



Little Learners
NURSERY GROUP

Child Protection Policy

Reviewed: July 2023
To be reviewed: July 2024

Company Reg.No. 08812259

Registered Office: Brooke Road, Walthamstow, London E17 9HJ

Charity Reg. No:1157645

1.0 Introduction

- 1.1 This policy has been developed in accordance with the principals established by the Children Act 1989 and 2004; and in line with the following:

“Working Together to Safeguard Children” 2018

“Framework for the Assessment of Children in Need and their Families”
2000

“What To Do If You Are Worried A Child Is Being Abused” 2015 ¹

“Keeping Children Safe in Education” 2022²

“London Safeguarding Children Board Procedures” 5th Edition 2017

“Ofsted: inspecting Safeguarding in Early Years, education and skills setting (May 2019)”

“Safeguarding Children and Safer Recruitment in Education” 2012

- 1.2 We recognise that all staff³ and Directors have a full and active part to play in protecting our children from harm, and that the child's welfare is our paramount concern.
- 1.3 All staff believe that our nurseries should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.4 The aims of this policy are:
- 1.4.1 To support the child's development in ways that will foster security, confidence and resilience.
- 1.4.2 To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident

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and know how to approach all staff members if they are in difficulties.

- 1.4.3 To raise the awareness of all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse or neglect.
- 1.4.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the nursery, contribute to assessments of need and support plans for those children.
- 1.4.5 To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding children.
- 1.4.6 To develop a structured procedure within the nursery that will be followed by all members of the nursery community in cases of suspected abuse or neglect.
- 1.4.7 To develop effective working relationships with all other agencies involved in safeguarding children.
- 1.4.8 To ensure that all adults within our nursery who have access to children have been checked as to their suitability.

2.0 Procedures

- 2.1 Our nursery procedures for safeguarding children will be in line with The London Safeguarding Children's Board Procedures 5th Edition, and "Working Together to Safeguard Children". We will ensure that:
 - 2.1.1 The Board of Directors understands and fulfils its safeguarding responsibilities.
 - 2.1.2 The Principal will take overall responsibility for Child Protection in our Nursery. He/she has undertaken single agency Designated Member of Staff training as delivered by the designated trainer. This training should be attended every two years.


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- 2.1.3 A Senior Staff Member will act in the Designated Member of staff's absence who has also received Designated Member of Staff Training, and who will have been briefed in the role.
 - 2.1.4 Each member of staff is provided with opportunities to receive recognised training by the local authority's Child Protection Officer or designated trainer every three years in order to develop their understanding of the signs of abuse or neglect
 - 2.1.5 Each member of staff, volunteers, and Directors know how to respond to a child who discloses abuse or neglect and the procedure to be followed in appropriately sharing a concern or disclosure of possible abuse or neglect.
 - 2.1.6 Each parent/carer is made aware of the nursery's responsibilities in regard to child protection procedures through publication of the nursery's Child Protection Policy.
 - 2.1.7 Our selection and recruitment policy includes all checks on staff suitability including DBS checks as recommended by the DfE and in accordance with current legislation.
 - 2.1.8 The name of any member of staff considered to be not suitable to work with children will be notified to the DfE and Ofsted with the advice and support of Human Resources and in accordance with the NEOST guidance and related regulations⁴
 - 2.1.9 Our Nursery's Child Protection procedures will be reviewed and up-dated annually.
 - 2.1.10 The name of the Designated Member of Staff will be displayed clearly in the Nursery, with a statement explaining the nursery's role in referring and monitoring cases of suspected abuse or neglect.
 - 2.1.11 All adults (including supply agency and volunteers) new to our nursery will be made aware of the nursery's policy and procedures, the name and contact details of the Designated Person/s.

3.0 Responsibilities

- 3.1 We understand that our responsibility to safeguard children requires that we all share appropriately any concerns that we may have about children.


We have Designated Members of Staff who are responsible for:

- 3.1.1 Referring a child if there are concerns about a child's welfare, possible abuse or neglect to the First Response Team. A written referral using the Inter Agency Referral Form will be emailed to The First Response Team immediately following the telephone referral (on advice of the First Response Team).
- 3.1.2 Ensuring that detailed and accurate written records of concerns about a child are kept even if it is decided that there is no need to make an immediate referral. This decision should be taken in consultation with the local authority's Child Protection Officer.
- 3.1.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- 3.1.4 Ensuring that an indication that there is a confidential Child Protection file, (kept in a separate and secure place), is marked on the pupil's records.
- 3.1.5 Acting as a focal point for staff concerns and liaising with other agencies and professionals and parents as appropriate.
- 3.1.6 Ensuring that either they or another appropriately informed member of staff attends case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributes to the Framework for Assessments process, and provides a report which has been shared with the parents.
- 3.1.7 Ensuring that any absence of one/two days, without satisfactory explanation, of a child subject to a Child Protection Plan is referred to the nursery's Education Welfare Officer and/or the Child's Social Worker without delay.

