Safeguarding and Welfare Requirement: Safeguarding and Child Protection

Contents

- Safeguarding Children and Child Protection
- Absence Monitoring
- Safer Recruitment and Staff Training
- Use of Technology including phones, cameras, smart watches, social media and internet use
- Children's rights and entitlements
- Looked after Children
- Lockdown Policy
- CCTV Monitoring
- Missing Child
- Uncollected Child

Safeguarding children and child protection

Policy statement

At Littleworld Day Nurseries 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 abuse in any 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. In our setting we strive to protect children from the risk of radicalisation, and we promote acceptance and tolerance of other beliefs and cultures.

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

- Protecting children from maltreatment
- Preventing the impairment of children's health and development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document' Working together to safeguard children 2018)

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
- Support staff to notice the softer signs of abuse and know what actions to take through regular safeguarding training.
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role-modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

The nursery 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. Staff may often be the first people to identify that there may be a problem, or spot changes in a child's behaviour that could indicate abuse and could well be the first people in whom children confide information that may suggest abuse

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

All staff complete a staff suitability form at least annually. Staff returning from maternity leave or long periods of absence will have a return-to-work interview with the nursery manager which details why they have not been working, about their eligibility to work with children and information given about the nursery since they were last in.

Littleworld Day Nurseries aims to:

- Ensure each nursery has a named, suitably trained Designated Safeguarding Lead Team and aim to ensure that at least one of these are always on site.
- Keep the child at the centre of all we do
- Ensure staff are trained from induction to understand the child protection and 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 protection and are aware of the different ways in which children ca be harmed, including by other children through bullying or discriminatory behaviour
- Ensure staff are kept informed of which children within the nursery are currently on early help, CIN, CP or being closely monitored for safeguarding through regularly updated safeguarding logs.
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
- Ensure that all members of staff feel confident and supported to act in the best interest of the child and to share information and seek help that the child may need
- Ensure that all members of staff are familiar and are updated with child protection training and procedures and kept informed of changes to local/national procedures, including through annual safeguarding updates.
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Hampshire safeguarding children's board
- Ensure that information is only shared with people who need to know in order to protect the child and act in the child's best interest

- Keep the setting safe online using appropriate filters, checks and monitor access
- Identify changes in staff behaviour and to act on these (as per the staff behaviour policy)
- Take any appropriate actions relating to allegations of serious harm or abuse against any member of staff working with children, including reporting allegations to LADO, Ofsted and other relevant authorities
- Ensure that parents/carers have access to child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur. Policies are shared via famly and stored in famly documents. Paper copies are also available in the foyer.
- Ensure that this policy is regularly reviewed and make sure it complies with legal requirements and any guidance or procedures issued by the Hampshire local authority.

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

Contact telephone numbers

Hampshire MASH Professionals Line – 01329 225379
Hampshire MASH Professionals Line Out of Hours – 0300 5551373
Local authority Designated Officer (LADO) – **Direct Line Number 03707795968 for open LADO cases only**
LADO Notification form to be completed online for new referrals
Ofsted – 0300 1231231
Non-emergency police – 101
Government helpline for extremism concerns – 0800 011 3764

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 failing to act to prevent harm. Children may be abused within their family, institution or community setting by those known to them or a stranger. This could be an adult or adults or child or children.
The signs and indicators listed below may not necessarily indicate that a child has been abused but will help members of staff 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/carers or members of staff
- Repeated illness
- 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
- Wetting and soiling
- Recurrent nightmares
- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention

Faith linked abuse

Abuse linked to faith or belief is where concerns for a child's welfare have been identified, and could be caused by, a belief in witchcraft, spirit or demonic possession, ritual or satanic abuse features; or when practices linked to faith or belief are harmful to a child. Any abuse that takes place against those who are branded (or labelled) either as a witch or as having been possessed by an evil spirit is unacceptable. Significant harm (including murder) can occur because of concerted efforts to 'excise' or 'deliver' evil from a child (or vulnerable adult). Some signs of this are:

-Increased knowledge of devil/evil

-Withdrawn

-Burns

-Bruising

-Isolated

-Language from parent/carer about devil/spirits/evil when talking about their child

-Poor attendance at educational setting

-Weight loss and increased hunger

Child on child abuse

At Littleworld Day Nurseries we are aware that child on child abuse does take place, so we include children in our policies when we are talking 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 report adults for abusing children and will take advice from the appropriate bodies for our area.

Physical abuse

Action needs to be taken if a member of staff has reason to believe that there has been physical injury to a child, including deliberate poisoning where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, for example 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 DSL or Room Manager.

Children and babies may be abused physically through shaking or throwing. Other injuries could include burns or scalds. These are not usual childhood injuries and must be logged and discussed with the Designated Safeguarding Lead (DSL).

Female genital mutilation

This is a type of physical abuse and is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. This procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and will vary widely according to the community. Symptoms of FGM may include:

- Bleeding
- Painful areas
- Acute urinary retention
- Urinary infection
- Wound infection
- Septicaemia
- Incontinence
- Vaginal and pelvic infections
- Depression and post-traumatic stress disorder
- Physiological concerns.

If you have any concerns about a child relating to this, you should contact children's social care team. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18 years. We will ensure this is followed in our setting.

Breast Ironing

This is also known as “breast flattening” and is the process where young girls’ breasts are ironed, massaged and/or pounded down using hard or heated objects in order for the breasts to disappear or to delay the development of breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage. Although this is unlikely to happen in a nursery due to the children’s age, we will ensure that any signs of this in young adults or older children are followed up using the usual safeguarding referral process.

Fabricated illness and induced illness

This is also a type of physical abuse. This is where a child is presented with an illness or injury that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness, symptoms or injury, complete fabrication of symptoms or injury or inducing physical illness, for example through poisoning, starvation, inappropriate diet. This may be presented through false allegations of abuse encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Sexual abuse

Action must be taken if a member of staff has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This could include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, for example for a nappy change.

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 away from a particular adult and become distressed if they reach out for them, but they may also be clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.
If a child starts to talk openly to an adult about abuse, they may be experiencing, the procedure below will be followed:

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the Designated Safeguarding Lead
- The adult will use TED questioning technique

- The matter will be referred to the Hampshire M.A.S.H via an Inter Agency Referral Form (IARF). Where there is risk of immediate harm to a child, M.A.S.H will be called using the professional line contact number.

Child sexual exploitation (CSE)

Working Together to Safeguard Children defines CSE 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 a young person under the age of 18 years into sexual activity in exchange for something the victim needs or wants and/or 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 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 any concerns, we will follow the same procedures as for other concerns and we will record and refer as appropriate.

