



Safeguarding Children

Policy statement

The Nursery aims to take action in a timely manner to safeguard and promote children’s welfare.

To ensure all staff are aware of their statutory responsibilities with respect to safeguarding

Staff are trained in recognizing and reporting safeguarding issues.

This policy meets requirements relating to the safeguarding and welfare in the Statutory framework for the Early Years foundation Stage.

The nursery is committed to building a “culture of safety” in which children are protected from abuse in all areas

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

1.Equality Statement

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti discriminatory practice and recognise children’s diverse circumstances they may face. We provide a secure and accessible environment in which all our children can flourish and in which all contributions are considered and valued. We aim to make inclusion a thread that runs through all of the activities of the setting.

2. Roles and responsibilities

Safeguarding and child protection is everyone's responsibility. This policy applies to all staff and volunteers

- All staff will have annual safeguarding training in house
- To support safeguarding practices, we have a staff behavior/ conduct policy (See appendix one) and the role of the safeguarding lead.
- The early help process and their role in it, including early identification of emerging problems in relations to safeguarding and sharing information with other professionals to support early identification and assessment.
- The process for making referrals to local authority children's social care and for statutory assessments that may follow a referral.
- What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, radicalization, modern day slavery,
- How to maintain confidentiality with relevant professionals
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation, forced marriage, coercing behavior and county lines.
- All staff have a duty to provide a stimulating environment and ensure a interest in a child's education at our provision. Failure to respond to any special needs and requirements or provide intentional poor practice and failure to comply with state requirements will be deemed as educational neglect.

Valuing diversity in families

We welcome the diversity of family lifestyles and work with all families. We encourage parents to take part in the life of the setting and contribute fully. For families who have English as an additional language we will develop means to ensure their full inclusion.

3. Safeguarding leads responsibility- training

The manager and safeguarding lead are responsible for the implementation of this policy, including

- Ensuring all staff and volunteers are informed of this policy on induction
- Ensuring all staff / volunteers and students undertake appropriate safeguarding and child protection training and update this regularly.
- Ensuring the relevant staffing ratios are met, where applicable.
- Making sure each child in the nursery is assigned a key person

- **The manager will carry out regular questioning in rooms regarding safeguarding scenarios, ensuring all staff are fully aware of their expectations**
- The managers will renew their Designated safeguarding training every two years as per requirement.
- Staff will further attend safeguarding training in house every year, at the beginning of the years.
- All staff will have a training log on an excel sheet, which outlines when staff have completed mandatory safeguarding training and additional training also.

4. Confidentiality

- Timely information sharing is essential to effective safeguarding
- Information must be shared on a “need to know “ basis, but you do not need consent to share information if a child is suffering, or at risk of serious harm.
- Staff should never promise a child that they will not tell anyone about an allegation, as this may not be in the child’s best interest.

6. Recognising abuse and taking action

Staff must follow the procedures set out below in the event of a safeguarding issue.

6.1 If a child makes a disclosure to you.

- Listen to and believe them. Allow them time to talk freely and do not ask leading questions
- Stay calm and do not show any emotions
- Do not promise to keep it a secret
- Write up your conversation as soon as possible in the child’s own words. Stick to the facts, and do not put your own judgement on it.
- Sign, date the write up and pass it on to the designated officer Maryam

Early Help

If Early Help is appropriate Maryam Chauhan/Haleema Shahzad (designated safeguarding officer) will liaise with the SEN if an early help is already open. **The nursery will use the Bolton Framework for action to decide the level to action needed.**

Referral

The Integrated Front Door is the first point of contact for enquiries and referrals relating to children made by the nursery.

<https://www.bolton.gov.uk/safeguarding-protecting-children/reporting-child-abuse/1>

If you believe there are significant safeguarding concerns, the safeguarding lead will call on 01204 331500. Out of hours or bank holidays, please call the Emergency Duty Team on 01204 337777

only the safeguarding lead will make any referrals with the Early Help. Where appropriate consent will be taken from parents to complete an Early help.

If staff are concerned about any key children, they must report this to the safeguarding leads. If staff feel that the safeguarding lead has not taken appropriate action, they should follow the whistle blowing policy.

6.3 If you discover FGM has taken place.

FGM is a collective term for all procedures involving partial or total removal of female genitalia. Typically, it is performed on girls aged between 4- 15 years. It is illegal in the UK to take a child abroad to undergo FGM

Any staff who discover that an act of FGM appears to have been carried out on a child under 18, must speak to the designated safeguarding lead who will follow our Local Authority safeguarding procedures.

- 1; report concerns to the designated safeguarding lead**
- 2, follow safeguarding procedures**
- 3, FGM HELPLINE 0800 028 3550. fgmhelp@nspcc.org**
- 4 Call police**

6.4- If you have concerns about extremism

Childcare providers have a vital role to play in protecting children and young people from the risks of extremism and radicalisation. This role is underpinned by the Counter Terrorism and Security Act (2015) to have due regard to the need to prevent people from being drawn into terrorism. The Prevent Strategy, published by the Government in 2011 is part of an overall counter terrorism strategy CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism activity. Such views include justifying political, religious, sexist or racist violence, or to steer individuals into a rigid and narrow ideology that is either vocal or active opposition to fundamental British values including embracing diversity and mutual respect and tolerance of different faiths and beliefs. The Olive Garden Nursery is fully committed to safeguarding and promoting the welfare of all children and young people who we work with. As a childcare provider we recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability. All staff are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs

If a child is not at immediate risk of harm, where possible, speak to Maryam Chauhan, first agree a course of action.

Where this is a concern, the designated Safeguarding officer will consider the level of risk and decide which agency to make a referral to. This could include **Channel**. The governments programme for identifying and supporting individuals at risk of being drawn into terrorism.

Details of Bolton **DC Keith Galley 12507 mobile 0781356940**
Email: keith.galley@gmp.police.uk

In an emergency, call 999 or the confidential anti- terrorist hotline on 0800 789 321 if you:

- Think someone is in immediate danger
- Think someone may be planning to travel to join an extremist group
- See or hear something that may be terrorist – related.

6.5- Child sexual exploitation

involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation, or enticement, sexual bullying including cyberbullying and grooming. However, it also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

6.6 Concerns about a member of staff

If you have a concern about a member of staff or volunteer, speak to the designated safeguarding lead. If you have a concern about the manager you can speak to the nominated individual.

The designated lead will then follow the local authority procedures (first five minutes) and contact LADO and an investigation will take place. Contact details are on the safeguarding board.

Where appropriate, the nursery will inform Ofsted of the allegation and actions taken within the necessary timescale.

NSPCC whistleblowing advice line is available. Staff can call 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. The email address is: help@nspcc.org.uk. Alternatively, staff can write to: National

Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH.

7. On-going Staff suitability

Employees are expected to declare all convictions, cautions, court orders, reprimands and warnings that effect suitability in every well-being meeting. The staff has a duty to notify the nursery manager of any changes of circumstance which may affect their suitability to work with children. An annual status check of staff who are the update service will take place.

8. New recruits

We do the enhanced criminal record checks through the DBS for all staff, volunteers and students who will have access to children.

We keep all records relating to employment of staff and volunteers, demonstrating that checks have been done, including the date and number of the enhanced DBS check.

All staff must provide evidence of identity, address and qualifications e.g driving licence, passport, utility bill, national insurance.

References will be sought additionally for volunteers and students in the premises. One must be from the last employer. (if applicable)

Please see above section 3. Furthermore, the new recruits will be on a 3-month probation period. During this time they will be closely monitored and supported by educational leads and management to ensure their suitability / capability to work with children.

9. Notifying parents

Where appropriate, we will discuss any concerns about a child with the child's parents. The designated lead will do this in the event of a suspicion or disclosure. If we believe that notifying the parents would increase the risk to the child, we will discuss this with the local authority.

10. Mobile phones and cameras/ Ipads

Staff are allowed to bring their personal phones to nursery for their own use. The phones are kept in a tray in the office.

Staff will be able to use phones on breaks. Staff will not be able to take phones into the nursery room.

