

## **1.1 Safeguarding Children and Child Protection**

### **Policy Statement**

Baker Street Nursery and Pre-school works with children, parents, staff, the community and external professionals to ensure the rights and safety of children and to give them the very best start in life. Our Safeguarding Policy is based on the three key commitments of safeguarding: creating a 'culture of safety'; responding promptly and appropriately to all incidents or concerns of abuse and promoting awareness of child abuse issues.

### **Procedures**

To ensure we meet the three commitments of our policy, we carry out the following procedures.

#### *Creating a Culture of Safety*

Baker Street Nursery and Pre-school are committed to creating a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

#### *Staff and Volunteers*

Our designated person who co-ordinates child protection issues is Shannon Stephens.

Our designated officer who oversees this work is Shannon Stephens.

- We ensure that all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues through regular training and sharing interim updates where applicable.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for post within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosures' checks with the Disclosure and Barring Service before posts can be confirmed. All staff members are on the update service and undergo regular DBS checks.
- Where applicants are rejected because of obtaining information that has been disclosed, applicants have the right to know and challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Disclosure and Barring Services checks for stand and volunteers, to ensure that no disqualified person or unsuitable persons works at the setting or has access to the children.
- Volunteers and students do not work unsupervised.

- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
  - The criminal records disclosure reference number
  - The date the disclosure was obtained; and
  - Details of who obtained it.
- We inform all staff that they are expected to disclose any convictions, cautions, court dates or reprimands and warning which may affect their suitability to work with children (whether received before or during their employment with us).
- All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about you and your child with other agencies.
- We abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unauthorised access to the children.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents give permission through Family and have access to records holding visual images of their child.

#### *Responding Promptly and Appropriately to all Incidents or Concerns of Abuse*

Baker Street Nursery and Pre-school are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG, 2006).

#### **Responding to Suspicions of Abuse**

- We acknowledge that abuse of children can take different forms: physical, emotional, neglect and sexual.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
  - Significant change in their behaviour;
  - Deterioration in their general well-being;
  - Their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
  - Changes in their appearance, their behaviour, or their play;
  - Unexplained bruising, marks or signs of possible abuse or neglect; and
  - Any reason to suspect neglect or abuse outside of the setting.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.

- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation; that may affect, or may have affected, children and young people using our provision.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns.
- Where such evidence is apparent, the member of staff with the concern will make a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the designated person. The information is stored on the child's personal file on Famly.
- We refer concerns to the local authority children's social care department (The Access and Response Team) and co-operate fully in any subsequent investigation. In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board.
- In-line with a 2018 update from South Gloucestershire, all non-mobile babies (pre crawling) with an injury should be referred to the local authority children's social care department (The Access and Response Team), even if there is a plausible explanation. This is due to the significant risk of abusive injury in a non-mobile baby.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but we, Baker Street Nursery and Pre-school, may override the young person's refusal to consent to share information if we feel that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

### **Recording Suspicions of Abuse and Disclosures**

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff;
  - Listens to the child, offers reassurance and gives assurance that she or he will take action;
  - Only uses TED (talk to me; describe to me; explain to me) questions throughout;

- Makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoke by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are dated and kept on the child's personal Family profile, which is kept secure and confidential.
- The member of staff acting as the designated person is informed of the issue at the earliest opportunity.
- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

### **Making a Referral to the Local Authority Children's Social Care Team**

- Baker Street Nursery and Pre-school uses The Access and Response Team's referral forms which are found online at: <http://www.southglos.gov.uk/health-and-social-care/care-and-support-children-families/access-response-team-art/>
- Form are submitted through a secure email portal and sent directly to the Access and Response Team

### **Informing Parents**

- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events, unless we feel this may put the child in greater danger. We abide by the Seven Golden Rules for Information Sharing (HMG, 2015) at all times.
- We inform parents when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases, the social workers will inform parents.

