



## Safeguarding and Childcare Protection Policy and Procedure

**Clowns Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

*We are aware that the terminology in Keeping Children Safe in Education refers to ‘pupils or students’ throughout, but we have determined that keeping the term children, in our case, is more accurately reflective of our setting.*

This policy applies to all staff, including senior staff managers, paid staff, volunteers, agency staff, students or anyone working on behalf of Clowns Nursery.

### **Definition of Safeguarding**

Safeguarding is:

- providing help and support to meet the needs of children as soon as problems emerge.
- protecting children from maltreatment, whether that is within or outside the home, including online.
- preventing the impairment of children’s mental and physical health or development.
- making sure that children grow up in circumstances consistent with the provision of safe and effective care.
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children.
- taking action to enable all children to have the best outcomes.

### **10 principles of good Practice**

1. Keep clear and detailed records
2. Never make assumptions
3. Always share information
4. Don’t be afraid to challenge decisions
5. Consider convening a multi-agency meeting
6. Clear, concise and consistent communication
7. All need training to work with challenging and evasive parents
8. Support your staff
9. Safeguarding is everyone’s responsibility
10. Keep listening to the voice of the child

### **Everybody’s Responsibility: The 5 R’s**

- **R**ecognise – be vigilant, know the children you work with and be familiar with types and indicators of abuse
- **R**espond – never ignore concerns, signs or reports related to children’s wellbeing and safety; do not delay your response
- **R**eport – always report your concerns to the Designated Safeguarding Lead (DSL) or their Deputy
- **R**ecord – always make a record of what happened, your observations, any conversations you had with the child/parent/carer/colleague
- **R**efer – all cases where there is a concern about significant harm or risk thereof must be referred to Children’s Services via the MASH Team. This is usually done by the DSL, but everyone should be familiar with the process

All staff should be aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse or exploitation online as well as face to face. In many cases abuse

or exploitation will take place concurrently via online channels and in daily life.

**The purpose of this policy is to:**

1. Protect the children who use our services.
2. Provide staff members, volunteers, students and visitors with information and guidance to safeguard children.

Clowns Nursery believes that a child should never experience abuse or exploitation of any kind. We have a responsibility to promote the welfare of all children and to keep them safe. We are committed to practice in a way that protects them.

We recognise that:

1. The welfare of the child is paramount.
2. All children, parents and carers regardless of age, disability, gender, gender reassignment, race (including colour, nationality, ethnic or national origin), sex, sexual orientation, religion or belief, marriage and civil partnership, pregnancy and maternity have a right to equal protection from **all** types of harm or abuse.
3. Some children are additionally susceptible because of their level of dependency, communication needs or other issues (this links in with our SEND policy 13.4.1). We recognise that some “looked after” children may have suffered abuse or exploitation in the past or may be more susceptible to abuse or exploitation (see **6.1.3**).
4. Working in partnership with children, their parents, carers and other agencies is essential in promoting children’s welfare.
5. It is of vital importance that we hold a minimum of 2 contact details for each child in our care, for use in case of emergency.
6. It is essential for the nursery to monitor each child’s welfare. On the third day a child is absent from nursery the administration team will contact the family by phone or email to ascertain the reason for absence.

We will seek to keep children safe by:

1. Valuing them, listening to them and respecting them.
2. Adopting child protection practices through procedures and a code of conduct for staff and volunteers.
3. Providing effective management for staff and volunteers through supervision, support and training (all staff will go through mandatory safeguarding training every two years).
4. Providing annual training for our directors in line with our staff training. Our training seeks to provide them with the knowledge to ensure the safeguarding policies and procedures are effective.
5. Sharing information about child protection, good practice with children, parents, staff and volunteers.
6. Sharing concerns with agencies who need to know and involving parents and children appropriately.

It is a condition of registration with Ofsted that Clowns Nursery reports any case of suspected abuse or exploitation of children to the **Multi Agency Safeguarding Hub** within the borough the child resides, along with notification to OFSTED. To contact a duty social worker out of hours Tracy Landy or her deputy would call 020 8359 2000.

All staff are responsible for reporting any concerns that they may have directly to the Nursery Head or her deputy head, who are the Designated Safeguarding Leads. The situation will be discussed, and an agreed plan of action taken. **STAFF MUST NEVER DISCUSS WITH THE PARENT/CARER ANY CONCERNS IN RELATION TO CHILD PROTECTION.**

### **Designated Safeguarding Lead Responsibilities**

1. Acts as first point of contact for staff to raise any safeguarding or child protection concerns, or alert to any signs or indicators of abuse. In exceptional circumstances the DSL should be available to meet virtually. For example, via Skype or Teams.
2. Shares information with other agencies about children at risk of harm
3. Offers support to staff who work with children who are at risk of abuse, neglect or exploitation
4. Ensures relevant members of staff are informed about children who are susceptible
5. Manages allegations, including notifying all the governing bodies (Ofsted, LADO)
6. Staff training through induction, supervisions and appraisal
7. Involvement and attendance at child protection meetings
8. Overall responsibility for Online Safety, although we have also appointed an additional Online Safety Officer. The Online Safety Officer meets with all new staff as part of induction.
9. Review Safeguarding and Childcare Protection Policy and Online Safety Policy annually. This includes reflecting child on child abuse and special educational needs and disabilities (SEND).
10. Ensure they are able to identify signs of abuse, neglect or exploitation and recognise when it is appropriate to make a referral
11. Have a working knowledge of London Safeguarding Partnerships. This includes knowing how the Partnerships operate, asking for the correct individual before disclosing information, and the format of a child protection conference so that they can attend and contribute when required to do so.
12. Ensure all staff can recognise and report any concerns or allegations about adults' behaviour.
13. Be able to keep detailed, accurate and secure written records of concerns, discussions, decisions and / or referrals. This is to include their rationale for those decisions.