Staff will not be able to take any pictures of children on their personal phone or cameras.

Only the manger will have her mobile phone to hand during working hours.

If any staff member has a family emergency, they need to give the nursery mobile or landline number.

When on outings the nursery mobile will be used.

All staff must sign the IPAD agreement before being issued with IPADS.

The nursery will follow the Data Protection Act 2018 when taking and storing photos

Staff will each have their own iPad allocated to them. Each staff members iPad is password protected. These IPADS are for staff use only. Staff take pictures on these iPads of their key children and then upload these onto tapestry during their time out. Not during nursery time.

Staff will not be allowed to have access to the internet password of the nursery.

11. Register - iPad

The registers are done on the iPads daily which are password protected.

The children will not use these iPads for their use. Safari is not visible on the Home screen of the iPads so internet can not be accessed by the children.

Staff can only have access to the internet using Kids YouTube and Kiddle search engine. Each Ipads's settings have been set to only view website we have given permission to view.

12.1 Photos consent

On a child's entry to the nursery, all parents will be asked to give permission to use their child's work/photos in the following ways:

- For display in classrooms or foyer. Photos in the foyer will be used minimally and from different angles where possible to not see the child's full face.
- For the nursery website and tapestry

This consent form is considered valid for the entire period that the child attends nursery unless there is a change in the child's circumstances where consent could be an issue, e.g. divorce of parents, custody issues, etc. We will keep a list of children for whom permission has not been granted and all staff will be provided with this information

12.2- Parents taking pictures

We do not allow any parents to take pictures of any assembly's, this is because we have children in the nursery whose parents don't allow children to

have their pictures taken on anybody's phone. Parents can take pictures of their own children individually after the assembly.

13. Risk assessment

We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimizing the hazards and risks to enable children to thrive in a safe environment.

Our risk assessments are carried out daily indoors and outdoors. Off-site risk assessments are carried out before going on trips. If risk taking activities are planned, then a separate risk assessment will be carried out. A weekly fire drill is tested and logged, and emergency lighting once a month.

14- Recording keeping

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing in the safeguarding file. Confidential information and records will be stored securely and only available to those who have a right or professional need to see them

15. Training

All staff members will undertake safeguarding training at induction, including in house and safeguarding level 1. This will include FGM, prevent, channel, county lines, modern day slavery, online safety and whistleblowing. We will ensure their training is regularly updated and will be in line with our Local Safeguarding children's board. All staff will re do refresher in house staff training every September. The management team will also be doing random spot checks with staff as part of our regular supervisions to ensure all staff are robust in their knowledge of processes to follow. If staff are not able to answer scenarios we will ensure that staff are supported to ensure robust knowledge of safeguarding. Educational leads will also be supporting management with this process. If staff are less confident extra support will be given.

Recruitment: please see safer recruitment policy

15. Serious accidents, injuries and deaths

All staff are aware if there is a serious accident, injury or death the emergency services should be called along with the parent. The incident must be recorded as soon as possible and shared with parent/ carers

Depending on the situation, we would contact the LA, Ofsted and RIDDOR and Liability Insurance for any of the above incidents.

We monitor our accident record regularly and update the risk assessments and procedures accordingly.

Essential Information

The documents listed below are essential and you should refer to:

- Bolton's Framework for Action: <http://boltonsafeguardingchildren.org.uk>
Bolton's Framework for Action (Multi Agency Screening and Safeguarding Service (MASSS) and First five minutes flowcharts)-
www.gov.uk/guidance/education-plans-from-september-2020
- <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>
[Inspecting Safeguarding in Early Years, Education and Skills Settings](#) – Ofsted September 2019
- [Prevent Duty Guidance and the Prevent Duty](#) (departmental advice for schools and childcare providers) Home Office June 2015 (updated in April 2019).
- Early Help – available from <http://boltonsafeguardingchildren.org.uk/>
- [Bolton's domestic abuse and violence handbook](#)
- <https://www.gov.uk/government/publications/early-years-inspection-handbook-eif/early-years-inspection-handbook-for-ofsted-registered-provision-for-september-2023>

Signed on behalf of The Olive Garden Nursery

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