



Safeguarding Policy

Professionals that work together to safeguard children:

Designated Safeguarding Lead – **Ellie Murray**
Designated Safeguarding Lead Deputy – **Carys Bradnock & Helen Pollard**
PSED Lead – **Carys Bradnock**
Special Educational Needs Co-Ordinator (SENDCO) – **Cassie Smith & Helen Pollard**
Communication and Language Lead – **Cassie Smith**
Physical Development Lead- **Bethany Murray**
EYFS Lead- **Carys Bradnock & Ellie Murray**

Policies that cross reference with safeguarding children:

British values Policy	Whistle blowing Policy
Data protection Policy	Behaviour, Peer on Peer Abuse & Physical Intervention Policy
Existing injury Policy	Overseas Procedure
Ex-offender's Policy	SENDCO Policy
High security bomb threat Policy	Biting Policy
High security lock down Policy	Safer recruitment Policy
Lost child and failure to pick up a child Policy	Security, visitors and collection Policy
Parental responsibility and overseas Policy	Acceptable use Policy
Prevent duty (radicalisation)	Tapestry policy
Security, visitors, collection policy	Coronavirus policy

All staff at Foxcubs Day Nursery must prioritise the welfare, safety and protection of the children by being the voice of the child. This policy applies to all staff, parents, students, professionals and volunteers who work for Foxcubs Day Nursery. All staff have read and understood the policy and the importance of safeguarding children and each other through the many policies that coincide with safeguarding.

This policy is made up of the following areas:

1. Staff training and requirements in general.
2. Roles of the DSL
3. What we do if we are worried about the wellbeing and safety of a child?
4. What is Child sexual exploitation?
5. Other professionals Foxcubs are in partnership with.
6. What is in place to ensure staff are aware of Online Safety?
7. What is in place to ensure staff are aware of Prevent Duty and Radicalisation.
8. What should a staff member do if they had a concern regarding Female genital mutilation?
9. What staff should do if they have a concern around a fabricated illness allegation?
10. What staff need to do if they have a concern regarding Breast ironing.
11. What staff should do if a family member of an ex/current staff member turns up unannounced at Foxcubs.
12. What the procedure is for an unexplained absence of a child attending Foxcubs.
13. The procedure to follow when a child transitions to or from Foxcubs.
14. What staff would do if they disagree with a child protection issue process and what the escalation policy is?
15. What staff would do if they disagree with a professional decision?
16. What a member of staff is to do if there was a child abuse allegation against a member of staff?
17. What is early help and what Foxcubs offers?
18. What is private fostering?
19. What are Serious case reviews(SCR)
20. Domestic abuse

21. What are the levels of Intervention?
22. What do staff do if the DSL is on leave?
23. What should staff do if a child reports they have been sexually abused by another child?
24. Coronavirus
25. Record keeping

1. Staff training and requirements in general.

All staff/students must be aware that the designated safeguarding lead is Ellie Murray and the deputy leads are Carys Bradnock and Helen Pollard. They have all been on the designated safeguarding lead training which is updated and refreshed every two years along with workshops and updates from Gloucestershire Safeguarding Children Executive (GSCE) regularly.

All staff that work at Foxcubs must undertake safeguarding training and have refresher training every 3 years.

Staff are all aware through in/out of house training of signs to look out for and any type(s) of abuse or neglect. Abuse and neglect are forms of maltreatment; a person may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. It can happen over a long or short period of time, but can also be a one-off event. Child abuse and neglect have major long term impacts on all aspects of the child's health, development and wellbeing. It is important to not assume that you feel you know the family well enough and that abuse can go on in all different households.

Staff at Foxcubs are aware of the different types of child abuse:

- Emotional/Psychological - bullying (including through social networks and internet), threats, humiliation, blaming, verbal abuse, isolation.
- Physical- hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
- Sexual - physical contact (Inc. penetrative and non-penetrative acts), exposed sexual behaviour, grooming, Child Sexual Exploitation (CSE).
- Neglect - Failing to provide a child's basic needs (Inc. adequate food, clothing, hygiene, supervision or shelter), ignoring health or developmental needs, stopping access to medical services, withholding/preventing education, not prioritising the child's needs.

All staff are aware of who they need to speak to and what procedure they need to follow if they have a concern about a child.

Staff at Foxcubs Day Nursery recognises that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. Foxcubs may be the only stable, secure predictable element in the lives of children at risk. Their behaviour may be challenging and defiant or they may be withdrawn.

