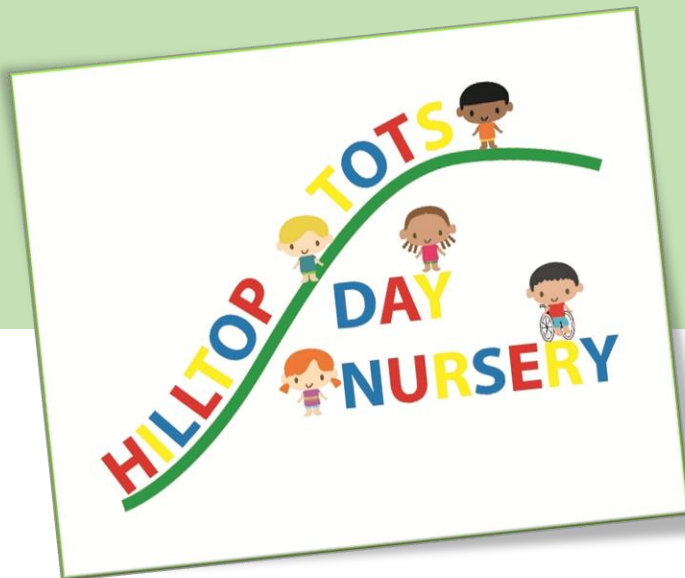


Safeguarding and Child Protection



Safeguarding

1. Hilltop Tots Day Nursery believes that children must be protected from harm at all times.
2. We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
3. We want children who use or have contact with this nursery to enjoy what we have to offer in safety.
4. We want parents and carers who use or attend our nursery to be supported to care for their children in a way that promotes their child's health and well-being and keeps them safe.
5. We will achieve this by having an effective child protection procedure and following National and Local guidance; Working Together to Safeguard Children 2010 (Department for Children Schools and Families - DCFS) and the Staffordshire and Stoke on Trent Safeguarding Children Board Child Protection Procedures - www.staffsscp.org.uk; www.safeguardingchildren.stoke.gov.uk
6. If we discover or suspect a child is suffering harm, we will notify social services or the police in order that they can be protected if necessary.
7. This child protection policy and our child protection procedure apply to all staff, volunteers and users of Hilltop Tots and anyone carrying out any work for us or using our premises.
8. We will review our child protection policy and procedures at least annually to make sure they are still relevant and effective.



Hilltop Tots Day Nursery - King street - Talke Pits - ST7 1QJ

Tel: 07835995945 - Email: hilltoptotsenquiries@gmail.com

Staff training: It is of upmost importance that all of our staff team are thoroughly trained in safeguarding. To ensure this, our team have Level 2 Safeguarding training within their first three months of joining the nursery and then update this every 2 years in order to ensure that their knowledge is up to date. We also provide in-house safeguarding and whistleblowing training every team meeting during which we take an in-depth look into signs of abuse, safeguarding scenarios, how to respond to a safeguarding concern and a safeguarding quiz. These are rotated each meeting to keep the team refreshed in all areas of safeguarding.

Every 6 months our team take part in self observations where they assess their own understanding of safeguarding, this is also discussed in every supervision. Where any gaps in knowledge are identified, an action plan is put into place and suitable training is identified to ensure staff knowledge is up to date and the team are confident in all safeguarding requirements. All staff members must have completed their training and understand the safeguarding requirements confidently and have been assessed to be counted in ratio to work independently with the children. If there are any circumstances where staff are found to not be meeting the required standards or not following the safeguarding policies or procedures, disciplinary action will be taken and leaders understand their responsibility to ensure all staff working in the nursery are suitable and competent in taking their safeguarding role seriously to ensure everyone at Hilltop Tots Day Nursery are kept safe. We maintain a single central file to ensure that training is always kept up to date and that safer recruitment is adhered to.

