



Safeguarding/Child Protection Policy

Legal Framework:

Children Act 1989, 2004, 2014
UN Convention on the Rights of the Child 1989, 2003 Data Protection Act 1998, 2010
Every Child Matters, Change for Children 2004
Human Rights Act 2000
Childcare Act 2006
Working Together to Safeguard Children 2018
Safeguarding and Vulnerable Groups Act 2006
EYFS Welfare Requirement: Safeguarding Children and Promoting Children's Welfare
EYFS welfare Requirement: Suitable People
National Standards: Standard 13 – Child Protection
Ofsted Statutory Framework 5.1a Disqualification: childminding and childcare
Ofsted – Inspecting Safeguarding in Early Years, Education and Skills Settings 23/8/16
The Counter Terrorism and Security Act 2015, Prevent Duty
Disqualification under the Childcare Act 2016 and annexes 31/8/18

SAFEGUARDING LEAD: Danielle Osgood
DEPUTY SAFEGUARDING OFFICER: Mona chivers

Name of Responsible Person: All Staff

At Little Meadows Nursery 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 setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures. 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.

Little Meadows Nursery takes its responsibilities for safeguarding, promoting the welfare of children and child protection issues very seriously. The setting has a Safeguarding Officer who receives up to date training in all issues relating to the protection and welfare of children. All staff are trained in child protection issues to enable them to respond appropriately to:

- **Significant changes in a child's behaviour** Some common signs that there may be something concerning happening in a child's life include: unexplained changes in behaviour or personality; becoming withdrawn; seeming anxious; becoming uncharacteristically aggressive, lacks social skills and has few friends, if any; poor bond or relationship with a parent; knowledge of adult issues inappropriate for their age; running away or going missing; always choosing to wear clothes which cover their body.
- **Deterioration in their general well-being** Professionals need to be able to recognise the signs that a child may be struggling. However, it's important to remember that some mental health issues may not have visible signs. There are also factors that might make it more difficult for a child or young person to ask for help. There are ways you can identify if a child needs support with their mental health. By being attentive to a child or young person's mood and behaviour, you can recognise patterns that suggest they need support. Common warning signs of mental



health issues include: sudden mood and behaviour changes; self-harming; unexplained physical changes, such as weight loss or gain; sudden poor academic behaviour or performance; sleeping problems; changes in social habits, such as withdrawal or avoidance of friends and family. Some children and young people may try to hide how they are feeling or what they are doing

- **Physical abuse** (Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face. Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room leader. Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the designated safeguarding lead (DSL) and nursery manager.)
- **Unexplained bruising, marks or signs of possible abuse including female genital mutilation (FGM)** (FGM - This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. This procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, you should contact children's social care team in the same way as other types of physical abuse. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed in our setting.)
- **Breast ironing** (Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage. Although this is unlikely to happen to children in the nursery due to their age, we will ensure any signs of this in young adults or older children are followed up using the usual safeguarding referral process.)
- **Neglect** Neglect is not meeting a child's basic physical and psychological needs (Department for Education, 2018; Department of Health, 2017; Scottish Government, 2021; Wales Safeguarding Procedures Project Board, 2020). It is a form of child abuse that can have serious and long-lasting impacts on a child's life - it can cause serious harm and even death. The four main types of neglect are: **physical neglect**: not meeting a child's basic needs, such as food, clothing or shelter; not supervising a child adequately or providing for their safety; **educational neglect**: not making sure a child receives an education; **emotional neglect**: not meeting a child's needs for nurture and stimulation, for example by ignoring, humiliating, intimidating or isolating them; **medical neglect**: not providing appropriate health care (including dental care), refusing care or ignoring medical recommendations (Horwath, 2007).
- **Fabricated illness** (This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of



abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.)

