.
- Ensure that our DSL attends Prevent awareness so that they can offer advice and support to other members of staff.
- We will report any concerns to The Harrow Golden Number, Tel: 020 8901 2690 and make a referral to the Channel programme, when appropriate.

18. General Data Protection Regulation (GDPR)

The data protection officer is: Malcolm Caborn

We ensure that:

- When we collect any data we will tell people exactly how you are going to use it, who might you share it with, how long you will keep it as well as information on consent and complaint.
- That individuals are able to access and have their data deleted.
- Obtain consent for processing data.
- Written data agreements are in place for anybody we process data for.
- We notify the Information Commissioner's Office (ICO) of any data breaches within 72 hours of becoming aware of the breach.

19. Key contacts

Harrow Children's Social Care & Multi-agency Safeguarding Hub (MASH)	'Golden Number': 020 8901 2690 Emergency Duty Team :weekends, Bank holidays and between 5pm-9am during the week: 020 8424 0999
Police	101 or for immediate emergency: 999
FGM - Mandatory reporting	Police on 101 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/573782/FGM_Mandatory_Reportin_g_-_procedural_information_nov16_FINAL.pdf
Local Authority Designated Officer for Allegations against staff (LADO)	Initial referrals via MASH/Golden Number above. Ongoing cases: 020 8736 6435
Children and Young People with Disabilities 0-25 years	020 8966 6481
Local multi-agency procedures, guidance and Training: Harrow Safeguarding Children Board	www.harrowlscb.co.uk
NSPCC	0800 800 5000
Childline	0800 1111
Government's Whistle-blowing Service via NSPCC Report Line	0800 028 0285
Ofsted	Ofsted Piccadilly Gate, Store Street, Manchester. M1 2WD Helpline: 0300 123 1231 To report an allegation against a member of staff, volunteers and students or volunteer Tel: 0300 1234 666
EYCS Workforce Development Advisor	Harrow Early Years Tel: 07747 116940
Information Commissioners Office	Tel: 01625 545740 www.ico.gov.uk
Public Concern at Work (PCaW Whistleblowing charity)	Tel: 0207404 6609 helpline@pcaw.co.uk

20. Safeguarding Legislation, and Guidance

We follow the following legislation and guidance:

- The Children Act 1989
- Children Act 2004 and 2006
- Children and Families Act 2014
- Convention on the Rights of the Child, UNICEF 1989
- The Human Rights Act 2000
- Data Protection Act 1998
- Freedom of Information Act 2000
- Equality Act 2010
- Safeguarding and Vulnerable Groups Act 2006
- General Data Protection Regulation (GDPR) 2018

The Statutory Framework for the Early Years Foundation Stage 2023	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1170108/EYFS_framework_from_September_2023.pdf
Working Together to Safeguard Children 2018	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf
What to do if you're worried a child is being abused: Advice for practitioners March 2015	https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2
Inspecting Safeguarding in Early Years, Education and Skills Settings, September 2019	https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills
Keeping Children Safe in Education, 2023	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf
Disclosure and Barring Service	https://www.gov.uk/government/organisations/disclosure-and-barring-service https://www.gov.uk/dbs-update-service
Ofsted	www.ofsted.gov.uk

Prevent Duty Guidance	www.gov.uk/government/publications/prevent-duty-guidance https://www.harrowscb.co.uk/parents-carers/prevent-radicalisation/ https://www.gov.uk/government/publications/channel-guidance
------------------------------	--

The National Society for the Prevention of Cruelty to Children (NSPCC)	www.nspcc.org.uk
ChildLine	www.childline.org.uk
Safe Network	www.safenetwork.org.uk
Multi-agency statutory guidance on Female Genital Mutilation (2018)	https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation
Online E-Safety	http://ceop.police.uk/About-Us/ https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners www.thinkuknow.co.uk http://www.harrowlscb.co.uk/children-young-people/e-safety/
Information Sharing - Advice for Practitioners providing Safeguarding Services to Children, Young People, Parents and Carers (2018)	https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice