



LITTLE SPRING WONDERS CHILD PROTECTION POLICY

STATEMENT OF INTENT & PRACTICE

An effective child protection policy is vital, not only for the safety and welfare of all the children within the care of Little Spring Wonders, but also for the safety and support of all staff members and families involved in the setting. We as childcare professionals have a duty to take the necessary steps to safeguard and protect all children and to promote their welfare whatever their beliefs/cultures or abilities. Children have the right to grow up unharmed; to have the opportunity to develop fully and have their basic needs met through a happy, stimulating, enjoyable and safe environment. As professionals, we are in a prime position to notice any changes in a child's behaviour and physical appearance, and to listen and observe appropriately. To observe, monitor and protect those children who are particularly vulnerable, for example, children with additional needs or disabilities. Therefore, Little Spring Wonders is committed to providing a warm, caring, stimulating and enjoyable early years' experience where the child's safety and welfare is paramount. An environment where a child can feel safe and secure and where any suspicion of abuse is dealt with promptly and appropriately in line with the **Early Years Foundation Stage 2008, 2012, 2014 & 2017, 2021, Children Act's 1989/2002 and 2004, Working Together to Safeguard Children (DfES, 2010, 2013, 2015, 2017 & 2018)** and the **Counterterrorism and Security Act 2015**.

Key commitments of Little Spring Wonders policy for safeguarding children:

1. We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service to them and their families.
2. We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in the 'Essex, Southend and Thurrock set procedures document, in line with the ESCB (Essex safeguarding children's board).
3. We are committed to promoting the development and awareness of safeguarding issues through on-going and renewable training and learning programmes for all staff and practitioners. We are also committed to empowering young children, through their early childhood (EYFS, 2012, 2014, 2017, 2021) and promoting their right to be strong, resilient, and listened to.

Our aims are:

- To promote children's right to be strong, resilient and listened to by creating an environment that encourages children to develop a positive self-image regardless of:- ethnicity, race, language, beliefs, religion, culture, disability, and family backgrounds.
- To encourage children to develop a sense of independence and self-worth.
- To enable children to develop self-confidence and the ability to stand up for their own rights.

- To help children to establish and sustain satisfying relationships within their families, friends and learning community.
- To work with parents/carers and families to build their understanding of and commitment to the principles of safeguarding all our children.

The legal framework for this is:

Primary legislation

- The Children's Act (1989 - s47)
- The Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act 2004 (Every Child Matters, 2003)
- United Nations Convention on the Rights to the Child (1989)
- The Safeguarding Vulnerable Groups Act (DfES, 2006)
- The Counterterrorism and Security Act (2015)
- The Prevent Duty (2015)

Secondary Legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Rehabilitation of Offenders Act (1974)
- The Equality Act (2010)
- The Early Years Foundation Stage 2007 (Revised 2012, 2014,2017)
- Working Together to Safeguard Children (DfES, 2010, 2013,2015 & 2018)
- Effective Support for Children and Families in Essex (2017)
- Southend and Essex Set Procedures (updated 2019)
- Bruising protocol (2018)

Guidance

- What to do if you are worried a child is being abused (2004)
- The Framework for the Assessment of children in Need and Their Families (2000)
- Working Together to Safeguard Children SET Guidelines (2011, 2013,2015 & 2018)
- Effective Support for Children and Families in Essex (2017)
- Essex, Southend and Thurrock Safeguarding and Child Protection Procedures (2011, 2013, 2015, 2017 & 2018)
- Ofsted Inspecting Safeguarding in Early Years (2021).

To enable smooth liaison with external agencies are aims are:

- To work within the local Safeguarding Children's board policies and procedures.
- To follow the correct procedures when contacting the local authority on child protection issues.

- To have a safe and secure access procedure to information concerning an incident involving a child in our care.
- To have the appropriate names, addresses and telephone numbers of who to **call in** an emergency/concern (**Social Care, NSPCC, Extremism Line and the Police**).
- To notify Ofsted of any serious incident /accident and any changes in our arrangements/procedures that may affect the wellbeing of the children in our care.
- To work closely and in partnership with parents/carers and families both, prior to, and if a referral is made to the local authority social services department, **unless a child is at risk of significant harm**.

