

## Safeguarding and Child Protection Policy – Kenwood

This policy aims to provide all members of staff, paid and unpaid, children and their families with a clear and secure framework for ensuring that all children in the nursery are protected from harm, both while at nursery and when off the nursery premises.

Practitioners who work with children in this nursery will read this policy within the framework of:

- Keeping Children Safe in Education (2021)
- London Child Protection Procedures, 5th Ed. (2017)
- Working Together to Safeguard Children (2018)
- Information Sharing (2015)
- Children Act 1989
- Children Act 2004
- Education Act 2011

All staff will work to ensure that:

- Children feel listened to, valued and respected
- Staff are aware of indicators of abuse and know how to share their concerns appropriately
- All paid and unpaid staff are subject to rigorous recruitment procedures
- All paid and unpaid staff are given appropriate support and training

### Child protection practices

In order to ensure children are adequately protected, we will ensure that:

- We have a designated safeguarding lead (DSL) who attends DSL training at least once every two years.
- All staff are trained in basic child protection awareness every 2 years.
- Records of staff training in CP are kept in the staff training folder.
- All staff have read and understand the Safeguarding and Child Protection Policy and are aware of the indicators of child abuse and how to respond to concerns or disclosures of abuse by children.
- All children, young people and their families are familiar with the Safeguarding and Child Protection Policy
- The Safeguarding and Child Protection Policy is reviewed on an annual basis by the DSL and staff.
- Children's information will be kept confidential under the Data Protection Act 2018 unless there are safeguarding concerns that need to be shared.

### Designated child protection officer (DSL)

Rosie Hunt – DSL

Julia Warner – Deputy DSL

The designated child protection officer (DSL) takes the lead responsibility for child protection, including supporting other staff, information sharing with other agencies, developing policies and staff training.

### DSL responsibilities

- Refer suspected abuse and neglect to the appropriate local authority safeguarding team. For children living in Camden this is via the contact service on 020 7974 3317.

- Seek advice and support from Camden safeguarding leads when necessary. See useful contacts below.
- Report allegations made against members of staff to the Local Authority Designated Officer (LADO) and Ofsted.
- Develop and update the Safeguarding and Child Protection Policy and ensure that staff and parents are aware of them.
- Provide support and advice to all members of staff within the setting regarding child protection concerns
- Keep the Manager/Deputy Manager informed about any issues that arise.
- Ensure that cover is provided for the role when absent from the setting.
- Ensure that a child's child protection file is copied for the new educational establishment when a child moves educational settings, and that this file is transferred securely and separately from the main pupil file.
- Ensure that all staff receive appropriate child protection, and maintain training records.
- Cooperate with any requests for information from the local authority, such as child protection training returns and self-evaluative forms for safeguarding and child protection, in compliance with Section 11, Children Act 2004.
- Maintain an up to date child protection folder with details of any child protection issues/concerns.
- Maintain a log of staff training.

### **Responsibilities of all staff**

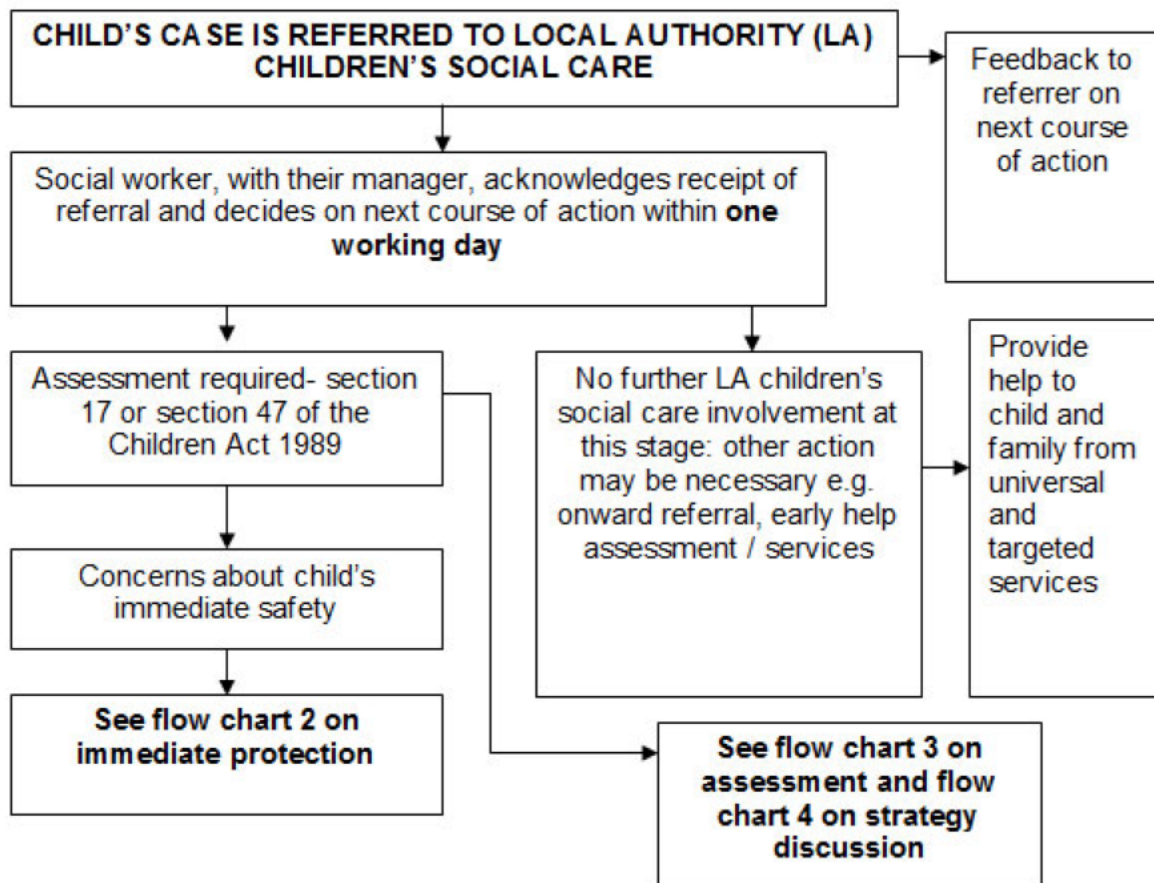
Staff play a crucial role in helping to identify welfare concerns, and indicators of possible abuse or neglect, at an early stage. The DSL may have other information regarding a child, young person or their family of which other staff may not be aware. Minor concerns may take on greater significance within the wider context of knowledge of a child or family that the DSL may have.

