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Registration Number EY429494

**Safeguarding Procedure**

**Designated Safeguarding Officers are: Jemma Moreland and Aimee Pinnington**

At Spring Grove Nursery, we are fully committed to the promotion of each individual child’s well-being and to be protected from significant harm. Staff working in the nursery have a duty of care towards the children attending and this duty brings with it the responsibility to ensure that all efforts are made to safeguard children from suspected and actual harm. Children attending the nursery have a right to feel safe and staff, in partnership with parents/carers, have a responsibility to act on any concerns they may have regarding a child’s welfare and well‐being. We believe that all children in our nursery have the right to feel safe and protected from harm, which values and respects each child as an individual. We have strong guidelines put into place which demonstrates clearly what steps are imperative to be taken when protecting children from harm.

**The Legal framework for this policy**

• Children act (2004/1989)

• Working together to safeguard children (2006)

• Safeguarding Vulnerable Groups Act (2006)

All staff members working at Spring Grove Nursery have a duty to safeguard and promote the welfare of children. As a nursery, we ensure that all staff have a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to welfare issues including physical, sexual, emotional abuse or neglect. Our prime responsibility is the welfare and well being of 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. All staff will work as part of a multi‐agency team where needed in the best interest of the child.

All staff will be familiar with their own responsibilities to act immediately and appropriately upon any suspicions or concerns they may have about any child or member of staff at the nursery. The nursery will follow the procedures set out in the Early Years Foundation Stage statutory framework and know the support is there from Liverpool Safeguarding children’s board Guidance and as such will seek advice on all steps taken subsequently. The nursery has a duty to report any suspicions around abuse to the Children’s Services access centre that, under the children Act 1989 has an obligation to investigate such matters.

All staff/volunteers that are employed at Spring Grove Nursery will go through a thorough safer recruitment process and cannot start working at the nursery until their DBS check is back and we have checked all appropriate stages to ensure this person is suitable to work with children. All staff will annually sign declaration forms if they have anything to declare and will also be made to sign up to the update service to regularly update their information. This system

Allows the staff members to apply for a criminal check once and then if they need a similar check again, to reuse their existing certificate, with the nursery checking online to see if it is still up to date.

Staff must raise any concerns initially with the’ Designated senior member of staff for Safeguarding’, who will discuss these concerns with the manager/registered person on a need to know basis and appropriate action will be considered. Staff responsibilities do not include investigating the suspected abuse and all related information must be kept in a locked filling cabinet. Parents and families will be treated with respect in a non‐ judgemental manner whilst investigations by the appropriate authorities are being carried out in the best interests of the child. It is the policy of the nursery to provide a secure and safe environment for all children from abuse. The nursery will therefore not allow an adult to be left alone who has not received their enhanced DBS check clearance and all our staff will receive safeguarding training. We know how important staff ratios are and ensure that we follow the legal requirements for the minimum numbers of staff present with the children at any time as set out in the Early Years Foundation Stage statutory.

**Roles and Responsibilities of the Designated Safeguarding Officers;**

* To update and review all policies regularly and to inform staff/parents of any changes
* To ensure all staff member receive safeguarding training and follow out such procedures if needs be, so they are able to recognise and know how to act upon the indictors that a child’s welfare and safety may be at risk
* To ensure all staff members have access to and understand Spring Grove Nursery Safeguarding Policy
* To keep clear and accurate records of documentation of events
* To ensure all parents/carers are informed of Spring Grove Nursery Safeguarding Policy
* To keep up to date with any new legislations
* To make referrals and maintain good record keeping
* To liaise with outside agencies for additional support

**Roles and Responsibilities of Staff Members;**

* To have a clear understanding of safeguarding and the procedure that support this, also to be able to recognise signs of abuse/neglect and to know how to act upon these signs
* To continually develop their own knowledge and understanding of Safeguarding Procedures
* To adhere always to confidentiality and have a great understanding of the importance of this
* To report any concerns immediately to **Jemma Moreland or Aimee Pinnington**
* To support children in their care and to maintain the statutory ratios at all times
* Management team to carry out supervision, every 6 months this gives the staff member a chance to express their feelings any concerns about their key children/children in room are to be discussed. Management will raise any concerns about the member of staff performance and set actions to be met.

**What is child abuse? Recognising concerns, signs and indicators of abuse**

It is vital that all staff members have a sound understanding of spotting any indicators of abuse and that they are alert and assertive to the signs and symptoms of abuse. A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Staff in the nursery recognise that child abuse can and does happen in all types of families. The different social and cultural backgrounds of the children do not constitute barriers to child abuse and in most cases children are abused by individuals known to them, rather than strangers. Child abuse can take many formats, but all instances can be broadly categorised under one of four headings; neglect, physical abuse, sexual abuse and emotional abuse. The following indentifies some possible manifestations of child abuse; however these lists are not exhaustive.

