

## Child Protection & Safeguarding Policy Islington Branch

This is a statement of intent that demonstrates a commitment to safeguard children from harm and we adhere to Islington'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 Designated Safeguarding Person (DSP) who is **Yvonne Borg or Ipek Ibrahim** the Deputy Designated Safeguarding Person. 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 DSPs are also the Prevent Officers and deal with allegations of FGM
- 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 is 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
- An incident log of all injuries is kept for the Manager and the DSP to review monthly
- Forms will be filed in the *Child's file*

#### 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 DSP

- 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 Designated Safeguarding People (DSP), Manager or Deputy Manager of the suspicions and that person will decide any further action and start and maintain the chronology keeping all records confidential as required
- Any concerns and our intention to refer to CSCT will be discussed with parents unless doing so would place the child at further risk of harm.
- If after contacting the CSCT there is no longer a Child Protection concern then a discussion will be had as to whether **Early Help** is appropriate and if so, offer to parents and start an Early Help Assessment with their consent. The DSP will update the concerns tracking form with decision/outcome. This will be kept confidential and placed in the child's secure individual file.
- The DSP contacts **children's service contact team** (CSCT) within **one working day**., After 5 pm during the week, at weekends or during public holidays call the Emergency Duty Team. If the child lives outside the borough check the safeguarding board website of that borough for relevant contact details
- This will be followed the referral up in writing **within 24 hours** as required by CSCT and a copy of the concerns tracking form will be sent to Early Years Safeguarding Advisor:
- **Targeted and Specialist Children & Families Service** will decide what course of action to follow and inform the referrer.
- The DSP will also contact **Ofsted** and notify them of the events

### Procedure with an Allegation of child Abuse against someone working within the nursery

Role of staff member to whom allegation is made:

- Listen to what the staff, 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 Designated 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
- If the allegations is against the DSP then a deputy will be approached

#### **Role of the Designated Safeguarding Person:**

The DSP must contact the LADO **within one working day**. The LADO will clarify if and how the matter will be taken forward and what appropriate course of action should be taken. In serious situations, the LADO will advise whether a suspension should take place immediately. **Ofsted** must be informed within 24 hours of any allegation concerns made against a member of staff. Complete the safeguarding and concerns tracking form form and send this to Ofsted

If after discussing the situation with the LADO, it may become clear that a referral to Children's Services Contact Team is required and this will be followed up **in writing within 24 hours** as requested by CSCT Children's Social Care will contact the setting as to how to proceed. A formal strategy meeting will take place between Children's Social Care, the settings representative and the police (as appropriate). This meeting will agree what action is required immediately to safeguard and promote the welfare of the child, and/or provide interim services and support.

If after discussing the situation with the LADO, it may become clear that a referral to Children's Social Care is **not** required and then the DSP will follow LADN's complaints and disciplinary procedures. The incident should be documented on form 7.2a and a clear and honest explanation given to the child's parent/carer. **Ofsted** and the Islington **Early Years Safeguarding Advisor** must be informed of this outcome in writing

If needed, training will be undertaken for the staff in question and a disciplinary hearing within the nursery will be conducted. The outcome of any agreed actions will be fed back to the LADO for the authority records.

Once the investigation is complete, Ofsted may visit to discuss the implications of the investigation. It may be necessary to implement the setting's disciplinary, grievance or complaints procedure.

**DBS (Disclosure and Barring Service) must be informed if a staff member has been dismissed as a result of the allegation**

### **Managing the member of Staff against whom the allegation was made**

- The member(s) of staff may be suspended on full pay with advice from the LADO to support with this decision. Suspension is a neutral act and allows a full investigation of facts to take place.
- The member of staff should 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 the member of staff has contact with other children outside the organisation the DSP will seek advice from the LADO as to whether they are notified and how
- At all times we will keep the complainant informed of what is happening.

### **Procedure on Radicalisation and Prevent Duty 2015**

- The Prevent Officer is **Yvonne Borg** & deputy is **Ipek**
- 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 DSP or DDSP.
- 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 Islington Prevent Engagement Officer 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 Islington 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.

**LADO -**

[LADO@islington.gov.uk](mailto:LADO@islington.gov.uk)

**Tel: 020 7527 8102**

**Early Years Safeguarding Advisor -**

**Tel: 0207 527 5629**

**ISCB -**

<http://www.islingtonscb.org.uk/Pages/default.aspx>

**Islington Children's services team -**

[cscferrals@islington.gov.uk](mailto:cscferrals@islington.gov.uk)

**Tel: 020 7527 7400**

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

[cscferrals@islington.gov.uk](mailto:cscferrals@islington.gov.uk)

**Tel: 020 7226 0992**

**Ofsted:**

[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

**Tel: 0300 123 1231**

**Fax: 08456 40 40 49**

**DBS:**

[customerservices@dbs.gsi.gov.uk](mailto:customerservices@dbs.gsi.gov.uk)

**Tel: 03000 200 190**

**Islington Prevent Engagement Officer**

[melanie.west@met.pnn.police.uk](mailto:melanie.west@met.pnn.police.uk)

**Tel: 07917 246657**

Concerns Tracking form:

Record of actions and referral

<b>Date:</b>	<b>Name of setting:</b>	<b>Details of person initiating the referral:</b>	
<b>Child details (Name and Address)</b>		<b>d.o.b:</b>	
<b>Ecaf in place?</b>			
<b>If 'yes' lead professional details:</b>			
<b>EYPR referral?</b>			
<b>Details of referral:</b>			
<b>Background Info:</b>			
<b>Date</b>	<b>Actions</b>	<b>Comments</b>	




Outcome and further actions:

*Little Acorns Day Nursery*

Name	Contact details