

Once Upon A Time Nursery
56 Railway Terrace
Llanelli
Carms
SA15 2RH

CIW W130000376



Website
www.llanellinursery.co.uk
Phone
01554 785 173
Email
enquiries@llanellinursery.co.uk

Safeguarding Children

Wales: NMS
20.1 - 20.6

At **Once Upon a Time Nursery** we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. 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. Safeguarding children is everybody's responsibility and all staff and students are made aware and adhere to the policy. We follow the **Wales Safeguarding procedures and have the app on a tablet in each room** National Safeguarding training and all staff are kept up to date with the latest training based on their level of responsibility.

This policy works alongside these other specific policies to cover all aspects of safeguarding children:

- Online safety
- Human Trafficking and Modern Slavery
- Prevent Duty and Radicalisation
- Domestic Violence, Honour Based Violence (HBV) and Forced Marriages
- Looked After Children
- Staff **code of conduct** behaviour
- Social Networking
- Mobile phone and camera
- Disciplinary and grievance
- Promoting positive behaviour

Legal framework and definition of safeguarding

- The Adoption and Children Act 2002
- Children Act 1989 and 2004
- Childcare Act 2006 (amended 2018)
- Children and Social Work Act 2017
- Counter-Terrorism and Security Act 2015
- Safeguarding Vulnerable Groups Act (2006)

- Protection of Freedoms Act 2012
- Wales Safeguarding Procedures (2019)
- Social Services and Well-being (Wales) Act 2014.
- Prevent Duty 2015
- Working together to safeguard people
- Keeping learners safe
- Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020
- Data Protection Act 2018
- Domestic Abuse Act 2021
- Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015
- United Nations Convention on the Rights of the Child
- Female Genital Mutilation Act 2003

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

- protecting children from abuse and neglect
- preventing impairment of their health or development ensuring that they receive safe and effective care
- 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

Policy intention

To safeguard children and promote their welfare we will:

- Create an environment which supports 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
- 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 or as may be required

The nursery is 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 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 including Health Visitors or the police. All staff will work with other agencies including as part of a multi-agency team, where needed, in the best interests of the child.

The nursery aims to:

- Keep the child at the centre of all we do, providing sensitive interactions that develops children's wellbeing, 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 safeguarding policy and procedures, are alert to identify possible signs of abuse, (including the signs known as softer signs of abuse), understand what is meant by safeguarding children 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 Additional Learning Needs (ALN) isolated families
- 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, including through annual safeguarding newsletters and updates
- Ensure that all staff feel confident and supported to act in the best interest of the child, maintaining professional curiosity around welfare of children, sharing information and seeking the help that the child may need at the earliest opportunity
- Ensure that all staff are familiar and updated regularly with safeguarding children training and procedures and kept informed of changes to local/national procedures
- Make any referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the CYSUR 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 using appropriate filters, checks and safeguards, monitoring access at all times
- Ensure that children are never placed at risk while in the charge 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 CIW, Local Authority Officer and other relevant authorities
- Ensure parents are fully aware of safeguarding children 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 CYSUR Safeguarding Children Board

Contact telephone numbers

CIW	0300 790 0126
Central referral team	01554 742322
Out of Hours Social Services	03003332222
Non-emergency police	101
Government helpline for extremism concerns	020 7340 7264
NSPCC Whistleblowing helpline	0800 028 0285
NSPCC Childline	0800 1111

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.

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

Indicators of child abuse

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

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

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

Peer on peer abuse

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children, and will take advice from the appropriate bodies on this area.

Physical abuse

Action needs to be taken if staff have reason to believe that there has been physical abuse to a child, which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries – these should also be logged and discussed with the nursery manager or room leader.

Sexual abuse

The physical symptoms may include genital trauma, discharge, and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy so all symptoms and signs should be looked at together and assessed as a whole.

Child sexual exploitation (CSE)

CSE is defined as a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns we will follow the same procedures as for other concerns and we will record and refer as appropriate.

