



Safeguarding and Child Protection Policy and Procedures

Definition of Safeguarding

Definition of safeguarding in relation to children and young people, safeguarding and promoting their welfare is defined in 'Working together to safeguard children' as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

Our Responsibilities

Our responsibility and priority at all times is to ensure the welfare and safety of all children in our care. If any members of staff have cause for concern, we will record all details and share as appropriate within the staff team. If we feel a child is likely to or is suffering significant harm, we will report our concerns to Nottinghamshire MASH team, in line with local Safeguarding partners (LSP) Procedures.

Up to date Nottinghamshire MASH procedures and indicators of possible child abuse are available in the safeguarding folder and on the wall. We also have an electronic Safeguarding folder to store larger documents such as HM Government 'Working Together to Safeguard Children' document, The Prevent Strategy, Information Sharing and various other appropriate documents as they are updated and published. The Nottinghamshire Pathway to Provision July 2021 and What to do if you are worried a child is being Abused will be printed in full in our Safeguarding folder.

Everyone is responsible for the protection and safeguarding of children.

Designated Safeguarding Leads

The designated persons attend regular training and update their knowledge regularly. The designated persons at Willow Childcare are Keely Stenton and Kerry Delaney.

Staff Safeguarding Training and how we put it into practice

Our staff receive comprehensive safeguarding training through online courses, ensuring that all team members are equipped with the latest statutory guidance. In addition, our Designated Safeguarding Lead (DSL) must stay informed of updates and best practices, which are then shared with the staff.

All educators follow the safeguarding pathway set by Nottinghamshire County Council, and we reinforce this knowledge by discussing safeguarding scenarios in our staff meetings. This approach ensures continuous learning and supports staff in applying safeguarding practices confidently and effectively.

Responding to suspicions of abuse and Recording suspicions of abuse and disclosures

All staff members have been trained and understand that child abuse can be physical, sexual, emotional, neglect and bullying or a combination of these. All staff are aware of the indicators of child abuse they need to look for. Safeguarding and child protection is discussed at both kids club and preschool team meeting to enable us to share information and all keep up to date. Safeguarding is an agenda item each month at both team meetings.

Door Locking – Nottinghamshire do not support the locking of children in rooms by their parents and carers.

As a team we will be alert to any changes in a child's life such as:

- Significant changes in a child's behaviour
- Deterioration in their general wellbeing
- Unexplained injuries or bruises and signs of possible abuse. (Especially bruising in non-mobile babies)
- Any indications that FGM (Female genital mutilation) has taken place, we understand it is mandatory to report this. The number needed is **0800 028 3550**, email fgmhelp@nspcc.org.uk
- Peer on peer abuse, also sexual exploitation, teenage relationship abuse, gang violence and county lines. (Contextual Safeguarding)
- Children at risk of being drawn into radicalisation or terrorism, understanding the risks that may make them vulnerable within their community (contextual safeguarding)
- We understand the additional barriers that may exist when recognising the signs of abuse and neglect of children who have special educational needs and/or disabilities. We also understand that they will be extremely vulnerable
- We are also working hard with parents and children in our care to ensure that the use of the internet by children is safe and suitable for their age
- Children being drawn into and being involved in County Lines

If we are concerned about a child's welfare, we will contact Nottinghamshire MASH in the first instance or The Early Help Unit, or other relevant professional bodies for advice.

Recording Concerns

We will record concerns by writing down what a child has said to us or what we have observed, we will share these with any other staff members at the setting. These concerns will be regularly monitored.

We will also share concerns with other professionals and other settings to ensure we build a full picture of what is happening in a child's life, and we can then work in partnership to support the whole family.

We will record our own responses and actions to what the child has said or done. **It is not our responsibility to attempt to investigate the situation ourselves**, all records will be signed and dated.

Behaviour

We will challenge any discriminatory and derogatory language from any adults or children in our setting.

In 2015 the Counter-Terrorism and Security Act was published this included the Prevent Duty Guidance. This guidance is for specified authorities in England and Wales to have due regard to the need to prevent people from being drawn into terrorism and keep children safe from radicalisation.

We have completed the Department of Education Prevent Duty Risk Assessment for Early Years.

We are aware of the four fundamental British Values

- Democracy
- Rule of Law
- Individual liberty
- Mutual respect and tolerance

We will ensure they are part of our general everyday practice with children in our care, maintaining an inclusive environment at all times.

Nottinghamshire Police Prevent Duty Team: prevent@nottinghamshire.pnn.police.uk or call 101 and ask for Nottinghamshire Prevent Team.

Staff recruitment/induction

We have robust systems in place to ensure that before an individual has unsupervised contact with children in our setting, they have been thoroughly vetted and their identity has been verified. Please see our Safer Recruitment policy for more details.

Keeping children safe in our care

Staff check children into the setting via a daily register, Kids club children are checked against a room register on collection at school and then rechecked once we have arrived at the setting. The numbers in each room are also counted and matched with numbers on the main register.

Holiday club children are also re-counted and checked at certain times throughout the day to ensure they are all safe and present.

Staff know they must supervise all children whilst eating to fully protect children from choking.

All staff will protect children by ensuring gates are locked after use and ensuring that the front door is carefully monitored when children are leaving, or staff enter or leave using the keypad system.

Equipment and toys are carefully monitored for unsuitability or dangers such as breaks and sharp edges. Finger guards are fitted on all internal doors that the children use.