In line with this, our Designated Safeguarding Leads must complete their Level Two Working Together to Safeguard Children within 12 months of becoming a safeguard lead and then renew this with Level 3 training every 3 years. (This is in line with Staffordshire Safeguarding). All staff will receive Level 1 Staffordshire Safeguarding training in-house within 3 months of joining the nursery, and then refresh this every 3 years. Each time a safeguarding term is brought into the media or local council, our team are provided with training to ensure they understand the signs and terminology as well as how to report any concerns. Examples of this include but are not limited to County Lines, Witchcraft and FGM. Up to date information on safeguarding, whistleblowing and terminology are always available on the safeguarding board in the staff room and the safeguarding and whistleblowing procedures are available in all communal areas.

Our prime concern is to protect the child. There is no choice but to take action when you have reasonable cause to suspect child abuse.

This policy is in accordance with the guidelines produced by the Staffordshire children's safeguarding board.

<https://www.staffsscp.org.uk/Home.aspx>

Children's rights - a child is defined as a person under the ages of 18 (The Children Act 1989)

All children have needs and rights;

- The need for physical care and attention

- The need for intellectual stimulation
- The need for emotional love and security
- The need for social contact and relationships
- The right to have their needs met and safeguarded
- The right to be protected from neglect abuse and exploitation
- The right to be protected from discrimination
- The right to be treated as an individual

Here at Hilltop Tots Day Nursery we ensure that;

- The welfare of the child is paramount
- All children whatever age, culture, disability, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff have a responsibility to report concerns to the appropriate child protection lead member of staff

Information for Parents

Our designated safeguarding leads are:

- Having a designated person for child protection who is Grace Hudson (07835995945 or email hilltoptotsmanagement@gmail.com)
- And our deputy is Kimberley Cooper (07835995945 or email hilltoptotsdeputymanager@gmail.com)

Please contact them if you have any concerns about any child or the behaviour of anyone at or using the nursery.

We aim to keep children safe by:

- Ensuring all staff and volunteers are properly checked and vetted.
- Making proper arrangements for all activities.
- Having a code of conduct for staff/volunteers and making sure that all staff and volunteers know what to do if they have concerns about a child.
- Following National and Local Child Protection Procedures and particularly do this by reporting any serious concerns to local safeguarding or the Police as appropriate.

We would ask you to support us in keeping children safe by:

- Following the code of conduct and treating people with respect

- Talking to the designated person for child protection if you have concerns about any child using the nursery or the behaviour of any adult in the Nursery

Mobile phones and digital recording devices

Mobile phones and other digital recorded devices are not permitted at the nursery. The nursery does use a nursery mobile and tablets for contacting parents, as a form of contact for parents, taking photos, completing observations etc in accordance with policies and procedures. Please see mobile phone and digital recording devices policies.

Serious accident injury or death

Providers must notify the relevant local authority and Ofsted of any serious accident or injury to, or death of, any child while in their care, and must act on any advice from those agencies.

What to do upon suspicion or disclosure

There are some basic principles in reacting to suspicions, allegations and/or disclosures. It is the duty of anyone who works with children to report disclosure of abuse. It is not for staff to decide whether or not a suspicion or allegation is true. All suspicious allegations must be taken seriously and dealt with according to this procedure and in line with Staffordshire Safeguarding board.

Contact Staffordshire Families Integrated Front Door on 0300 111 8033

If you believe a child to be at risk of/suffered immediate harm this must be reported to the Police on **999**.

Once you have reported to the Police, contact Staffordshire Families Integrated Front Door (SFIFD) urgently :

Call **0300 111 8033** during office hours

(Monday-Thursday 8:30am-5pm and Friday 8:30am-4:30pm)

Call **0345 604 2886** out of hours to speak to the Emergency Duty Service

To report a concern for a child if you have not called SFIFD, or after you have called SFIFD: All reports from professionals are submitted via our online Multi-Agency Referral Form (MARF) [Report a Concern or Request Support for a Child](#)

This form allows you to share detailed information around your worries and upload any supporting documentation.