### Referrals of Child Abuse

If a child arrives with injuries, staff should:

- Ensure immediate medical attention is given if necessary.
- If possible, ask the parent / carer how the injuries on the child occurred.
- Use the Clowns Nursery **Record of Pre-existing Injuries form (6.3.2)** and **Body Chart (6.2.3)** to record the injuries, including diagrams, and discussions and explanations given. Staff should have a witness wherever possible.
- Recording of information is vital to ensure we are able to make an appropriate referral to the **Multi Agency Safeguarding Hub – Children's Social Care Services**. Information should be detailed and clear.
- If the staff member suspects the injuries have been caused by assault or by a failure to protect the child, the staff member must tell the Head or Deputy who will (without delay) contact the **Multi Agency Safeguarding Hub** within the borough the child resides, along with notification to Ofsted.

### Suspicion of Child Abuse

If through conversation or interaction with the child a staff member has cause to suspect physical, sexual or emotional abuse, exploitation or neglect of a child in their care, the procedure below must be followed:

- Listen to what the child says. The staff member should be comforting and sympathetic and ensure that the child feels as little responsibility as possible.
- It is vital that the staff member does not make any suggestions to the child regarding how the incident may have happened; therefore, the child must not be questioned except to clarify what he or she has said.
- The staff member should write down exactly what the child says (in their own words) and record which actions are of concern and what the staff member has said in response. The staff member must then sign and date the statement.

- Through observations of the child the practitioner may observe changes in the child's appearance, demeanour, or clothing, which may suggest a parent's attempt to change the child's gender identity.
- The staff member must not make assumptions about whom the allegations may concern. If another member of staff may be involved, then the following procedure would also need to be followed to ensure the safety of the child and other children.
- Inform the member of staff in charge about your suspicion. They will contact the **Multi Agency Safeguarding Hub** within the borough the child resides, along with notification to Ofsted, who will offer advice and support whenever possible, however, they will not be responsible for conducting enquiries into the allegation / suspicion.
- Once a child is referred to Children's Social Care Services, they will make an assessment of the child's needs.
- Staff members will consider any additional needs the child may have, such as issues with language or SEN.
- The nursery recognises that children can abuse their peers (child on child abuse). Our nursery ethos and the support and behaviour of our staff help to minimise this possibility, but should a child make an allegation of abuse of this nature it will be investigated thoroughly. It is expected that both parties, victim and perpetrator, are to be considered 'at risk' and will be supported equally whilst investigations are carried out, and the situation dealt with. If serious, the case will be referred to the MASH team.

#### Subsequent Action

Following a referral, enquiries will be undertaken by Children's Social Care Services and possibly the police. Staff may be required to provide statements and attend an initial protection conference.

#### Confidentiality

Need to know basis – all staff need to be aware that child protection monitoring may be in place without their knowledge and must always raise any concerns with Tracy Landy separately.

If it is considered necessary to report the concerns, the Duty Social Worker and/or police child protection officer will discuss the concerns with the family if necessary. This way the nursery can continue to work with the child.

#### Allegations Made Against a Staff Member, including supply or bank staff, volunteers, and contractors

In the event of an allegation being made against a member of staff, including supply or bank staff, volunteers and contractors, the procedure to be followed is listed below:

- The allegations procedure should be followed, and all concerns must be made in writing and addressed to Tracy Landy or the Deputy. The only exception is in the event that the concern is about the Head in which case, staff should contact the LADO.
- We have an obligation to contact the **Local Authority Designated Officer** within one working day, who will offer advice, guidance, and help to determine whether the allegation sits within the scope of procedures. This must be done before any investigation is started within the nursery.
- The LADO helps co-ordinate information, sharing with the right people, and will also monitor and track an investigation with the aim of resolving it as quickly as possible.
- The allegations will then be discussed with the member of staff and Clowns Nursery procedure discussed in detail. The member of staff against whom the complaint was made will be suspended from duty until the investigation has been carried out satisfactorily. Depending on the allegation a non-contact position may be found within the nursery, with the staff member being supervised.
- The authorities will then notify us of their findings and a decision would be made by management as to whether the staff member is to be re-instated.

It is important to remember that in the nursery the details of child protection issues are not discussed generally with the staff team. The information is shared on a need-to-know basis. This ensures that the child is not isolated and that the care parent is confident that the crisis is being dealt with without the

staff team discussing their personal business.

