

Child Protection & Safeguarding Policy Ealing Branch

This is a statement of intent that demonstrates a commitment to safeguard children from harm and we adhere to Ealing's Child Protection Procedures (the Yellow Book), the prevent guidance 2015, and the code of conduct that is outlined within. These procedures are for the use of all paid staff, volunteers and visitors.

Definitions:

Child Protection - Protecting specific children who are suffering or likely to suffer from Harm

Safeguarding - Providing a safe and healthy environment

Duty of care - to act in the best interest of individuals and other people

- All child protection concerns will be acted upon immediately. Any concerns that a child might be at risk or is suffering abuse will be reported to our Nominated Safeguarding Person (NSP) **Tia Newell** or the Deputy Nominated Safeguarding person **Yvonne Borg**, who have all attended the Ealing Borough Safeguarding Training and the Role of the nominated Safeguarding person Training.
- Little Acorns is committed to safe recruitment, selection and vetting procedure with all staff whether paid, Agency or voluntary hold a current DBS check. The NSPs are also the Prevent Officers
- The welfare of the child is paramount
- Little Acorns actively works to protect the children's safety and welfare e.g. with regard to: health and safety, anti-bullying, protection of children online and photography
- All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
- Little Acorns incorporates safeguarding into its strategy, structures and working practices
- Little Acorns organisational ethos values and respects all children and young people
- Little Acorns works in consideration of the whole being of the child including their physical, material and psychological well-being
- Little Acorns will follow the Five British Values: Democracy, The rule of law, Individual liberty, Mutual respect and Tolerance of those of different faiths and beliefs. This will be implemented with the practitioners practice and through learning.
- Little Acorns recognises that abuse can take many forms including physical, emotional, sexual or through neglect
- All staff will attend a Safeguarding Course where possible

- All staff will attend the prevent training for practitioners.
- Little Acorns Staff will not allow collection of a child by an adult they believe us under the influence of alcohol or drugs. If necessary 999 will be called to remove the person in question.
- Little Acorns Staff will not allow collection of a child in a car that obviously has no seatbelt restraint or appropriate car seat
 - All matters will be dealt with confidentially
 - Little Acorns Staff will respond appropriately to any:
 - significant changes in the child's behaviour
 - Deterioration in their general well-being
 - Unexplained bruising, marks or signs of possible abuse
 - Signs of neglect
 - Comments children make which may give cause for concern

Procedure if Child Arrives with an Injury

- Ensure immediate medical attention, if necessary.
- With sensitivity, ask the parent/carer how the injuries occurred and get them to complete an **Accident at Home** form.
- If necessary, ask the parent/carer to seek outside medical advice before leaving the child at Little Acorns Day Nursery.
- If the incident is minor make a written record on an accident form, including diagrams, of observations and explanations given. A witness wherever possible will be noted. This recording of information is to ensure that reasonably full and clear information is obtained
- If the incident is of a concern then take the form to the Nominated Safeguarding Person who will sign it and deal with the matter from then
- Forms will be filed the **Child's file** and monitored to see if any concern builds. If a concern builds the NSP will contact the **Ealing integrated response service** in order to be able to make an appropriate referral if necessary.

Procedure if there is suspicion of abuse by parent/carer

If through conversation or other contact with the child we have cause to suspect physical, sexual or emotional abuse or neglect, or a child makes comment to us of an inappropriate event outside of the nursery, of a child in our care Little Acorns Staff will/will not:

- The member of staff who was approached by the child will not discuss the matter with any other staff member other than the NSP
- The child must not be questioned but a record of what was said or seen to be kept writing down exactly what the child says, or what actions concern us, and what we have said in response. We will sign and date it
- Will not make assumptions about who the allegation might concern.