Foxcubs will endeavour to support every child through:

- Stimulating, fun and achievable activities and to be able to learn through play.
- A positive, supportive and secure environment and give every child a sense of being valued.
- Our behaviour policy.
- Ensuring that if a child who is on the child protection register leaves Foxcubs, their information is transferred to the new setting and the child's social worker is immediately informed.
- Not being judgemental, just supportive.

All staff members, students and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated safeguarding lead, deputy and the

owner Helen Pollard. By working together as a team, the future for the child subjected to abuse means their life gets better.

All potential staff are recruited using the safer recruitment procedures that all management have done a course on. All staff who are employed by Foxcubs have been vetted by the Disclosure Barring service (DBS) and have yearly checks on their suitability of working with children. Through induction they are made aware of what they should do if they have a concern about a child in the care of Foxcubs.

Staff at Foxcubs will establish and maintain an environment where children can feel secure, are encouraged to talk, and are listened to. A bond between child and staff member will be formed because of our key person system/buddy system.

Through in house training and the child protection courses staff are aware of what steps need to be followed if a child was at the risk or showing signs of sexual exploitation (CSE), honoured based violence (HBV) and are a witness to domestic violence (DV).

Foxcubs have an acceptable use policy, which covers social networking sites, emails, and the internet and the **staff are not permitted to have their mobile phones or cameras** on them at any time whilst working with the children. Door persons and management are only allowed their phones on them due to the signal being lost on the landline in case of an emergency. Door persons and management can also use their personal phones for photos for Foxcubs social media, following our terms and conditions and the parents' permission at all times. Parents are told to not use their phones whilst on the premises at any time for any reason.

The child protection policy is sent to all new parents, new employees, students and volunteers, to ensure that everyone understands the responsibility placed on Foxcubs staff to be the voice of a child.

2. Roles of the DSL.

The DSL (designated safeguarding lead) makes sure all staff are aware of all the policies at Foxcubs day nursery and the Working together to safeguard children document which is kept in the staff room.

The designated safeguarding lead will:

- Receive the appropriate training.
- Liaise with other professionals, staff and parents
- Share information with other staff.
- Attend all child protection conferences

The DSL keeps a written record of concerns about any child, when a referral has or has not been made. When The Multi Agency Safeguarding Hub (MASH) has been called, a clear written record is kept in the referral folder which is kept in the office and locked away. Chronology forms are written for any child where a referral has been made, or record of concern.

If the DSL would like any advice about a child then they are to call the **Community Social Worker on 01452 426263** before they call the MASH team. They will advise you of the next course of action.

The DSL will complete the Multi Agency Service Request Form and single consent form if needed, unless the concern is urgent then they'll contact **The MASH on 01452 426 565 (during office hours), or the Police on 999 at any time**. Following the instructions of 'How to make a referral' using the liquid Logic. When a referral is being made its important to use the same language the child used and not be broad in your description. Words such as love, attachment and bond are unhelpful for a social worker to decide if there is a case.

If a child is identified as a child in need of protection (section 47 of the children act 1989), the DSL will need to give appropriate information and report all concerns, to the local safeguarding partners (LSP) and follow their procedures.

The DSL will attend any meeting that is required in regards to any child being on a Child protection plan, 'looked after' child, TAC (team around the child), or TAF (team around the family) meeting and they will identify the help in which the child should receive.

3. What we do if we are worried about the wellbeing and safety of a child?

It is the responsibility of all staff to continuously be aware of each child's welfare. If discreet observations need to take place then they will carry out this procedure with another member of staff present. Staff are fully aware that any changes in a child's behaviour, deterioration in their general wellbeing, unexplained bruising, marks or signs of possible abuse, neglect, or any comments a child may make which gives you cause for concern must be treated with concern and reported to the DSL immediately. Pre-existing injuries are monitored and assessed by parents filling out existing injury forms which are collected by the DSL termly, where irregularities can be identified.

If a member of staff feels that a child has suffered or is suffering some type of abuse either physical, sexual, emotional or neglect, and there is a cause for concern, then, they will immediately report any incidents to the designated safeguarding officers or owner. Staff at Foxcubs are aware of the stages of escalation through staff training. It's important for staff to be aware of what to do and who to contact if they feel the child's needs are not being met or they disagree with the outcome from the DSL/deputy or owner.