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- 3.1.8 Ensuring that all nursery staff are aware of the nursery's CP policy and procedures, and know how to recognise and refer any concerns.
 - 3.1.9 Providing, with the Principal, an annual report for the Board of Directors, detailing any changes to the policy and procedures; training undertaken by the Designated Members of Staff, and by all staff and Directors; relevant curricular issues, number and type of incidents/cases, and number of children referred to social services and who are subject to a Child Protection Plan.
 - 3.1.10 Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training, at least every two years, provided by the local authority's Child Protection Officer or an external organisation.

4.0 Supporting Children


- 4.1 We recognise that a child who is abused or neglected, who has witnessed violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self worth.
- 4.2 We recognise that the nursery may provide the only stability in the lives of children who have been abused or neglected or who are at risk of harm.
- 4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4 Our nursery will support all pupils by:
 - 4.4.1 Encouraging the development of self-esteem and resilience in every aspect of nursery life.
 - 4.4.2 Promoting a caring, safe and positive environment within the nursery.

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- 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
 - 4.4.4 Notifying the First Response Team as soon as there is a significant concern.
 - 4.4.5 Ensuring that the Head of Early Years, who is responsible for Looked After Children (LAC), ensures that an up to date list of children is regularly reviewed and updated.
 - 4.4.6 Providing continuing support to a child (about whom there have been concerns) who leaves the nursery, by ensuring that every effort is made to discover where they have moved to and such concerns and medical records are forwarded under confidential cover to the Manager at the child's new setting as a matter of urgency. A photocopy of these records should be kept in a confidential file.

5.0 Confidentiality


- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Designated Members of Staff will disclose personal information about a child to other members of staff on a need to know basis only.
- 5.3 However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they cannot promise a child that they will keep secrets which might compromise the child's safety or well-being or that of another.
- 5.5 We will always undertake to share our intention to refer a child to social services with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the First Response Team on this point.

6.0 Supporting Staff

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- 6.1 We recognise that staff working in the nursery who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.
 - 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the Designated Member of Staff and to seek further support. This could be provided for all staff by, for example, Head of Early Years, by Occupational Health, and/or a trade union representative as appropriate.
 - 6.3 We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document "Guidance on Safe Working Practices for the Protection of Children and Staff in Education Settings" provides advice on this and the circumstances which should be avoided in order to limit complaints against staff of abuse of trust and/or allegations of physical or sexual abuse. These matters form part of staff induction and are referred to in the staff handbook.
 - 6.4 We recognise that designated staff should have access to support (as in 6.2 above) and appropriate workshops, courses or meetings as organised by children's services or the local safeguarding children board.

7.0 Allegations against staff

- 7.1 All nursery staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. (See also 6.3 above)
- 7.2 All staff should be aware of the nursery's behaviour policy. This can be found in the Nursery Policy folder, or the electronic policy file.
- 7.3 We understand that a child may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Principal or the most senior staff member if they are not present.

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- 7.3.1 The Principal/Nursery Manager on all such occasions will discuss the content of the allegation with the local authority's Child Protection Officer.
 - 7.3.2 If the allegation made to a member of staff concerns the Principal the person receiving the allegation will immediately inform the Board of Directors who will consult as in 7.3.1 above, without notifying the Principal first.
 - 7.3.3 The Nursery will follow the Local Authority and Ofsted procedures for managing allegations against staff as outlined in Part 4 "Keeping Children Safe in Education 2018" and 'Statutory Framework for the Early Years Foundation Stage 2014'
 - 7.3.4 Suspension of the member of staff against whom an allegation has been made needs careful consideration, and we will consult with the Local Authority's Designated Officer (LADO) and the nursery's Human Resources advisor.

8.0 Whistleblowing

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the delegated 'whistleblowing' Director or the Local Authority Designated Officer for Child Protection.

9. Positive Handling

- 9.1 Our policy on positive handling or use of reasonable force by staff is set out separately. It complies with Dfes guidance on positive handling strategies (2001) and circular 10/98, 'The Use of Force to Control or Restrain Pupils'. This guidance states that staff must only ever use physical intervention as a last resort, eg. when a child is endangering him/herself or others and that, at all times it must be the minimal force necessary to prevent injury to another person, reasonable and proportionate.
- 9.2 Such events should be recorded and signed by a witness.