Emotional abuse

Action should be taken under this heading if the staff member has reason to believe that there is an effect on the behaviour and emotional development of a child, caused by persistent or severe ill-treatment or rejection. Children may also experience emotional abuse through witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

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. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional.

Action should be taken under this heading if the staff member has reason to believe that there has been any type of neglect of a child.

Domestic Abuse / Honour Based Violence / Forced Marriages

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

Online Safety

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

Reporting Procedures

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding coordinator (DCSO) as soon as possible.

- Staff will report their concerns to the DCSO (in the absence of the DCSO they will be reported to the Deputy DCSO, **in the absence of the DCSO and deputy DCSO they will be reported to the 3rd in charge**)
- **The DCSO will use their professional judgement to assess the severity of the concern and follow our safeguarding flowchart to conclude whether a MARF is required or to document for ongoing monitoring**
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely, **if staff discover an unexplained mark on a child they will complete an 'unexplained mark' incident form on our app to be sent to parents**
- For children who arrive at nursery with an existing injury that does not fall into the expected injuries pattern, a form will be completed along with parent's/ carers explanation to how the injury happened. Staff will have professional curiosity around

any explanations given, any concerns around existing injury's will be reported (on a cause for concern document)

- If appropriate, any concerns or incidents will be discussed with the parent/carer, such discussions will be recorded and the parent will have access to these records on request in line with GDPR and Data protection guidelines.
- If there are queries/concerns regarding the injury/information given then the following procedures will take place:

The designated safeguarding lead will:

- Contact the local authority children's social care team to report concerns and seek advice immediately or as soon as it is practical to do so, if it is believed a child is in immediate danger we will contact the police. If the safeguarding concern relates to an allegation against an adult working or volunteering with children then the DSCO will follow the reporting allegations procedure (see below).
- Inform CIW
- Record the information and action taken relating to the concern raised
- Speak to the parents (unless advised not to do so by central referral team)
- The designated safeguarding lead will follow up action taken by the central referral team if they have not contacted the setting within the statutory timeframe.

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DCSO or deputy DCSO they should call the central referral team or the NSPCC and report their concerns anonymously.

Responding to a Spontaneous disclosure from a child

If a child starts to talk openly to a member of staff about abuse they may be experiencing then staff will:

- Give full attention to the child or young person
- Keep body language open and encouraging.
- Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today'
- Take time and slow down: we will respect pauses and will not interrupt the child – let them go at their own pace.
- Recognise and respond to their body language.
- Make it clear you're interested in what the child is telling you.
- Reflect back on what they've said to check your understanding – and use their language to show it's their experience.
- Reassure the child that they've done the right thing in telling you. Make sure they know that abuse is never their fault.
- Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child. (information taken NSPCC)

Any disclosure will be reported to the nursery manager or DSCO and will be referred to the local authority children's social care team immediately, following our reporting procedures.

Recording Suspicions of Abuse and Disclosures

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or DSCO. This record should include:

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

These records should be signed by the person reporting this and the DSCO, dated and kept in a separate confidential file.

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

Staff involved in a safeguarding case may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and CIW in any way necessary to ensure the safety of the children.

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

Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local authority children's social care team/police does not allow this to happen. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority. All staff, students and volunteers are bound by confidentiality and will not be discussed out of work or this will become a disciplinary matter.

The Nursery has due regard to the data protection principles as in the Data Protection Act 2018 and General Data Protection Regulations (GDPR). These do not prohibit the collection

and sharing of personal information, even without consent if this would put the child at further risk. We will follow the principles around data collection and information sharing and ensure any information is recorded and shared in an appropriate way

Support to families

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

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Record Keeping

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate and in line with guidance of the local authority with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

Allegations against adults working or volunteering with children

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises, regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

This will include when a member of staff is alleged to have:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they would pose a risk of harm if they work regularly or closely with children

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to the registered person instead.

