**1.2 Safeguarding children and child protection**

 Little Owl Childcare carries out the following procedures to ensure we meet the key commitments of the Safeguarding Children Policy.

* Our designated Safeguarding Lead who co-ordinates child protection issues are:

Setting’s manager’s

* Our designated safeguarding lead who oversees this work is:

The company director

**Policy statement**

Little Owl Childcare believes that every child is entitled to play, explore and be safe and happy.

All adults associated with Little Owl Childcare are committed to the statement.

Anyone using Little Owl Childcare will also accept these principles and if anyone has any concerns please contact the nursery director (Sarah McCormick) who may seek professional advice.

**Our Commitment to this:**

Through a rigorous recruitment procedure. – See staff recruitment policy, in management file

All staff with access to children will be trained as follows:

* Level 1 every 2 years – continuous SG training through staff meetings – see minutes.
* Designated safeguarding leads, (DSL)- level 2 every 3 years, (Level 3 and 4 courses may be taken in addition to level 2)
* All staff will be aware of definitions, signs and symbols of abuse through the Safeguarding training sessions. —Attached

Safeguarding Risk assessment in place as follows:

**Staff**

ALL STAFF AND STUDENTS MUST SIGN IN ON ARRIVAL AND OUT WHEN THEY LEAVE THIS INCLUDES LEAVING THE ROOM FOR STAFF DINNER TIME, MANAGMENT TIME OR ANY THING ELSE THAT TAKES THEM OUT OF THE NURSERY ROOM.

* Staff Mobile phones are stored in a locked cupboard, signed in and out daily on staff register
* Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
* All staff will be subject to joining the online update service. Random checks on all staff will be made by Little Owl childcare twice yearly. – see safer recruitment policy
* Volunteers do not work unsupervised.
* Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
1. the criminal records disclosure reference number;
2. the date the disclosure was obtained; and
3. details of who obtained it.
* All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
* Little Owl Childcare will notify the Disclosure and Barring Service 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.

**Children**

Child absences will be chased up daily. If any child misses a session without any contact a practitioner will call all of the child’s contact numbers until they get an explanation of absence. If no explanation can be given, IF THERE IS A CAUSE FOR CONCERN THEN first response will be contacted.

Any concerns, however minor should be reported to the DSL appropriate action will be taken\*

* Children who require nappies to be changed– will be changed in line with nappy changing procedure.

If a telephone call is received from First response or social services, take the persons ID number and phone number then call them back. Checking with social services that this person is a known professional.

**Visitors**

* All visitors are asked to sign in to the setting and provide 2 forms of ID
* Visitors will be expected to explain the reason for their visit, if they turn up unexpected they may be asked to re- arrange their visit.
* Parents/ family invited to activity events will be expected to sign in and identify the child they are linked with. The use of mobile phone by visitors is prohibited.
* Visiting families will be escorted by a member of staff at all times.
* Collection of children- see policy

**Photographs and video**

* Photographs and videos of children are only taken on equipment held by Little Owl childcare for the use of recording children’s progress. Parents sign a consent form and have access to records holding visual images of their child.
* Photographs shared on the nursery website will have consent from parents.
* Photographs shared on the settings social media will not include images of children.

Little Owl Childcare is 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 'What to do if you’re worried a child is being abused' (2015).

**Identifying possibilities of child abuse**

I) Through injury on arrival forms, which may be discussed with nursery staff and appropriate action will be taken. \* appendix 1 Common signs of non-accidental bruising.

ii) Through identification of a sustained injury during the nursery session, this will be noted on accident forms and may be discussed with DSL and appropriate action will be noted and taken\*

 iii) Information or concerns raised by other people will be taken seriously, noted on incident forms and Little Owl Childcare will advise the person making the allegation to seek advice from first response

iv) Children disclosing information themselves, this will be noted on incident forms, discussed with DSL and appropriate action will be taken\*.

\*Appropriate action will involve contacting outside agencies where issues are outside the skill or knowledge area of our staff.

Where reasonable cause to believe or suspect that a child or your person may be suffering or is likely to suffer significant harm a referral MUST be made immediately.

**Always note down the concerns on the INCIDENT FORM or in note form on paper and discuss the incident with the DSL. Such information will be stored in the child’s file.**

Under no circumstances will Little Owl Childcare staff interrogate or question the children in any way whatsoever, this is the job of appropriately qualified staff such as police or social workers.

