This policy was adopted at a meeting of Advisory Board

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<td>Date to be reviewed</td>
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<tr>
<th>Signed on behalf of the centre management team</th>
<th>Signed on behalf of the Advisory Board</th>
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<tr>
<td>Name</td>
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<tr>
<td>Role</td>
<td>Children Centre Cluster Coordinator</td>
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Key Personnel

Designated Persons for Safeguarding and Child Protection are:

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<tr>
<th>Children’s Centre Management Team</th>
<th>Name and Contact Number</th>
<th>Nursery Management Team</th>
<th>Name and Contact Number</th>
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<tr>
<td>Cluster Coordinator</td>
<td>Dave Fielding</td>
<td>Nursery Manager</td>
<td>Angela Jones</td>
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<td></td>
<td>07850919029</td>
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<td>0161 778 0067</td>
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<tr>
<td>Deputy Manager</td>
<td>Gail McNally</td>
<td>Deputy Manager</td>
<td>Kay Jones</td>
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<td>0161 778 0750</td>
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If the designated persons are unavailable or the allegation is against them the concerns should be passed on to Rebecca Bibby; Head of Service for Starting Life Well –

Aims

To ensure all staff, volunteers and adults are aware of safeguarding children procedures and their roles and responsibilities within Salford’s Local Authority Nurseries. Current legislation and Government guidance states coherently that anyone working with children and young people, whatever their status or role has a responsibility to safeguard all children and young people.

Government guidance, Working together to safeguard children (2015) requires LA nurseries adhere to and follow safeguarding and child protection procedures that are established by the local authority. Local Authority Nurseries must ensure that they have procedures in place for responding confidently and appropriately should they consider a child is in need of early help and or if a child is considered to be at risk of, or is suffering significant harm.

The Statutory Framework For the Early Years Foundation Stage Safeguarding and Welfare Requirements (September 2014) states that ‘providers must take all necessary steps to keep children safe and well and ensure the suitability of adults who have contact with children’. All nurseries will have regard to and adhere to this requirement.
Objectives

1. To ensure all staff and volunteers are aware of the LA Nurseries procedures and practice in relation to the protection and safeguarding of all Children.

2. To ensure all staff and volunteers are aware of reporting and recording mechanisms.

3. To ensure all staff and volunteers are confident in managing safeguarding children concerns, recording information and communicating with the designated member of staff for safeguarding and child protection.

4. To ensure all staff and volunteers know who the designated persons are in relation to safeguarding children and reporting concerns regarding allegations against a professional or persons working with children.

5. To ensure all staff and volunteers are familiar with risk factors, which could contribute to safeguarding children.

6. To ensure that where appropriate the Early Years Foundation Stage Safeguarding and Welfare Requirements are fully implemented.
Summary

LA Nurseries are committed to creating a safe environment for children, which is free from abuse and where any suspicion of abuse is dealt with promptly and appropriately. All staff and volunteers have a statutory responsibility to work with child protection agencies and managers are committed to all staff undertaking child protection training to enable them to recognise symptoms and triggers of abuse and neglect.

LA Nurseries will ensure that all staff who undertake ‘regulated activities’ working with children or vulnerable adults within Nursery have appropriate checks and are deemed suitable to work with children in accordance with clearance from the Disclosure and Barring Service (DBS).

All staff and volunteers are required to have read the Safeguarding and Child Protection Policy before undertaking any work in the Nursery.

This document should be read in conjunction with:

- Salford Safeguarding Children Board Procedures Manual
  http://www.partnersinsalford.org/sscb/policiesprocedures.htm
- Safe Recruitment and Vetting Policy
- Educational Visits and Activities Policy
- Appropriate use of technology in Children’s Centre and Nursery Policy - Mobile phone/internet access/social networking sites/ photographs.
- Behaviour management policy.

Policy Review

The policy is reviewed annually by the Children’s Centre Cluster Coordinators, Nursery Manager, should legislation change within this period of time amendments will be made if necessary.

Recommendations for changes to this policy will be given to the SLW and Children’s Centre Head of Service for consideration and SSCB.
Section One

Policy Implementation

The Children’s Centre Cluster Coordinator and Nursery Manager is responsible for the implementation, review and evaluation of this policy. All policies have to be approved by the Children’s Centre Advisory Board. (Where applicable) Policies are part of the induction of staff, volunteers and students. Parents/carers and children’s centre partners are made aware of the policies and encouraged to read them. Policies are available as public documents.