- **Extremism / radicalisation** Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm. The process of radicalisation may involve: being groomed online or in person; exploitation, including sexual exploitation; psychological manipulation; exposure to violent material and other inappropriate information; the risk of physical harm or death through extremist acts.
- **Comments that a child could make that would give cause for concern.** Any disclosure from any child will be recorded and reported to the Designated Safeguarding Lead, where they will make a decision to what will happen to that record. This will either be kept for future reference or reported to the correct authority.
- **Concerns expressed by children over their peers behaviour.** All concerns from any child should be investigated fully.
- **Supporting children with special educational needs and disabilities and being aware of their vulnerability to abuse.** Adults who work with children and young people with SEND should be aware of the additional needs children may have that could mean they are more vulnerable to abuse and/or less able to speak out if something isn't right. Some children may be vulnerable because they: have additional communication needs; they do not understand that what is happening to them is abuse; need intimate care or are isolated from others; are dependent on adults for care.
- **Sexual abuse** (Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes. The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.)
- **Child sexual exploitation** (Working Together to Safeguard Children defines CSE as "...a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology." We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns we will follow the same procedures as for other concerns and we will record and refer as appropriate)
- **Peer on peer abuse** (We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the



same way as we do for adults abusing children, and will take advice from the appropriate bodies on this area.)

- **County Lines.** County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018). It can happen in any part of the UK and is against the law and a form of child abuse. Children and young people may be criminally exploited in multiple ways. Other forms of criminal exploitation include child sexual exploitation, trafficking, gang and knife crime.
- **Keeping children safe online** Children may be exposed to upsetting or inappropriate content online, particularly if the platform you're using doesn't have robust privacy and security settings or if you're not checking posts. This content might be sexually explicit or it might be harmful in other ways, such as radicalisation, bullying, or content that's upsetting. Children may be at risk of being groomed if they have an online profile that means they can be contacted privately.
- **Emotional abuse** (Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection. This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them. The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.)
- **Domestic abuse within the family, and extended children's care.** Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can also happen between adults who are related to one another and can include physical, sexual, psychological, emotional or financial abuse. Each UK nation has its own definition of domestic abuse for professionals who are working to prevent domestic abuse and protect those who have experienced it (Department of Health, Social Services and Public Safety, 2016; Home Office, 2013; Police Scotland and the Crown Office and Procurator Fiscal Service, 2019; Welsh Government, 2019). Domestic abuse can include: sexual abuse and rape (including within a relationship); punching, kicking, cutting, hitting with an object; withholding money or preventing someone from earning money; taking control over aspects of someone's everyday life, which can include where they go and what they wear; not letting someone leave the house; reading emails, text messages or letters; threatening to kill or harm them, a partner, another family member or pet.
- **Bullying.** Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable (Oxford English Dictionary, 2021). It can involve people of any age, and can happen anywhere – at home, school or using online platforms and technologies (cyberbullying). This means it can happen at any time. Bullying encompasses a range of behaviours which may be combined and may include the behaviours and actions we have set out below.
- **Verbal abuse:** name-calling; saying nasty things to or about a child or their family.
- **Physical abuse:** hitting a child; pushing a child; physical assault.
- **Emotional abuse:** making threats; undermining a child; excluding a child from a friendship group or activities.
- **Cyberbullying/online bullying:** excluding a child from online games, activities or friendship groups; sending threatening, upsetting or abusive messages; creating and sharing embarrassing or malicious images or videos; 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games; voting for or against someone in an abusive poll; setting



up hate sites or groups about a particular child; creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name. Bullying can be a form of discrimination, particularly if it is based on a child's disability, race, religion or belief, gender identity or sexuality.

- **Mental health**

- **Neglect** (Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive. Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs. Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.)

- **Any reasons to suspect neglect or abuse outside the setting**

- **Inappropriate behaviour displayed by other members of staff, or any other person working with the children. Such as inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.**

We recognise the additional barriers that exist when recognising the signs of abuse and neglect of children with special educational needs and/or disabilities. We know that we must think abuse before disability. We are also aware that a child's behaviour, mood or injuries may be associated with abuse and should not be thought of as just 'bad behaviour'.

Staff are also trained to recognise and report concerns within families and are aware of practices such as forced marriages and child sexual exploitation.

Guidance and information from the Early Years and Childcare Team is made available to all staff members. The most up to date and current information can be found at Safeguarding Children and Young People Hampshire County Council website. Training at induction and throughout each staff members employment with us is seen as essential in order to keep the children and families in our care safe from harm. All staff have safeguarding updates regularly.

There will always be a Designated Lead Safeguarding Officer and a Deputy to ensure there is always someone on the premises, or who is contactable who will take responsibility for safeguarding or if there is a child protection incident.

