

Nursery-Child Protection and Safeguarding Policy

N.B This policy forms part of our 'staff behaviour' policies

At Leaps and Bounds 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.

The safety and well being of all children are of paramount importance and it is the responsibility of all staff to promote good childcare practice and protect children from harm. To ensure this, child protection training is refreshed every three years, and DSL training will refresh every 2 years. Monthly staff meetings are carried where safeguarding will always be discussed for regular updates, staff practice is challenged by management and regular training is carried out. Staff have completed the channel awareness and ACEs training.

At Leaps and Bounds, all staff, visitors, students and agency workers are made aware of and adhere to this policy. All children will be actively listened to and treated with respect. 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.

WE WILL ENSURE THAT ARRANGEMENTS ARE IN PLACE FOR:

- All reasonable measures to be taken to minimise the risks of harm to children's welfare;
- All appropriate actions to be taken to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies;
- All persons working for Leaps and Bounds are considered to be in a position of trust and will be made aware of this policy during the induction process, including students and volunteers.

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Leaps and Bounds staff will often, by virtue of their day-to-day contact and knowledge of the children, be well placed to identify such abuse and offer support to children in need.

This policy has been written in line with government guidance specifically:

- 'Working Together to Safeguard Children 2018
- 'Right Help, Right Time Delivering effective support for children and families in Birmingham' 2020
- What to do if you are worried a child is being abused, March 2015
- Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
- General Data Protection Regulations Act 2018
- Keeping children safe in education, 2021
- The Prevent Duty (June 2015)
- Female Genital Mutilation Act 2003 as amended by the Serious Crime Act 2015
- Safeguarding Vulnerable Groups Act 2006
- Counter-Terrorism and Security Act 2015
- Children Act 1989 and 2004
- Childcare Act 2006
- Children and Social Work Act 2017
- Multi-Agency Child Sexual Exploitation Framework & Strategy 2015-18 (revised July 2018)
- Inspecting Safeguarding in Early years, Education and Skills settings 2019

Leaps and Bounds will operate under the relevant provisions of the Children Act (1989) and (2004) and the Birmingham Safeguarding Children's Board (BSCB) 0121 464 2612 www.lscbbirmingham.org.uk

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

In order to safeguard children and young people Leaps and Bounds expects all staff, volunteers, students and partners to use the following:

Right Help Right Time (RHRT) Delivering effective support for children and families in Birmingham. The framework provides everyone with clear advice about what to do and how to respond if a child and their family need extra support.

Early Help Assessment and Our Family Plan promotes more integrated multi agency working where information is shared and service planning and the delivery is co-ordinated and provided at an early stage to prevent family breakdown.

Information Sharing promotes multi -disciplinary and multi- agency working at an early stage in order to identify and provide services to children in need of additional support before their needs escalate.

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 2015).

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
- 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 nursery staff are aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

The nursery aims to:

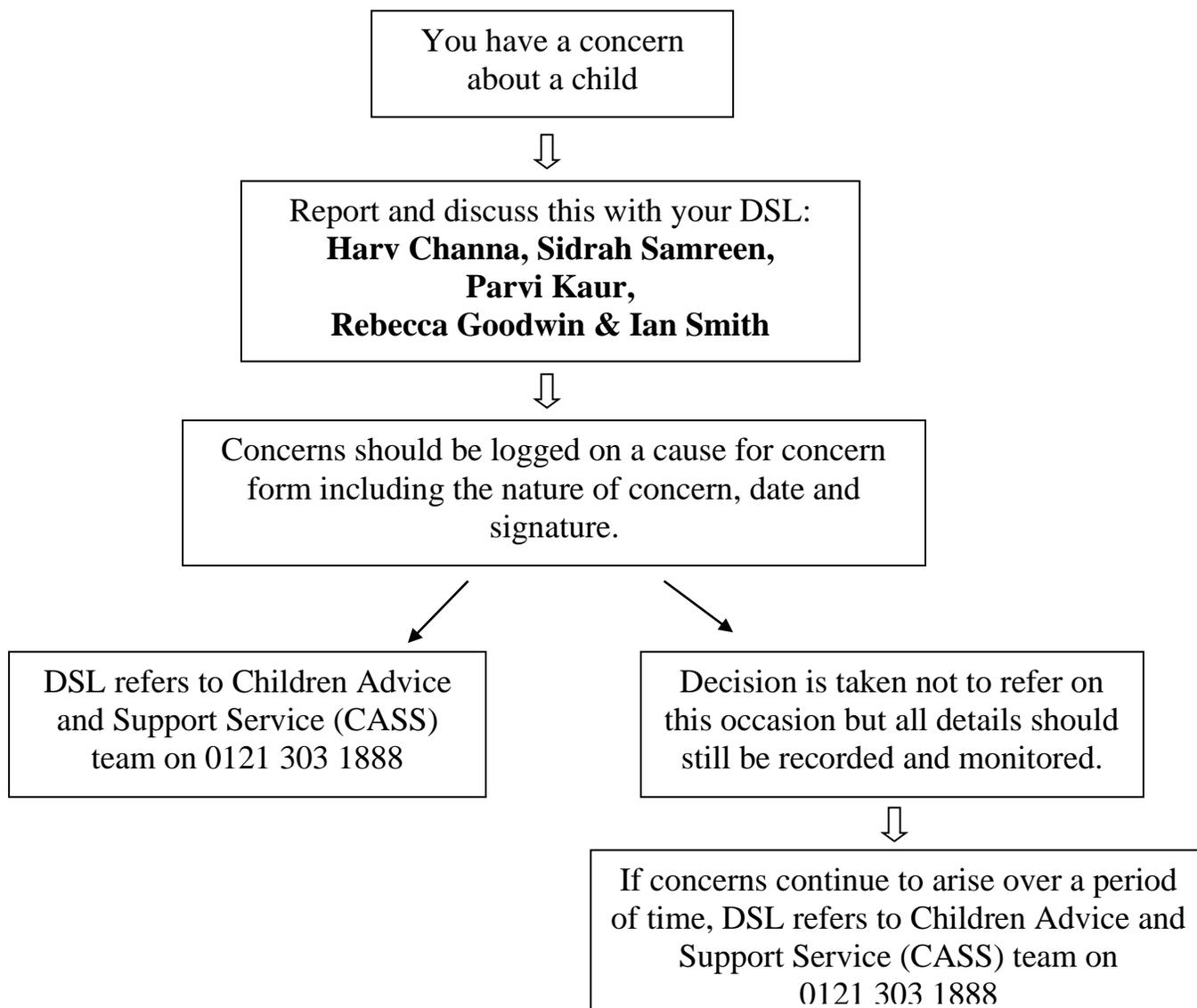
- Keep the child at the centre of all we do, providing a sensitive interaction that develops and builds children's well-being, confidence and resilience. We will support children to develop an awareness of how to keep themselves safe, healthy and have positive relationships.
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, 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 vulnerabilities in families; including the impact of toxic trio on children and Adverse Childhood Experiences (ACE's).
- Ensure staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Ensure that all staff feel confident and supported to act in the best interest of the child, maintaining professional curiosity around the welfare of children, 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 the **Birmingham** Safeguarding Children Board
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- 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, we refer to 'Safeguarding children and protecting professionals in early years settings: online safety considerations and use using appropriate filters, checks and safeguards, monitoring access at all times, maintaining safeguards around the use of technology by staff, parents and visitors in the setting.
- Ensure that children are never placed at risk whilst in the care of nursery 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 nursery premises including reporting such allegations to Ofsted and other relevant authorities, including the local authority.
- Ensure parents are fully aware of our safeguarding and child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the **Birmingham** Safeguarding Children Board.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

What to do if you have a concern about a child.

Abuse is defined as physical, emotional, sexual, verbal and neglect. Concerns with regard to the impact of domestic abuse on children will also be raised. Any concerns with the exception of sexual abuse will be raised in a sensitive manner with the child's carers.

Follow procedure below for all Child Protection concerns.



A Designated Senior Lead (DSL) will always be available

HOW TO CONTACT Children's Advice and Support Service (CASS)?

Monday to Thursday 08.45 – 17.15 and Friday 08.45 – 16.15 Via Telephone on: 0121 303 1888

Out of hours - Emergency Duty Team Via Telephone: 0121 675 4806

Staff will make a detailed record of all observations and discussions. This will include the concern, action taken and the outcome on the appropriate recording forms. This record will be factual and not opinion based.

Concerns

A concern that a child may be at risk of abuse is sufficient to justify making a referral to children social care. To make a referral go to <https://www.lscpbirmingham.org.uk/safeguarding-concerns> and click on 'Request for support form' or report an emergency directly to children's social care by telephoning the CASS on 0121 303 1888.

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:

Emotional states:

- Fearful
- Withdrawn
- Low self-esteem.
- Wetting and soiling
- Recurrent nightmares

Behaviour:

- Aggressive
- Oppositional habitual body rocking.

Interpersonal behaviours:

- Indiscriminate contact or affection seeking
- Over-friendliness to strangers including healthcare professionals
- Excessive clinginess, persistently resorting to gaining attention
- Demonstrating excessively 'good' behaviour to prevent parental or carer disapproval
- Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed
- Coercive controlling behaviour towards parents or carers
- Lack of ability to understand and recognise emotions
- Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

Below are some of the alerting signs and symptoms of abuse

Physical abuse

Most children collect accidental injuries and bruises from time to time, by falling or bumping into things for instance. Bruises caused in this way are likely to be on the external bony parts of the body such as the knees, shins, arms and elbows. A child who has fallen on its face may have a bruised forehead and nose or a cut lip. Most children who have developed language skills will be able to offer a certain level of description as to how they have hurt themselves and how the injury was caused.