Staff and volunteers

- We ensure all staff; volunteers and parents are made aware of our safeguarding/child protection policies and procedures. (We do this by having the policy displayed and made available to all staff, volunteers and parents).
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the nurseries are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out ‘enhanced disclosure’ checks with the Disclosure and Barring Service before posts can be confirmed.
- We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to children.
- Adults without enhanced level of DBS clearance should not be allowed unsupervised access to children. Parent volunteers or other visitors to the Nursery should be supervised directly by a suitable person who is responsible for undertaking ‘regulated activity’ as defined within the criteria set by the DBS service.
- Volunteers do not work with children or vulnerable adults unsupervised.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.
- Security steps are taken to ensure that we have oversight of those who come into settings so that no unauthorised person has unsupervised access to children.
- We have procedures for recording the details of visitors to the setting.
- Staff and volunteers working in the nursery will not use corporal punishment. Further guidance is given within the EYFS Safeguarding and Welfare Requirements (2014) and within the Nursery Behaviour Management policy. Where there is an allegation made against a professional (volunteer) Ofsted and the Local Authority Designated Officer will be informed of action that has been taken within 14 days.
- Staff and volunteers will be supported by line management whilst undertaking safeguarding responsibilities.

- Staff are aware of the duty to report any known cases of Female Genital Mutilation (FGM)

- Staff are alert to the possibility that children and young people are capable of abusing their peers and in this instance this would be recorded and reported to the designated person.

**Training**

- We seek out training opportunities for all staff and volunteers working in the setting to ensure that they are able to recognise symptoms and triggers of physical abuse, emotional abuse, sexual abuse and neglect. Practitioners are aware of the local authority guidelines for making referrals in keeping with guidance and directions set out in the Threshold of Need and Response in Salford document. (See attached document page 11)

- We ensure that all staff know and are confident in undertaking the procedures for reporting and recording their concerns in the setting.

  - The designated person will undertake safeguarding training every two years and will refresh their skills and knowledge annually.

  - All staff will undertake the basic/foundation training as approved by the Salford’s Safeguarding Children Board and will attend refresher training every three years. Staff will also be expected to undertake additional training as identified through staff supervision and annual Personal Development Review (PDR). **All staff will receive regular updates concerning safeguarding and child protection at least annually. Safeguarding will be set as a standard agenda item at each staff meeting.**

  - All nursery staff will undertake specific training in relation to Female Genital Mutilation.

  - Training is provided in accordance with Salford’s Safeguarding Children Board and in line with the EYFS Safeguarding and Welfare Requirements in relation to safeguarding and child protection.

**Curriculum**

- We introduce key elements of practice that keeps children safe into our programmes to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to, and that they develop an understanding of the need to and how to keep safe.

- We create within the setting a culture of value and respect for the individual, having positive regard for children’s heritage arising from their colour, ethnicity, languages spoken at home, Special Educational Needs (SEN) and Disability, cultural and social background. We ensure that this is carried out in a way that is developmentally appropriate for each individual child. **We recognise for these vulnerable children and families that there may be additional barriers. We will work within a multi agency team to support the needs of these vulnerable groups.**
Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of Salford’s Safeguarding Children Board and within information sharing protocols and procedures as defined by law and practice guidance.

Support to families

- We are committed to build trusting and supportive relationships with families, staff and volunteers attending the Nursery.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with Salford’s children’s services social care teams. This includes those working within Early Intervention and Prevention, Child In Need, Child Protection and Looked after Children teams.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse, unless exemptions apply.
- We follow and contribute to plans such as actions arising from Early Help Assessments (CAF) Team Around the Child, Child in Need and Child Protection Plans as agreed in partnership with children’s social care in relation to the setting’s designated role and tasks in supporting that child and their family.
- Confidential records kept on a child are shared with the child’s parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Salford’s Safeguarding Children Board.
Section 2

Reporting a concern about a child. See flowchart for 'responding to a concern about a child'. (appendix 1)

- The designated person for safeguarding is the Children’s Centre Cluster Coordinator:
  ........................................ Nursery Manager: ................... ...........
  and in their absence:
  ........................................