The staff in these roles will have their safeguarding training up to date. At Little Meadows we do this by:

Keeping up to date with child protection issues and relevant legislation by taking regular training courses and by reading relevant publications, such as Ofsted information and childcare magazines. All staff will be trained, or being trained in safeguarding qualifications. Staff will be trained in Prevent Duty Guidance, Female Genital Mutilation, Breast Ironing: where staff will learning about the signs, symptoms and indicators to look out for and what to do if suspect any are taking place.

Little Meadows will also exchange information with other professionals, such as childminders, nurseries, schools, teachers, speech and language and other health professionals, Local Authorities Safeguarding Partnership and the NSPCC.



All of the staff at Little Meadows will have their training kept up to date.

All incidents or allegations affecting the welfare of children will be investigated in a prompt and confidential manner, according to guidelines. Written records of a concern will be kept of all incidents and allegations and these will be stored securely in the setting. Information will be shared with other agencies and professional according to guidelines.

All staff hold enhanced DBS (Disclosure and Barring Service) disclosures and any allegations made against a member of staff will be thoroughly investigated.

Allegations of serious harm or abuse will be reported without delay to Ofsted and the Local Safeguarding Partners. We also have a legal duty to report cases of FGM (female genital mutilation), Breast Ironing, Upskirting to the Hampshire Safeguarding Children Partnership.

Those of our staff under the age of 18 are considered by The Local Authority and the law to be classed as children so all our safeguarding guidelines apply to them in the same way as the children and families in our care and we have a duty to protect them in the same way.

Our setting requires that all staff share information about themselves because of the following:

- Found to have committed a relevant offence against a child
- Made subject to an order or determination removing a child from their care or preventing a child from living with them
- Found to have committed certain offences against an adult; e.g. murder, kidnapping, rape, indecent assault, or assault causing actual bodily harm
- Charged with certain offences against an adult, or an offence that is related to an offence, and had a relevant order imposed.
- Included on the list of those who are barred from working with children, held by the Independent Safeguarding Authority.
- Made the subject of a disqualifying order
- Refused registration as a child carer previously or have had registration cancelled, unless the cancellation was only for non-payment of fees for continued registration after 1st September 2008
- Refused registration as a provider or Manager of children's homes or have had registration cancelled.

A waiver request will be sent to Ofsted under any of these circumstances which will be considered by them.

Prospective families are received within the setting without appointments but are accompanied at all times and are given guidance on safeguarding procedures and health and safety before being shown around. Any other visitors to the settings are expected to make appointments and to be accompanied at all times, including staff's family members.

Our safeguarding policy will be shared with parents/carers and time will be spent explaining any issues which may arise, including the procedures undertaken by our setting to ensure the suitability of our staff.

Children are given opportunities to discuss their own feelings and are encouraged to be resilient when trying new things. They are supported to be confident and questioning about what is happening within the setting and within their own lives.

Procedures:

Reporting of Concerns
Help for Families
Dealing with an allegation against a staff member
Recruiting staff
Checking new staff credentials
Radicalisation and Extremism
Storing confidential information



Collection of children and Child absence
Whistle blowing
Intimate Care Policy
Prevent Duty

Reporting of concerns

- Guidance and flow charts for reporting concerns are displayed at all times in the office.
- Any concern must be reported immediately to the Senior in the classroom and then to the Nursery Manager who will discuss with the Safeguarding Officer.
- A record of concern will be completed and if appropriate be shared with the parent/carer.
- Information recorded on the record of concern form must be factual, accurate and include dates and signatures of all staff involved.
 - If a child tells us that they or another child is being abused, we will:
 - Show that we have heard what they are saying, and that we take their allegation seriously.
 - Encourage the child to talk, but we will not prompt them or ask leading questions. We will not interrupt when a child is recalling significant events and will not make the child repeat their account.
 - Explain what actions we must take, in a way that is appropriate to the age and understanding of the child.
 - Record what we have been told using exact words where possible.
 - Make a note of the date, time and people who were present at the discussion.
 - Staff are never to say they will keep a secret for a child, or promise not to tell someone. This is for safeguarding reasons as staff will need to inform others of what the child has disclosed.
- If at any point the Manager or Safeguarding Officer feels the child could potentially be in immediate danger of harm Children's services must be contacted on 0300 555 1381. If there are concerns regarding an adults behaviour these should be disclosed to LADO (Local Authority Designated Officer) on 01962 876364 or by emailing child.protection@hants.gov.uk
- If this is not the case, regular observations, and also a safeguarding observation form and an IARF (Inter-agency Referral Form) must be taken on the child, including their demeanour and general well-being by the Safeguarding Officer and a review held within an appropriate period of time to monitor the situation. Advice can be sought from Hampshire Safeguarding Children Partnership 0300 555 1384.
- Any paperwork related to the concern is to be stored securely.
- Any additional support and guidelines can be sought from the Local Authority website.