**Responding to a disclosure**

· STAY CALM AND DONOT APPEAR SHOCKED

· Listen to what is said, hear what is said and believe

· Take the disclosure seriously

· Give the child time

· Reassure and explain that the professionals who need to know will be told

· Record ‘what the child said’ on an incident form - USE of T.E.D to support practitioner questioning and not interrogating of the children,

T – Tell me

E - Explain to me

D – Describe to me

 Act on the information and follow our Child protection procedure

·

**Procedure:**

**In the event of an allegation, concerns relating to sexual abuse or unexplained injury or concern, advice from First response will be sought immediately. —stage 4 /7 below**

When assessing an injury/allegation of abuse it would be useful to ask yourself the following questions:

1. Does the explanation for the injury match the child’s developmental capability and likely behaviour? 2.Was the child developmentally capable of causing these injuries to him or herself? 3.Does this pattern of bruising match the particular developmental capabilities of a child of this age with these particular developmental needs? 4. For a child who is otherwise meeting developmental milestones, might a parental explanation for injuries be too readily accepted? 5. Is there a full understanding of the caregiving the child receives at home?

 It would be useful at this stage to use the following documents in order to support your assessment: Staffordshire’s Threshold Framework ‘Accessing the right help at the right time’ see attached

The table below may support decision making for next steps

decisions will be made on the appropriate actions to take. This could be one or all of the following:

·  To discuss the incident with the parents.

· Seek advice from outside agencies if the concern is outside of our skill or knowledge, E.g. speech therapist, doctor, health visitor, 01543 431586

Seek advice from Staffordshire Local support team advisory service: -01785895836

ESAS – Education, Safeguarding advice service

**Phone:** 01785 895836
**Email:** esas@staffordshire.gov.uk

Referral to First response



**To make a referral to First response**

**If there are concerns the practitioners feel children are in direct harm or could be subjected to harm, concerns will be referred to First Response immediately.**

 **Making a Referral.**

1. Gather all the information

2. Discuss the matter with the DSL and the Witness of events.

3. A decision will then be made on the appropriate action.

4. If necessary ring First Response 0800 13 13 126 8:30—5pm Monday– Thursday

 8:30– 4:30pm Friday firstr@staffordshire.gov.uk

 Out of hours contact number: 0845 604 2886

5. Back up the referral in writing within 24 hours

 First Response Team, Wedgewood building, Tipping Street, Stafford, ST16 1DH -

 Fax :01785 854 223,

6. Inform OFSTED 0845 404040

7. Immediate emergencies, Call 999 (Police central referral unit 0300 123445 or 101

 **Subsequent Action**

Little Owl Childcare will continue to support Staff and the family involved.

Confidentiality

Little Owl Childcare has the right to share any information regarding child protection with other childcare professionals. All information will be kept confidential.

Prevent duty

The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”.

* It is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Staff will be kept up to date with any Prevent duty changes and training- All practitioners will have completed the awareness training set upon Page 6 of the ‘Prevent Duty’ document (See staff induction and certificates).

Little Owl Childcare is committed to responding promptly and appropriately to all incidents or concerns of radicalisation that may occur and to work with statutory agencies in accordance with the procedures that are set out down in the Prevent Duty (2015).

Responding to suspicions of radicalisation

* Little Owl Childcare acknowledges that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
* When children are suffering from physical, sexual or emotional abuse, or 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;
* Little Owl Childcare take into account factors affecting parents, such as social exclusion, domestic violence, parent’s drug or alcohol abuse, mental or physical illness or parent’s learning disability, sense of grievance or change of peer group.
* Where Little Owl Childcare believes that a child in our care or their parents/carers are known to us that may be affected by any of these factors we will follow the procedures below for reporting potential radicalisation.

**Making a Referral**

Staffordshire Police Prevent Team – 01785 238239 or 01785 233109

prevent@staffordshire.pnn.police.co.uk

Please see flow chart.

***British Values***

British Values are embedded in our daily practice and throughout our curriculum. All staff have had in-house training and are fully aware that by promoting Fundamental British Values we are attempting to detract vulnerable families from radicalisation and for what it stands for is a methodology for supporting a fight against terrorism.

***FGM***

At Little Owl Childcare we believe that all our children should be safe from harm. Female Genital Mutilation affects girls particularly from North African countries, including Egypt, Sudan, Somalia, and Sierra Leone. Although our nursery has no/few children from these backgrounds and consider the girls in our nursery safe from FGM, we will continue to review our policy annually. All staff will receive in house training on FGM

Any cause for concerns will follow our **Making a referral procedure**