- If a member of staff or volunteer has concerns about a child’s health, welfare and safety they must immediately report this to the designated safeguarding person. This will be recorded along with any agreed action on the child’s running sheet along with any management decision to follow up on the concerns raised. It is important to be sensitive to the needs of the child. The member of staff must be aware of not discussing the concern in front of the child or other parents or children in the centre.

- It is the responsibility of the designated safeguarding person to decide if this concern needs referring to the Multi Agency Safeguarding Team (BRIDGE) on 0161-603-4500 or 0161-794-8888 out of office hours following the safeguarding procedures (Salford Safeguarding Children Board - SSCB).

- If the referrer feels the response from the designated person is not sufficient to protect the health, welfare or safety of the child they are entitled to address their concerns directly to BRIDGE and/or raise their concerns with the designated person’s line manager. Likewise the Local Safeguarding Board has a policy for referrers to challenge the decisions of safeguarding professionals (SSCB Escalation Policy January 2012)

- The designated person will ask you to record your concern (Form APP1) this should be a factual account relating to what was said or what was observed. The language used by the child should be recorded at all times. All staff have copies of the safeguarding children record sheet further copies are available in the staff room or from the Designated Person.

- The designated safeguarding person will discuss the concerns with the parent/carer unless there are concerns of sexual or organised abuse, forced marriage, female genital mutilation, and fabricated or induced illness or where so doing would put the child at increased risk. It is important to be sensitive to issues associated with gender, race, class, culture and disability. Children and parents whose first language is not English may need the support of an interpreter.

- If a parent/carer had left the building we would endeavour to contact them. If this was not possible it may be necessary to inform BRIDGE Team prior to informing the parents/carers. This is not an ideal situation and whenever possible we would try to avoid this.

- If a referral has been made by phone, a written confirmation is required within 48 hours. BRIDGE should acknowledge the referral within one working day of receiving it.
• We understand how distressing this procedure is for parents/carers and we would endeavour to work in a sensitive and non-judgemental way with families. It is very important to support parent/carers by following a referral. If the referral results in a child protection procedure we would offer support to the parents/carers by working in an open and honest way. We would support by attending Team Around the Child meetings, Case Conferences, Core Groups, and Statutory Reviews. Following an allegation/procedure relating to child protection the child involved may show signs of distress. Staff will support children in various ways using their understanding and knowledge of the child and their individual needs.

• All concerns and discussions must be recorded accurately and should be factual in nature, referenced where possible. These records are confidential and should only be shared on a "need-to-know" basis or when the welfare of the child is at risk.

http://www.salford.gov.uk/secureupload

_Suitability of adults working with children_

• There is a detailed safeguarding recruitment policy which MUST be followed. A copy is available on site and on the website as follows; http://www.partnersinsalford.org/sscb/documents/Safe_Recruitment_2011.pdf

• The ongoing suitability of adults is frequently reviewed and signed statements that continued eligibility to work with or to be in the proximity of children are obtained. All staff; students and volunteers are instructed that they MUST inform the Manager or Deputy of any concerns regarding themselves or household members. Additionally any health condition; and/or prescribed or un-prescribed medication that may affect their personal suitability to care for children.

_Responding to a concern or allegation against a professional._ (See flowchart for ‘reporting concerns against a professional’) (appendix 2)

• Should anyone be concerned about the conduct, behaviour or suitability of adults (staff, colleagues or volunteers) working with children they should contact the Local Authority Designated Officer’s (LADO) Patsy Malloy / Margaret Dillon on 0161 603 4328/4385. The LADO will provide both advice and implement procedure if necessary based on details given. They will consider if this person has:

  • _Behaved in a way that has harmed, or may have harmed a child._
  • _Possible committed a criminal offence against a child, or related to a child._
  • _Behaved towards a child in a way that indicates she/he is unsuitable to work with children._
The Designated Person for the Nursery will contact the Local Area Designated Officer and inform the senior manager on duty. If the allegation is regarding themselves this will then be dealt with by one of the other designated officers. Where provision is registered with Ofsted, notification of the allegation should be made to Ofsted within 14 days.

SSCB’s managing allegations procedures which can be accessed at http://www.partnersinsalford.org/sscb/safepractice.htm

Expectations for those working in Nurseries in regards to Safeguarding and Child Protection.

- Everyone using Nursery MUST not use their personal mobile telephones; their own cameras or video when in the proximity of children (see mobile phone policy embedded electronically into this document). Paper copies also available. Mobile phones are used for home visits by staff for personal safety purposes only.

