

Child Protection Policy (EYFS: 3.4-3.18, 3.19, 3.21, 3.22)

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Throughout The Lime Trees we aim to provide a culture of safeguarding which facilitates effective arrangements to;

IDENTIFY – children who may need early help or who are at risk of neglect, abuse, grooming or exploitation.

HELP – children to reduce their risk their risk of harm by securing the support they need, or referring in a timely way to those who have the expertise to help.

MANAGE – safe recruitment and allegations about adults who may be a risk to children.

This policy works alongside these other specific policies to cover all aspects of child protection:

- Online and Internet safety
- Human Trafficking, Modern Slavery, CSE and County Lines Policy
- Prevent Duty and Radicalisation
- Domestic Violence, Honour Based Violence (HBV) and Forced Marriages
- Looked After Children
- Use of mobile phones and cameras
- Staff conduct and behaviour / Staff behaviour policy
- FGM policy
- Professional abuse
- Inclusion & equality
- Intimate care policy
- Safe recruitment policy and procedure
- Bruising in non mobile babies policy
- Allegations against staff policy

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the 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.
-

(Definition taken from the HM Government document 'Working together to safeguard children 2018).

Policy intention

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Support staff to notice the signs of abuse and know what action to take
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

The setting aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- 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 by Nottinghamshire Safeguarding Children Partnership.
- 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
- Ensure that children are never placed at risk while in the charge of setting staff
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the setting premises including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the setting 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 issued by Nottinghamshire Safeguarding Children Partnership.

- Our designated person (a member of staff) who co-ordinates child protection issues is Gareth Degenhart 07766773723/ 0115 9313562 (24 hrs a day)
- Our designated officer who oversees this work or if you have a concern about the name above is: Operations Manager 0115 9313562
- In the event of either the Designated person or the Designated officer who oversees the work is not available then the Manager of the setting is also a designated safeguarding person and will contact follow any referral processes themselves

Contact telephone numbers

Local authority MASH team 0300 5008090

Email Mash.safeguarding@secure.nottsc.gov.uk

Local authority Designated Officer (LADO) Eva Callaghan: 0115 8041272.

Local Authority Out of Hours Team 03004564546

By post;

MASH

Mercury House

Little Oak Drive

Sherwood Business Park

Annesley

Nottinghamshire

NG15 0DR

NSPCC 0808 800 5000

Ofsted 0300 123 1231

Emergency police 999

Non-emergency police 101

Government helpline for extremism concerns 020 7340 7264

Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

What to do if you're worried a child is being abused (advice for practitioners) 2015.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

- Low self-esteem
- Wetting and soiling
- Recurrent nightmares
- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention.

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.

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 person and the setting manager.

Please also see bruising in non-mobile babies policy

Female genital mutilation

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 community¹. 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. We will ensure any signs of this in young adults or older children are followed up using the usual safeguarding referral process.

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.

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.

¹

If a child starts to talk openly to an adult about abuse they may be experiencing the procedure below will be followed:

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the nursery manager or DSL
- The matter will be referred to the local authority children's social care team (see reporting procedures).

Child sexual exploitation (CSE) & County Lines

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 & County Lines 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.

Please also see our Human Trafficking, Modern Slavery, CSE & County Lines policy

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.

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.

Domestic Abuse / Honour Based Violence / Forced Marriages

We look at these areas as a child protection concern. Please refer to the separate policy for further details on this.

Child Abuse linked to faith or belief, including witchcraft.

We understand there is a rise of child abuse cases linked to faith / belief or 'witchcraft'.

The issue is not confined to any one culture / faith / belief or country.

Not all who believe in witchcraft or spirit possession harm children or abuse children.

A range of factors can contribute to a child being abused for reasons of belief or faith;

- **Belief in evil spirits:** Belief in evil spirits that can 'possess' children is often accompanied by a belief that a possessed child can 'infect' others with the condition. This could be through contact with shared food, or simply being in the presence of the child.
- **Scapegoating:** A child could be singled out as the cause of misfortune within the home, such as financial difficulties, divorce, infidelity, illness or death.
- **Bad Behaviour:** Sometimes bad or abnormal behaviour is attributed to spiritual forces. Examples include a child being disobedient, rebellious, overly independent, wetting the bed, having nightmares or falling ill.
- **Physical differences:** A child could be singled out for having a physical difference or disability. Documented cases include children with learning disabilities, mental health issues, epilepsy, autism, stammers and deafness.
- **Gifts and uncommon characteristics:** If a child has a particular skill or talent, this can sometimes be rationalised as the result of possession or witchcraft. This can also be the case if the child is from a multiple or difficult pregnancy.
- **Complex family structure/changes in family structure:** Research suggests that a child living with extended family, non-biological parent or foster parents is more at risk. In these situations, they are more likely to have been subject to trafficking and made to work in servitude.

Our policy at The Lime Trees is for staff to flag any known practice amongst our families of Witchcraft or Paganism to the DSL for the company records. This is not in order to do a referral but so that the DSL is aware should any referrals need to be subsequently made.

Reporting Procedures

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding person for the company as soon as possible.

- Staff will report their concerns to the Designated Safeguarding Person at the setting (usually the manager). In the absence of the manager staff will report their concerns directly to the Designated Safeguarding Person for the company (Gareth Degenhart)
- ALL STAFF ARE TRAINED THAT IF THEY ARE NOT HAPPY WITH THE SUPPORT AND GUIDANCE FROM THE SAFEGUARDING OFFICER THEY CAN REPORT THE SAFEGUARDING CONCERNS STRAIGHT TO MASH.
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely
- If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded and the parent will have access to these records on request
- If there are queries/concerns regarding the injury/information given then the following procedures will take place:

The Designated Safeguarding Person for the company will:

- Contact the MASH team to report concerns and seek advice. If it is believe a child is in immediate danger we will contact the police. If the safeguarding concern relates to an allegation against an adult working or volunteering with children then the Designated Safeguarding Person for the company will follow the reporting allegations procedure (see below)
- Record the information and action taken relating to the concern raised
- Speak to the parents (unless advised not do so by LA children's social care team)
- The designated safeguarding person for the company will follow up with the Local Authority children's social care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2018). We will never assume that action has been taken.

Recording Suspicions of Abuse and Disclosures

Staff should make an objective record of any observation or disclosure, supported by the setting manager or designated safeguarding lead (DSL). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this, dated and kept in a separate confidential file. These records must be written within 45 minutes of the disclosure.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and Ofsted. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The setting expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local authority children's social care team/police 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 parents.

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.

Support to families

The setting takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.

The setting continues 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.

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 in line with guidance of the local authority with the proviso 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.

Retention period for child protection records

All child protection files and records are passed on to any new school or setting of which the child is attending. The child protection records are passed over to the safeguarding Lead or designated safeguarding person at the child's next setting. A Safeguarding Transition of documents form is completed by the settings manager and the Safeguarding lead at the next setting to confirm the

transfer of the documents. A copy of the transition of documents is kept in the settings Safeguarding folder.

Staff records

When a staff member terminates their employment with The Lime Trees their personal staff folder is taken to Head Office and handed to Helen Roebuck. The member of staff's personal details is stored securely at the Head Office for 2 years. After the 2 years all personal information of the previous employer is shredded.

Children's records.

When a child leaves The Lime Trees all of their personal details are transferred to Head Office where they are securely stored for 2 years. After the 2 years all of the personal information is shredded. (refer to the retention of child protection records in the Data Protection policy, and above in the Child protection policy)

This includes:

- Registration forms
- Consent forms
- Privacy notices

Referrals processes

Suspicious and Disclosures of FGM must be reported to police.

(Please refer to our FGM policy)

If a member of staff has a concern regarding radicalisation they must follow The Lime Trees normal safeguarding procedure.

The Prevent officer you can also contact is Michelle Wardle on 07525 226 877

You can also contact your local police force or dial 101 (the non-emergency number). They can talk to you in confidence about your concerns and help you gain access to support and advice.

Making a referral to the local authority MASH:

Telephone number: 0300 500 80 90- 8:30am until 5pm Monday to Friday.

Telephone number: 0300 456 45 46- Emergency DUTY Team.

Safeguarding concerns can be made to www.nottinghamshire.gov.uk/MASH

- THE REFERRAL NEEDS TO BE MADE WITHIN 24HRS and no longer than one working day after identification.
- We must make a referral if there is evidence that a child or an unborn baby:
 - Is suffering significant harm through abuse or neglect;
 - Is likely to suffer significant harm in the future.
- The timing of such referrals should reflect the level of perceived risk of harm as soon as possible and not longer than within one working day of identification or disclosure of harm or risk of harm.
- The Lime Trees has a 'Safeguarding Record folder (this folder is for templates and to fill individual cases)' and contains detailed procedures for making a referral to the MASH team, as well as a template form for recording concerns and making a referral.
- We keep a copy of this document and follow the detailed guidelines given.

The Lime Trees Safeguarding children and child protection – reviewed February 2021

- A child protection file is started as soon as we become aware of any concerns.
- All written child protection documents are kept in individual files.
- All child protection documents are stored securely separately from the child's general record.
- The child's general record is marked to indicate that they have a separate child protection file.
- All members of staff are familiar with The Lime Trees safeguarding folders and how to report safeguarding concerns to MASH.
- Staff member to contact Operations Manager (Deputy Designated officer) who will visit the setting the same day or within 24 hrs of being notified to ensure that all relevant documentation and records have been completed

Informing parents

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Nottinghamshire's Safeguarding Children's Partnership does not allow this.
- There shouldn't be a discussion or agreement not to be sought, if you do this would: Place a child at increased risk or significant harm, interfere with criminal enquiries and raise concerns about the safety of staff members.

Liaison with other agencies

- We work within the Nottinghamshire Safeguarding Children's Partnership guidelines.
- If we have further concerns/information regarding a child or vulnerable adult that have not been previously addressed by professionals involved in the care of the child/adult we will report this through our Designated Safeguarding Officer who will escalate the concern/information to the relevant authority
- We have a copy of the MASH posters displayed on all parents notice boards.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also recorded.
- If a referral is to be made to the local authority MASH department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.
- If any time we believe a criminal offence has been committed against a child we will also contact the police.
- Effective engagement with parents/the family is important as they are in a key position to spot signs of radicalisation.
- Partnership with schools that The Lime Trees works within to support and enhance their citizenship programmes.
- Work in partnership with the Early Help Unit to seek early intervention support for families who don't meet the criteria as outlined in the pathway to provision for children social care involvement.

Allegations against adults working or volunteering with children (please also see our separate policy on allegations)

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the setting premises regardless of whether the allegation relates to the nursery premises or elsewhere, the manager of the setting will call the Designated Safeguarding Person for the company (Gareth Degenhart) IMMEDIATELY so that we will follow the procedure below.

The Local Authority Designated Officer (LADO) and Ofsted will be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We follow the guidance of the Nottinghamshire Safeguarding Children Partnership when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the LADO (department to investigate). We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the Director and the LADO agree it is appropriate in the circumstances, the DIRECTOR will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.
- If there is an allegation regarding the Director the Deputy Officer- Operations Manager will work with the LADO and agree the circumstances that will be taken.
- Where a member of staff is dismissed or moved to a position where they do not have contact with children as a result of the allegations, the named Officer will ensure that they are referred To DBS by making an online referral <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>
- Please refer to the behaviour management policy to fully understand acceptable and unacceptable staff behaviour.
- Unfounded allegations will result in all rights being reinstated
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The setting retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the setting who is affected by an allegation, their colleagues in the nursery and the parents.

LADO - Local area designated person Eva Callaghan - telephone: 0115 8041272.

Senior officer for Dealing with Allegations against a member of staff or volunteer in: Gareth Degenhart 07766773723 (24hrs a day)

The Deputy Officer who oversees or in the absence of Senior Officer or if the allegations are against the name above is: Operations Manager 01159 313562

Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day so the nursery management are able to account for a child's absence.

If a child has not arrived at nursery within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the further emergency contacts will be used to ensure all parties are safe.

In order to monitor patterns of absence over a longer period of time, staff will complete an attendance log to show the reason for any absences for individual children. This will be kept in children's individual files.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safeguarded.

This should not stop parents taking precious time with their children, but enables children's attendance to be logged so we know the child is safe.

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 involve
- 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 (please also see safe recruitment policy)

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the setting to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We will obtain enhanced

criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children.