Help for Families

- East Hampshire Council provide support under the Early Help Hub where referrals can be made for families that need support to care for children.
- Referrals can be made by professionals, a teacher, doctor, Health visitor or the nursery setting.
- Early Help Hubs can be found on the East Hampshire Council website. They are able to arrange multi-agency support for families to access services and provision for short or long term issues.
- When making a referral the Manager, SENDCO or Safeguarding Officer will complete an enquiry form which can be accessed online and consent must be given by the parent/carer before submission.



Dealing with an Allegation Against a Staff Member

- All staff are trained to deal with challenges with the children while remaining calm and collected.
- Policies and procedures are in place to protect staff from allegations against them and are expected to follow these at all times, especially never, under any circumstances, being left alone with a child or group of children.
- Any concerns reported against a staff member will be investigated fully and independent and unbiased support would be sought from Hampshire County Council: Childcare and Early Years website, and advice gained from the LADO on 01962 876364.
- In accordance with our staff contract and employment guidelines, the member of staff would be suspended on full pay until the investigation was completed.
- If the allegation is found to be accurate the staff member would be dismissed immediately and the police, LADO and Ofsted would be informed within 14 days. We will not hesitate to inform LADO and 'whistle blow'. We will also contact OFSTED, and inform the Disclosure and Barring Service (DBS).
- The staff member will be reported under the Protection of Children Act (POCA).
- If the allegation is unfounded the staff member would be reallocated to their post.

Recruitment

- The nursery has robust procedures to establish the history and identity of people applying for positions at the setting.
- Applicants apply initially over the telephone or email and are sent our own application form to complete using a job description and person specification.
- Potential candidates are invited to spend some time in the setting and are supervised by staff throughout this time.
- Staff supervising the candidates are asked for feedback on the candidate's performance during their trial session.
- The Manager and Deputy Manager will draw up a shortlist of candidates based on this feedback and invite them to interview.
- During the interview an assessment form is completed.
- Any gaps in employment or training must be explained by the candidate. Records of working abroad are checked and validated.
- A formal offer of employment is made to the suitable candidate and the references supplied are contacted to supply a written reference.
- Written references may be followed up with a telephone call.
- An induction meeting is arranged with the new employee and the Manager to complete required paperwork and original copies of identity and certificates are requested.
- The DBS (Disclosure and Barring Service) disclosure paperwork is completed at this meeting and sent off immediately to our agent. Staff without this are unable to provide the children with personal care routines and are always closely supervised by existing staff.
- Staff are required to sign up for the Update Service which enables the Management Team to regularly check their suitability and if they are barred from working with children.
- On the new staff members first day they receive a health and safety induction and a safeguarding induction from the appointed Health and Safety Officer.
- All new staff are subject to a six month probationary period which can be extended if there are any concerns regarding their performance or suitability. During this period of time detailed inductions and training are completed on safeguarding and child protection, health and safety and special educational needs and disabilities.
- (See recruitment policy)



Checking new staff credentials

- Potential candidates are subject to strict procedures as outlined in our recruitment procedure to establish their true identity and their suitability to work with children.
- Telephone references can be acceptable but the ultimate decision rests with the Manager.
- The referees supplied by the candidate are written to or emailed if appropriate.
- A reference is required from the most recent employment.
- If the reference request is in the form of a letter a stamped addressed envelope is enclosed with the reference request to encourage a reply.
- All written and emailed references may be followed up with a telephone call to confirm identity.
- All certificates and identity documents seen must be the original copies and not photocopies.
- Photographic identity is required to check persons legal entitlement to work in the UK.
- The DBS check is completed and staff are required to be registered with the Update Service to allow regular checks to be made on their suitability.
(See recruitment policy)