Responsibility

Staff made aware of suspicions, allegations, or actual abuse, are responsible to take the appropriate actions according to the procedures set out below. The incident should be reported immediately to the lead member of staff who is then responsible for dealing with allegations or suspicions of abuse. Staff should never try to deal with suspicion, allegation or actual incidents of abuse by him/her self.

Our designated safeguarding officers whom co-ordinate child, young person and vulnerable adult protection issues are:

Grace Hudson (Manager) and Kimberley Cooper (Deputy Manager) who can be contact on:

Grace Hudson on 07835995945 or email:

hilltoptotsmanagement@gmail.com

Or Kimberley Cooper on 07835995945 or email:

hilltoptotsdeputymanager@gmail.com

All staff members are notified that both the Designated Officers and the Deputy Designated Officer are contactable at any time should they wish to discuss any safeguarding concerns.

Curriculum

- We introduce key elements of keeping children safe into our programme 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 why and how to keep safe.
- We create within the nursery 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, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Safer Recruitment

All staff and volunteers will be carefully selected and vetted to try and ensure they do not pose a risk to children or vulnerable adults. Those staff and volunteers who are involved in regulated activity with children, young people and vulnerable adults will be checked through the Disclosure and Barring Service (DBS).

For the full safer recruitment and employment procedures please see recruitment and employment procedure.

Reporting suspected, alleged or actual incident of abuse and disclosure

It may sometimes be difficult to accept that something that has been disclosed in confidence by a child or anyone else should be passed on to a colleague, but the welfare of a child must be paramount and you therefore have a duty of care to report suspicions, disclosures, allegations and actual incidents to the designated member of staff who will usually be the manager of the nursery. Where the concern is about the manager this can be passed on to the deputy and where you may feel you cannot do this you are well within your rights to contact OFSTED. Information should be reported if you yourself have concerns that a child may be suffering harm or at risk of abuse even if you are unsure of your suspicions.

Staff must make sure that they never ask the child any leading questions, make any promises about keeping their secret or show any inappropriate response to what the child is telling them. Staff must ensure that they record as soon as possible all information accurately.

Once this initial report has been made the nursery manager/owner will consult with relevant statutory agencies.

Staffordshire Families Integrated Front Door: 0300 111 8033

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This form allows you to share detailed information around your worries and upload any supporting documentation.

Due to our children living in different local areas, their safeguarding board may also be Cheshire East and Stoke-on-Trent. This will be clearly indicated on the child's individual files.

Cheshire East Consultation Service (ChECS):

0300 123 5012

Out of hours service: 0300 123 5022

Stoke-on-Trent Safeguarding board;

01782 235100

Out of Hours: 01782 234234

OFSTED - 0300 1231231 or to Whistleblow on an employer 0300 1233 155

OFSTED, Piccadilly Gate, Store Street Manchester, M1 2WD

NSPCC child protection helpline - 0808 800 5000

The following information may be required

- **Staff name address and telephone number**
- **As many details about the child as possible e.g. name, date of birth, addresses, home telephone number, setting**
- **What the reasons are for telephoning e.g. suspicions, allegations, what has been said, giving details of times and dates and the children's emotional state, or what the child has said in response to the suspicions/concerns. Make a clear distinction between what is fact and what is opinion or hearsay.**
- **What has been done so far?**
- **Where possible referral to the police or social services should be recorded in writing within 24 hours and the name of the contact who took the referral should be recorded.**

The relevant statutory agency will then give instructions as to what to do next and take the responsibility for further action.

Allegations made against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the nursery.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person working with the children, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or
 - inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the nursery has abused a child.
- We ensure that all staff or volunteer know how to raise concerns about a member of staff or volunteer within the nursery. We respond to any concerns
 - raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the nursery, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority's Designated Officer (LADO) to investigate:-
 - <https://www.staffsscp.org.uk/new-lado-referral-form/>

- We also report any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold) as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the Nursery Director will suspend the member of staff or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff members have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture and that these receive full consideration in relation to child, young person or vulnerable adult protection.