All staff will attend child protection training and receive initial basic child protection training during their induction period. 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. During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children's social care team and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have named person within the setting who take lead responsibility for safeguarding and co-ordinates child protection and welfare issues, known as the Designated Safeguarding Person, there is always at least one designated person on duty during all opening hours of the setting. These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The setting Designated Safeguarding Person will liaise with the local authority children's social care team, undertake specific training, including a child protection training course, and receive regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

There will always be at least one designated lead on duty at all times our provision is open. This will ensure that prompt action can be taken if concerns are raised.

- Our designated person (a member of staff) who co-ordinates child protection issues is Gareth Degenhart 07766773723/ 0115 9313562 (24 hrs a day)
- Our designated officer who oversees this work or if you have a concern about the name above is: Operations Manager 0115 9313562
- In the event of either the Designated person or the Designated officer who oversees the work is not available then the Manager of the setting is also a designated safeguarding person and will contact follow any referral processes themselves

Extremism – the Prevent Duty

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care. We have a Prevent Duty and Radicalisation policy in place. Please refer to this for specific details.

The Lime Trees Safeguarding children and child protection – reviewed February 2021

Online Safety.

We take the safety of our children very seriously and this includes their online safety. Please refer to the Online Safety policy for details on this.

Human Trafficking and Slavery

Please refer to our Human Trafficking and Slavery policy for detail on how we keep children safe in this area.

Toxic Trio

All our staff our training to understand the dangers involved in families who may have Toxic Trio present. It is our policy that any families that we know of where Toxic Trio may be present will flag this to our DSL.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Children Act (2004)
- Children Act (2006)
- Protection of Children Act (1999)
- United Nations Convention on the Rights of the child (UNCRC)
- Data Protection Act (2018)
- Children and Social Work Act 2017
- What to do if you're worried a child is being abused 2015

- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Disqualification under the Childcare Act (2006)
- Freedom of Information Act (2000)
- Counter Terrorism & Security Act (2015)
- Inspecting safeguarding in early years, education and skills settings from September (2019)
- Keeping children safe in education (2018)
- Safeguarding children in the early years
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017

Secondary legislation

- Sexual Offences Act (2003)

- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Race Relations (Amendment) Act (2000)
- Race Relations (Amendment) Act (1976) Regulations
- Equalities Act (2010)
- Data Protection Act (2018)

Further Guidance

- Working Together to Safeguard Children (2019)
- Prevent Duty guidance for England and Wales (2015)
- Counter Terrorism and Security Act (2015)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Practitioners' Guide (HMG 2015)
- 'Growing up neglected' Ofsted 2018
- Nottinghamshire County Council
 - Pathway to provision
 - Early intervention strategies
 - Nottinghamshire safeguarding children board
 - Multi agency safeguarding hub

NSPCC 0800 028 3550

www.nhs.uk/fgm

[Department of Education Child Sexual exploitation February 2017 – Definition and a guide for practitioners](#)

www.gov.uk/government/news/criminal-exploitation-and-county-lines-learn-from-past-mistakes-report-find

www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information

Additional information and support for online safety.

- Childnet: For a range of educational materials and resources for use with children, parents and teachers, including '[Social networking: a guide for teachers and professionals](#)' and '[Keeping young children safe online](#)'
- [DfE Data Protection Toolkit for Schools](#): For information on what schools need to do in order to comply with data protection regulations

- [Information Commissioners Office](#) (ICO): For information around data protection and GDPR
- Internet Matters: For a range of materials for parents and teachers, including for [pre-school](#) and [0-5](#)
- NCA-CEOP: Education resources for use with children, parents and professionals and advice on safeguarding children from sexual abuse, including www.thinkuknow.co.uk and the [CEOP Safety Centre](#)
- [NSPCC online safety](#)
- [Parent Zone](#): For a range of education materials and resources for use with children, parents and teachers
- [Parent Info](#)
- [UK Safer Internet Centre](#): For a range of education materials and resources for use with children, parents and [teachers](#), UK SIC helpline for professionals who are working with children and young people

Acceptable Use and Policy templates:

- www.kelsi.org.uk/child-protection-and-safeguarding/e-safety
- <https://swgfl.org.uk/products-services/online-safety/resources/online-safety-policy-templates/>
- safepolicies.lgfl.net

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. owner)	_____	