Non-mobile Child

The aim of the non-mobile Child protocol is to safeguard non-mobile children of all ages. By putting this procedure in place to protect them if they are observed to have bruising or other injuries such as fractures, burns or head injuries which might suggest they have been subject to abuse.

Mobile – a child who can crawl, pull to stand, "cruise" around furniture, is toddling/beginning to walk.
Non-mobile – Children who are not able to do any of the above. Children who can roll are classed as non-mobile for the purpose of this policy.

Abusive Head Trauma (AHT) previously described as "shaken baby syndrome" is a relatively common cause of childhood neuro-trauma with an estimated incidence of 14-40 cases per 100,000 children under the age of 1 years: 15-23% of these babies die within hours or days after the incident. Of those who survive AHT, one third are severely disabled: one third are moderately disabled: one third have mild or no lasting symptoms.

As soon as you are aware of the bruising, we will take immediate action. Children must be seen within 4 hours. If bruising is observed on a non-mobile child, we will contact:

- The parent/carer
- Ofsted - 0300 123 1231

Children's services – 01329 225379

Emotional abuse

Action will be taken if a member of staff has reason to believe that there is a severe adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.
This may include extremes of discipline where a child is shouted at or put down on a consistent basis, a lack of emotional attachment by a parent/carer, it could include the parent/carer placing inappropriate developmental expectations on their child. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by the adults caring for them.
The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Neglect

Action should be taken if a member of staff has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment when required) which results in serious impairment of the child's health or development including failing to thrive
Signs may include a child persistently arriving to 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 or identified special educational need or disability that is not being addressed by the parent/carer. A child may also be persistently hungry if a parent/carer is withholding food or not providing enough for the child's needs.
Neglect can also be shown through emotional signs, for example, 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. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Domestic abuse/Honour based violence/forced marriages

We look at these areas as a child protection concern. The UK's cross-government definition of domestic abuse is: "Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 years or over who are or have been intimate partners or family members regardless of gender or sexuality. This abuse can encompass but is not limited to

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Where domestic abuse is taking place in a child's home the child is at risk of harm, whether they witness the violence or not. This may take the form of physical abuse, sexual abuse, emotional abuse or neglect. At Littleworld Day Nurseries we ensure that if there are any signs or symptoms that domestic abuse may be occurring, we act without haste.

Signs may include

- Visible signs of injury on the adult being abuses
- Changes in behaviour of the adult(s) and child, for example, the abused adult may become withdrawn, show low levels of self-esteem
- One adult being visibly worried what their partner may say in a certain situation, for example, if the child has become dirty at nursery
- One adult becoming scared of their partner
- Adults becoming isolated from their friends or family
- Signs of abuse in the child.

Honour based violence (HBV) is a type of domestic abuse which occurs in the name of so called 'honour'. Some families believe that certain actions bring shame on the family and may react with punishment. This may be rejecting a forced marriage, having a relationship not approved by the family, wearing the wrong clothing or wearing makeup. This can happen in families from a variety of cultures and countries and also happens within the UK.

Signs of HBV may include changes in behaviour of the person undergoing the violence, changes in how they dress or act and also in comments they make.
If signs of HBV are present in a parent/carer or a member of staff within the nursery then we will act and follow our safeguarding procedures to keep children safe in the environment as well as seeking support for the adult involved.

We are aware arranged marriages are part of some cultural practices. We also recognise there is a clear distinction between a marriage in which both parties are willing and able to give an informed consent to, and a marriage which is forced. Forced marriage is a criminal offence.

A forced marriage is a marriage in which one or both spouses do not and/or cannot consent to the marriage and duress is involved. If we become aware of a forced marriage occurring, then we will report it to the appropriate body. If the person is under the age of 18 years, then we will report it to the children's social care team as this is a child protection issue.

Reporting Procedures

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

- Staff will report their concerns to the DSL via a completed cause for concern form. These are kept in the laundry room and part 1 must be completed in full, signed, dated then handed to the Safeguarding officer on duty as soon as possible. Any signs of marks/injuries to a child or information a child has given will be recorded on the cause for concern form using the body map to detail physical injuries, this is then stored securely.
- Where there is no DSL on site, they must be contacted at the sister nursery as soon as possible and informed of the concern.
- If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded, and the parent will have access to these records on request

The Designated Safeguarding Lead will then:

- Check all sections of part 1 have been completed correctly.
- Complete part 2 of the form, checking for any previous concerns raised/patterns in concerns.
- Speak to the parents (unless this increases the likelihood of harm to the child)
- Where necessary, contact MASH to report concerns and seek advice by completing an IARF (if it is believed a child is in immediate danger we will contact them via the professionals line or contact the police)
- Record the information and action taken relating to the concern raised
- Inform the member of staff that had raised the concern of the action taken.
- Follow up with MASH if they have not contacted the setting within a suitable timeframe (Set out in Working Together to Safeguarding Children 2018). We will never assume that action has been taken.
- Take action based on advice of MASH
- Inform Ofsted where necessary
-

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSL they should call the Local Authority children's social care team or the NSPCC and report their concerns anonymously.

Recording Suspicions of Abuse and Disclosures

Staff should make an objective, factual record of any observation or disclosure on the cause for concern form.
This record should include:

- Child's name
- Child's date of birth

- Name and position of person reporting
- Date and time the concern is recorded
- Full description of concern; exact words spoken by the child, exact position and type of any injuries or marks seen, exact observation of any incident.
- Parents/Carers voice - any discussion held with the parent/carer(s) (where deemed appropriate).
- Signature, print and date by the person completing the 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. Leading questions must not be asked, staff should use the Tell, Explain, Describe (TED) talk technique. As soon as possible after the disclosure details must be logged accurately.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of those involved

Informing parents

A parent/carer is 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 MASH/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, 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.

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.

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 in line with guidance of the local authority with the provision 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.

The allegation should be reported to DSL on duty. If this person is the subject of the allegation, then this should be reported to another member of the DSL team instead. If there is no alternative DSL on duty, concerns should be raised to the manager on duty.

The person reporting a concern about a member of staff must complete a 'Concern about a member of staff form' which can be found in the laundry.

This record should include:

- Name and position of person reporting
- Name and position of person reporting to
- Date and time the concern is recorded
- Date and time the concern is reported
- Full description of concern; exact words spoken by the child, exact position and type of any injuries or marks seen, exact observation of any incident.
- Signature, print and date by the person completing the form.

The person responding to the concern will:

- Check all sections of part 1 have been completed correctly.
- Complete part 2 of the form, checking for any previous concerns raised/patterns in concerns.
- Record the information and action taken relating to the concern raised
- Inform the member of staff that had raised the concern of the action taken.
- Search online 'Hampshire LADO notification form' and complete the online form. Email the form to child.protection@hants.gov.uk ALL concerns about a staff member require a Local Authority Designated Officer (LADO) notification, it is not for the DSL to decide if a concern meets threshold.
- No investigation should take place at this stage.
- Start a chronology of events which should be updated at each point.
- If you do not receive a response within one hour, email child.protection@hants.gov.uk asking for confirmation that they have received the notification.
- Once LADO respond, act in accordance with their instruction. This may be that they lead an investigation, or they may advise that an internal investigation be conducted.
- Ensure all paperwork is completed fully and signed/dated.

- All paperwork should be kept in a plastic wallet together and saved in the safeguarding folder for access by the relevant authorities
- Where appropriate, disciplinary procedures will be followed under the guidance of HR.
- The nursery reserves the right to suspend any member of staff during an investigation
- Any new, relevant information to be reported to LADO in the same manner as originally described.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of those involved

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 child protection plan or care plan in place for the child in question.
  Please refer to the Looked after Children policy for further details.

Extremism – the Prevent Duty

Littleworld Day Nurseries recognises that children and their families come from diverse backgrounds. We will ensure that our service is fully inclusive in meeting the needs of all children.

Working Together to Safeguard Children (2018) defines extremism. It states *"Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.*

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist"

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, family member or adult working with the children in the setting, comments causing concern or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further.

The NSPCC states that signs of radicalisation may be:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use.

We will tackle radicalisation by:

- Training all staff to understand what is meant by the Prevent Duty and radicalisation
- Ensuring 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
- To make a referral relating to extremism and you believe there is an immediate threat you must call 999 without delay. If it is not an immediate threat then you must complete an National Prevent referral form. This can be found at https://www.hants.gov.uk/community//prevent This must be in a done in in a timely way sharing relevant information as appropriate. You can also call the Anti-terror Hotline at 0800 789 321
- Ensure our nursery is an inclusive environment, tackle inequalities and negative points of view and teach children about tolerance through British Values
- Using the Government document Prevent Duty Guidance for England and Wales

Prevent Duty sets out the need for 'British Values', which are embedded within the Early Years Foundation Stage (EYFS). These British Values are:

- Democracy
- The rule of the law

- Individual liberty and mutual respect
- Tolerance of those with different faiths and beliefs.

Littleworld Day Nurseries will share these values and ensure that the staff understand them and apply them into practice. Failure to do so may result in Littleworld Day Nurseries Early Years Educator Funding being withdrawn.

To ensure that Littleworld Day Nurseries fulfils the prevent duty, we must ensure that:

- The children's personal, social and emotional development is focused on
- The children learn right from wrong
- The children value each other's views
- The children know about similarities and differences between themselves and others
- The staff are alert to harmful behaviours by influential adults in their lives
- The staff are able to identify children who may be vulnerable to radicalisation and know what to do when identified
- We assess the risk of the children being drawn into terrorism and work in partnerships with local agencies
- The staff are aware of when it is appropriate to make a referral.

Procedure

If any staff member has any concerns regarding a child's actions or behaviour, then the staff member will record the concern on the cause for concern form and inform the Designated Safeguarding Lead (DSL).

- The DSL will make a referral relating to extremism and you believe there is an immediate threat you must call 999 without delay. If it is not an immediate threat then you must complete an National Prevent referral form. This can be found at https://www.hants.gov.uk/community//prevent This must be in a done in in a timely way sharing relevant information as appropriate. You can also call the Anti-terror Hotline at 0800 789 321

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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.

Online Safety.

We take the safety of our children very seriously and this includes their online 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.

Keeping Children Safe in Education states *"The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:*

- ✓ *content: being exposed to illegal, inappropriate or harmful material.*
- ✓ *contact: being subjected to harmful online interaction with other users; and*
- ✓ *conduct: personal online behaviour that increases the likelihood of, or causes, harm"*

Within the nursery we aim to keep children (and staff) safe online by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and update them regularly
- Ensuring content blockers and filters are on all our devices, e.g. computers, laptops and any mobile devices
- Ensure management monitor all internet activities in the setting
- Locking away all nursery devices at the end of the day
- Ensuring no social media or messaging apps are installed on nursery devices. Except for the Nursery management team accessing the nursery Facebook page. No other staff members should be accessing this site.
- Management reviewing all apps or games downloaded to tablets to ensure all are age appropriate for children and safeguard the children and staff
- Using approved devices to record/photograph in the setting
- Never emailing personal or financial information
- Ensuring children are supervised when using internet devices
- Not permitting staff or visitors access to the nursery Wi-Fi
- Children's screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning.

Human Trafficking and Slavery

Legislation

The Modern Slavery Act received Royal Assent on 26 March 2015. The act consolidates slavery and trafficking offenses and introduces tougher penalties and sentencing rules.

Background

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

Modern slavery is a term that covers:

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

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

- Safeguarding and child protection
- Whistleblowing
- Equality and inclusion

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

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

Procedure

When a concern is raised about slavery or trafficking then we will follow our safeguarding procedure. If the child (or adult) is at risk of immediate harm then the police will be called, otherwise the local authority will be contacted, and the referral process will be followed as per the safeguarding procedure.

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 DSL at the earliest opportunity.

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

We have a Staff Behaviour Policy in place (See staffing and employment policies) that supports us to monitor staff and changes in their character. Staff are aware of the need to disclose changes to circumstance and use the whistle blowing policy where required.

Conflict resolution and Escalation

Problem resolution is an integral part of professional co-operation and joint working to safeguard children. Effective working together depends on an open approach and honest relationship between agencies.

Professional disputes are reduced by clarity about roles and responsibilities and airing and sharing problems. Effective working together depends on resolving disagreements to the satisfaction of workers and agencies, and a belief in a genuine partnership. Professional disagreement is only dysfunctional if not resolved in a constructive and timely fashion. Disagreements could arise in a number of areas but are most likely to arise around thresholds and roles and responsibilities. Some examples may include:

- Where one professional disagrees with the action of another around a particular course of action.
- Where one agency considers that the plan is inappropriate and that a child's need is not being met by the current plan.
- Where a member of staff or an agency considers that the child's safeguarding needs are better met by a Child Protection Plan and have requested that a Child Protection Conference be called and feel that this has been refused.

It is important to:

- Avoid professional disputes that put children at risk, obscure the focus on the child or delay decision making
- Resolve difficulties (within and) between agencies quickly and openly
- Identify problem areas in working together where there is a lack of clarity and to promote resolution via amendment to protocols and procedures.

Escalation Policy

The process of resolution should be as simple as possible. The aim should be to resolve difficulties at practitioner level between agencies. Attempts at problem resolution may leave one worker/agency believing that the child/ren remain(s) at risk of significant harm. This worker/agency has the responsibility for communicating such concerns through agreed channels.

The following stages are likely to be involved:

- Recognition that there is a disagreement over a significant issue, which impact on the safety and welfare of the child

- Identification of the problem and clarity about the disagreement and what the aim is.

These two stages could involve consulting a colleague to clarify thinking.

Initial attempts should be made to resolve the problem. This should normally be between the people who disagree unless the child is at immediate risk. It should be recognised that differences in status and /or experience may affect the confidence of come workers to pursue this unsupported.

A clear record should be kept at all stages, by all parties. In particular this must include written confirmation between the parties about an agreed outcome of the disagreement and how any outstanding issues will be pursued. All records should be retained on the child's case file. At each stage it is important that the person who originally raised the concern is given feedback on what action had been taken in response. It is the responsibility of the person to whom the issue is referred to ensure that clear and timely feedback is provided.

Absence Monitoring

Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and not cause for concern.

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

If a child has not arrived at nursery within one hour of their normal start time the parents/carers will be called to ensure the child is safe and healthy. If the parent/carer does not respond to the call this is recorded. On the second consecutive day with no contact, parents/carers are contacted again, if there is no response this is again recorded. At this point the Safeguarding lead is made aware. On the third consecutive day with no contact, all contacts are called/emailed to obtain reason for absence. All children are required to have a minimum of two emergency contacts, in addition to parent/s. If no contact has been responded to and there has been no confirmation that the child is safe and healthy, the DSL on duty will contact children's services and/ or a police welfare check requested.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to their allocated social worker to ensure the child remains safeguarded. If their allocated social worker is not on duty, the duty social worker will be contacted. In the event of being unable to speak with a social worker, MASH will be contacted.

Consecutive day means to call them the next day even if the child does attend the next day.

Safer Recruitment and Staff Training

Staffing and volunteering

At Littleworld Day Nurseries we are vigilant in our recruitment procedures aiming to ensure all people working with children are suitable to do so. We follow this procedure every time we recruit a new member to join our team. We abide by all legal requirements relating to safer recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks; and abide by the employer's responsibilities relating to informing the DBS of any changes to the suitability of their staff, whether this member of staff has left the nursery or is still under investigation.

As part of safer recruitment processes, potential new employees are interviewed by two members of the management team. The interview includes a short period of time working alongside the team in the respective room, followed by a question and answer segment. The interview is then scored and assessed, which involves feedback from time spent in the room.

All offers of employment are subject to receipt of two satisfactory references, one of which must be the applicants most recent/current employer, and a full enhanced DBS check. Employment will not commence until references and DBS checks are complete and have been verified by a manager. Open references will not be accepted and must be accompanied by a verified email if necessary.

Qualifications and the right to work in the UK will also be checked as part of the recruitment process.

The nursery will record and retain details about the individual including staff qualifications, identity checks carried out and the vetting process completed. This will include the disclosure and barring service reference number, the date the disclosure was obtained and details of who obtained it. The nursery will not retain copies of the disclosure itself once the employment decision is taken

There may be occasions when a DBS check is not clear, but the individual is still suitable to work with children. This will be treated on an individual case basis and at the manager's/owner's discretion taking into account the following:

- seriousness of the offence or other information
- accuracy of the person's self-disclosure on the application form
- nature of the appointment including levels of supervision

- age of the individual at the time of the offence or other information
- the length of time that has elapsed since the offence or other information
- relevance of the offence or information to working or being in regular contact with children.

All staff are responsible for notifying the manager in person if any there are any changes to their circumstances that may affect their suitability to work with children (staff suitability status will also be checked through an annual 'staff suitability questionnaire'). This includes any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager **immediately.**
The nursery manager will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved. This may include requiring the individual to obtain a waiver from Ofsted in relation to any disqualification.

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 clearance from the Disclosure and Barring Service (DBS). We do not allow any volunteers to be unsupervised with children.

During their employment with Littleworld Day Nurseries Limited, staff are not permitted to babysit for any of our families. Staff members are not permitted to provide any childcare services outside the nursery to maintain professional boundaries with parents. Professional working boundaries must be observed when a parent at the nursery setting is a friend of a member of staff, it is vital that professional boundaries in relation to confidentiality, child protection practices and professional curiosity are maintained. If there is a safeguarding concern, the procedures must be followed in line with this policy.

Staff Training
All staff will attend safeguarding 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 sign posted to contact details for the LADO (local authority designated officer), the local authority children's social care team and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.
Training during the induction also covers The Prevent Duty and British Values, Breast Ironing, Female Genital Mutilation and Witchcraft.

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Leads (DSL)
These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis.

The nursery DSLs undertake specific training, including a child protection training course, and receive regular updates to developments within this field through Hampshire SFYC provider briefings. They in turn support the ongoing development and knowledge update of all staff on the team.

Although, under the EYFS, we are only required to have one designated lead for safeguarding, for best practice and to always ensure cover, we have a DSL team. This enables safeguarding to always stay high on our priorities. There will always be at least one designated lead on duty while our provision is open. This will ensure that prompt action can be taken if concerns are raised.

All staff receive Basic Safeguarding Training from an external provider annually.
Training is also delivered during staff meetings to cover relevant topics based on concerns/trends within the nursery and local area by the DSL team regularly

Other Staffing information

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within the nursery are clearly informed that the 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
- 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 child protection plans for their own children.
- This information is also stated within every member of staff's contract
- We request DBS checks every 5 years or we use the DBS update service (with staff consent) to re-check staff's criminal history and suitability to work with children
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to 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
- 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 led to dismissal for reasons of child protection 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
- 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 or strangers lingering. We will ensure the children always remain safe.
- The staff behaviour policy sits alongside this policy to enable us to monitor changes in behaviour that may cause concern. All staff are made aware of this policy to ensure any changes are reported so that we can support the individual staff 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
- 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 will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- We use peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly highlighted. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff can share any concerns they may have. Any concerns are raised with the designated lead and dealt with in an appropriate and timely manner
- 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.

Use of Technology, including phones, cameras, smart watches, social media and internet use

Policy statement

This policy refers to all electronic devices that can take pictures, record videos, send or receive calls and messages. This includes cameras, mobile phones, tablets and any recording devices including smart watches. More and more devices are technically capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children. At Littleworld Day Nurseries we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. To ensure the safety and well-being of children we only allow staff to use their personal mobile phones during their break time and in a designated area. Staff must only use their phones outside the front of the nursery or in their cars. The office may be used if a personal call is required during working hours, such as a doctor's phone appointment.

Exceptions to this are at managers/DSL discretion following risk management assessment.

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children. We ask parents and visitors to respect and adhere to our policy.

Staff must adhere to the following:

- Mobile phone and smart watches equipped with a camera are either turned off (by turning off the Bluetooth connectivity on their phone) or, put on aeroplane mode and on silent.
- Mobile phones can only be used on a designated break and then this must be in designated areas outlined above.
- Mobile phones equipped with a camera should be always stored safely in staff lockers or in the staff members car during the hours of your working day. **Smart watches with no camera feature may be worn during working hours but must have the Bluetooth connectivity on their phone and notifications turned off. Failure to adhere to this may result in disciplinary action.**
- **Smart watches with cameras are not permitted to be worn during working hours.**
- During outings photographs must not be taken of the children on any phones or any other personal information storage device. Only nursery owned devices will be used to take photographs. Only the senior member of staff will take their mobile phone during outings. This will only be used to contact emergency services if need be.
- No personal device is allowed to be connected to the nursery wifi at any time, unless with prior permission from management.

- The nursery devices will not have social media or messaging apps on them apart from those linked to company business pages.
- The use of nursery devices, such as tablets and laptops must only be used for nursery purposes
- Any apps downloaded onto nursery devices must be done only by management. This will ensure only age appropriate and safe apps will be accessible to staff or children using them
- Nursery devices will not be taken home with staff, unless operational needs require emails or the shared drive to be accessed outside normal working hours. In this case, Management staff will be issued a laptop for this use only which is to be kept securely and not accessed by anyone other than the designated person. Requests to use nursery devices can be made to the manager on duty and may be approved at their discretion, for example apprentices to complete coursework.

Social media is becoming a large part of the world we live in and as such we need to make sure we protect our children by having procedures in place.

- When using social networking sites such as Facebook staff must:
    - Not name the setting they work at
    - Not make comments relating to their work or post pictures in work uniform
    - Not accept or make any requests to befriend current parents of children in the nursery or send or accept private messages to current parents of children in the nursery, except for colleagues or longstanding friends. In this instance staff complete the Social media declaration form for management to review.
    - Follow the staff behaviour policy
    - If a parent asks questions relating to work via social networking sites, then staff should refrain from replying and refer the question to the nursery manager.
    - Report any concerning comments or questions from parents to the manager/safeguarding lead
    - Not post anything that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way
    - Ensure any posts reflect their professional role in the community, for example, no inappropriate social event photos or inappropriate comments on personal social media.

Littleworld Office 365 accounts

Staff with an allocated Littleworld nursery Office 365 account must only access their account on a registered Littleworld Nursery device that is maintained and has remote access from our contracted IT support. Accessing your Office 365 account on a private device such as a home laptop, tablet or phone without your nursery manager's prior authorisation is in breach of our GDPR policy and may lead to disciplinary action.

Famly

All staff have access to our online e-portfolio and nursery management system. Access to these online systems is prohibited outside your contracted working hours without prior authorisation from the nursery manager. Any staff who are found to be in breach of this policy may face disciplinary action.

Parents and visitors' use of mobile phones, smartwatches and social networking

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones, smart watches and to remove smart glasses with whilst in the nursery or when collecting or dropping off their children. If you are found to be using your mobile phone inside the nursery, you will be asked to go outside or finish your call. If you are found to be wearing smart glasses with camera and recoding function you will be asked to remove them. We do this to ensure all children are safeguarded and the time for dropping off and collecting is a quality handover opportunity where we can share details about your child. Parents/carers may be asked to leave their phone, smart watch or glasses in the office.

We promote the safety and welfare of all staff and children. We ask all parents and visitors to follow this policy to ensure that information about children and images do not fall into the wrong hands. We ask parents not to:

- Send friend requests to any member of nursery staff
- Screen shot or share any posts from famly.
- Post any photographs to social media that have been supplied by the nursery with other children in them, for example Christmas photographs or photographs from an activity at nursery.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures

Photography

- Parents/Carers give permission for their child being photographed & videoed for the purpose of children's records and nursery displays as part of the terms and conditions.
- Parents/Carers give permission for an online famly to be created and maintained for their child along with permission for their child's photo to appear in any group photos used in learning journeys via the form within the registration pack. Parents/Carers also agree not to electronically share, by social media or other platforms, any part of my child's learning journey by signing this form. An Ofsted officer during an inspection will have access to these files.
- All photographs of children taken on nursery tablets will be deleted from the device at the end of each month.

- Every parent has the right to refuse this request, in which case the child must not be photographed by any member of staff, by a parent or carer or by any outside agency without the express permission for that occasion of the parent or carer with whom the nursery has a contract.
- Photographs needed for evidence in a student or staff member personal development study file, must seek additional permission for use of photographs
- We operate a no mobile phone policy on site. All mobile phones owned by staff and any visitor to the nursery, must be stored in the phone lockers provided or in the office.
- Staff cannot use personal cameras or devices to photograph children.
- No personal camera, smart watches or fit bits that has access to the internet can be used by staff when accompanying children on off site visits. Only nursery registered devices such as a tablet can be used for the purpose of taking photographs. A member of staff, room manager or most senior person, will take their mobile phone for the sole purpose of contacting emergency services on off site visits.

Use of tablets and the internet

- All nursery devices are connected to the secure wifi and staff can access the internet via the tablets and laptops. Purposes of internet use include famly, research purposes for work related topics and child appropriate teaching tools We follow the guidance set out in the EYFS "Help for early years provider: Screen use" to ensure safe and appropriate use of screens by children. Evidence shows that screens can have a big impact on children and their development in the early years.

- Screens have a place in Early Years settings, if it is used for as educational purpose and have a learning intention behind it. Examples of this include listening to audio books, to search pictures to follow children's interests and learn new information, educational purpose such as the private part song, guess the sound games, phonics' games that allow children to think predict, respond and discuss

- Screen time refers to the amount of time a child spends looking at a screen.
- Screen use refers to how, why and in what context screens are used

SCREEN TIME:

- Screen use is **not used for under 2s** and is limited to **up to an hour a day for children aged 2 to 5.** Restricting time children spend on screens at home and in early years settings supports healthy child development, which requires sufficient sleep, play, real-world interaction and responsive adult engagement

SCREEN USE:

- Practitioners consider the nature of any content they plan to use on a screen, to ensure it is safe, age appropriate and is used for as educational purpose and has a learning intention behind it.

- Children are only allowed to access and use screens with an adult's co-engagement. It is important to watch and look at the videos and pictures before sharing the screen with the adult's role to protect them from harmful content and to support the child's development .
- The content shown to children needs to be slow-paced, repetitive and predictable - avoiding fast-paced, over-stimulating content**. Auto-play must be disabled** so children are not exposed to content that hasn't been watched by adults before. Adverts must be muted and skipped, If the screen is being used to listen to a story or music then **the screen must be turned so that children cannot view it**.

- Screens are not used for routine management or to calm children, this can have an impacts on children's ability to learn to self-regulate. Children with SEND needs or EAL may need to use a screen to communicate their wants and needs, the Senco will use their professional judgement to determine whether assistive technologies will support a child's learning on a case-by-case basis.

- Children do not use screens, devices or toys with in-built AI features.

- We should work in partnership with parents to support and inform them about the use of screens.
- Guidance for parents and carers on screen use can be found here: Baby and toddler screen time guidance - Best Start in Life.
- We share with our parents the guidance on screen use and we must do this in a non-judgemental and empathetic way. As well as suggesting ideas to parents' alternative ideas to reduce screen use. Such as directing them to our home learning area and lending library

- Social media is not to be accessed on nursery devices, with exception to Facebook for the purpose of managing the nursery Facebook page by designated staff. This can either be on the main computer or designated 'Facebook tablet.'

Nursery Facebook Page

Littleworld Day Nursery have a Facebook page for each of their sites. These are managed and maintained by the nursery management time. The page has been made 'Public' as it is used for marketing purposes as well as for a source of information for current parents and families. All parents are provided with a copy of our Facebook and website agreement as part of the registration process and can choose whether to give permission for their child/ren to be included in photographs on the Facebook page. Children's names will not be published, and any photographs used will only be for the purposes detailed above. Staff can 'like and share' posts on the nursery

Facebook page but must not comment or tag themselves in a way that makes them identifiable as a member of staff.

Failure to adhere to this policy and the points mentioned above will result in the member of staff involved facing disciplinary action, which could result in dismissal.

Children's rights and entitlements

Policy statement

- We promote children's right to be strong, resilient, and listened to by creating an environment within Littleworld Day Nurseries that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
- We promote children's right to be listened to by encouraging children to develop a sense of autonomy and independence.
- We promote children's right to be listened to by enabling children to have the self- confidence and the vocabulary to resist inappropriate approaches.
- We help children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- We work with parents to build their understanding of, and commitment to, the principles of safeguarding all our children.

What it means to promote children's rights and entitlements to be '*strong, resilient and listened to'.*

To be strong means to be:

- secure in their foremost attachment relationships, where they are loved and cared for by at least one person who is able to offer consistent, positive and unconditional regard and who can be relied on.
- safe and valued as individuals in their families and in relationships beyond the family, such as day care or school; self-assured and form a positive sense of themselves – including all aspects of their identity and heritage.
- included equally and belong in early years settings and in community life.
- confident in abilities and proud of their achievements.

- progressing optimally in all aspects of their development and learning.
- part of a peer group in which to learn to negotiate, develop social skills and identity as global citizens, respecting the rights of others in a diverse world; and
- able to represent themselves and participate in aspects of service delivery that affects them, as well as aspects of key decisions that affect their lives.

To be resilient means to:

- be sure of their self-worth and dignity.
- be able to be assertive and state their needs effectively.
- be able to overcome difficulties and problems.
- be positive in their outlook on life.
- be able to cope with challenge and change.
- have a sense of justice towards themselves and others.
- develop a sense of responsibility towards themselves and others; and
- be able to represent themselves and others in key decision-making processes.

To be listened to means:

- adults who are close to children recognise their need and right to express and communicate their thoughts, feelings and ideas.
- adults who are close to children are able to tune in to their verbal, sign and body language in order to understand and interpret what is being expressed and communicated.
- adults who are close to children are able to respond appropriately and, when required, act upon their understanding of what children express and communicate; and
- adults respect children's rights and facilitate children's participation and representation in imaginative and child centred ways in all aspects of core services.

At Littleworld we promote British Values within everyday practice and these are embedded within our policies, procedures and planning.

Looked after children

Policy statement

At Littleworld Day Nurseries we are committed to providing a welcoming and inclusive quality environment for all children and families.

Definition and legal framework

The description ‘looked after’ is generally used to describe a child who is looked after by the local authority. This includes children who are subject to a care order or temporarily classed as looked after on a planned basis for short breaks or respite care. Most looked after children will be cared for by foster carers with a small minority in children’s homes, looked after by family members or even placed back within the family home.

The term 'looked after child' denotes a child's current legal status. The nursery never uses this term to categorise a child as standing out from others or refers to a child using acronyms such as LAC.

Our policy

Our nursery treats each child as an individual. We recognise that for young children to get the most out of educational opportunities they need to be settled appropriately with their carer. We will discuss with the child’s carer, and social worker where applicable, the length of time the child has been with the carer before they start nursery to establish how secure the child feels and whether they are ready to be able to cope with further separation, a new environment and new expectations made upon them.

We are aware that there are several reasons why a child may go into care and these reasons may or may not include traumatic experiences or abuse. All our practitioners are committed to doing all they can to support all children to achieve their full potential. The nursery staff team are all trained to understand our safeguarding policy and procedures. Additional training to support children’s individual needs will be planned for where appropriate.

Practitioners are always supported by management, and we have an open-door policy if they need to discuss any sensitive issues regarding the child.

Where applicable, we contribute to any assessment about the child, such as those carried out under local authorities' assessment frameworks or Early Help Assessment (EHA) and to any multi-agency meetings, case conferences or strategy meetings in relation to the child's learning and development.

Each child is allocated a key person. The key person will support the child initially with transition and settling in and then continue to support and build up a relationship with the child, carers and any other agencies involved. Regular contact will be maintained with the carers throughout the child's time at the nursery and with the social worker or other professionals (where applicable).

The key person will carry out regular ongoing practice to build up a picture of the child's interests, and plan activities accordingly to support the child's stage of learning and development and interests. This information will be shared with carers and other professionals as appropriate as well as any concerns surrounding their developmental stages.

Where necessary we will develop a care plan with carers and professionals. This will include:

- The child's emotional needs and how they are to be met
- How any emotional issues and problems that affect behaviour are to be managed
- The child's sense of self, culture, language/s and identity - how this is to be supported
- The child's need for sociability and friendship
- The child's interests and abilities and possible learning journey pathway
- How any special needs will be supported.

In addition, the care plan may also consider:

- How information will be shared with the foster carer and local authority (as the 'corporate parent') as well as what information is shared with any other organisation or professionals and how it will be recorded and stored
- What contact the child has with his/her birth parent(s) and what arrangements will be in place for supervised contact. If this is to be in the setting, when, where and what form the contact will take will be discussed and agreed
- Who may collect the child from nursery and who may receive information about the child
- What written reporting is required

- Wherever possible, and where the plan is for the child to return to their home, the birth parent(s) should be involved in planning
- With the social worker's agreement, and as part of the plan, whether the birth parent(s) should be involved in the setting's activities that include parents, such as outings, fun days etc. alongside the foster carer.

Where applicable, we will complete a Personal Education Plan (PEP) in partnership with the social worker and/or care manager and carers. We will also attend all appropriate meetings and contribute to reviews.

The key person will work together to ensure any onward transition to school, or another nursery is handled sensitively to ensure that this is as smooth as possible and all necessary information is shared. The child's individual file, including observations, photographs and pieces of artwork and mark making will be passed on to the carer at this stage.

Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such ways as to safeguard and promote their welfare.

A privately fostered child is a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation etc., for more than 28 days and where the care is intended to continue by someone other than:

- The Parents
- A person who is not a parent but has parental responsibility
- A close relative
- The Local Authority

It is a statutory duty for us to inform the Local Authority where we are made aware of a child who may be subject to private fostering arrangements. We will do this by contacting the Local Authority Children's social care team.

Lock Down

Littleworld recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations A lockdown may take place where there is a perceived risk of threat to the nursery, its staff, children, visitors or property.

Where possible, the nursery managers will act to ensure the safety of all personnel in the setting in the following situations:

• In the event that unauthorised person(s) considered dangerous, are on nursery grounds.

• In instances including domestic breakdowns where estranged parties are attempting to abduct children.

• In instances where personnel, visitors, parents, volunteers or staff from within the setting become a threat to the well-being of others.

• In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes.

A lockdown will be initiated by the duty manager and will be communicated through either the internal telephone system or verbally saying ‘LOCK DOWN, LOCK DOWN’. Lock down procedures will be practiced termly to ensure that staff and children are familiar with them.

Procedure

Follow the **CLOSE** Procedure.

Close all windows and doors.

Lock up.

Out of sight and minimise movement.

Stay silent and avoid drawing any attention.

Endure. Be aware that you may be in Lockdown for some time.

The following steps provide guidelines for staff, students and visitors in an emergency situation:
1. On hearing the lock down signal, the Duty Manager and/or Deputy will call for assistance using 999. They will keep the setting mobile on their person in case of emergency evacuation.
2. Staff will lock all external doors
3. The words ‘LOCK DOWN, LOCK DOWN’ will signal lockdown procedures to take effect immediately.

Upon hearing the Lockdown signal, these steps will be followed:

1. Staff to guide all children into the building if playing outside. Staff to keep children safe in their age-appropriate rooms where possible. It may be required for the setting to join age groups together to keep safe, in this instance the duty manager will decide where is safest to join.
2. Staff to secure all windows and doors. Instruct children to move away from windows and doors and cover windows where possible. If anyone is outside, call them in. Ensure register, phone and first aid kit and emergency medication, such as inhalers, is available before locking or blocking doors.
3. Do a head count immediately & call register, report any children missing to the duty manager.
4. Supervise, ensuring everyone remains out of sight and are sitting quietly.
5. No one should be allowed out of the room or safe area during a lockdown procedure except for the building being on fire.
6. Remain in lockdown until the all-clear has been given by the police or emergency services.
7. The duty manager log the incident, inform relevant authorities, parents etc and investigate the incident when it is safe to do so, reviewing policies and risk assessments if needed. In the event of Lock Down we will put a message on the nursery management system and notify parents as soon as we are able. It is essential the guidance is followed to keep all in lock down safe from harm until the emergency services give all clear.

The message will be similar to the message below;
‘Due to an incident, we have been advised by the emergency services to secure the premises and stay put until we are given the ‘all clear’. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.’

In the event of an intruder gaining access to the building, emergency evacuation procedures will be followed, if it is deemed safe to do so.

In the event that it is not safe to remain on nursery premises, all staff and children are to relocate immediately to their identified place of safety.

The CCTV system

Policy statement

Littleworld Day Nursery has in place a CCTV surveillance system. Images are monitored and recorded and will be used in strict accordance with this policy. The Directors, along with the Nursery Managers, are responsible for the operation of the system and for ensuring compliance with this policy and the procedures.

The system comprises of fixed position cameras, a monitor and a digital recorder, and public information signs. Cameras are located at strategic points:
Inside:
Both Nurseries: one camera outside the main entrance, (Clatford one in hallway) two in the Pre-school room, one in the Toddler room, one in the Baby room and another in the Baby sleep room.
Outside:
Weyhill Road Baby Room Decking Toddler Room Garden/Staffroom, Pre-School room 1 Bottom Garden 2 Blue playground 3 Decking 4 Large Loose Parts
Clatford Baby Room Decking Toddler Room Garden Pre-School Main garden, Top garden

These cameras are visible to all. Signs are prominently placed at strategic points at the entrance to the building to notify staff, parents/carers, visitors and members of the public that a CCTV installation is in use. Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Purpose of the system

The system has been installed by the Nursery with the primary purpose of protecting the children, property and equipment. We are also ensuring the safety of the staff, parents/carers and visitors consistent with respect for the individual's privacy. These purposes will be achieved by monitoring the system to assist in the prevention and detection of crime. The system will not be used to provide recorded images for the world-wide-web, or to provide images for a third party, other than the Police in the course of their enquiries.

Images captured by the system will be monitored in the building and recorded in the office twenty-four hours a day, throughout the whole year. It is recognised that images are sensitive material and subject to the provisions of the General Data Protection Regulation (GDPR) 2018; the Nursery Director is responsible for ensuring day to day compliance with GDPR. All data recordings will be handled in strict accordance with this policy and the procedures.

Recording

Digital recordings are made using a digital video recorder, operating in real time mode. Images will normally be retained for 28 days from the date of recording, and then automatically over written. Access to images will be by senior management and Directors. The digital recorder is encrypted.

Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:

Law enforcement agencies where images recorded would assist in a criminal enquiry.
People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
Prosecution agencies.
Emergency services in connection with the investigation of an accident.

Access to images by a staff member, parent/carer or visitor, if they show a recognisable person, are Personal Data and are covered by the General Data Protection Regulation 2018. Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to the prohibitions on access also covered by the General Data Protection Regulation 2018.They do not have the right of instant access; they must abide by the GDPR procedures.

A person whose image has been recorded and retained and who wishes access to the data must apply in writing to the Directors. Littleworld Day Nursery will then arrange for viewing of the images and subsequent discussion of content. The General Data Protection Regulation 2018 gives the Directors the right to refuse a request for a copy

of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.
If it is decided that a data subject access request is not to be complied with, the reasons will be fully documented and the data subject informed, whenever possible in writing, stating the reasons.

Missing child

Policy statement

At Littleworld Day Nurseries we are committed to promoting children's safety and welfare. The children's safety is our highest priority, both on and off the premises. Every attempt is made, through carrying out appropriate risk assessments and following the Maintaining children's safety and security on premises and the Supervision of children on outings and visits policy, to ensure the security of children is always maintained. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

Child going missing on the premises

At Littleworld we take all reasonable steps to ensure the safety of children on the premises. We only release children into the care of individuals who have been notified to us by the parent/carer and have a current form of ID and the collection password.
We have safety systems in place to ensure that children do not leave the premises unsupervised, including high handle doors and magnetic release systems for the main nursery doors, managed by the manager on duty.

In the unlikely event of a child going missing within or from the nursery, we have the following procedure which will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The nursery manager will be informed immediately, and all staff present will be informed, where appropriate. Some staff will be deployed to start an immediate thorough search of the nursery, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children, so they remain supervised, calm and supported throughout
- The manager will call the police as soon as they believe the child is missing from nursery premises and follow police guidance. The parents of the missing child will also be contacted.
- A second search of the area will be carried out
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery

- The register and most recent headcount record is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The manager will meet the police and parents
- The manager will then await instructions from the police
- In the unlikely event that the child is not found, the nursery will follow the local authority and police procedure
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- Ofsted will be contacted and informed of the incident within 14days.
- With incidents of this nature parents, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

Child going missing on an outing

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- Before leaving the nursery premises, a group photo of all children and staff is taken, to refer to in the event of a child going missing.
- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated carer and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- If appropriate, on-site security will also be informed and a description given
- The designated person in charge will immediately inform the police
- The designated person in charge will then inform the nursery who will contact the child's parents giving details of what has happened. If the whole nursery is on an outing, all contact details will be taken on the trip by the person in charge
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children
- It will be the responsibility of designated person in charge to ensure that there are adequate staff to care for the children and return with them to nursery safely, nominate a member of staff to meet the police and someone to continue the search
- The manager contacts the directors and reports the incident. The local director comes to the setting immediately to carry out an investigation, with the management team.
- Ofsted must be contacted and informed within 14days of all missing child incidents

- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives
- Post-incident review will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

The investigation

- Staff keep calm and do not let the other children become anxious or worried.
- The manager together with a representative of the management team, speaks with the parent(s) or carer(s).
- The director carries out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The designated person in charge writes an incident report detailing:
  - The date and time of the report.
  - Which staff/children were in the group/outing and the name of the designated member of staff responsible for the missing child.
  - When the child was last seen in the group/outing.
  - What has taken place in the group or outing since the child went missing.
  - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, advice is taken from HR.
- The insurance provider is informed.

Managing people

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.

- Staff may be the understandable target of parental anger, and they may be afraid. Littleworld Day Nurseries management team will ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the manager. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the manager and the other should be another member of the management team, or a director. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.
- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The directors will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.

Uncollected child

Policy statement

In the event that a child is not collected by an authorised adult at the end of a session/day, we follow procedures outlined below to ensure that the child is cared for safely by an experienced and qualified practitioner who is known to the child. The child will receive a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

- Parents of children starting at the setting are asked to provide the following specific information, which is recorded on our registration form and stored on our connect software system:
  - Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
  - Place of work, address and telephone number (if applicable).
  - Mobile telephone number (if applicable).
  - Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
  - Who has parental responsibility for the child.
  - Information about any person who does not have legal access to the child.
  - On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.
- On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with details of the name of the person who will be collecting their child. We agree with

parents how to verify the identity of the person who is to collect their child by asking them for ID and a pre-agreed password.

- We inform parents that we apply our child protection procedures in the event that their children are not collected by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.
- If a child is not collected at the end of the session/day, we follow the procedures below:
  - Emails and famly messages/notifications are checked for any information about changes to the normal collection routines.
  - If no information is available, parents/carers are contacted at home or at work.
  - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting, and whose telephone numbers are recorded on the registration form, are contacted.
  - All reasonable attempts are made to contact the parents or nominated carers.
  - The child does not leave the premises with anyone other than those named on the registration form or on famly..
  - If no-one collects the child after the Nursery has closed and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.

  - We contact our local authority children's services:

01329 225379

For full day care, this will be the out of hours :

0300 5551373

  - The child stays at the Nursery in the care of two staff members, in a room with recorded CCTV until the child is safely collected either by the parents or by a social care worker.
  - Staff will provide suitable activities for the child to minimise any potential distress.
  - Children's Services will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
  - Under no circumstances will staff go to look for the parent, nor do they take the child home with them. A full written report of the incident is recorded in the child's file.

- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed: 0300 123 1231

- Hampshire SFYC may also be informed via a General enquiry form.

Primary legislation

- Children Act (1989 s47 and 2004)
- Childcare Act (2006)
- Children and Social Work Act (2017)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Protocol for the management of actual or suspected bruising in infants who are not independently mobile (2016)
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2026
- Working together to safeguard children (2026)
- Keeping children safe in education (2026)
- What to do if you're worried a child is being abused (2015)
- Counter – Terrorism and Security Act (2015)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non-Statutory Guidance
- Neglect Strategy 2016/2018
- FGM Strategy 2016

Local authority children's social care team – 01962 876364

Legal framework

- Childcare Act 2006
- Children Act 1989 and 2004
- Adoption and Children Act 2002
- Children and Young person's Act 2008
- Children and families Act 2014
- Children and Social Work Act 2017
- Data Protection Act 2018
- Human Rights Act 1998

The above Safeguarding and Child Protection policies were adopted by Littleworld Day Nurseries Ltd on 10th September 2026. To be reviewed no later than February 2027.