If a child discloses information about an abuse allegation to a member of staff, the member of staff will listen to the child. No judgement will be made but a sympathetic ear to listen. The staff member must make notes of the conversation onto a record of concern form which is kept in all departments. Staff MUST not change any of the language the child used or correct their grammar. They mustn't say that they can keep it secret and to just reassure them that they are safe. All concerns are discussed and reported to the DSL.

Depending on the situation, the DSL will consult with the parents. Often there is usually a simple explanation however we believe we have the right to question. If advice is required, then the DSL will call the Community Social Worker and the child's name is given. Consent from the parent is needed before the phone call, unless this may endanger the child.

If the DSL still feels there is concern with the child, and the discussions with the parents have lead nowhere, then the DSL will need to ask for consent from the parent to ring MASH.

All staff have their own copy of Guidance on safer working practice for adults who work with young children in education.

4. What is child sexual exploitation?

'Child sexual exploitation is 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 using technology i.e grooming.'

If something has prompted your concern about a child or young person, please speak to the DSL and they will take action. CSE may be ruled out at a later step however it may still be appropriate for the child to receive support or intervention.

5. Other professionals Foxcubs are in partnership with.

Staff at Foxcubs follows the guidelines set out by Gloucestershire Safeguarding Children Executive (GSCE).

We will develop links with the appropriate outside agencies and co-operate as required with their inquiries regarding child protection matters.

Gloucestershire County Council has a legal duty to publish a 'Local Offer' that lists all the activities, opportunities and support services available to families who have disabled children and young people aged up to 25. It must include information about education, health and care provision as well as training, employment and independent living for young people with special educational needs and/or disabilities. This Local Offer brings together all the useful information on a single website so that families and professionals working with them have a 'one-stop shop' for the information they need.

6. What is in place to ensure staff are aware of Online Safety?

All staff attend in-house training on online safety and have read the termly newsletter on Internet Safety. Our newsletter will highlight the online risks children might have in their early years' experience including;

- **Content (what they may see)**

Such as exposure to inappropriate videos, pictures or messages which might upset, worry or frighten them, inadvertently sharing their location or spending real money via in-app purchases.

- **Contact (who might communicate with them)**

Such as being abused online, including sexually, by people they may or may not know, including friends and family members.

- **Conduct (how they might behave)**

Such as unhealthy behaviours and boundaries around their use of screens, using words or terminology which is not appropriate for their age and engaging in unhealthy relationships.

There are many strategies to minimise these risks including;

- Checking apps, websites and search results before using them with children
- Children will always be supervised when accessing the internet
- Ensure safety modes and filters are applied
- Role model safe behaviour and privacy awareness
- Check privacy settings to make sure personal data is not being shared

- **Commerce**

Such as inappropriate advertising, phishing or financial scams.

This is not an exhaustive list

Staff are only able to access the internet via their tablets for the use of Tapestry and all other sites are blocked. Children are not allowed to use these tablets. With permission, staff may have access to YouTube to use for teaching purposes via their tablets, otherwise they are to bring their group of children to the office and use the computers with management supervision.

We will do all we can to help support and promote online safety for parents at home. Termly newsletters are sent to parents regarding online safety.

Social media is not accessed around the children and only via staff's personal phones on their lunch break in the staff room, kitchen and locker room. Management have access to Foxcubs Day Nursery social media pages on their personal phones which are only used on the premises.

For more information visit - <https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-guidance-for-practitioners>

7. What is in place to ensure staff are aware of the Prevent Duty and Radicalisation?

All staff have completed the free online training for the Prevent Duty within the first month of their probation. All staff are given a leaflet with advice and guidance in regards to radicalisation and extremism.

Prevent training will highlight to all staff that extremism comes in many forms and that they will need to be able to recognise potential signs in the children, staff, parents, students, professionals and volunteers.

At Foxcubs it is our duty to;

- Assess the risk of children being drawn into terrorism.
- Demonstrate they are protecting young people from being drawn into terrorism and radicalisation by having robust safeguarding policies in place.
- Ensure safeguarding arrangements consider Local Safeguarding Partners and local partners such as the police prevent co-ordinators and Channel police.
- Ensure staff training needs are reviewed and met to give them the confidence and knowledge to identify at risk children.

What to do if you have a concern

If you have any concern about a child, parent, member of staff, student or professional regarding the prevent duty you need to approach the management team immediately. This includes anything you see posted on any social networks which you feel is inappropriate.

For further advice the DSL /deputy or owner would contact the police or MASH team.

8. What should a staff member do if they had a concern regarding Female Genital Mutilation.

Every member of staff completes the online training for FGM, within the first month of their probation. If you suspect a child is being exposed or at risk of FGM you must immediately speak to the DSL. Staff are aware through their online training that a cause for concern could be a child taking an unexpected holiday to a country that FGM is widely practiced or there is an unexplained absence. FGM is against the law in the UK and it is child abuse.

9. What staff should do if they have a concern around a fabricated illness allegation?

If you suspect a child is being subjected to a fabricated illness you must immediately speak to the DSL. All staff must monitor unexplained absence and illness. If you have been worried or concerned, you must speak to the DSL. Staff are aware of the signs that a child may be at risk through the document, Working Together to Safeguard Children, kept in the staff room.

10. What staff need to do if they have a concern regarding Breast Ironing?

If you suspect a child is being subjected to or at risk to breast ironing you must immediately speak to the DSL. Staff are aware that there may be a cause for concern if they notice a pattern of unexplained absence or a child complaining of pain around the breast area or any disfigurement to the chest.

11. What staff should do if a family member of an ex/current staff member turns up unannounced at Foxcubs.

If this is an unexpected visit, these persons will be asked to wait outside and management must be informed straight away. Then an appointment will be made with this person at a convenient time.

If an appointment by a person was made then the door persons must follow the correct signing in procedures.

12. What the procedure is for an unexplained absence of a child attending Foxcubs.

If a child has a non-planned absence then it is the door person's responsibility to call the parent/carer to find out where the child is. A non-attendance form must be filled in and filed in the non-attendance absence folder. If a pattern of absence causes concern then the DSL and the owner must be informed immediately. A discussion will be held as to whether to inform MASH if the child was receiving 2-year funding, is a Sen child, or a child receiving early years pupil premium. All efforts must be made to help the parent so the child is able to return to nursery.

13. The procedure to follow when a child transitions to or from Foxcubs.

If a child starts at Foxcubs Day Nursery that have previously attended another setting the DSL will send a form that requires the disclosure of the child to highlight if there was any concern about the child's wellbeing. Foxcubs are aware that through this practice, professionals are working together to eliminate any child needing help or support.

If a child leaves Foxcubs to go to another setting, we make sure that the new setting is aware, with the parents' consent, of any referrals that were made.

14. What staff would do if they disagree with a child protection issue process and what the escalation is?

All child protection concerns must be brought to the attention of the DSL, but if the appropriate procedures are not maintained to a staff member's satisfaction then they must approach the deputy safeguarding lead or the Owner. Saying that you don't agree with a decision to an agency does not mean that you have 'escalated' it. The Escalation policy must be used and followed correctly. Please refer to the attached 1:1

If there is still an area for concern that you feel has not been dealt with accordingly then the staff member has the right to contact the LADO (local authority designated officer) on 01452 426994.

If you have an emergency concern for a child's wellbeing then dial the Police on 999.

15. What staff would do if they disagree with a professional decision?

All professional disagreements regarding a child must be brought to the attention of the DSL, but if the appropriate procedures are not maintained to a staff member's satisfaction then they must approach the deputy safeguarding lead or the Owner. The Escalation policy must be used and followed correctly. Please refer to the attached 1:1

If there is still an area for concern that you feel has not been dealt with accordingly then the staff member has the right to contact the LADO (local authority designated officer) on 01452 426994.

If you have an emergency concern for a child's wellbeing then dial the Police on 999.

16. What a member of staff is to do if there was a child abuse allegation against a member of staff?

The LADO will be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child, or
- behaved towards a child or children in a way that indicates s/he may pose a risk to children.
(Working Together 2018)

The LADO ensures that all allegations or concerns about any of Foxcubs staff, student or volunteers who work with the children are recorded appropriately, monitored and progressed in a timely and confidential way. The LADO is involved from the initial phase of the allegation through to the conclusion of the case. The LADO provides advice and guidance to employers and voluntary organisations, liaising with the police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process. The LADO can be contacted on 01452 426994.

The allegation flow chart can be referred to at any time in the staff room and is followed if an allegation against management has been made.

If the owner, management or DSL is suspected of abuse to a child then the matter will be dealt with by the most senior person not involved.

With any allegation that has caused harm to a child, the LADO (Local Authority Designated Officer) will immediately be called for advice and the member of staff may be immediately suspended. Ofsted is also called before any disciplinary hearing will take place. Foxcubs Day Nursery will then wait for support and advice and wait to hear what next steps will be decided.

A strategy meeting may be called by the LADO at safeguarding services. Foxcubs may be asked to follow their disciplinary procedures depending on the outcome of the meeting.

