



Child Protection/Safeguarding Policy

Bramley Grange will work with children, parents, external agencies and the community to ensure the welfare and safety of all children. This is to help children receive the very best starts to life. Children have the right to be treated with respect and to be safe from all forms of abuse. We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent impairment to 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 (please refer to our inclusion and equality policy for further information). 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.

The legal framework for this policy is based on:

- Safeguarding Vulnerable Groups Act (2006)
- The Statutory Framework for the Early Years Foundation Stage 2017
- Working Together to Safeguard Children 2015
- Childcare Act 2006
- Children Act 2004
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015
- Prevent Duty Guidance 2015

Contact telephone numbers

- Ofsted 0300 123 1231.
- Calderdale Safeguarding Children's Board 01422 394 074
www.calderdale-scb.org.uk



- Calderdale Emergency Duty Team 01422 288 000
- Multi-Agency Screening Team (MAST) 01422 393 336
- Local Authority Designated Officer (LADO) 01422 394 156/ 07769 886090
(Cheryl Baxter)
- Prevent coordinator (Sadia Hussain) 07702 656834
- Government helpline for extremism concerns 020 7340 7264

Prevent Duty Contacts

Local Police contacts for PREVENT are:

- Local Authority first point of contact - Sadia Hussain (Prevent Co-ordinator)
07702 656834 or email sadia.hussain@calderdale.gov.uk
- Ian McDougall - 07894601701
- James Elliot - 07525407882
- Cressida Jewell - 07808205146
- Office contact - 01422 337266

- 101 for the police using the contacts below:
Ed Chesters – safeguarding and partnerships
Detective Inspector All Ran – children’s safeguarding

Staff at Bramley Grange Childcare have a commitment to working in partnership with all agencies to ensure interventions can be put in place as early as possible.

Until the permanent PREVENT Co-ordinator arrives, colleagues can contact the current Local Authority Contact for PREVENT using the details provided below.

- Sadia Hussain (Current Prevent Co-ordinator)
07702656834 or email sadia.hussain@calderdale.gov.uk



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.
- Record and report any behaviour which gives us cause for concern (*This will include any examples of extremist views.*). Staff will be alert to behaviours of colleagues, visitors, parents and other family members and report concerns following safeguarding procedures.
- Ensure staff are aware and recognise that young people are vulnerable to peer pressure and influences through the internet and thus ensure appropriate safeguarding measures are in place and all staff work together to minimise this risk.
- Make sure children are kept safe when using I.T. in the nursery, ensuring supervised usage and making the children aware of the risks involved in using the internet.



- Take immediate if we are concerned about bullying or witness other risky behaviours. Parents will also be made aware of the risks of using the internet at home. (See I.T. Policy and Parents and Carers as Partner's Policy)

The nursery acknowledges that abuse does occur in society and we are vigilant in identifying signs of abuse and reporting concerns promptly. Our practitioners have a duty to protect and promote the welfare of children and due to the hours of care we provide, we may often be the first people to identify that there may be a problem. Staff may well be the first people in whom children confide in and share information with that may suggest abuse. Staff may also be able to spot changes in a child's behaviour which suggests this.

Our prime responsibility is the welfare and wellbeing of all children in our care. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention. All staff will work and act as part of a multi-agency team where required to do what is in the best interests of each child.

Bramley Grange aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained to understand the Child Protection/Safeguarding policy and procedures, are alert in identifying 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.
- Ensure staff understand how to identify 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 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.
- Make any referrals in a timely manner, sharing relevant information as necessary in line with procedures set out by the Calderdale Safeguarding Children Board.
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely manner, 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.
- Ensure that children are never placed at risk while in charge of nursery staff.
- 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 the Local Authority Designated Officer and Ofsted.
- Ensure parents are fully aware of 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 Calderdale Safeguarding Children Board.
- Take appropriate action when children stop attending the setting or do not attend regularly.

Children will be supported and receive reassurance, comfort and sensitive interactions. Activities will be devised according to individual circumstances to enable children to develop confidence within their peer group.



Potential indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn dispositions
- Deterioration in children's general well-being
- Aggressive behaviour
- Repeated or unexplained injuries to a child, conflicting reports from parents/carers, marks/ signs of possible abuse or neglect
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns
- Children's comments which give cause for concern
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) female genital mutilation
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children, for example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Recording suspicions of abuse and disclosures (Staff can also refer to 'What to do if you're worried a child is being abused: Advice for practitioners' Department of Education, March 2015)

Staff should make an objective record (supported by the Nursery Manager or Designated Safeguarding Lead (DSL)/Deputy Designated Safeguarding Lead of any observation or disclosure and include:

- Child's name
- Child's address
- Age of the child and date of birth



- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of injuries or marks seen on an Accident or Incident Out of the Setting Form which includes a body map
- Exact observation of an incident including any other witnesses
- Name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with parent/carer (where deemed appropriate)

These records should be signed by the person reporting this and the Manager/DSL or supervisor, dated and kept in a separate confidential file. (Using a Safeguarding Concern Form and Chronological Record Form)

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 it is vital details are logged down accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the MAST team and Ofsted. All requests for referrals would be followed up in writing within 24 hours. Staff involved may be asked to supply details of any information they have concerns with regard to a child. The nursery expects all members of staff to co-operate with the Calderdale children's social care team, police and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make comment either publicly or in private about a parent's supposed or actual behaviour.



Even though safeguarding is in place to help keep children safe, it is not solely about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- Children's health and safety and well-being, including their mental health
- Meeting the needs of children who have Special Educational Needs or Disabilities
- The use of reasonable force
- Meeting the needs of children and learners with medical conditions
- Providing first aid
- Educational visits
- Intimate care and emotional well-being
- Online safety and associated issues
- Appropriate arrangements to ensure children's and learners' security, taking into account the local context.