The following circumstances are possible indicators of child abuse and should trigger further enquiries:

- Delay in the presentation of an injury
- An injury which is not consistent with the explanation given
- Changing or different accounts of how the injury occurred
- An unexplained injury
- Repeated minor injuries
- When an injury was knowingly not prevented
- When physical chastisement is observed

Types of bruising which may indicate child abuse include:

- Hand slap marks
- Marks evidently made by an implement
- Pinch or grab marks
- Grip marks

In a young baby this could indicate that the child has been shaken, risking injury to the brain:

- Bruised eyes
- Bruising to the soft tissue area where there is no bony prominence, e.g. tummy, ear lobes, neck, inner thighs and particularly on the back of the body
- Frequent bruising or serious injury which the child is unwilling to offer an explanation for, may be an indication of physical abuse or bullying
- Regular 'accidental bruising or injury' with or without a history of how the injury occurred may indicate a concern about the level of care and supervision a child is receiving.

Types of injury which may indicate child abuse include:

- Burns inside the mouth, inside arms and on the genitals
- Scalds where the child appears to have been 'dipped'
- Cigarette burns, burns with an object
- Bite marks
- Evidence of old or repeated fractures
- Torn skin inside the upper lip (frenulum) of a baby
- Bruises on a child who is not mobile
- Drowning
- Suffocating
- Shaking
- Poisoning

Sexual Abuse

Although there are some indicators relating to sexual abuse, in many cases this form of abuse is well hidden, with only the overt signs being a child's behavior in general towards an individual, and this may be attributable to many things unrelated to sexual abuse. This makes sexual abuse very difficult to identify. Sexual abuse involves forcing, or enticing, a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact,

including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Adult males do not solely perpetrate sexual abuse; women can also commit acts of sexual abuse, as can other children.

The following may be indicators of sexual abuse

- Bruising to breasts, buttocks, inner thighs and around the genital or anal area could be a sign of sexual abuse as well as physical abuse
- Pseudo-mature or sexually explicit behavior
- Continual open masturbation or aggressive play with peers (as distinct from normal sexual curiosity)
- Extreme use of sexually explicit language and or detailed descriptions/drawings of sexual activity
- Complaint of pains in tummy, bottom, vaginal areas with no medical explanation
- A sexually transmitted infection

The presence of the above in any child is of concern. Concerns such as these should be discussed with your Designated Safeguarding Leads.

Investigation of sexual abuse allegations requires very careful planning and co-ordination between MASH and the police, in this area of child abuse professionals are advised not to alert a parent to their concern before seeking advice from either the designated child protection officer and the MASH Access Team.

Neglect

Working Together to Safeguard Children defines Neglect as the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Neglect is a pattern not an event, so it is important to consider the standard of care the child receives over time' a pattern of neglect may be missed if each individual event is considered in isolation. Sharing information between professionals is vital to build a full picture of the child's circumstances.

The following maybe indicators of neglect:

- Faltering growth (failure to thrive) in babies and toddlers, without medical reasons
- Underweight or overweight
- Always dirty and smelly, with an unkempt physical appearance
- Consistently dressed inappropriately for the weather or always dresses in ill fitting shoes and clothes
- Responsibility for activity that is not age appropriate such as cooking, ironing caring for siblings alone or left home alone to self care
- Frequent accidental bruising or injury in young children indication poor supervision
- Always hungry
- Child left at home alone or with inappropriate carers
- Persistent non-attendance at school
- Child regularly not collected or received from centre care
- Failure to take up essential medical appointments

Emotional Abuse

Working Together to Safeguard Children defines emotional abuse as the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them

or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Behavioral problems in children are common and often reflect how a child is dealing emotionally with normal development and or significant events in their life such as, the separation of parents, bereavement, and birth of a new baby, illness of parent, a house move or change in school. Therefore associating behavioral difficulties with child abuse is complex. Children who are physically abused, sexually abused or neglected often have behavioral problems but these signs must be looked at in the context of the family circumstances and in conjunction with other indicators of possible abuse

The following are possible indicators of emotional abuse:

- A child who shows signs of depression or withdrawal
- Acting out aggressive behavior
- A child who is consistently reluctant to go home after nursery
- A child who struggles to engage in normal social activity and conversation with peers or adults
- Eating problems
- Sleep disturbance
- A child who runs away from home
- A child who displays fear of a particular person or situation
- Children who inflict harm on themselves
- A child who consistently experiences low warmth and high criticism from their parent/guardian
- A child with a very low self esteem and or who will consistently describe themselves in a very negative ways i.e. stupid, naughty, hopeless, and ugly. Children who show signs of regression
- A sudden unexplained change in the behavior of the child
- A fixed stare-this has been described as Frozen Awareness

Direct Allegations of Child Abuse

If a child or adult makes a direct allegation of abuse, or seems to be suggesting abuse but is not clear, you should quickly find a suitable place and do the following;