All staff must have two references and complete a self-declaration of health form confirming that they are fit both physically and mentally to work with children, and a fully completed clear status DBS check before starting work at the nursery. In addition, Clowns ensures all staff members have signed an annual declaration within which they are to disclose whether they are under any restrictions regarding working with children.

All staff have access to a list of the Regulations and what constitutes a disqualification to enable them to declare honestly and with full knowledge. If something is disclosed, they would then need to apply to Ofsted for a waiver, in order to continue working with children. Whilst awaiting Ofsted's decision the staff member would be placed on supervised duties. If the waiver was not granted, the staff member would be dismissed.

### **Reporting concerns**

If any staff member, student or trainee has concerns about any child with regards to child protection, they must bring their concerns to the attention of the head. At this stage the head, with the child's key person, will decide on the seriousness of the situation.

A decision will be made to either observe using our observational sheets or make a referral. If observations are being carried out, they should last no longer than four weeks.

The head will assess the situation and work with local agencies in Barnet such as:

- Local Prevent Co-ordinators
- The Police
- Channel Police
- Ofsted

It is important to note that it is the London Safeguarding Partnership (LSP) that sets out the procedures, but it will be the local agencies that the head would be working with.

Where possible parents will be informed but there may be exceptions. For example, if a child might be put at further risk, or in concerns of possible sexual abuse or exploitation. This is always a matter that is discussed as part of the referral and the social worker will advise.

Need to know basis: all staff need to be aware that a Child Protection monitoring may be in place without their knowledge and must always raise any concerns with Tracy Landy separately.

### **Low Level Concerns**

Please refer to the ***Low-Level Concerns Policy (5.4)*** for the full policy and procedure regarding low level concerns.

### **Contact Points**

The Department of Education has a dedicated telephone helpline (020 7340 7264). Concerns can also be raised by email to: [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

Depending on the seriousness of the concern OFSTED should be informed in writing at 'Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD'.

LSP – London Safeguarding Partnership

Contact details for all London boroughs - <https://www.londonscb.gov.uk/london-scb-contacts/>

## **Barnet**

Multi Agency Safeguarding Hub – Barnet 020 8359 4066  
Out of Hours 020 8359 2000  
MASH operates Monday to Thursday 9.00am – 5.15pm and Friday 9.00am – 5.00pm

Multi Agency Safeguarding Hub Team  
2 Bristol Avenue  
Colindale, NW9 4EW  
Email: [mash@barnet.gov.uk](mailto:mash@barnet.gov.uk)

Barnet Safeguarding Children Partnership  
Safeguarding Division  
Colindale Office  
2 Bristol Avenue  
Colindale, NW9 4EW  
Email: [bscp@barnet.gov.uk](mailto:bscp@barnet.gov.uk)  
Website: <https://thebarnetscp.org.uk>  
0-19 Service webpages: [www.barnet.gov.uk/0-19](http://www.barnet.gov.uk/0-19)

**If a crime has been committed or there is an immediate harm, the police will need to be contacted.**

Emergency Police 999/112  
National Police non-Emergency Number 101  
Multi Agency Safeguarding Hub – Camden 020 7974 3317  
Out of Hours 020 7974 4444  
Operation Encompass Domestic Abuse Helpline for staff in  
educational settings (Monday to Friday, 8am – 1pm) 0204 513 9990  
<https://www.operationencompass.org/>

**Ofsted** 0300 123 1231  
Whistleblowing Hotline (8am – 6pm) 0300 123 3155  
Email [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

**LADO** – contact Barnet MASH and ask for the  
Local Authority Designated Officer (Rob Wratten) 020 8359 5117  
[rob.wratten@barnet.gov.uk](mailto:rob.wratten@barnet.gov.uk)

**If it involves a member of staff, you need to call the LADO team of the borough in which the member of staff lives. This is in addition to calling the Barnet team.**

**NSPCC** helpline 0800 800 5000  
Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)  
Report online: <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/report/>

Contact the NSPCC helpline or information service for people who work with children to help find the latest policy, practise, research and news on Child Protection and related subjects.

**NSPCC FGM** Helpline 0800 028 3550  
Email [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)

In the event of a serious infringement around online safety, the local police would be contacted

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National Domestic Abuse Helpline

0808 2000 247

**Police Prevent Advice Line**

0800 011 3764

Police Prevent Team (referral line: Mon – Fri 8am – 4pm)

0207 601 2442

Email: [prevent@cityoflondon.police.uk](mailto:prevent@cityoflondon.police.uk)

NB: Where appropriate we will incorporate children’s awareness of their own safety within our curriculum.

*This policy should be viewed in line with: Online Safety Policy (7.1), Communications and Software Policy (7.1.1), Acceptable Use Agreement (7.2), Computer Access Policy (7.1.3), Mobile Phone Policy (7.2), Photography, Video and Imaging Policy (7.3), Confidentiality and Sharing of Information Policy (7.4)*

*Any allegations of ICT abuse or other unlawful activity should be reported immediately to the Designated Safeguarding Leads, who will ensure procedures outlined in this Safeguarding and Childcare Protection Policy are followed with immediate effect.*