Most areas of the nursery are covered by CCTV, if the allegation has reportedly taken place within one of these areas, footage will be reviewed and documented. If it has allegedly taken place where there is no CCTV footage then the central referral team will be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- A full investigation will be carried out by the appropriate professionals to determine how this will be handled
- The nursery will follow all instructions from the central referral team and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation
- The nursery reserves the right to suspend any member of staff during an investigation.
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being re-instated

- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. CIW will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) for barring consideration
- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re-investigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry

Monitoring children's attendance

We are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

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

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

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

Looked after children

As part of our safeguarding practice we will ensure our staff are aware of how to keep looked after children safe. In order to do this we ask that we are informed of:

- the legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- contact arrangements for the biological parents (or those with parental responsibility)
- the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- the details of the child's social worker and any other support agencies involved
- any care plan in place for the child in question.

Please refer to the Looked After Children policy for further details.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced check with barring list check (children) from the Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or any other adult who may be present in the nursery regardless of whether or not they have a DBS certificate.

All staff will attend safeguarding children training and receive initial basic safeguarding children training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be shown the flow chart in the office, with details of the LAO (local authority officer), the central referral team or police depending on the severity of the concern to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

Ongoing suitability of staff is monitored through:

- regular supervisions
- peer observations
- annual appraisals
- safeguarding competencies
- regular review of DBS using the online update service

Designated Safeguarding Lead

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate safeguarding children and welfare issues, known as the Designated Safeguarding Co-ordinators (DSCO), there is always at least one designated person on duty during all opening hours of the setting.

These designated persons will receive comprehensive training at least every three years and update their knowledge on an ongoing basis.

If the staff feel that a safeguarding concern is not being taken seriously within the setting, we encourage them to call the central referral team or the NSPCC Whistleblowing helpline in order to protect the children in their care.

The role of the DSCO (Designated Safeguarding Co-ordinator):

- Ensure that the settings safeguarding policy and procedures are reviewed and developed in line with current guidance and develop staff understanding of the settings safeguarding policies
- Take the lead on responding to information from the staff team relating to safeguarding children concerns
- Provide advice, support and guidance on an on-going basis to staff, students and volunteers
- To identify children who may need early help or who are at risk of abuse
- To help staff to ensure the right support is provided to families
- To liaise with local authority and other agencies with regard to safeguarding children concerns
- Ensure the setting is meeting the requirements of the EYFS Safeguarding requirements
- To ensure policies are in line with the Local Safeguarding procedures and details.
- Disseminate practice, s and updates to legislation to ensure all staff are kept up to date with safeguarding practices
- To manage and monitor accident, incident and existing injury's and ensure accurate and appropriate records are kept

- Attend meetings with the child key person
- Attend case conferences and external safeguarding meetings as requested by external agencies

The Nursery safeguards children and staff by;

- We provide adequate and appropriate staffing resources to meet the needs of all children
- We give staff members/volunteers and students regular opportunities during supervisions and having an open door policy to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children
- We request DBS checks on an annual basis/or we use the DBS update service to recheck staff's criminal history and suitability to work with children on the same basis and with the individuals consent
- We abide by the requirements of the National Minimum Standards and any CIW guidance in respect of obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us
- All students will have enhanced DBS checks with barring list check (children) conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act (2006) and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of safeguarding children concern by complying with the duty to refer that individual to the DBS
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- As a staff team we will be fully aware of how to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones, Pokémon hotspots, strangers lingering. We will ensure the children remain safe at all times
- The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management so we are able to support the individual staff member and ensure the safety and care of the children is not compromised
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner to Rebecca Bello or Beverley Alldridge or to CIW representative. We

encourage a culture of openness and transparency and all concerns are taken seriously

- Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
- All staff attend regular supervision meetings where opportunities are made available to discuss any issues relating to individual children, safeguarding children training and any need for further support
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult