



Safeguarding Children and Child Protection Policy

EYFS: 3.4-3.18, 3.19, 3.21, 3.22

This policy is in line with the guidance and procedures stated in Lancashire's Safeguarding partnership policies.

At Evergreen we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our settings we strive to protect children from the risk of radicalisation, and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information).

Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

Safeguarding children is everybody's responsibility. At Evergreen all staff, students, supply staff and visitors are made aware of and adhere to, the policy.

Legal frameworks that underpin our policy and procedures -

- Children Act 1989 and 2004
- Childcare Act 2006 (amended 2018)
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- Working Together to Safeguard Children 2022
- Keeping Children Safe in Education 2020
- Data Protection Act 2018
- What to do if you're worried a child is being abused 2015
- Counterterrorism and Security Act 2015.
- Inspecting Safeguarding in Early years, Education and Skills settings 2019
- Prevent Duty 2015

The nursery aims to:

- Keep the child at the centre of all we do, providing sensitive interactions that develops children's well-being, confidence and resilience. We will support children to develop an awareness of how to keep themselves safe, healthy and develop positive relationships.
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND), isolated families and vulnerabilities in families; including the impact of toxic trio on children and Adverse Childhood Experiences (ACE's).
- Ensure that all staff feel confident and supported to act in the best interest of the child and share information and seek the help that the child may need at the earliest opportunity.
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out in the Lancashire safeguarding partnership procedures.
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times and maintaining safeguards around the use of technology by staff, parents and visitors in the setting.
- Ensure that children are never placed at risk while in the charge of nursery staff
- Identify changes in staff behaviour and act on these as per the staff handbook
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children, including reporting such allegations to Ofsted and other relevant authorities including the local authority.
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures from the local authority.

Designated safeguarding leads for Evergreen Early Years are -

- **Laura Davy**
- **Alison Astley**
- **Alex Baker**
- **Mehz Umarji**
- **Amy Bate**

The role of the Designated Safeguarding Lead

- Ensure that the settings safeguarding policy and procedures are reviewed and developed in line with current guidance; and develop staff understanding of the settings safeguarding policies
- Take the lead on responding to information from the staff team relating to child protection concerns
- Provide advice, support and guidance on an on-going basis to staff, students and volunteers

- To identify children who may need early help or who are at risk of abuse
- To help staff to ensure the right support is provided to families
- To liaise with the local authority and other agencies with regard to child protection concerns
- Ensure the setting is meeting the requirements of the EYFS Safeguarding requirements
- To ensure policies are in line with the local safeguarding procedures and details
- Disseminate updates to legislation to ensure all staff are kept up to date with safeguarding practices
- To manage and monitor accidents, incidents and existing injuries; ensuring accurate and appropriate records are kept
- Attend case conferences and external safeguarding meetings, as requested, by external agencies

Procedures

Staff have a concern over a child

- Staff will report their concerns to the DSL
- Any signs of marks/injuries to a child or information a child has given will be recorded factually, signed, dated and stored securely in the child's personal file
- For children who arrive at nursery with an existing injury, a form will be completed along with the parent's/carers explanation as to how the injury happened. Staff will have professional curiosity around any explanations given, any concerns around existing injuries will be reported. This form will be completed by the person who has noticed the injury and counter signed by a manager/deputy
- If appropriate, any concerns/or incidents will be discussed with the parent/carer and discussions will be recorded. Parents will have access to these records on request in line with GDPR and data protection guidelines. If we believe that informing the parents will cause more harm, then we reserve the right to not share our concerns with them but to share them with the relevant agencies/professional
- If there are queries/concerns regarding the injury/information given, then the designated safeguarding lead will contact the Local Authority children's social care team to report concerns and seek advice immediately, or as soon as it is practical to do so. If it is believed a child is in immediate danger, we will contact the police. (All numbers to be found on the safeguarding board)

Responding to a disclosure from a child

If a child starts to talk openly to a member of staff about abuse, they may be experiencing then staff will:

- Give full attention to the child
- Keep body language open and encouraging
- Be compassionate, be understanding and reassure them their feelings are important
- Take time, slow down and will not interrupt the child – let them go at their own pace

- Recognise and respond to their body language
- Make it clear you are listening to what the child is telling you
- Reflect back what they have said to check your understanding – and use their language
- Do not ask leading questions or put words or ideas in their mouth.
- Reassure the child that they have done the right thing in telling you. Make sure they know that abuse is never their fault
- Never make a promise that you the information will not be shared with anyone else

Staff have concerns over another member of staff (*also refer to our whistle blowing policy*)

- Report the information to the DSL (or if this concern regards them, go to another DSL or directly to the nursery director)
- Record all facts and details of referrals made, sign and date
- The DSL will then report the allegation to the local authorities designated officer (LADO) and inform Ofsted immediately in order for this to be investigated by the appropriate bodies promptly. (Numbers for Ofsted and the LADO can be found on the safeguarding board)
- Investigations will be implemented under instruction from the LADO
- A full investigation will be carried out by the appropriate professionals to determine how this will be handled
- The nursery will follow all instructions from the local authority team and Ofsted and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the investigation
- The nursery reserves the right to suspend any member of staff during an investigation - legal advice will be sought to ensure compliance
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police will also be informed
- Founded allegations will be dealt with as gross misconduct in accordance with our disciplinary procedures and may result in the termination of employment. Ofsted will be notified immediately of this decision along with notifying the Disclosure and Barring Service (DBS) to ensure their records are updated
- A return to work plan will be put in place for any member of staff returning to work after an allegation has been deemed unfounded. Individual support will be offered to meet the needs of the individual staff member and the nature of the incident; this may include more frequent supervisions, coaching and mentoring and external support.
- All safeguarding records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority. All staff, students and volunteers are bound by confidentiality and any information will not be discussed out of work, or this will become a disciplinary matter.

The Nursery has due regard to the data protection principles as in the Data Protection Act 2018 and General Data Protection Regulations (GDPR). These do not prohibit the collection and sharing of personal information, even without consent if this would put the child at further risk. We will follow the principles around data collection and information sharing, and ensure any information is recorded and shared in an appropriate way.

Support to families

The nursery is proactive and takes every steps to build up trusting and supportive relations among families, staff, students and volunteers within the nursery. The nursery will continue to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Looked after children

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

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

Please refer to the Looked After Children policy for further details.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We follow safer recruitment practises, including obtaining and verifying references and all staff employed to work with children will have enhanced criminal record checks from the Disclosure and Barring Service (DBS) before being able to carry out intimate care routines or be left unsupervised with children. Volunteers and visitors will never have unsupervised access to children.

Training

All staff will complete level 1 and 2 child protection training on induction and refresh this every year. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery.

7 minute briefings and all updates are shared with the team via team meetings and displayed on the safeguarding board.

DSL's will renew their training every 2 years.

Ongoing suitability of staff is monitored through:

- Regular supervisions
- peer observations
- regular review of DBS using the online update service

A disclaimer is displayed stating that , by signing in, all staff are declaring they are fit, capable and not disbarred from working with children.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>November 2022</i>	<i>L Davy</i>	<i>October 2023</i>