- Inform the Nominated Safeguarding People (NSP), Manager or Deputy Manager of the suspicions and that person will decide any further action.
- The NSP will refer the above and any statements to the Ealing Children's Integrated response team as listed on the leaflet update from Ealing attached to the inside of the Yellow Safeguarding Policy & Procedures Code of Conduct Book. They will guide the NSP of the next steps and as to whether to call the parents to clarify the situation or not.
- The NSP will act upon this immediately and complete our Incident Log (as per appendix five in The Yellow Safeguarding Policy & Procedures Code of Conduct Book page 53) whatever the outcome and keep the information for further use
- The Nominated Safeguarding People, Manager or Deputy Manger will ask the parent/carer to sign the form and inform the parents of the referral if children's services considers this would not put the child at further risk.
- Once a child is referred they will make an assessment of the child's needs.
- Once a referral is made this must be followed up in writing within 48 hours of the telephone referral to the children's social care team.
- The NSP will also contact Ofsted and notify them of the events on: Ofsted 0300 123 1231

Procedure with an Allegation of child Abuse against Staff and Volunteers

Role of staff member to whom allegation is made:

- Listen to what the parent, carer of child says: being comforting and sympathetic, ensuring that the child feels as little responsibility as possible.
- Inform the complainant that what they have said will be taken seriously and be passed to the person nominated to deal with such matters.
- Not make any suggestions to the child regarding how the incident may have happened. We will not interrogate the child
- the date and time of the observation or the disclosure,
- the exact words spoken by the child / staff / member / parent / volunteer as far as possible,
- the name of the person to whom the concern was reported (with date and time), the names of any other person present at the time,
- wider relevant knowledge or background information.
- Where a disclosure has been made by a staff member that a disqualified person lives or is employed in their household - a risk assessment will be completed. **Ofsted** must be notified and **LADO** informed where applicable
- Inform the NSP
- If the allegations is against the NSP then a deputy will be approached
- Without delay complete our Incident Log (as per appendix five in The Yellow Safeguarding Policy & Procedures Code of Conduct Book page 53).

Role of the Nominated Safeguarding Person:

The NSP must contact the Ealing Children's integrated response team immediately if there is a concern that any person who works with children, in connection with their employment or voluntary activity has:

1. Behaved in a way that has harmed a child, or may have harmed a child
2. Possibly committed a criminal offence against or related to a child
3. Behaved towards a child or children in a way that indicates they are unsuitable to work with children

If the NSP feels that the allegation does not meet the above criteria they should carefully record why this is the case, along with any discussions regarding this on the Incident Reporting Log Sheet below or as found at 7.2a

If the NSP is unsure as to whether the information given meets any of the above criteria she will ring the Ealing Children's response service for advice.

Managing the member of Staff against whom the allegation was made

- The decision as to whether to suspend the member of staff will be taken in liaison with the Ealing Children's integrated response service.
- If the member of staff has contact with other children outside the organisation the NSP and Senior Manager will decide as to whether they are notified and how in accordance with the Staff Disciplinary Procedure 6.3
- The member of staff will be informed as to why they are being suspended. Details of the allegation should not be shared until this is agreed as part of the investigation process. It is enough to simply say an allegation has been made. Staff will be supported at all times.
- If it is considered that the allegation does not meet the above criteria, why this is, will be recorded along with any decisions regarding further action in the Incident Reporting log sheet below or as found at 7.2a
- If needed, training will be undertaken for the staff in question and a disciplinary hearing within the nursery will be conducted if necessary. The outcome of any agreed actions will be fed back to the LADO for the authority records.
- If it is considered that the allegation does meet the above criteria, the **Ealing integrated response service** will decide how to move forward and whether the member of staff in question needs to be suspended from work.
- The member of staff in charge will also contact Ofsted and notify them of the events on: Ofsted **0300 123 1231**
- At all times we will keep the complainant informed of what is happening.

- If the member of staff is dismissed after an Allegation Against Professionals (AAP) strategy meeting, due to gross misconduct, the nursery will also notify the DBS.
- The meetings chaired by LADOs to investigate allegations are no longer referred to as strategy meetings. They are instead referred to as **Allegations Against Staff and Volunteers Meeting** and abbreviated to **ASV** meetings. This decision was made to avoid confusion with the Section 47 process for the assessment of child protection concerns. (*Update of London Child Protection Procedures*)

Procedure on Radicalisation and Prevent Duty 2015

- The Prevent Officers are as the Safeguarding Officers
- Little Acorns has a legal duty regarding the need to prevent children and families being drawn into terrorism. The staff aims to build the children's self-esteem and resilience to radicalisation by promoting the fundamental British Values and encourage them and staff to challenge extremist views.
- Little Acorns is committed to providing a safe place in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.
- To ensure staff are given adequate training on Prevent for practitioners.