### **Liaison with Other Agencies**

- We work within the Local Safeguarding Children Board guidelines
- We have the current version of 'What to do if you're worried a child is being abused' available for staff and parents and ensure that all stand are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of names, addresses and telephone number of children's social workers, to ensure that it is easy, in an emergency, for the setting and children's social care 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 well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact for the National Society for the Prevention of Cruelty to Children (NSPCC) helpline is 0808 800 5000 and is displayed within the setting for ease of access.
- Contact for the local safeguarding board (The Access and Response Team) is 01454 866000 (Monday-Thursday 9:00 until 17:00 and Friday 9:00 until 16:30) or 01454 615165 (out of hours and at weekends). These numbers are displayed within the setting for ease of access.

### **Allegations Against Staff and Whistleblowing**

- We ensure that all parents know how to complain about the behaviour or actions of staff of volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- Whistleblowing is defined by the [gov.uk](http://gov.uk) website as: “you’re a worker and you report certain types of wrongdoing”
- Whistleblowing is discussed in all staff induction and regularly covered during safeguarding trainings and updates
- Staff are actively encouraged to immediately raise any allegations or concerns regarding other members of staff with the setting Designated Safeguarding Lead (DSL)
- Where allegations or concerns are to do with the DSL, staff members are encouraged to immediately speak with the Deputy Designated Safeguarding Lead (DDSL)
- Where staff feel that genuine allegations or concerns are not taken seriously or where staff feel that the issues have not been resolved appropriately, staff are actively encouraged to seek external advice from South Gloucestershire’s Local Authority Designated Office (LADO), Tina Wilson, on 01454 868508 or from the NSPCC Whistleblowing Hotline on 0800 028 0285.
- Where staff feel they are unable to appropriately escalate allegations or concerns within the setting, staff are actively encouraged to seek external advice from South Gloucestershire’s Local Authority Designated Office (LADO), Tina Wilson, on 01454 868508 or from the NSPCC Whistleblowing Hotline on 0800 028 0285. Posters with further advice on staff allegations and whistleblowing are displayed in the staff toilets and staff room to allow for immediate and private access
- We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes but not limited to:
  - Inappropriate sexual comments;
  - Excessive one-to-one attention, beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images

- We follow the guidance of the Local Safeguarding Children Board 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 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 Local Authority Designated Officer (LADO) to investigate by contacting her directly on 01454 868508.
- We also report any such alleged incident to Ofsted, as well as 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 management team and children's social care agree it is appropriate in the circumstances, the directors 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.

### **Disciplinary Action**

- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA) of relevant information, so that individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

### *Promoting Awareness of Child Abuse Issues*

Baker Street Nursery and Pre-school are committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

### **Training**

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that designated persons received training in accordance with that recommended by the Local Safeguarding Children Board.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

## **Planning**

- The layout of the rooms allows for constant supervision. No child is left alone with unqualified staff or volunteers in a one-to-one situation without being visible to others.

## **Curriculum**

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, language spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

## **Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

## **Support to Families**

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents, our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and leasing at all times with The Access and Response Team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on the child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

## **Mobile Phones, Cameras and Smart Watches**

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phone and camera in the setting.

## **Procedures**

*Personal Mobile Phones:*

- Personal mobile phones, belonging to members of staff, are strictly not used around the children during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored in in the staff room or the kitchen areas and the use of personal mobile phones are limited to these staff only areas.
- Staff who are found with their mobile phone around the children will be dealt with accordingly, disciplinary action may be taken.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them from the children. A thorough risk assessment is conducted and shared will all staff before the outing.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. Where it is absolutely necessary that parents or visitors use their mobile phones, they will be shown to a private and quiet area where no children are present. The appropriate staff will be aware that the parent or visitor is using their mobile phone to ensure that the mobile phones are not used around the children. This is covered in the safeguarding document shown to all visitors when entering the building.