Staff will also recognise that children and young people are capable of abusing their peers and this will be dealt with according to the Child Protection/Safeguarding policy.

For types of abuse please see Appendix at the back of the policy.

All staff will receive initial basic training during their induction period.

Staffing and volunteering

It is the policy of the nursery to provide a secure and safe environment for all children. The nursery will therefore not allow an adult to be left alone with a child who has not received their enhanced DBS disclosure clearance.



We have two people within the nursery that co-ordinate safeguarding and welfare issues. The nursery DSL undertakes specific training and accesses regular updates to developments within this field.

- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the nursery are clearly informed that positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information. Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children.
- We give staff members, volunteers and students regular opportunities 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 abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children.
- We ensure we receive at least two references BEFORE a new member of staff commences employment with us.
- All college students must have enhanced DBS disclosures conducted on them before their placement starts.
- Volunteers, including students, do not work unsupervised. Volunteers and students do not do any personal care with the children, toileting and nappies are done by a key worker/room staff.



- 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 safeguarding children concern.
- 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 accompanied whilst on the premises, especially when in the areas the children use.
- The deployment of staff within the nursery allows for constant supervision. Where children need to spend time away from the rest of the group, the door will be left ajar.
- All staff will receive in-house training during their induction period regarding safeguarding and are updated at monthly staff meetings with any changes.

Designated Safeguarding Lead/Deputy Designated Safeguarding Lead:

A Designated Safeguarding Lead will be a senior member of staff in charge of safeguarding arrangements who has been trained to the appropriate level and understands the responsibilities relating to the protection of children, young people and vulnerable adults. Our Designated Safeguarding Lead/Deputy Designated Safeguarding Lead will undertake safeguarding training every two years and their knowledge and skills will be refreshed annually. When the nursery is in operation, the Designated Safeguarding Lead/Deputy Designated Safeguarding Lead will be available for staff to discuss any safeguarding concerns.



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 LSCB/Local Authority Children's Social Care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the LSCB.

Support to families

- The nursery takes every step in its power to build up trusting and supportive relations with families, staff and volunteers within the nursery.
- The nursery continues to welcome the child and the family whilst investigations are being made in relation to a situation where abuse is taking place in the home. Parents and families will be treated with respect in a non-judgmental manner whilst investigations are carried out in the best interests of the child.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate under the guidance of the LSCB 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.
- Sometimes concerns about a child may not be about abuse, examples of this may be where a child is suffering because of poverty, getting into trouble in the community, or has a disability and needs extra help. In these instances Bramley



Grange will support the family and child by getting help through Early Intervention Single Assessment or by referring to the Early Interventions Panel.

Employees, students or volunteers of the nursery or any other person living or working on the nursery premises

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.

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 DSL/Deputy DSL instead.

The Local Authority Designated Officer (LADO), Ofsted and the LSCB will then be informed as soon as possible the same day in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance.
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled.
- The nursery will follow all instructions from the LADO, Ofsted, LSCB 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 in line with LADO support and advice.
- 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 reinstated.
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team. Where an offence is believed to have been committed the police will be contacted and this will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated.
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation .
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry.
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

Extremism – the Prevent Duty

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

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.



e-Safety

Our nursery is aware of the growth of Internet use and the advantages this can bring. However it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within the nursery we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly.
- Using approved devices to record/photograph in the setting.
- Never emailing personal or financial information.
- Reporting emails with inappropriate content to the Internet watch foundation (IWF www.iwf.org.uk/).
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices.
- Ensuring children are supervised using devices which connect to the Internet (see Safeguarding Policy).
- Using tracking software to monitor suitability of Internet usage (for older children).
- Integrating e-safety into nursery daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online.
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'.
- When using Skype and FaceTime (where applicable) discussing with the children what they would do if someone they did not know tried to contact them.
- We encourage staff and families to complete a free online e-safety briefing which can be found at <http://moodle.ndna.org.uk/>
- We will advise parents and make them aware of risk factors around internet usage and parents will be signposted for further support (See Safeguarding policy and Parents and carers as partner's policy).



Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Nursery Manager/Owner/DSL/Registered Person at the earliest opportunity.

Mobile Phones

The use of **mobile phones within the nursery is limited to the Staff Room area*. Staff will leave their mobile phone(s) in the staff room during work times. Visitors to the nursery will be informed about this policy and supervised closely in and around the nursery. Parents are also made aware of this policy and advised by staff not to use their phones whilst in the setting. Staff will always advise parents at events (such as fairs, parties and performances) that mobile phones are not to be used to record videos or take pictures etc., unless written consent has been attained by nursery from all parents whose children may be present at an event. In instances where permission has not been attained from parents or has been refused, the child/children concerned will be protected from any scene in which photographs/videos are being taken. This will be done by moving the child/children to a place where they are out of view of cameras or other recording devices.

Staff may also take individual or group pictures of the children using nursery cameras at events or when they attend nursery. This is done to help staff in documenting children's learning and development. Pictures will be used as evidence of learning in children's journals and journals can be accessed by parents at any time. A copy of pictures taken on the nursery cameras may also be provided to parents to inform them of the activities their child has been involved in whilst at nursery. Nursery cameras are accessible to all staff and are kept supervised in each room. Any photos are printed and handed to staff on the same day they are taken or as soon as



possible. Pictures are then deleted from the camera returned to their appropriate places after use. (Also refer to I.T. Policy)