Visitors to the Setting

- Any visitors to the setting must check in at the office and sign in with their names, purpose of their visit and time they arrive and leave.
- Identification is checked upon arrival to the setting. All visits are planned and supervised at all times by designated staff members.
- Members of staff must also record their own time of arrival and the time they leave.

Working in partnership with parents

We will keep all child protection concerns confidential and only share information with professional bodies that need to know this information.

We will share observations with parents to seek an explanation, ONLY, if this does not put the child at further risk of harm.

We will teach children in our care about safeguarding risks, including online risks, any IT equipment will have the correct safeguards and controls.

We ask parents/carers to inform us of any accidents, incidents or injury affecting their child which is sustained when *not in* our care (Existing injuries). We will record details of any such injuries on our existing injuries sheets and ask a parent/carer to sign, giving a brief

description of what has happened and when. Recording of injuries is in the child's, parents and childcare providers best interests.

We also ask that parents/carers inform us of any changes in a child's life that may affect their wellbeing, such as divorce, separation, or illness. This enables us to understand why there may be changes in the child's life and enables to support them.

We may suggest or recommend that parents contact the Early Help Unit for support and advice.

Early Help Unit contact details:

Telephone: 01623 433500

Email: early.help@nottscc.qcsx.gov.uk (if sending from a secure email address), or otherwise early.help@nottscc.gov.uk

Address: The Early Help Unit, Meadow House, Littlworth, Mansfield, NG18 2TB



How do I contact the Nottinghamshire MASH?

As a professional with a **NEW** safeguarding concern regarding a child, young person or vulnerable adult, you can:

Telephone **0300 500 8090** during the following hours:
8.30 am - 5.00 pm - Monday to Thursday 8.30 am - 4.30 pm - Friday

Fax number **01623 483 295**

To submit an on line concern form, log onto
www.nottinghamshire.gov.uk/MASH

In an emergency, outside of these hours contact:
The Emergency Duty Team (EDT) on **0300 456 4546**

To access information on early help services, guidance and to download service request forms, please visit **www.nottinghamshire.gov.uk/pathway-to-provision**

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Data protection

We have GDPR General Data Protection Regulations policy and procedures, which explain how we collect, store, use and dispose of all personal information from our children/families and staff.

We are registered as data controllers with the information Commissioners Office (ICO) and therefore understand our obligations under Data protection

The use of mobile phones and cameras

Mobile phones and smart watches and other devices are now used daily by most people including parents, staff members and children. So that we can ensure the welfare and safety of children in our care at all times we will apply the following procedures for their use:

- Staff are only permitted to use their phones whilst outside of the building (For example, on a trip within the village or local area) to communicate with management and other staff colleagues, and on breaktimes away from the children.
- We have a landline phone available at all times in case emergencies arise.
- Staff communicate whilst in the building and on school property using Walkie Talkies.

- Permission is sought to take photographs of your child on our setting camera or I-pad for the purpose of recording activities and sharing their progress with Parent/carers and Ofsted.
- Pre-school parents will be asked to sign up to Tapestry; an online system we use to capture children's observations and assessments and photos. This is also used as a system to contact parents/carers and enable parents to give feedback and comment on their child's progress.
- All parents are required to sign up to Ipal; our online booking and payment system.
- We are registered with the ICO as a Data Controller which means we understand our obligations under the Data Protection act.
- We will not publish any photographs of children on any social networking sites or share with any other person without your permission.
- If a child has a mobile phone, it must be stored in the office until they go home. Devices other than mobile phones will not be permitted.

Monitoring Child Absences

Attendance is highlighted in Inspecting safeguarding in early years, education and skills settings. Attendance must be monitored daily. A daily register is completed, and parents are always contacted regarding absence and appropriate records kept. If unusual patterns of absence are noticed this may trigger a safeguarding concern.

Please report any concerns to the setting manager and follow all setting procedures with regards to safeguarding and child protection.

Internet use

We have a guide to E-Safety and are aware of the risks that children may face when accessing the internet and know how to protect children in our care. Any computers in our setting available to children will have suitable filters and monitoring systems in place for safety and to ensure children can only access relevant sites and content. We will also share a leaflet of information with parents/carers.

Children will be given information about staying safe online, appropriate to their ages, alerting them to the dangers of Facebook, Tik Tok, What's app for example, and chat rooms and grooming

We will also share information about internet safety with parent/carers.

We will regularly check any information on the setting that is available to the public, to ensure it is appropriate and does not pose a safeguarding risk.

Further guidance is available

'Safeguarding children and protecting professionals in early years settings: online safety considerations'

<https://www.gov.uk/government/publication/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>

Our social media Facebook page is an open group which we use to communicate with parents and for advertising. We will not display any children's faces to protect their identity.

Allegations against adults in our setting

If an allegation of abuse is made against any adults in the setting, we will report it to Ofsted, and the **Local Authority Designated Officer (LADO) on 0115 8041272** as per Nottinghamshire MASH procedures. We will follow their guidance when dealing with this.

If any adult within our setting behaves in any way that is inappropriate towards a child, or puts any child in any danger, they will be immediately suspended, and the LADO will be informed.

Whistle blowing

We are committed to the highest standards of openness and accountability. Making a disclosure in the public interest (whistle blowing) is essential to keep children safe and to ensure good practice.

Any employee or volunteer, acting in good faith, wishes to raise a concern should normally report the matter to their supervisor or manager immediately. Any concerns will be investigated and resolved as quickly as possible.

If you have any queries regarding this policy, please do not hesitate to discuss it with any members of our team.