If it is then left to an in house disciplinary then the nursery's disciplinary procedures will be followed, the member of staff will be questioned about the allegation and any witnesses will be called to hear their version.

Foxcubs will immediately inform Ofsted within 14 days, the police and the Gloucestershire Safeguarding Children Executive of any allegations of serious harm or abuse by any person looking after children at Foxcubs (whether that allegation relates to harm or abuse committed on the premises or elsewhere).

17. What is Early help and what Foxcubs offers?

Early help is an umbrella term that describes the work of many agencies engaged with children and families (NHS, schools, learning providers, voluntary sector, police, housing providers). They are all engaged to a greater or lesser extent in work that seeks to avert a problem developing and preventing difficulties from escalating or the deterioration of circumstances which could adversely affect children, young people and families.

Early help is different types of help that can identify the problem before it escalates and help resolve it. It is offered to children and young people aged 0-19 (SEND 25) years old. This is called the Local Offer.

We offer early help advice at Foxcubs which consists of anything from guidance on parenting throughout the different age groups, language development and dietary advice, for example change for life, toilet training and much more. On the Foxcubs website www.foxcubs.co.uk the offer of early help is given. glosfamilydirectory leaflets can be found by the child protection display in the hallway downstairs.

If a parent asks for advice Foxcubs management team will contact www.glosfamiliesdirectory.org.uk/kb5/gloucs/glosfamilies/home.page

18. What is private fostering?

Private fostering is the name for an informal arrangement made by parents and carers for a child to live with another family or family member.

A child is automatically being privately fostered if they are:

- Under the age of 16 (or 18 if they're disabled), and
- They are being provided with accommodation by someone who is not a close relative. A close relative is an aunt, uncle, step-parent, grandparent or sibling, but not a cousin, great Aunt/Uncle or a family friend, and
- It is intended that the young person will be provided with accommodation for a period of 28 days or more.

When a child is privately fostered the child's parents still have full parental responsibility in the eyes of the law.

The law requires that parents and carers and any others directly involved in the arrangement must notify their local authority at least six weeks before the arrangement begins that they intend to privately foster a child.

If an arrangement is made in an emergency the notification must be made within 48 hours.

The council has a legal duty to make sure that all private fostering arrangements are safe for the child. We must ensure that the child or young person is being looked after properly, that appropriate arrangements are agreed between parties and that everyone involved knows who to ask for help if advice or support is needed.

Failure to notify a private fostering arrangement is an offence.

19. What are serious case reviews (SCR)

Gloucestershire Safeguarding Children Executive undertakes Serious Case Reviews in cases where:

- abuse of neglect is known or suspected; and
- Either - (i) the child has died or (ii) the child has been seriously harmed or there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child.

Serious Case Reviews are commissioned by the GSCE. At least one independent reviewer is appointed to lead the review and any agency that were involved with the child or young person contributes to the analysis of the services provided and, as a panel, identifies what lessons can be learnt.