- Allow the person to speak freely
- Do not promise to keep an allegation a secret, instead tell the person that you will need to seek advice
- Do not question the child about the abuse: ask only questions which are necessary in order to clarify what the child is trying to tell you and the questions that will enable you to make the appropriate referral
- Record what the child or adult tells you
- Extreme care should be taken to avoid leading questions
- Don't discuss your concerns with anyone else except on 'a need to know basis'
- Do not ask your colleagues to come and look at bruises
- Remain calm and comforting
- Do not ignore what you have seen or heard
- Only use open ended questions
- Note dates,times,who was present, positions in the room, anything factual about the child's appearance
- These notes must be kept secure
- Always sign and date notes
- Never take photographs
- Never arrange medical examinations
- Never remove clothing

- Never tape record an interview/conversation

If children are disclosing information it is important to listen without asking questions. However you may need clarification in some instances in which case it is important not to ask leading questions but ask open ended questions (e.g. tell me what happened?) but care must be taken not to put words into a child's mouth (e.g. 'your mother/father must have made you very upset')

Remember

Always take the child seriously; this does not necessarily mean accepting everything the child says as fact. It is not your responsibility to decide whether the child has definitely been abused, it is your responsibility to refer if you are worried. If you have any suspicion or doubt then do not delay in notifying CASS. Make a record on the Cause for Concern Form indicating why you are concerned about the child's welfare. Contact CASS on the same working day and discuss your concerns/referral. State clearly that this may be a child protection issue.

Child on Child Abuse

Staff should be aware that children are vulnerable to abuse by their peers, and recognise that girls are more likely to be victims and boys perpetrators, and that all abusive behaviour should not be dismissed as normal between children. KCSiE 2021 states "a zero tolerance approach to abuse, and it should never be passed off as 'banter', 'just having a laugh', 'it's part of growing up' or 'boys being boys' as this can lead to a culture of unacceptable behaviours and an unsafe environment for children." Though there may be no reported cases staff need to recognise the indicators and signs as this may still be taking place, these include;

- Bullying (including cyberbullying)
- Physical abuse – includes hitting, kicking, shaking, hair pulling, biting and other physical harm.
- Sexual violence and harassment – includes rape, assault by penetration, sexual comments, remarks, jokes
- Sexting - includes sending 'nude pics', 'rude pics' or 'nude selfies'. Pressuring someone into sending a nude picture can happen in any relationship and to anyone, whatever their age, gender or sexual preference.
- Initiation/hazing type violence and rituals – may include activities involving harassment, abuse or humiliation used as a way to get a person into a group.
- Upskirting – involves taking pictures under a person's clothing without permission to view their genitals for sexual gratification, causing the victim humiliation and/or distress.
- Abuse with intimate partner relationships.
- Sexual activity without consent– forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party

Procedures

Staff should deal with the abuse immediately but sensitively. It is necessary to gather all the information as soon as possible to get the true facts around what has occurred as child(ren) may forget. It is equally important to deal with the situation appropriately, think about the language used and the impact of that language on the children.

Staff should support the child(ren) in a calm and consistent manner, they should not be prejudiced, judgemental, dismissive or irresponsible in dealing with such sensitive matters. Statements should be taken separately using consistent language and open ended questions only to clarify. Once all the information has been collated, it will need to be recorded on a cause for concern (factual only) and reported to the Nursery DSL. **A thorough investigation will be carried out with all points considered i.e. the age difference between the children involved, what effect it has had on the child, was the incident observed by a staff member, is the same explanation given about the incident, if bullying has it been repetitive, are they aware of body parts, do they understand what they have done, are they repeating behaviour they have witnessed or heard about.** If there is uncertainty about the risks of the abuse then contact CASS for further advice, or risk of significant harm a referral will be made to CASS (where a crime has been committed the police should be involved also). Parents of the victim and perpetrator will be informed of the incident; this should be done face to face as the nature of the incident could cause fear and anxiety to parents, whether their child is the child who was harmed or who harmed another.

Parents who feel they or their children are being bullied should address the matter through the complaints procedure.

Leaps and Bounds Nursery have an open environment where individuals feel safe to share information about anything that is upsetting or worrying them. This can be strengthened through a strong and positive EYFS curriculum subject Personal, Social and Emotional Development (children discussing room rules, group time, PANTS campaign), British Values and partnership with parents. To enable such an open and honest environment it is necessary to ensure the whole nursery team feels confident and enabled to talk about issues and challenge perceptions including use of inappropriate language and behaviour towards one another. The nursery will provide an enabling and proactive environment to minimise opportunities for bullying.

The support required depends on the individual.

Victim –It may be that they need counselling. The individual must continue to be monitored and offered support should they require it in the future. If the incidents are of a bullying nature, the individual may need support in improving peer groups/relationships with individuals or some restorative justice work with all those involved may be required.

Perpetrator - In this circumstance it is important to find out why the individual has behaved in such a way. It may be that the individual is experiencing their own difficulties and may even have been harmed themselves in a similar way. In such cases support such as one to one mentoring or counselling may also be necessary. Particular support from identified services may be necessary through an Early Help Assessment referral and the individual may require additional support from family members.