Radicalisation and Extremism

- The threat of extremism and radicalisation is taken seriously by all staff and they have a duty under the safeguarding procedures at the setting to report any concern about a child or family.
- All children within the setting are taught British values as part of children's personal, social and emotional development which encompass **Democracy**: making decisions together, **Rule of law**: understanding that rules matter, **Individual liberty**: freedom for all and **Mutual respect and tolerance**; treat others how you would like to be treated through simple opportunities and experiences such as sharing, turn taking, learning about differences between people, considering others feelings and being tolerant of others.
- Staff are aware of the changes children and families may show if they are under the threat of radicalisation including changes in a families behaviour, changes in the child's behaviour, comments made by children that may cause concern (talking about fighting for the cause etc) or comments made by family members about certain faiths, beliefs cultures etc and will act upon this by following the guidelines for reporting of concerns.
- The Nursery Manager will report a child's sudden absence from the setting without notice and if they are unable to contact the family, we will make contact to the Duty Officer at LSCB (Local Safeguarding Children Board) or if there are any concerns regarding a child or families absence from the setting under the Prevent Duty guidelines.
- Any concerns we would call the police non -emergency number of 101 if the child was not in immediate danger or 999 if we felt they were.
- Further advice can be sought from counter.extremeism@education.gsi.gov.uk
- We can also make a referral to the 'Channel' program which provides early support to those who may be at risk of radicalisation or being drawn into terrorism. Managers have received training on how and when to make a referral under these guidelines.

Storing Confidential Information

- Sharing of confidential information is prohibited in all circumstances except if permission is given or a child or person is in immediate danger of harm.
- All confidential information on children, families and staff are stored in secure locked office and are not removed from them unless permission is given.
- Learning journals and child's records are only to be worked on within the nursery and staff are not allowed to take them home under any circumstances.
- Learning journals and children's records can be shared with the child's next setting or other agencies working to support the child or family, only with permission from parents.



- Staff receive training on data protection on a 3 year rolling program.
- All confidential information held on the computer is password protected.
- Staff have strict guidelines to adhere to when using social networking sites to ensure the children are safe and protected from harm.
- All staff are forbidden to pass any details regarding a child or their family to anyone else but can ask for the enquirer's details to pass on.
- All records relating to children and families are stored in archives, off the premises for 21 years and three months.
- Any breach of confidential data must be reported to the ICO (Information Commissioners Office) immediately.

Collection of Children and Child Absence

- Children are only to be collected by parent/carers or persons stated on their registration form.
- In the case of looked after children we will seek guidance from the Local Authority or Foster parents as to who is permitted to collect the child.
- If a stranger or barred person tries to collect a child under the care of the Local Authority, we will treat the incident as an intruder in the building.
- Parents/carers must inform the nursery if anyone else is collecting their child for any reason.
- If we haven't met the collector before we would ask parents/carers for a password the collector can use for security purposes.
- If a person unknown to staff arrives to collect a child without us being informed beforehand, they will be asked to wait away from the children while parents are contacted to give permission.
- If parents/carers separate or divorce, we can only refuse permission for one parent to collect their child if a court order is in place and we have a copy of this.
- Staff will not allow a child to leave the nursery with a parent/carer who appears to be under the influence of alcohol or drugs.
- In the case of a child not being collected within their session time, we will make every effort to contact those stated on the registration form. We would expect carers to contact us if they expect to be late collecting for any reason.
- If the child has not been collected within one hour of their normal collection time and no contact has been made from parents/carers or others on the registration form, we are required to contact Social Services who will make alternative arrangements for the child.
- Under no circumstances do we allow staff to drop off or collect a child from the nursery unless it is their own child or we have permission from the child's parents or carers.
- Parents/carers will have a password allocated to their child which will be kept on their child's file and used when necessary.
- If a child is expected to be present at nursery and no call/email is received explaining their absence that day, the Manager in charge will call or message the parent/carer within 2 hours to seek an explanation for absence. If contact cannot be made the unexplained absence must be referred to the Safeguarding Lead.