When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through:

- significant changes in their behaviour;
 - deterioration in their general well-being; their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
 - changes in their appearance, their behaviour, or their play;
 - unexplained bruising, marks or signs of possible abuse or neglect; and any reason to suspect neglect or abuse outside of the nursery.
-
- We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parents learning disability.
 - We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
 - We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and the LSCB procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
 - We are aware of other factors that affect children's vulnerability that may affect or may have affected children and young people using our nursery, such as abuse of children who have special educational needs and/or disabilities, fabricated or induced illness, child abuse linked to beliefs in

spirit possession, sexual exploitation of children including through the internet and Female Genital Mutilation and radicalisation or extremism.

- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCB procedures on responding to radicalisation.
- The designated officers complete online Channel training, Prevent training and attend WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to early years practitioners to report cases of Female Genital Mutilation to the police.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where we believe a child in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection concerns and follow the LSCB procedures.
- Where such evidence is apparent, the staff member makes a dated record of the details of the concern and discusses what to do with a designated officer. The information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated officer in relation to whether to make a safeguarding referral they must follow whistleblowing procedures.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- All staff members are aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- We have a whistleblowing policy in place.
- Staff members and volunteers know they can contact the organisation Public Concern at Work relating to whistleblowing, if they feel that the organisation has not acted adequately in relation to safeguarding they can contact the NSPCC whistleblowing helpline.

Peer on peer abuse

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. Examples of peer on peer abuse: bullying, physically hurting another child,

emotional abuse, harmful sexualised play or sexual abuse. We will report this in the same way as we do for adults abusing children and will take advice from the appropriate bodies on this area.

Staff work closely with parents to ensure children are kept safe whilst at the nursery. This includes when they are around their peers. All staff should be aware that safeguarding issues can be identified via peer on peer abuse; and that children are capable of abusing their peers.

Informing parents

- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events unless we feel this may put the child at risk, or interfere with the course of a police investigation. Advice will be sought from social care if necessary.
- We inform parents when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser.
- If there is a possibility that advising a parent beforehand may place a child at greater risk or interfere with a police response the designated officer should seek advice from children's social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

Recording suspected or actual incidents

No matter what happens to a suspicion allegation or actual incident of abuse all details must be recorded

Important information to record includes;

- The date and time of disclosure, suspicion, allegation or actual abuse/incident.
- Details given to you about the above e.g. date and time of when things occurred.
- An indication of the parties involved.
- Details of what action you have taken
- Details of reporting on, e.g. who to and when

If for any reason it is decided not to consult with the relevant statutory agency, a full explanation of why must be documented.

Recording should be factual, and no reference made to your own subjective opinions.

Records should be kept completely confidential and secure (GDPR 2018) and only shared with those who need to know about the suspicion, allegation or incident of abuse.

All adults associated with this Nursery are committed to this statement. Anyone using this nursery will also accept these principles and should anyone have any concerns the advice of professional agencies will be sought.

Concerns will arise in the event of:-

Physical abuse: visible marks, not in keeping with usual childhood activities taking into account of the child's age and stage of development or where comments do not support the visual mark/image.

Emotional abuse: changes in personalities or behaviour without explanation or reason.

Sexual abuse: inappropriate sexual activity or language or drawings beyond the child's age or stage.

Neglect: the persistent failure to provide for child's basic needs resulting in impairment of health of development.

Injury on arrival will be recorded. Children arriving with visible marks will have them noted. These will be discussed with the parent/career and appropriate action decided upon.

Injuries noticed later will be recorded in the same format as injuries on arrival. They will be recorded, discussed and action decided upon.

All information received will be taken seriously. This will be recorded, discussed and action decided upon.

Where concerns are outside the skill or knowledge of our staff the advice from the appropriate agency will be sought.

There are a number of ways in which abuse becomes apparent;

- A child discloses abuse
- Someone else discloses that a child has told him/her or that he/she strongly believes a child has been or is being abused
- A child may show signs of physical injury for which there appears to be no satisfactory explanation.
- A member of staff's behaviour or any way she relates to the child causes concern.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- General Data Protection Regulations (GDPR) (2018)

- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)