Once the support required to meet the individual needs of the individual has been met, it is important that individual receives a consequence for their behaviour. This may be in the form of restorative justice e.g. making amends with the individual they have targeted if this has been some form of bullying. In the cases of sexually harmful behaviour it may be a requirement for the individual to engage in one to one work with a particular service or agency (if a crime has been committed this may be through the police. If there is any form of criminal investigation on-going it may be that this individual cannot be educated on site until the investigation has concluded. In which case, the individual will need to be provided with appropriate support and education whilst off site.

Even following the conclusion of any investigation the behaviour that the individual has displayed may continue to pose a risk to others in which case an individual risk assessment may be required. This should be completed via a multiagency response to ensure that the needs of the individual and the risks towards others are measured by all of those agencies involved including the individual and their parents. This may mean additional supervision of the individual or protective strategies if the individual feels at risk of engaging in further inappropriate or harmful behaviour. It is important to ensure that the individual do not engage in any further harmful behaviour either towards someone else or to themselves as a way of coping (e.g. self-harm). In which case, regular reviews with the individual following the incident(s) are imperative. Leaps and Bounds Day Nursery may also choose a punishment as a consequence such as exclusion or internal exclusion/inclusion/seclusion for a period of time to allow the individual to reflect on their behaviour.

Parental Behavior which may cause concern

Child protection concerns may also arise related to:

- Domestic Violence
- Substance misuse by parents
- Female genital mutilation (FGM)
- Fabricated or induced illness
- Child Sexual Exploitation (CSE)
- Breast Ironing
- Modern Slavery and Human Trafficking

Domestic Abuse

The Home Office defines domestic violence as ‘Any incident of threatening behavior, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality’. Staff can signpost anyone experiencing domestic violence to our Family Support Team.

Domestic Violence is coercive, intimidating behavior designed to establish and maintain dominance and control over an intimate partner or family/household member. This pattern of behavior, without effective intervention, can escalate in frequency and severity.

3.3 Although both men and women can be victimized in this way, a greater proportion of women experience all forms of domestic violence, and are more likely to be seriously injured or killed by their partner, ex partner or lover. For this reason, the victim is usually referred to as 'she' and the aggressor as 'he', but practitioners should be aware that other patterns are possible including violence in same sex relationships.

3.4 Situations may also arise in which a young person abuses a parent. This would not constitute a child protection issue: but it may suggest that the young person has significant unmet needs. Practitioners should be alert to the possible effect on younger siblings.

3.5 Domestic violence rarely exists in isolation. Many parents also abuse drugs and alcohol; experience poor physical and mental health; have a history of childhood abuse; and have grown up in care. This increases the difficulties that parents experience in meeting the needs of their children, and the likelihood that the children will experience neglect and abuse.

Relevance to Child Protection

4.1 Domestic violence has an impact on children in a number of ways:

- Violence may commence or escalate during pregnancy and injuries to the abdomen are common, with consequent risk to the unborn child.
- There is evidence to suggest an increased incidence of both physical and sexual abuse of children in households in which a woman is being abused
- An abusive man may threaten to harm a child in order to coerce the mother to meet his demands
- An abused parent may prioritize their partner's needs over those of the children in an effort to avoid outbursts of violence, and may be forced to punish her children more harshly than she would want to.

Domestic violence impacts on parenting capacity through physical injury, lack of sleep, loss of confidence, loss of authority, isolation and increased use of medication and alcohol.

- A child may get in the way of an attack on a parent, or may be injured in trying to protect a parent.
- Witnessing and living with domestic violence is abusive in itself; most children of abused parents/carers know of the abuse and may show the effects of this emotional abuse. The definition of 'harm' used in care proceedings under the Children Act 1989 includes impairment caused by seeing or hearing the ill treatment of another person.
- The risk of violence may increase at the end of the relationship, and when parents are no longer living together, the perpetrator may use the arrangements for contact with the child to commence or continue a pattern of violence.

ANY CHILD WHO IS LIVING WITH DOMESTIC VIOLENCE IS LIKELY TO BE IN NEED OF SERVICES TO PROMOTE THEIR WELFARE, AND MAYBE IN NEED OF PROTECTION.

Female Genital Mutilation (FGM)

FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. Some ethnic groups practise this form of physical abuse as a cultural ritual. When the procedure happens is dependent on the community and it may occur shortly after birth, during childhood; during adolescence, just before marriage or during a woman's first pregnancy. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, urinary infection, septicaemia, incontinence; difficulties in childbirth, causing danger to the child and mother; and/or death.

Leaps and Bounds Day Nursery are alert to the possibility of a girl being at risk of FGM, or having suffered FGM. There is a range of potential indicators that a child or young person may be at risk from FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practice FGM as a cultural ritual. Practitioners at Leaps and Bounds Day Nursery must always show sensitivity when approaching the subject and should activate Birmingham's safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

The following symptoms may be an indication of FGM:

- Bleeding

- Painful areas
- Acute urinary retention
- Urinary infection
- Wound infection
- Septicemia
- Incontinence
- Vaginal and pelvic infections with depression and post-traumatic stress disorder as physiological concerns.

Five signs to look out for

1. The family belongs to a community which practices FGM
2. The family are making plans to go on holiday / requested extended leave from school
3. The child talks about a forthcoming special celebration
4. The child / woman may have difficulty walking or sitting
5. Their own mother or other siblings have had FGM
6. The child/woman has a change of behaviour/ withdrawn

Call police on **101** if you have information about FGM, believe a child may be at risk or feel your child being cut and out of control. In an emergency, dial **999**.

Alternatively contact Crime stoppers anonymously on **0800 555 111** or the NSPCC's FGM Helpline on **0800 028 3550**

Fabricated or Induced Illness

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. The parent or carer may seek out unnecessary medical treatment or investigation, they may exaggerate a real illness and symptoms or deliberately induce an illness through poisoning with medication or other substances or they may interfere with medical treatments. Fabricated illness is a form of physical abuse and any concerns will be reported, in line with our safeguarding procedures. 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.

Procedure:

- All signs of marks/injuries to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member
- The incident will be discussed with the parent at the earliest opportunity, where felt appropriate
- Such discussions will be recorded and the parent will have access to such records
- If there appear to be any queries regarding the injury, the local authority children's social care team will be notified in line with procedures set out by the Birmingham Safeguarding Children Board (BSCB).

Child Sexual Exploitation (CSE)

What to do if you're worried a child is being abused defines Child sexual exploitation as "...a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Sign for staff, volunteers, students and visitors to look out for:

- Children who appear with unexplained gifts or new possessions;

- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late;
- Children who regularly miss school or education or don't take part in education.

As part of our safeguarding procedures, we will also ensure that staff and students are safeguarded from sexual exploitation.

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.

However there are long term effects caused to women such as malformed breasts, difficulty to breastfeed severe chest pains, infections, cysts, itching, tissue damage, severe fever and abscesses. 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 above safeguarding referral process - 'if you have a concern about a child.'

Child Criminal Exploitation (CCE)

Child Criminal Exploitation (CCE) can be described as when an individual, or group, takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

They are likely to exploit children and vulnerable adults to move the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Signs that a child may be involved in county lines could be a change in behaviour, suddenly having more money or possessions; change in friendship group, withdrawing from family life, sudden change in appearance; unexplained physical injuries, staying out late or a lack of interest in school and previous positive activities.

Cuckooing

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home.

If we recognise any of these signs, we will report our concerns as per our reporting process.

Contextual safeguarding-

As young people grow and develop they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online. As part of our safeguarding procedures we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

Modern Slavery and Human Trafficking

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

Modern slavery is a term that covers:

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

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

- Whistleblowing
- Equality and inclusion

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

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

Signs of abuse

Action should be taken if they appear to have some of these possible signs including; under the control of someone else and reluctant to interact with others, the victim has few personal belongings and wear the same clothes every day or wear unsuitable clothes for work. The victim is not able to move around freely and is reluctant to talk to strangers or the authorities including appearing frightened, withdrawn, or show signs of physical or psychological abuse.

Procedure

When a concern is raised regarding the above, Leaps and Bounds will follow their safeguarding procedures to report this, however if as a nursery we feel the child is in immediate harm the police will be called.

Procedures and Recording

1. It is our Nurseries policy and duty to provide an environment, which enables both staff and parents/carers (and where able to children) to report any concerns that they may have. For children who arrive at nursery with an existing injury, a form will be completed along with the parent's/ carers explanation as to how the injury happened. Staff will have professional curiosity around any explanations given, any concerns around existing injury's will be reported.
2. It is policy for the procedure to be written down and accessible to staff and parents/carers
3. All staff must be alert to the possibility of abuse by anyone with whom the child has contact with, including parents,relatives, friends and members of staff
4. Through own/others observations all staff will report to the manager on duty/deputy any causes for concern e.g. behaviour,emotional,physical signs, bruises/injuries, failure to thrive etc
5. The staff member identifying the child protection concern must make a detailed recording of what they have observed or have been told and pass this to the Designated Safeguarding Lead (DSL) who will refer this appropriately.
6. The staff member will record; the reason for the concern and the action taken.

In recording staff should:

- Differentiate between fact and opinion
 - Note facts accurately and clearly
 - Identify sources of information
 - Use Body Maps
7. The Designated Safeguarding Lead (DSL) on duty will follow procedures for making a referral using a 'Request for Support Form'. If a concern arises out of normal office hours it must be referred to the **Emergency Duty Team on 0121 675 4806** Weekdays: before 8.45am and after 5.15pm (Monday to Thursday)
Weekends: After 4.15 pm on Friday to 8.45 am on Monday. **Available all Bank Holidays.**
- 8 After making the referral to the CASS Team, the DSL will await instruction from the social worker e.g. what (if anything) is to be said to the parent/carer
- 9 If the manager on duty is implicated in the alleged abuse the staff member must inform the **Early Years Consultant** on: **0121 675 4996** or **0121 675 1943** Monday - Friday between 8am - 6pm. Out of hours is the **Early Duty Team on 0121 675 4806**
- 10 Please remember that staff/parents should listen to what the child has to say or concern expressed by others. Never dismiss a child/parent/carer and others.
- 11 All staff to be informed of which children are on the Child Protection Register
- 12 Staff should always comply with the policy of confidentiality.
- 13 It is the staff members responsibility to keep regular recordings on each child and keep reports updated
- 14 All accidents/incidents at the nursery are to be recorded and reported to Management, and parents/carers must be informed
- 15 The DSL will attend any meetings e.g. case conference, Child in Need meetings, Child Protection meetings etc.
- 16 Support will be given to staff through training and supervision
- 17 All procedures comply with the Children Act 1989 and 2004
- 18 Always refer to Birmingham Safeguarding Children's Board (BSCB) **0121 464 2612**
www.Bscbbirmingham.org.uk and 'What to do if you're worried a child is being abused' document (See staff notice board)