Extremism: "vocal or active opposition to fundamental British values, including: Democracy - we encourage children to make decisions, value feelings & views of others

The rule of law - we support children to understand that there are rules & codes of behaviour

Individual liberty - we support the children to develop self-knowledge & self-esteem & understand their responsibilities

Mutual respect and tolerance - we guide the children to appreciate and respect different faiths and beliefs and to share their own.

We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas"

Radicalisation: "the process by which a person comes to support terrorism and forms of extremism leading to terrorism".

- There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding

risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection.

- Children at risk of radicalisation may display different signs or seek to hide their views. Staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. Staff to seek advice from their Prevent Officers
- In particular, outward expressions of faith, in the absence of any other indicator of vulnerability, will not be regarded as a reason to make a referral to Ealing Prevent Co-ordinator or Channel.

Our FGM Mandatory Reporting Duty (Female Genital Mutilation)

As part of the Serious Crime Act 2015, FGM and Violence against women and girls we have a duty to report if an FGM procedure has been disclosed by a child under 18 or see evidence of this during nappy changing to the Police by calling 101

If we feel that a child is at risk of an FGM procedure then we will report *this to the Ealing Children's Services Team and the Police.*

If a staff member over the age of 18 discloses that she has had the procedure it is up to her to decide if she wishes to be referred.

Our Duty also involves following Guidance and reporting on Child Sexual Exploitation

The definition of child sexual exploitation is set out in the DfE document: 'Child sexual exploitation: Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation (February 2017) and is as follows:

'Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity 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 also occur through the use of technology.'

Like all forms of child sexual abuse, child sexual exploitation:

- Can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex;
- Can still be abuse even if the sexual activity appears consensual;
- Can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity;
- Can take place in person or via technology, or a combination of both;
- Can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence;
- May occur without the child or young person's immediate knowledge (through others copying videos or images they have created and posting on social media.)

Grooming and Child Sexual Exploitation CSE:

Sexual exploitation is commonly characterised by the grooming of young people. This process is carried out by perpetrators to gain their trust. Perpetrators often target children who are already vulnerable - who may have troubled family histories and/or be bullied outside of the home and socially isolated. Once the young people are thought to be sufficiently emotionally involved, violence and intimidation is often used to ensure compliance. In addition, perpetrators may give drugs and alcohol to victims and encourage addiction in order to ensure they become dependent on them for the supply of these substances.

Contacts:

LADO - Kogie Perumall

Safeguarding, Review & Quality Assurance Manager & Designated Officer for AAP
 (LADO)Children Services, London Borough of Ealing, Perceval House, 14-16 Uxbridge Road, Ealing,
 W5 2HL - 02088258930 (CP Admin/Duty contact)

Ealing Integrated Response Service ECRIS - 0208 825 8000

After 5 pm during the week, at weekends or during public holidays call the Emergency Duty Team
0208 825 8000 or 5000

- Children's social care team

Contact Centre Perceval House, 14/16 Uxbridge Rd Ealing W5 2HL

-Nazia Matin

Prevent co-ordinator

Email: matinn@ealing.gov.uk(link sends e-mail)

Tel: 020 8825 8895

Ofsted: 0300 123 1231

DBS: customerservices@dbs.gsi.gov.uk Telephone: 03000 200 190

Incident Reporting Log

Section 1: Details of the Child and their Parent / Carer:

Name of Child:.....		
Sex: Male / Female	Age:.....	Date of Birth:.....
Parents / Carer's name(s):.....		
Home Address:.....		
Post Code:		

Section 2: Details of the Child and their Parent / Carer:

Your Name:	Position:	Date and Time of Incident:
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Section 3: Your Report:

Parents / Carer's name(s):.....	
<input type="radio"/> Responding to my own concern <input type="radio"/> Responding to concerns raised by someone else	If responding to concerns raised by someone else, please provide their name and position within the organisation:

Please provide details of the incident or concerns you have including times, dates or other relevant information (such as a description of any injuries, whether you are recording fact opinion or hearsay):

The young child's account, if it can be given, or what has happened and how:

Please provide details of the person alleged to have caused the incident / injury including where possible their name, address and date of birth (or approximate age):

Please provide details of any witnesses to the incident(s):

Signed:.....

NSP received information on:
Date:..... Time:.....
Signature:.....

Little Acorns