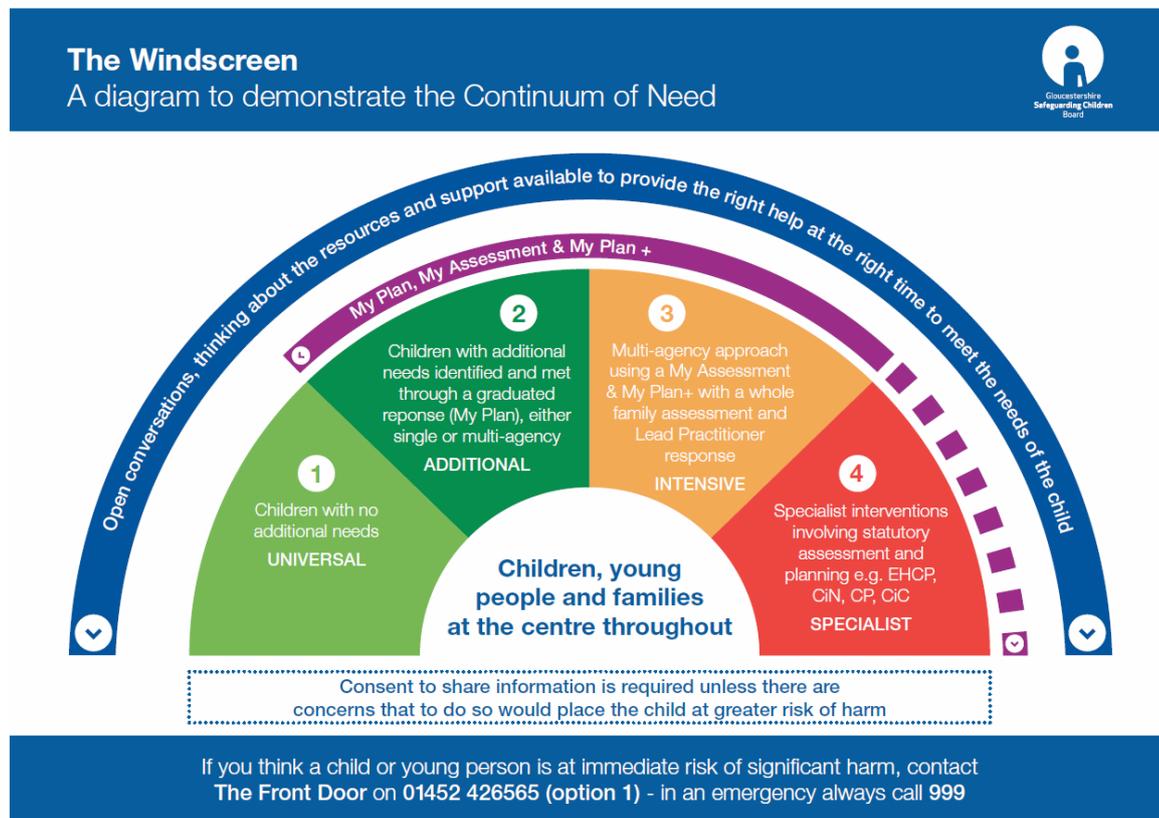
Foxcubs staff are aware of the right to learn from serious case reviews and through in house and GSCE training they are aware of cases within the UK and Gloucestershire.

20. Domestic Abuse

If a child has been witness to domestic violence in their home and the police were involved, then we will get an email or a telephone call from the police service called 'Operation Encompass'. It is then our duty to care for the child and be aware of the mind-set this child may or may not be in. It is our duty to make

Foxcubs a safe haven for the child and know they have trusted adults to turn to. If you have any concerns regarding domestic violence, then please speak to the DSL immediately.

21. What are the levels of Intervention?



Through safeguarding training the staff are all aware of the levels of intervention (windscreen effect).

22. What do staff do if the DSL is on leave?

If the DSL is not on the premises then one of the Deputy DSL's always is. The staff all know to contact either Ellie, Carys or Helen if they have a safeguarding concern.

23. What should staff do if a child reports they have been sexually abused by another child?

Foxcubs staff know they must report all concerns to either the DSL or Deputy DSL. A written account must be given to the DSL and the protocol that you should follow is the same if a child disclosed any concerns to you.

24. Coronavirus

Staff must be aware that children and families and other staff members staying home during a lockdown can have a considerable impact on their mental health and well-being. They may have been exposed to bereavement or domestic abuse. It is important that signs of mental health problems or signs of abuse are recognised by staff and the DSL informed immediately.

If the DSL has to self-isolate because of coronavirus and the deputy DSL's are not on the premises then one of the safeguarding lead's will be available by phone to offer advice and support if needed. If a member of staff has a concern about another member of staff posing a risk to the children then they must inform the DSL or Owner immediately by face or by phone.

Foxcubs will receive regular updates from the DfE (Department for Education), Early Years and Pata and their advice and guidance will be followed, so changes may need to be made regarding policies and procedures. Foxcubs has an operating procedure and risk assessment in line with the Coronavirus Pandemic. (See operating procedures and risk assessment).

Any meetings that need to be made with parents, carers or professional will be done through video call where they can't come onto the premises.

SEND or vulnerable children must have their needs met either by their key person or buddy key person. Changes to routines may prove challenging for some children so consideration must be made as to how to support these children.

Foxcubs has a policy of what is to be done in the event of coronavirus affecting the nursery. (See policy).

25. Record Keeping

Any concern about a child must be recorded by a member of staff using an incident form that is found on the wall in every department. Whatever the outcome, the incident is recorded in the safeguarding folder and a chronology form is started. All conversations are recorded and added to the chronology form. All files on children are kept in a locked office. All computer based files on the computer are password protected. All conversations are confidential. Child protections referrals are passed onto the child's next setting or school and we keep records of child protection files for 99 years.

Last reviewed	January 2022
Next review	January 2023
Notes:	Addition of Online Safety