*Cameras and Videos*

- Members of staff must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons e.g. to record their learning and development, or for displays with the setting or for advertising purposes.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use are monitored by the nursery manager.
- Photographs and recordings of children are only taken of children if there is written permission to do so, this can be found in the individual child's Permissions on Family.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.

*Smart Watches*

- Smart watches and Fitbits are permitted to be worn by staff but to be used only as a watch when working with children. Therefore, other functions must be disabled when staff are with the children.



## Anti-Bullying Statement

We believe that children have the right to play and learn in a supportive, caring and safe environment. We believe that through consistent expectations, reasonable boundaries and caring and supportive practitioners, the occurrence of bullying can be minimised. It is therefore vital that Baker Street Nursery and Preschool have a clear written policy that promotes this belief.

Bullying affects everyone, not just the bullies and the victims. No one person or group, whether staff or child, should have to accept this type of behaviour. Only when all issues of bullying are addressed, will a child best be able to benefit from the opportunities available at our nursery. Although bullying in the strongest context of the word does not generally occur at Baker Street Nursery and Preschool, it is recognised by practitioners that children are developing their personalities and friendships, as well as exploring boundaries and appropriate behaviour which can result in conflict and clashes of personality.

Bullying is the repetitive, intentional hurting of one person or group by another person or group and is one-sided.

## Procedure

- Practitioners are observant to children's individual preferences, recognising that some children prefer the company of others whilst others prefer their own space.
- If any level of bullying is suspected, the matter is taken seriously, dealt with promptly and all parties are supported appropriately and fairly.
- We understand that all behaviour is a form of communication and should be recognised as such.
- Any concerns around bullying within the setting are reported to the room leader, manager and, where deemed necessary, the parents.
- Staff are aware that bullying can occur through different types of anti-social behaviour:
  - **Physical:** a child can be physically hurt e.g. punched, kicked, hit, spat at etc
  - **Verbal:** a child can use words to upset another child e.g. name calling
  - **Emotional:** a child may upset a child through their actions, without being physically, e.g. excluding them from their play

## What to look for as a parent:

- Look for unusual behaviour in your children. For example, they may suddenly not wish to attend nursery, or they may regularly say that they feel ill
- Always take an active role in your child's education. Enquire how their day has gone and who they have spent their time with
- If your child encounters any problems at the Nursery inform the Nursery immediately. Your concerns will be taken seriously, and appropriate action will follow as soon as possible.

- It is important that you advise your child not to fight back. It can make matters worse. Tell them to ask for help and to tell any adult as soon as possible so the incident can be dealt with effectively.
- Try to ensure that your child maintains a positive image of themselves.

#### **What we will do as a nursery:**

- Provide an enabling and proactive environment in order to minimise opportunities for bullying.
- Use any opportunity to discuss the appropriate way to behave towards each other: circle time, topics, dolls, when going outside, snack time etc.
- Deal quickly, firmly and fairly with any complaints, involving parents where necessary in a positive and calm manner.
- The staff will continue to have a firm but fair approach to behaviour management. The rules should be few, simple and easy to understand.
- Not use teaching materials or equipment which gives negative views of any group because of their ethnic origin, gender, etc.
- Encourage children to discuss how they get on with other people and form positive attitudes towards other people, exploring what friendship is.
- Encourage children to treat everyone with respect.
- Have suitable training to continue personal development within behaviour management both on an individual and group basis.
- Move the situation forwards in a way which meets individual needs. If necessary, outside agencies will be contacted in order to support the setting, child and parents/carers.
- The Safeguarding policy intends to establish and maintain an ethos where children's voices are heard and feel secure where they can talk and know their voice is valued. Building this positive relationship helps children disclose any concerns if they feel unsafe and know their voice is heard.

#### **Prevent Duty**

#### **Policy Statement**

When operating this policy we use the following accepted Governmental definition of extremism which is:

***‘Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas’.***

There is no place for extremist views of any kind in our setting, whether from internal sources, children, staff or management, or external sources - school, community, external agencies or individuals. The children see our setting as a safe place where they can ask questions about the world and where our staff encourage and facilitate these opportunities.