Concerns about a person in a position of trust

- If a concern arises against any person in a position of trust, that raises a query as to their suitability to work with children (this may include cleaner/cook/gardener/student/staff member or volunteer) we will immediately take the person to one side and inform them an allegation has been made against them
- We will not at this point tell the person the nature of the allegation
- We will remove said person from any direct contact with children (this may mean suspension without prejudice according to employing bodies policy)
- We will ensure someone in the organization is designated to offer support to the member of staff
- If the parent of the child is not already aware of the concern, we will immediately inform them (if at all possible we will try to ensure confidentiality of all parties involved)
- The concern will be reported to the Nursery Manager/Deputy and record onto an incident form

- We will contact the LADO on **0121 6751669** and inform **OFSTED on 0300 123 1231**.
- A Management of allegations against a person in a position of trust referral form will be given to complete which will then be sent to the Local Authority Designated Officer (LADO) on the email provided.
- The staff member identifying the child protection concern must make a detailed recording of what they have observed or have been told.
- The staff member will record; the reason for the concern and the action taken

In recording staff should:

- Differentiate between fact and opinion
- Note facts accurately and clearly
- Identify sources of information
- Use body maps

Checklist for protection of staff against allegations

- Always offer support rather than assume it is needed
- Treat children with dignity and respect
- Be as public as you can
- Always avoid unnecessary physical contact
- If a child is distressed physical contact may be given but discretion should be used over the level and justification
- Avoid one to one in an isolated area
- Always ensure other staff know where you are

Early help services

When a child and/or family would benefit from support but do not meet the threshold for Local Authority Social Care Team, a discussion will take place with the family around early help services.

Early help provides support as soon as a concern/area of need emerges, helping to improve outcomes and prevent escalation onto local authority services. Sometimes concerns about a child may not be of a safeguarding nature and relate more to their individual family circumstances. The nursery will work in partnership with parents/carers to identify any early help services that would benefit your child or your individual circumstances, with your consent, this may include family support, foodbank support, counselling or parenting services.

Whistle Blowing

This policy is underpinned by the commitment of all staff to ensure that all services:

- Are quality services
- Promote safe environments and working practices
- Are accountable, open and honest
- Promote equality of opportunity, dignity and respect
- Protect the most vulnerable

However, there may be situations where a member of staff, volunteer or trainee has genuine concerns from hearing, seeing or otherwise learning of an alleged wrong-doing relating to another member of staff (or volunteer or trainee) within the setting. In this situation and under the terms and provision of the Public Disclosure Act (1998) they will be duty bound to disclose their concerns.

Under the Act, the individual raising the concern has the right to speak freely without fear of persecution, victimization or dismissal. Victimization of an individual or an attempt to prevent disclosure will be considered as a serious disciplinary offence and treated accordingly.

Concerns can be disclosed to Nursery Manager or the Directors. The manager will then act promptly and efficiently to deal with the concern raised. Written accounts will be kept of all stages/ outcomes of an investigation.

There are a range of concerns that can be raised using this policy, including:

- A criminal act
- A failure to comply with a legal obligation
- Abuse or neglect of vulnerable service users
- Failure to deliver proper standards of service
- Financial malpractice – evidence of suspected fraud
- Corruption
- Bullying or victimisation of service users, staff or volunteers
- A miscarriage of justice
- A danger to health and safety

Individuals may bring forward other types of concerns that do not seem to fit into any of these categories. Sometimes the concerns may be more appropriately addressed through other policies. This may be discussed further with the manager to whom the concern was raised. Where a concern relates to the safety and wellbeing of children then this will be dealt with under relevant child protection (Person in position of trust) procedures.

Leaps and Bounds Day Nursery will treat all concerns raised in good faith and on reasonable grounds seriously and will investigate in a full, fair and confidential manner, even if the allegation later turns out to be unfounded. Concerns cannot be received anonymously as this will not enable issues to be clarified in an investigation of the matter. It also minimises the opportunity for malicious reporting. Any incident of malicious reporting will be considered as a serious disciplinary offence and treated accordingly.