**Physical Abuse**

Physical signs may involve unexplained bruising in unlikely areas, facial bruising, hand/finger marks, bite marks, burns, lacerations or abrasions. Staff may notice certain behavioural signs that also indicate physical abuse such as a child that shy’s away from physical contact, is withdrawn or aggressive towards others or their behaviour changes suddenly. It can also result when a parent deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness.

**Procedure;**

* All signs of marks/injuries to a child when they come into nursery will be recorded as soon as noticed by a staff member
* Staff will be more vigilant, supportive and caring during any process
* The incident will be discussed with the parent/carer at the earliest
* Such discussions will be recorded and a signature obtained from the parent/carer who will have access to such records
* If there appears to be any queries regarding the injury, the children’s services access centre should be informed immediately

**Emotional Abuse**

Physical signs of emotional abuse may include a general failure to thrive, not meeting expected developmental milestones and behaviourally a child may be attention seeking tells lies, have an inability to have fun, low self esteem, speech disorders, and be inappropriately affectionate towards others. It also may involve seeing or hearing the ill treatment of someone else such as Domestic Violence or Domestic Abuse. A parent/carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting threatening or undermining towards a child or other family members.

**Procedure;**

* The concerns should be discussed with the parent/carer by the management team
* Staff will be more vigilant, supportive and caring during any process
* Such discussions will be recorded and the parent/carer will have access to such records
* If there appears to be any queries regarding the circumstances, the children’s services access centre will be notified

**Neglect**

Is the persistent failure to meet basic physical and psychological needs, which may result in the serious impairment of the child’s health and development. For example;

* Poor hygiene
* Untreated medical problems
* Emaciation or under nourishment
* Clingy and Emotional
* Lack of Stimulation, Social Contact or Education

Staff may notice behavioural signs such as a child who always seems to be hungry, is constantly tired or talks of being left alone.

**Procedure;**

* The concern should be discussed with the parent/carer
* Staff will be more vigilant, supportive and caring during any process
* Such discussions will be recorded and the parent/carer will have access to such records
* If there appears to be any queries regarding the circumstances the children’s services access centre will be notified

**Sexual Abuse**

Physical signs may include bruising consistent with being held firmly, discomfort in walking/sitting, pain or itching in the genital area, discharge or blood on under clothes, or loss of appetite. Behavioural signs may include drawings or play showing indicators of sexual activity, sexual explicit language and knowledge of adult sexual behaviour, seductive behaviour towards others, poor self esteem and a child who is withdrawn.

**Procedure;**

* The observed instances will be detailed in a confidential report
* Staff will be more vigilant, supportive and caring during any process
* The observed instances will be reported to the management team
* The matter will be referred to the children’s services access centre immediately

However, when identifying any potential instances of abuse, staff must at all times be aware that children may demonstrate individual or combinations of the indicators detailed, but may not be the subject of abuse. Individual or isolated incidents do not necessarily indicate abuse. However, staff should always remain vigilant and must not ignore warnings signs and must share any concerns they have with the designated safeguarding officers.

**Dealing with Disclosures & Recording Concerns**

All staff will make an objective record of any observation or disclosure and include;

* Child’s name
* Child’s address
* Child’s age and date of birth
* Date and time of the observation or the disclosure
* EXACT words spoken by the child/injuries or marks seen
* Name of person to whom the concern was reported, with date and time and the names of any other person present at the time
* Any discussion held with the parent/carer

These records are signed and dated and kept in a separate confidential file. All members of staff must know the procedures for recording information. It may be thought necessary that through discussion with all concerned the matter needs to be raised with OFSTED. Staff involved may be asked to supply details of any information they have of concerns with regard to a child. The nursery expects all members of staff to co‐operate with the Children’s Services LADO and OFSTED in any way necessary to ensure the safety of the children. All staff will attend Safeguarding Training and will be asked to read the safeguarding policy and to sign and date to give management the understanding that they have read and understood the policy and that they are in an agreement to follow out procedures appropriately and professionally.

If a child discloses any information that may relate to abuse, staff must follow the appropriate steps to support the child disclosing the information;

* Allow the child to speak without interruption, accepting what is being said, remain calm at all times and thoroughly listen to the child
* Reassure and support the child
* React appropriately, supportive and caring. Do not promise confidentiality and do not ask any leading questions
* Staff are not to investigate any matters themselves as it may jeopardise any further professional investigation and potentially contaminate evidence
* Inform the designated safeguarding officers, **Jemma Moreland or Aimee Pinnington**
* There will always be one designated officer on site at all times. Appropriate measures will be put into place to support such allegations.