Whistleblowing

- We operate with complete transparency and will fully investigate any concerns of issues staff or families may have regarding any aspect of care.
- Staff have regular opportunities to discuss any concerns or issues with the members of their team, Senior staff and members of the Management Team through supervision sessions, appraisals and reviews.
- Staff are given regular opportunities to discuss and review other staff practices and question these.
- Regular team meetings are held to ensure opportunities are taken to discuss practices within the setting and strategies to support children and their families.
- There are named support staff within the setting for advice and additional support to



deal with children with special needs and requirements and to ensure staffs work load is manageable.

- Any concerns raised by staff or families within the setting will be taken seriously and thoroughly investigated immediately.
- At all times during an investigation confidentiality will be maintained for everyone involved.
- If any staff member or parent/carer feels their concerns or issues are not being taken seriously or acted upon in an appropriate manner there are various other agencies they can contact for advice and support. These include:
 1. Hampshire Children's services 01329 225379
 2. Hampshire Safeguarding Children Partnership 0300 555 1384 (out of hours 0300 555 1373)
 3. LADO (for allegations against an adult) 01962 876364
 4. Ofsted: 0300 123 1231
 5. Ofsted Whistleblowing: 0300 1233 155
 6. NSPCC Whistleblowing Hotline: 0800 028 0285 or email: help@nspcc.org.uk

Intimate Care Policy

Little Meadows aims to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support.

In order to maintain the child's privacy, the majority of these actions will take place on a one-to-one basis and wherever possible will be supported by the child's keyworker, with the exception of the first aid treatment that will be conducted by a qualified first aider.

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.

All children will be treated with respect and dignity at all times. Children, whatever age, will be asked if it is ok to check their nappies, or to change their nappies. If a child needs any intimate care, they will be treated, again, with respect and dignity.

Through the following actions we will endeavour to support all parties:

- Promote consistent and caring relationships through the key person system in the nursery and ensure all parents understand how this works
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks
- Train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support
- Conduct thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines
- Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training



- Working closely with parents on all aspects of the child's care and education. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
- Ensure all staff have an up-to-date understanding of safeguarding and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner
- The setting operates a whistleblowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the nursery
- The management team regularly conducts working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines
- Staff will be trained in behaviour management techniques which will include using restraint techniques where required, e.g. if a child is likely to hurt themselves or others.
- The nursery conducts regular risk assessments on all aspects of the nursery operation and this area is no exception. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines please see the manager at the earliest opportunity.

Prevent Duty

At Little Meadows Nursery we are aware of the type of acts to look at for where adults and children may be drawn into terrorism, as children are vulnerable can be drawn into radicalisation and terrorism.

We will contact relevant bodies if we have any concerns following procedures by the Local Safeguarding Children Partnership required by the Children's Act 1989, the Early Years Foundation Stage and the Childcare Register Requirements.

Parents can see the local procedures on the Hampshire Safeguarding Children Partnership's website.

Relevant documents:

- Working Together to Safeguard Children 2018 - A guide to inter-agency working to safeguard and promote the welfare of children
- Worried a Child is being Abused - Advice for Practitioners 2015
- Inspecting safeguarding in the early years, education, and skills settings - May 2019, Updated September 2019
- The Statutory Guidance - Keeping Children Safe in Education - 2021
- Information sharing - July 2018
- Prevent Duty Guidance: for England and Wales and British Values 2015, updated 2019.

At Little Meadows Nursery, if we become aware of any signs and/or indicators we would contact the Prevent Duty Officer (Anti-Terrorist Hotline 0800 789 321), or Hampshire Children's Services (0300 555 1384), Professional Line (01329 225379) or email: prevent.engagement@hampshire.pnn.police.uk.



We will also contact the Department of Education if needed (020 7340 7264), or email: counter.extremism@education.gsi.gov.uk

Contact numbers:

Hants Direct Children's Services Department

0300 555 1384 (8.30am - 5.30pm).
Or 0300 555 1373 (out of hours)

Professional line

01329 225379

Hampshire Authority Designated Officer (LADO)

Barbara Piddington
barbara.piddington@hants.gov.uk
01962 876364

Police Child Investigation Unit

08845 045 4545 (child/children at immediate risk)

Prevent Duty Officer (National)

0800 789 321

Ofsted whistle blowing hotline

0300 123 3155