**ELECTRONIC COMMUNICATION DEVICES AND SOCIAL NETWORKING POLICY**

Failure to follow this policy may lead to disciplinary action being taken.

**Mobile Phones**

The use of mobile phones and similar devices could expose children and young people in our care to potential risk and could distract people from full supervision and interaction from children and young people thus providing an unprofessional image to visitors using the nursery. Therefore:

- The use of mobile phones and similar devices whilst within the Nursery environment is strictly forbidden. There are certain ‘safe areas’ in which mobile phones can be used and these are:
  - The nursery offices.
  - The Children’s Centre entrance /reception area.
  - Main Office /Staff area upstairs in the Children’s Centre.
- Using a mobile phone to take pictures or video clips of children and services is not allowed under any circumstances.
- Personal mobile phones should not be used to communicate with parents and service users on nursery business.
- Parents/Carers will be asked not to use their mobile phones within the nursery environment.
- Contractors should not use their mobile phones in the nursery. If they have cameras on them, they will be asked to leave them in their vehicle. Any calls should be taken from outside the nursery grounds.
- All staff must use their locker to put their bags/mobile phones and personal belongings in. No personal bags should be taken into the nursery rooms.
• On outings, staff should NOT take their personal mobile phones. The member of staff in charge of the outing should take the designated nursery mobile phone which can be used in case of an emergency.

Use of Computer Systems, Internet and Emails

The internet is available in the offices located within the nursery; however this to be used as a tool for staff and children and inappropriate use will result in disciplinary action. Examples of misuse include

• Sending or receiving, downloading or disseminating material that causes insults, causes offence or harasses others.
• Access pornographic, racist or other inappropriate or unlawful material.
• Engaging in online chat rooms or gambling.
• Forwarding electronic chain letters or similar materials.
• Downloading or disseminating copyright materials.
• Transmitting unauthorised confidential information regarding the authority or the families that we work with.
• Downloading or playing computer games.
• Copying or downloading unauthorised software.

• All personnel including students and volunteers MUST maintain confidentiality at all times. This includes electronic communications (see separate policy as detailed above)
• LA Nurseries MUST adhere to the Early Years Foundation Stage: Safeguarding and Welfare Requirements (2014) and comply with this legislation. See link below:

Staff and volunteers MUST have regard to the Working Together to Safeguard Children (2015)
See link below:
Section Three
Salford’s Threshold of Need and Response

Level 1 - Universal services and Early-help
All children are supported by their parents/carers in the community with access to mainstream ('universal') services but with no identified additional needs. Diverse community self-help arrangements may also support parents and carers in providing good care for their children.

Level 2 - Low risk to vulnerable CAF/TAC
Child’s needs are not clear, not known or not being met. This is the threshold for consideration of beginning a common assessment. Response services are universal support services and/or targeted services. A multi agency response may be required. Where needs can be met by a single agency the threshold level is 2. Where multiple agencies are involved a CAF is required and the threshold level is 2. At this point a Team Around the Child (TAC) would be the way to coordinate the delivery of services to the child.

Level 3 - Children In Need (CIN)
The child has needs that are likely to require longer term intervention from statutory and/or specialist services. High level additional unmet needs – this will usually require a targeted integrated response, which will usually require a specialist or statutory service? This is also the threshold for a Child In Need which will require Children’s Social Care assessment and intervention?

Level 4 - Specialist Assessment
Acute needs, requiring statutory intensive support.
This in particular includes the threshold for child protection which will require Children’s Social Care assessment and intervention.
Additional information to support staff and volunteers to identify triggers and symptoms of abuse and neglect.

Although the signs below do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms, or any of them to a marked degree: We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.