Names & telephone numbers for Essex Social Care Direct:

Advice/Guidance and Urgent (Daytime Hub): 03456037627

Urgent (Out of Hours Hub): 03456061212

Police Safeguarding Children Unit: 01245 491491

Allegations against A Member of Staff: 03330139797

Request for service via the portal at www.essexeffectivesupport.org.uk

To raise a concern regarding extremism or radicalisation contact

Essex Police Prevent Team: prevent@essex.pnn.police.uk

DC Rachael Harris Tel: 01245 452196

Key working procedures are set out as follows:

Staffing and volunteering:

Key working procedures are set out as follows:

- The Designated Safeguarding Officers who co-ordinate safeguarding issues within the setting are:
 - **Mr RB** – Level 3 Designated Person Trained
 - **Mrs TS** – Level 3 Designated Person Trained
 - **Miss KJ** – Level 3 Trained Deputy Safeguarding Lead
 - **Miss ES** – Level 3 Trained Deputy Safeguarding Lead
- Little Spring Wonders follow set guidelines and safe recruitment procedures when hiring new staff and managers complete safe recruitment training.
- Candidates are informed of the need to carry out Two Reference Requests and ‘Enhanced Disclosure’ checks with the Disclosure and Barring Service carried out by LSW or DBS Update Service Checked before posts can be confirmed and applicant’s suitability depends directly on the result of these checks.
- Where applications are rejected because of information disclosed, applicants have the right to know and to challenge incorrect information. We abide by Ofsted’s 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 the children.
- Volunteers do not work unsupervised this includes students, parents/carers or any other person involved in the nursery.

- We abide by the safeguarding requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern. Furthermore, any incident of this nature would be reported to Ofsted as a matter of urgency.
- Procedures for recording the details of visitors to the setting are logged and kept.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to children, measures include security cameras.
- We have a behaviour policy in place for staff, visitors, parents and children that underpins our commitment to safeguarding children.

We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'Working Together to Safeguard Children SET Guidelines (2011, 2013 & 2017)'

Responding to suspicions of abuse:

- We acknowledge that abuse/neglect of children can be in a range of forms including: peer or peer, physical, emotional, sexual, internet, neglect, organised/arranged, radicalisation or FGM).
- When children are suffering from: physical, emotional, sexual, internet, neglect, organised/arranged forms of abuse, this may be demonstrated through the children's behaviour, appearance, or direct/indirect disclosures.
- Where such evidence is apparent, the child's key worker/safeguarding officer makes a dated record of the details of the concern and discusses what to do with the settings designated safeguarding officer in charge or manager (who will be available at all times). Any information will be kept in a locked secure place and data will be protected for use by the appropriate designated person. Information will be shared with the correct persons (depending on the individual case) and following the correct procedures of the setting.
- Practitioners in the setting should take care not to influence any outcome, either through the way they speak to children or through their own personal views. Information should not be shared through the nursery unless for a specific reason which protects the welfare of children/staff.
- Parents/Carers will be given the opportunity to explain/discuss any visible injuries or concerns about their children, **unless we feel a child is at risk of significant harm when the set procedures would be followed.**
- Parents/Carers will be made aware if a referral to IRT or Social Care is going to be made, **UNLESS a child is at risk of Significant Harm, or such action may pose a risk to any staff member or other children within the Nursery, contact will be made to the Police, IRT and any necessary agency.**

The Prevent Duty:

Practitioners **MUST** have an understanding of how to protect children from radicalisation and complex abuse.

- Practitioners **MUST** have regard to understanding and identify children who may be vulnerable to radicalisation.
- Practitioners **MUST** promote and implement a programme of education that promotes British Values where appropriate to the age and stage of the children.
- Risk assessments will be undertaken, if necessary, should a child or family show any cause for concern as stated with the Prevent Duty Guidance (2015).

To raise a concern regarding extremism or radicalisation contact (02073407264 or 999)

Allegations against a member of staff:

- We ensure that all parents/carers know how to file a complaint about a member of staff or volunteer within the setting, which may include an allegation of abuse or neglect.
- We follow the 'set guidelines' when responding to any complaint that a member of staff or volunteer has abused or neglected a child, including informing Ofsted.
- We respond to any disclosures made by children, parents/carer or staff that indicates a signs of abuse or neglect may have taken/or is taking place within the setting.
- We record, respond, and file any allegations made.
- We refer any such allegation immediately to the designated officer within the setting for appropriate investigation so that action to be taken.
- We co-operate entirely with any investigation carried out by social services and the police.
- We will contact the local authority delegated officer (LADO) to access support for any member of our team who is accused of abuse.

Disciplinary action:

Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child we will inform Ofsted and the local authority.

Whistle blowing:

Little Spring Wonders operates a whistle blowing procedure which allows staff to feel confident and able to disclose a concern/incident which involves any member of staff placing a child's welfare at risk. If a member of staff has a concern about inappropriate behaviour/practice of another member of staff within the setting, they will be supported to refer the concern to any member of staff within the setting and/or other agencies, if necessary. This procedure is in place to: stop any concerns widening, protect the child's welfare, reduce the risk of others being harmed, and to avoid other practitioners, including the practitioner who has brought the concern, from being implicated in the incidents. All staff will be supported through this procedure and free from any recriminations or fear from senior staff.

- **Any reported incident of this nature either by a member of staff or parent/carer will be reported to The Local Authority Delegated Office (LADO), based at county hall 03330139797. This officer will support the setting and staff members involved in the incidents/allegations made.**

Little Spring Wonders is committed to promoting awareness of child abuse issues through our induction, training and learning programmes for adults working with children.

- We will seek training opportunities for all staff involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical, emotional, sexual, internet, neglect, radicalisation, or organised/complex abuse so they are aware of their duty of care to the children.
- We ensure that all staff know and understand the settings policy and procedure for reporting and recording concerns in the setting. These are regularly updated/refreshed at staff meetings.
- We have a rigorous induction process for staff and students to ensure everyone working with children understand what to do in case of a concern.
- The persons responsible for safeguarding attend annual updates and deliver these in-house to the team.

Mobile Phones and Cameras/Video recorders:

Photography, CC TV & Video:

- We are ICO registered No:ZA127571
- Children's photos/videos can only be taken if their parents/carers have signed consent on their registration form and on the iPad permission forms.
- Photographs can only be printed within the setting and used for displays/record keeping or on the children's individual learning journeys on iPad. If a parent/carer request to have a copy of a photo we will ensure that no other child/children are visible in that photo unless prior permission is gained.
- Photos which are transferred and stored on the work computers and iPad must be secure and not used for any other purpose.
- Parents/carers are asked not to use a camera or video recorder unless prior permission has been granted from other parents and carers.
- CCTV is used responsibly and for safeguarding and security purposes in line with Data Protection and ICT, Photograph Video and CCTV Policy.

Mobile Phones/Smart watches/Handbags:

- Mobile phones owned by members of staff should be turned off and placed in the staff room in a locker before their shift starts. Staff may collect their mobile phone on their lunch break and turn it on/use in the staff room only. Staff can collect their mobile phones at the end of their shift and turn on when off the premises.
- Smart phones should not be used in the nursery at any time, a smart watch is one that shows/takes photos or one linked to a mobile phone device.
- If for any reason a member of staff is awaiting an important phone call then please make the manager aware and your phone can be turned on but left in the office, or your call can be directed to the nursery number, and you will be called when your phone rings.
- If a member of staff needs to make a phone call at a particular time and in private, then staff will be allocated time to do so, either in the office, staff room or off the nursery premises.
- Any member of staff found to be using a mobile phone in the none-designated areas and at times where they are not permitted will be subject to disciplinary action.

- Parents and visitors to the setting will be asked to put away their mobile telephones on entry to the setting and not use them while on the premises.
- Children who attend wrap around care activities must adhere to the mobile phone policy.
- Handbags must be placed into staff lockers and little spring wonders will not be responsible should anything go missing. It is advisable not to bring valuables or large amounts of cash etc into nursery with you.

Online Safety including Social Networking Sites:

In line with online safety legislation (Gov 2019) we ensure all our staff, children and families are protected and aware of the importance of online safety. All staff and children are encouraged to share online safety concerns if necessary. We have strict policies around the use of computers, iPad and technology. We at little spring wonders are aware of the dangers of social networking including Facebook, Twitter, Instagram etc. We therefore have procedures in place to ensure that children are protected, and a professional relationship is maintained with all our families. Parents/carers are asked to maintain a professional relationship with nursery staff and therefore we request that they do not engage with a member of staff on any social networking sites. **Please see our child protection procedures for further information.**

Lockdown Policy:

- In the case of any clear or identified risk to children we operate and practice a lockdown procedure, please see lockdown procedure.

All Practitioners will work in line with this policy and our settings set procedures (see safeguarding working procedures, in procedure file)

Revised August 2014

Updated July 2015

Updated August 2016

Revised October 2016

Updated September 2017

Updated January 2019

Updated April 2020

Updated July 2020

Updated April 2021

Updated December 2021

Updated March 2022

EMOTIONAL	INTERNET	COMPLEX/ ORGANISED/ CONTEXTUAL	PHYSICAL	SEXUAL	NEGLECT
Anti-social behaviour	Inappropriate material, Grooming and Bullying on Social Media Sites Including Facebook/Instagram/Snap Chat Modelling unwanted behaviour Radicalisation And Extremism	Cults	Unexplained bruising	Discomfort in walking/sitting	Regularly Hungry
Destructive		Socially excluded	Bite marks	Unexplained bleeding	Dirty/Poor Hygiene
Attention seeking		Bullying	Burns	Itching (genital area)/bedwetting	Inappropriate Clothing
Low self-esteem		Behaviour disorders	Unexplained fractures	Bruising to lower areas of the body	Regularly forgotten to be collected/late
Speech Disorders		Grooming	Sudden change in behaviour	Inappropriate sexual behaviour	Regularly missing health/educational appointments
Tantrums		Inappropriate behaviour	Shying away	STD/Infections	Pale listless and underweight
Withdrawn		Female Genital Mutilation (FGM)	Frozen awareness		
Insecure		Radicalisation And Extremism			
		Criminal and Sexual Exploitation			
		County Lines (Drugs)			

Categories of Abuse: Signs and Indications are listed above

This is not an exclusive list of indicators and further information can be found in the training manual