The manager will act upon any investigation and findings where there are organisational issues that arise (*find full policy under whistleblowing policy*)

Online Safety

Leaps and Bounds ensure that children are safeguarded from potential harm and inappropriate online material. As digital technology has become more advanced and easier to use, it is increasingly likely that children and their families will be using these as part of their everyday family life. It is therefore very important that Leaps and Bounds Day Nursery staff; volunteers, students, visitors to the setting, parents/guardians and children consider the impact such technology may have.

Digital technology has increased the potential for cameras and images to be misused and inevitably there are concerns about the risks to which children may be exposed. However, we understand and are aware that the behaviours of individuals using the technology present the risk, not the technology. The issues with online safety can be categorised into four areas of risk:

- Content – being exposed to illegal, inappropriate or harmful content such as pornography, racism, self-harm, suicide, radicalisation and extremism.
- Contact – subjected to harmful online interaction through peer to peer pressure, adults posing as children or young adults with the intentions to groom or exploit for sexual/criminal/financial purposes.
- Conduct – online behaviour that increases the likelihood of harm; i.e. sending and receiving explicit images which includes consensual/non-consensual sharing of nudes, semi nudes and pornography.
- Commerce – online gambling, phishing, financial scams.

Leaps and Bounds do not permit mobile phones in the base rooms. Staff mobile phones are switched off and stored in the nursery office during working hours, these can only be used in the staffroom away from the children during designated breaks. If any staff member observes another staff member or student/volunteer using their mobile while in the presence of the children, they should explain this policy to them and report this to the manager/deputy immediately. The Manager or Deputy Manager in her absence reserves the right to check the image contents of a

member of staffs mobile phone should there be any cause for concern over the appropriate use of it, should any inappropriate material be found then the Police will be contacted immediately.

We request that parents and visitors do not use their mobile phones within the Nursery, if an urgent phone call needs to be taken then it must be in the welcome area away from the children.

Ipads/ Tablets

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs/videos are taken and stored appropriately to safeguard the children in our care. All photographs/videos taken should be relevant and purposeful.

- Staff should not bring their own cameras/ipads into the setting; all photos of the children should be taken on a designated camera for the sole use of the setting with a designated place for storage. (cupboard in office)
- Upon registration we gain permission from parents to take photographs of their child, if permission has not been granted then photographs of this child will not be taken. All staff will be made aware of this. (See registration documents)
- We will only take photographs of children for a valid reason e.g. to promote children's learning and development.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager or Deputy Manager. If photographs need to be taken in a bathroom e.g. photographs of children washing their hands, then the Manager or Deputy Manager must be asked first and staff supervised whilst carrying out this kind of activity.
- From time to time the setting may be involved in promotional activities e.g. development of website/brochure, newspaper articles; we will always ensure that only children with permission gained for that particular activity are photographed/videoed. We will seek assurance that printed images and videos will be stored securely or deleted (See registration form). Parents/guardians can withdraw permission at any time, in this case all relevant images/videos will be removed and disposed of and records will be updated accordingly.
- All tablets/ipads are to be signed in and out by a member of management and a responsible staff member at the start and end of every day. Cameras/laptops/ipads/tablets will remain in the locked office over night.
- Room leaders are responsible for the usage of the camera/ipad/tablet within the room, it should always be located in a designated and visible area in the room.
- All images are to be deleted from the camera at the end of every month with a member of management present. This will be monitored by the Data Protection Officer.

Special Events – Photographs and Video Recording

At special events parents will be informed that they will be unable to take photographs and video recordings of their children unless we have obtained written permission from all parents consenting for photos to be taken by others.

As a setting we will take photographs using the Nursery cameras and then distribute these to parents after the event.

Computers/Internet Usage

Today's children are more knowledgeable than previous generations in understanding the workings of computers and in finding their way around the internet. Whilst we would not wish to prevent children from developing ICT skills we must be wary of the hidden dangers that face children in using the internet.

- Staff need to ensure that children who access the internet are protected from accessing unsuitable sites.
 - Staff accessing the internet on work premises will only do so if it is directly linked to their work being able to give sufficient reasons for access.
 - Memory sticks are to be stored in the Nursery office overnight.
 - Youtube to not be used however kidstube for videos/songs
- (Please see full acceptable internet use policy)*

Social Networking Sites

Leaps and Bounds feel that restrictions need to be placed on staff, students and volunteers when they access social networking sites. The Nursery has a high reputation to upkeep and comments made on sites such as 'Facebook', 'Twitter' etc could have an impact on how parents using the setting view the staff.

This guidance seeks to remind staff of their professional boundaries and actively discourages them from having parents as their friends on social networking sites. This is difficult when a friend of a staff member becomes a parent at our organisation. We do however; seek assurance from staff that they do not discuss any matters, in any capacity, in relation to the setting with said parent/friend. Staff must not post anything onto social networking sites such as 'Facebook' that refer in any way what so ever to our organisation (or stating that you work for a Day Nursery), or to the staff, parents, visitors or children that attend our provision Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery. Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed, which could result in dismissal.

Policy Review

The Child Protection policy will be reviewed annually or in response to changes in legislation or within the setting.