**Sexual Abuse**

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Medical problems such as chronic itching, pain in the genitals, venereal diseases
- Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia
- Personality changes such as becoming insecure or clinging
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or child minder
- Starting to wet again, day or night/nightmares
- Become worried about clothing being removed
- Suddenly drawing sexually explicit pictures
- Trying to be 'ultra-good' or perfect; overreacting to criticism

**Physical Abuse**

- Unexplained recurrent injuries or burns
- Improbable excuses or refusal to explain injuries
- Wearing clothes to cover injuries, even in hot weather
- Refusal to undress for gym
- Bald patches
- Chronic running away
- Fear of medical help or examination
- Self-destructive tendencies
- Aggression towards others
- Fear of physical contact - shrinking back if touched
- Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to 'make him study')
- Fear of suspected abuser being contacted

**Emotional Abuse**

- Physical, mental and emotional development is delayed
- Sudden speech disorders
- Continual self-depreciation ('I'm stupid, ugly, worthless, etc')
- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain ('I deserve this')
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression

**Neglect**

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Untreated medical problems
- No social relationships
- Compulsive scavenging
- Destructive tendencies

Note: A child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs and hide what is happening from everyone.

**There are no straightforward ‘check lists’ or guides into the triggers and symptoms of abuse but staff need to be alert to what is said as well as what is observed.**

**Responding to a Disclosure.**

- Stay calm and be reassuring
- Believe in what you are being told
- Listen, but do no press for information DO NOT ask questions allow them to talk freely.
- Say that you are glad that the child told you, do **not** promise confidentiality.
- Record your concerns as soon as possible BUT allow the child to finish disclosing.
• Speak to your designated person for safeguarding children.
• Acknowledge that the child may have angry, sad or even guilty feelings about what happened, but stress that the abuse was not the child's fault.
• Acknowledge that you will probably need help dealing with your own feelings please speak to the designated person whom can advise on appropriate services/people.
• Always record what was said using the exact words spoken by the child as far as possible;
• The date and time of the observation or the disclosure.
• The name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time.

These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

It is the responsibility of all staff and volunteers regardless of their role within the Nursery, to report all concerns to the designated person for safeguarding children.

Responding to individuals who are vulnerable to messages of violent extremism in Salford
The current threat from Violent Extremism in the United Kingdom is real and severe and can involve the exploitation of vulnerable people to involve them in extremist activity. Violent extremism is form of exploitation with extremist organisation exploiting vulnerable people, including young people, to become engaged with and supportive of their extreme and distorted rhetoric's

The 10 Greater Manchester Local Authorities and Greater Manchester Police, through the Greater Manchester Safeguarding Adults and Children’s Partnerships, agree that this exploitation should be viewed as a safeguarding concern and should be embedded into the work of local Safeguarding Services.

This guidance is designed to provide a clear framework with which to respond to safeguarding concerns for individuals who may be vulnerable to the messages of violent extremism


Links to other policies
• SEN Policy
• First aid policy
• Behaviour policy
• Intimate care policy
• Staff Behaviour/Code of Conduct for the Local Authority
Responding to a concern about a child

**Process for all staff**

**Worried about a child?** Has a disclosure of abuse or likely hood of abuse been made? Or have you observed or have knowledge of an injury, neglect or emotional abuse?

- Record this information on a record sheet (APP1)
- **Share this information with the designated person**

It is now the designated person’s responsibility in consultation with other professionals to decide on the next step of referral. If you are not happy with the response of the designate person or you feel your concerns have not been listened to you should speak with their line manager or Rebecca Bibby Children’s Centre Services Manager on 07545 419439

**Process for the designated person**

Does the concern warrant a Bridge referral or can the family be worked within the Early Help / TAC level on the Threshold? You can call the BRIDGE 0161 6034500 to ask advice or discuss your concerns

If the concerns does not warrant a (BRIDGE) referral

Work with the family within Early Help / TAC level on the Threshold and Monitor the situation

**Step 1**

Submit an inter agency referral form with all available supporting evidence within one working day of the initial referral using the secure online upload form at

[www.salford.gov.uk/secureupload](http://www.salford.gov.uk/secureupload)

**Step 2**

You will receive an automatic response to confirm that the upload was successful BRIDGE should keep you informed on progress

The referral now is in the hands of the BRIDGE team, they will contact the designated person if they need further information, you should still raise any further of future concerns with the designated safeguarding officer if need be and escalation processes may be considered.
Policy prepared by Rachel Buckler, Children’s Centre Service Manager, David Fielding, Children’s Centre Coordinator and Valerie Worrall, Children’s Centre Nursery Manager. (October 2014)
Policy prepared by Sukwinder Singh, Jo Kirk, Val Worrall, Debbie Evans, Ange Jones. 2015
Reviewed by Sukwinder Singh, Jo Kirk, Val Worrall, Debbie Evans, Ange Jones (September 2016)