9.3 Staff who are likely to need to use specialist positive handling techniques should be appropriately trained.

9.4 We understand that positive handling of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.

10.0 Anti-Bullying

10.1 We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.

11.0 Racist Incidents

11.1 Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

12.0 Prevention

12.1 We recognise that the nursery plays a significant part in the prevention of harm to our children by providing children with effective lines of communication with trusted adults, supportive friends and an ethos of protection within its duty of care.

12.2 The nursery community will therefore:

12.2.1 Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to talk knowing that they will be listened to.

12.2.2 Ensure that all children know there is an adult in the nursery whom they can approach if they are worried or in difficulty.

12.2.3 Provide opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

14.0 Health & Safety

- 14.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the nursery environment and, for example, in relation to internet use, and when away from the nursery when undertaking nursery trips and visits.

15.0 Working With Children with Disabilities

- 15.1 For a number of reasons, children with disabilities are more vulnerable to abuse than others. For example children with disabilities may be more dependent on others for intimate care and may be less able to tell people about any abuse they experience. For these reasons, it is essential that rigorous safe recruitment procedures are in place, especially with regard to recruitment checks on volunteers and paid workers, whistle blowing policies, and having clear guidelines setting out acceptable behaviour by those working with children with disabilities. Training which covers the interface of disability and safeguarding, will also be required.

16.0 Child-on-child abuse

Child-on-child abuse is any form of physical, sexual, verbal, emotional or financial abuse, or coercive control exercised between children, and within children's relationships (both intimate and non-intimate), friendships, and wider associations.

Signs that a child may be suffering from child-on-child abuse can also overlap with those indicating other types of abuse and can include, but are not limited to:

- disengagement from classes or struggling to carry out school related tasks to their usual standard
- physical injuries,
- experiencing difficulties with mental health and/or emotional wellbeing,
- becoming withdrawn and/or shy; experiencing headaches, stomach aches, anxiety and/or panic attacks; suffering from nightmares or lack of sleep or sleeping too much
- broader changes in behaviour, such as alcohol or substance misuse
- changes in appearance and/or acting in a way that is not appropriate for the child's age
- abusive behaviour towards others.

This list is not exhaustive, and if a child displays these signs, it does not necessarily indicate abuse. Staff must be alert to behaviour that might cause concern and think about what the behaviour might signify. Children should be encouraged to share with them any underlying reasons for their behaviour and, where appropriate, staff might need to engage parents/carers to understand the context more fully. Where a child exhibits any behaviour that is out of character or abnormal for his/her age or stage of development, staff should always consider whether an underlying concern is contributing to their behaviour and, if so, what the concern is and how the child can be supported going forwards.

Staff must inform the DSL of any such behaviour.

There is no clear boundary between incidents that should be regarded as abusive and incidents that are more properly dealt with as bullying, sexual experimentation etc. This is a matter of professional judgement. If one child causes harm to another, this should not necessarily be dealt with as abuse: bullying, fighting and harassment between children are not generally seen as child protection issues. However, it may be appropriate to regard a child's behaviour as abusive if:

- there is a large difference in power (for example age, size, ability, development) between the children concerned; or
- the perpetrator has repeatedly tried to harm one or more other children; or
- There are concerns about the intention of the alleged child. If the evidence suggests that there was an intention to cause severe harm to the victim or to exploit them, this should be regarded as abusive whether or not severe harm was actually caused. Reports of sexual violence and sexual harassment are extremely complex to manage. It is essential that victims are protected, offered appropriate support and every effort is made to ensure their education is not disrupted. It is also important that other children, and school staff are supported and protected as appropriate.

Further detailed information is provided in DFE's advice: [Part Five of KCSiE 2022](#)

Appendix 1: Child Protection Disclosures – What to do

1. **Listen** – be receptive, stay calm and reassuring, repeat the child's words.
2. **Don't** – ask leading questions or press for information.
3. **Questions** - use questions like who, where, what and when.
4. **Tell** – the child he/she is not to blame.



5. **Believe** – tell the child you believe them.
6. **Affirm** – tell them they were right to tell you and you are glad they have. They have been strong and brave to tell you.
7. **Never** – tell a child you will keep what they have told you secret.
8. **Refer** – tell the child you must tell other people to help. Tell the named person for child protection in your nursery and follow procedures.
9. **Follow up** – make arrangements to speak to the child at a later date if they wish.
10. **Record** – write down what the child has told you as soon as possible.