**Careline: 0151 233 3700**

**Police: 999**

**LADO: 0151 225 8101 – 0151 225 8103**

**Paul Storey (Police Officer): 07739822286**

**Informing Parents**

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

**Support to Families**

Spring Grove Nursery takes every step possible to build up trusting and supportive relations among families, staff and volunteers within the nursery.

Spring Grove will continue to welcome the child and 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-judgemental manner whilst any external investigations are being 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 under the guidance of the LSBC with the provision 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.

**Managing Allegations or Concerns about Staff**

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children whilst in our setting. Allegations will usually be that some kind of abuse has taken place.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers, this should be immediately brought to the attention of **Jemma Moreland or Aimee Pinnington.** In the case of an allegation being made against the designated safeguarding officer this should be brought to the immediate attention **Jemma Moreland or Aimee Pinnington** and the nursery proprietors **John Boyle/Phil Colligan**.

The Local Authority Designated Officer (LADO), OFSTED and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly;

These procedures will be followed;

Refer to the LADO immediately for advice and guidance and follow up in writing within 48 hours. Consider safeguarding arrangements of the child to ensure they are away from the alleged abuser.

Contact the parent/carer of the child if advised to do so by the LADO.

Consider the parent/carers of the child if advised to do so by the LADO.

Consider the rights of the staff member for a fair and equal process of investigation.

Inform OFSTED of allegation.

**Prevent Duty**

The prevent Duty was organised by The Department of Education to ensure all childcare settings have an understanding and awareness to fulfil the prevent duty and it is essential that all staff are able to identify any children who may be vulnerable to radicalisation and know what to do when they are identified. All children at Spring Grove Nursery will and always are protected from the risk of radicalisation, which has broadened our safeguarding duties. To safeguard all our children further, staff are expected to assess the risk of children potentially being drawn into terrorism which includes support for extremist ideas that are part of terrorist ideology. To support this, all staff will be able to demonstrate both a general understanding to the risks affecting young children in the setting. All staff who work at Spring Grove Nursery receives online Channel General Awareness training and the management team attends (WRAP) Workshop to Raise Awareness of Prevent. All risks differ and affect children differently, varying from area to area and their age. Here at Spring Grove Nursery, staff are also aware of the increased risk of online radicalisation, as terrorist organisations such as ISIL seek to radicalise children through the use of social media and the internet.

The channel programme is there to make a referral if a staff member was to identify a child at risk of radicalisation and being vulnerable to being drawn into terrorism. It provides a mechanism for the nursery to make referrals if they are concerned that an individual might be vulnerable to radicalisation.

**Female Genital Mutilation**

FGM, sometimes referred to as female circumcision, is when a girl's genitals (private parts) are altered or removed. It can cause long-lasting damage as well as ongoing emotional distress. Staff are made aware of potential signs of FGM Taking place such as “A child is going away for a special occasion”.

The operation is usually done by someone who doesn’t have any medical training. Girls are given no anaesthetic, no antiseptic treatment and are often forced to keep still.

The cutting is made using tools such as a knife, pair of scissors, scalpel, glass or razor blade.

FGM can be extremely painful and dangerous. It can cause:

* Really bad pain
* Shock
* Bleeding
* Infections such as tetanus, HIV and hepatitis B and C
* Organ damage.

It can also cause problems later on. You may experience difficulties in childbirth, or may need to be cut again. Blood loss and infections can cause death in some cases. FGM can also cause emotional distress at the time and in the future, and it might lead to anxiety and depression

**FGM Myths**

Young people may be told that:

* FGM will increase your fertility
* it’s just 'what’s done'
* it’s something your parents have had, so you should too
* FGM is the only way to get a husband
* Not having it would bring shame to the family.

But there is no religious or medical reason for FGM. Cultural reasons are sometimes given but FGM is abuse and a criminal offence. Children are not always told that it's a criminal offence, but they have the right to be safe and get help.

**Radicalisation**

* Radicalisation is the process of causing someone to become a supporter of terrorism or forms of extremism that lead to terrorism. The concept of radicalisation is typically closely associated with ISIS (also known as IS or ISIL) but it does have much older origins.
* Most vulnerable are:
* Younger people from age 13 upwards
* Those experiencing and identity or personal crisis
* Individuals with feelings unmet aspirations or a sense of injustice
* People with a need for adventure or excitement
* Pre existing conviction that their religion or culture is under threat
* Individuals who feel socially isolated and possibly suffering from depression
* Those who have crime history of criminal behaviour.

**How to spot Radicalisation**

1. Being over secretive about their online viewing –this being one of the core ways in which ISIS is known to communicate.
2. Displaying feelings of isolation or expressions of an ‘us and them’ mentality as sign of the sense of social isolation.
3. Becoming more argumentative or domineering in their view points, being quick to condemn those who disagree and ignoring views that contradict their own.
4. Questioning their faith or identity
5. Downloading or promotion extremist content
6. Altered appearance change in style of dress/personal appearance
7. Abnormal routines, travel patterns or aspirations.

**Modern Slavery and Human Trafficking Policy**

**Legislation**

The Modern Slavery Act, received Royal Assent on 26 March 2015. The act consolidates slavery and trafficking offenses and introduces tougher penalties and sentencing rules.

**Background**

Child trafficking and modern slavery is becoming a more frequent form of child abuse. Children are recruited, moved, transported and then exploited, forced to work or are sold on.

Modern slavery is a term that covers:

* Slavery
* Servitude and forced or compulsory labour
* Human trafficking.

Victims of modern slavery are also likely to be subjected to other types of abuse such as physical, sexual and emotional abuse. This policy should be used alongside the following policies to ensure all children, staff, parents and visitors are fully safeguarded:

* Safeguarding and child protection
* Whistleblowing
* Equality and inclusion

For an adult or child to have been a victim of human trafficking there must have been:

* *Action* (e.g. recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation)
* *Means* (threat or use of force, coercion, abduction, abuse of power or vulnerability) There does not need to be “means” for children as they are not able to give informed consent
* *Purpose* (e.g. sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs).

**Procedure:**

When a concern is raised about slavery or trafficking then we will follow our safeguarding procedure. If the child (or adult) is at risk of immediate harm then the police will be called, otherwise the local authority will be contacted and the referral process will be followed as per the safeguarding procedure.

**Domestic Abuse, Honour Based Violence and Forced Marriage policy**

The UK’s cross-government definition of domestic abuse is:

*"Any incident or pattern of incidents of controlling, coercive or 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. This abuse can encompass but is not limited to*

* *psychological*
* *physical*
* *sexual*
* *financial*
* *emotional.*

The Serious Crime Act 2015 section 76 created a new offence of “controlling or coercive behaviour in an intimate or family relationship”.

The Domestic Violence, Crime and Victims Act 2004 extended provisions to help stop domestic abuse and created the new offence of "causing or allowing the death of a child or vulnerable adult". This Act was amended in 2012 by the Domestic Violence, Crime and Victims (Amendment) Act 2012 to include 'causing or allowing serious physical harm (equivalent to grievous bodily harm) to a child or vulnerable adult'.

Where domestic abuse is taking place in a child’s home the child is at risk of harm, whether they witness the violence or not. This may take the form of physical abuse, sexual abuse, emotional abuse or neglect. At **Spring Grove Nursery** we ensure that if there are any signs or symptoms that domestic abuse may be occurring we act without haste and follow our main safeguarding / child protection policy

Signs may include:

* Visible signs of injury on the adult being abused
* Changes in behaviour of the adult(s) and child – e.g. the abused adult may become withdrawn, show low levels of self-esteem
* One adult being visible worried about what their partner may say in a certain situation (e.g. if the child has become dirty or injured at nursery)
* One adult becoming scared of their partner
* Adults becoming isolated from their friends or family
* Signs of abuse in the child (as per the main safeguarding policy).

As part of our duty to keep children safe we provide the following:

Support leaflets and numbers for females and males who may be experiencing domestic abuse

**Honour based Violence**

‘Honour' based violence (HBV) is a type of domestic abuse which occurs in the name of so called ‘honour'. Some families believe that certain actions bring shame on the family and may react with punishment. This may be rejecting a forced marriage, having a relationship not approved by the family, wearing the wrong clothing or wearing makeup. This can happen in families from a variety of cultures and countries and also happens within the UK.

Signs of HBV may include changes in behaviour of the person undergoing the violence, changes in how they dress or act and also in comments they make.

If signs of HBV are present in a parent or staff member within the nursery then we will act and follow our safeguarding policy to keep children safe in the environment as well as seeking support for the adult involved.

**Forced Marriage**

We are aware arranged marriages are part of some cultural practices. We also recognise there is a clear distinction between a marriage in which the both parties are willing and able to give an informed consent to, and a marriage which is forced. Forced marriage is a criminal offence.

A forced marriage is a marriage in which one or both spouses do not and/or cannot consent to the marriage and duress is involved. If we become aware of a forced marriage occurring then we will report it to the appropriate body. If the person is under the age of 18 then we will report it to the children’s social care team as this is a child protection issue. We will follow our safeguarding reporting procedure