## Procedure

- As a setting we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for children and so should be addressed as a safeguarding concern as set out in this policy. We also recognise that if we fail to challenge extremist views, we are failing to protect our children.
- We aim to provide a broad and balanced early years curriculum, delivered by skilled professionals, so that our children understand and value difference and diversity and also to ensure that they thrive and feel valued and are respected as individuals.
- Children can be exposed to extremist influences or prejudiced views from an early age which originate from a variety of sources and media, including via the internet. There may be times when children may reflect or display views that may be discriminatory, prejudiced or extremist, including using derogatory language.
- Any prejudice, discrimination or extremist views, including derogatory language, displayed by children or staff will always be challenged and where appropriate supported through discussion with children and their families and the Code of Conduct for staff.
- Where misconduct by a member of staff is proven the matter will be referred to the Local Authority.
- As part of wider safeguarding responsibilities setting staff will be alert to:
  - Disclosures by children of their exposure to the extremist actions, views or materials of others outside of the setting, such as in their homes or community groups.
  - Graffiti symbols, writing or artwork promoting extremist messages or images
  - Children exposed to extremist material online, including through social networking sites
  - Parental reports of changes in behaviour, friendship or actions and requests for assistance
  - Local authority services, and police reports of issues affecting children in other schools or settings
  - Use of extremist or 'hate' terms to exclude others or incite violence
  - Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture
- Our setting will treat any concern of radicalisation or extremist views with the same safeguarding procedure highlighted throughout this policy, with further support offered from the Government's 'Preventing Extremism in School and Children's Services' helpline (Open Monday-Friday from 9am until 6pm (excluding bank holidays)). Contact details for this helpline are:
  - Email: [counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk)
  - Telephone: 020 7340 7264

## Teaching Approaches

- We will ensure our teaching approaches help children to build resilience to extremism and give them a positive sense of identity through Personal, Social and Emotional development and the promotion of critical thinking. We will aim to ensure that all our staff are equipped to recognise extremism and are

skilled and confident enough to challenge it in a way appropriate to the child's age and level of development.

- We will facilitate a 'safe place' for children to speak confidently and openly about any worries or concerns they may have concerning their safety and will equip our children with the appropriate skills to become self-assured young people.
- This approach will be embedded within the ethos of our setting so that children know and understand what safe and acceptable behaviour is in the context of extremism and radicalisation. Our goal is to build mutual respect and understanding and to promote the use of dialogue not violence as a form of conflict resolution.
- We will work with local partners, families and communities in our efforts to ensure our setting understands and embraces our local context and values in challenging extremist views and to assist in the broadening of children's experiences. We will help support children who may be vulnerable to such influences as part of our wider safeguarding responsibilities and in such instances seek external support from the Local Authority and/or local partnership structures working to prevent extremism.
- At our setting we will promote the values of democracy, the rules of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs. We will teach and encourage children to respect one another and to respect and tolerate difference, especially those of a different faith or no faith. Using the British Values to underpin this teaching.

### Safeguarding

- Staff at our setting will be alert to the fact that whilst extremism and radicalisation is broadly a safeguarding issue there may be some instances where a child or children may be at direct risk of harm or neglect. For example; staff may be aware of information about a child's family related to extremism that may place a child at risk of harm. Therefore all adults working in our setting (including visiting staff, volunteers' contractors, and students on placement) are required to report instances where they believe a child may be at risk of harm or neglect to the Designated Safeguarding Practitioner.

This policy was adopted at a meeting of:	Baker Street Pre-School and Nursery
Held on:	3.3.21
Date to be reviewed:	January 2023
Signed:	Chloe Baker
Name of signatory:	Chloe Baker
Role of signatory:	Director

Reviewed 1.2.2021 - Heather Baker (Deputy Manager)

Reviewed 3.3.2022 - Heather Baker (Deputy Manger)

Reviewed 24.5.2022 - Chloe Baker (Nursery Director)