### **Responding to child protection concerns**

- Staff are responsible for reporting any concerns to the DSL. Even seemingly minor concerns must be reported. If the DSL is working off site, the staff member must telephone them.
- The staff member makes a written report including: name, date, place, what was said by the child (in the child's words, not paraphrased), what happened, what they noticed, the child's appearance and mood.
- Staff member informs the child that they will be telling the DSL.
- If the child has disclosed something verbally, the staff member must not promise to keep secrets; they reassure the child that their action will help keep them safe.
- The DSL may decide to talk to the child or parent to gather more information, or ask a staff member to do so.
- The DSL will record as much detail as possible using a standard nursery CP concerns form. This information will be kept confidential, and only shared with other staff or agencies when necessary.
- The DSL tells the child/parent what next steps they plan to take.
- The DSL decides if there is a need to report concerns to the local authority. If in any doubt, they will do so.
- Concerns are reported to the local authority via a referral to appropriate authority's safeguarding team. Children are referred to the local authority in which they live. The referral will note all previous intervention by the nursery with the child, and any relevant history relating to the child, their siblings or the family.
- The DSL follows advice from the local authority safeguarding team.
- The DSL shares information with the LADO and other relevant professionals, recording reasons for sharing information and ensuring that they are aware of what action the other professionals will take as a result of information shared.
- The DSL remains in close communication with other professionals around the child and with the family, in order to share any updates about the child.

- If a child protection investigation is pursued, the DSL and other key nursery staff will:
  - Work closely and collaboratively with all professionals involved in the investigation, to keep the child safe.
  - Attend a child protection conference when invited and provide updated information about the child.
  - Attend any subsequent child protection review conferences.
  - Attend core group meetings and take an active role in the implementation of the protection plan.
- The DSL will meet and tell the parents about the referral, unless doing so might place the child at risk of harm.
- The police may be called by the nursery of the local authority, particularly if a crime has been committed against the child.
- The nursery will contribute to the assessment of a child's needs and, where appropriate, take ongoing action to meet those needs.

**Flowchart showing action taken when a child is referred to local authority children's social care services**



For flowcharts 3 and 4 and further information, see the Department for Education document *Working Together to Safeguard Children*.

For more information on reporting child protection concerns and what happens next, visit the Camden Safeguarding Children Board website (<https://cscb-new.co.uk/>).

**Parents with concerns**

Parents can also report any concerns they have about their own or another child to the DSL, or directly to Camden Children and Families Contact Service service: 020 7974 3317 or by email [LBCMASHadmin@camden.gov.uk](mailto:LBCMASHadmin@camden.gov.uk). See Camden Safeguarding Children Board website (<https://cscb-new.co.uk/>) - Where to Get Help for more details.

## Recognising abuse

Safeguarding and promoting the welfare of children is defined in Working Together to Safeguard Children (2018) 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.

There are many different forms of abuse, including neglect. For an outline of the four main types of abuse, see **Appendix 1** below. And for detailed information on the forms of abuse, visit the NSPCC website (<http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>).

Staff concerns about a child's wellbeing can arise from:

- a disclosure from the child/parent (something they have said);
- something the staff member has noticed about the child's behaviour, health, or appearance;
- something another professional said or did.

## Ensuring a 'safe culture'

At Into The Woods, we take steps to create a culture in which children and adults feel are (and feel) safe, including:

- Staff are respectful to all employees as well as children.
- Staff are open about discussing good and poor practice.
- Blame only occurs in extreme circumstances.
- Leaders model the appropriate behaviour.
- Staff are knowledgeable about the vulnerability of the children whom they look after and aware that abusers may already be in the employ of the organisation.
- Children are listened to.
- Staff are empowered to challenge poor practice.
- Parents are encouraged to be involved in their child's plan and welcomed to the setting.
- Whistle-blowing procedures are in place and staff know how to use them.

## Safe recruitment of staff

Safe recruitment processes aim to:

- deter potential abusers by setting high standards of practice and recruitment;
- reject inappropriate candidates at the application and interview stages;
- prevent abuse to children by developing robust policies and agreeing on safe practice.

## Regular staff (permanent or fixed term contracts) in regulated activity

The nursery practice follows statutory guidance from the Department for Education, *Keeping children*

*safe in education (2019)* to ensure that we recruit only suitable people.

For regular staff, this includes:

- Obtaining a new enhanced disclosure and barring service (DBS) check, with barred list check.
- Obtaining the appropriate criminal record check from other countries for candidates recently arrived in the UK.
- Obtaining an up to date DBS disclosure for any staff who have a gap of more than two months in their employment with Into The Woods.
- Requesting that all DBS certificate recipients register that certificate with the DBS Update Service.
- Checking all certificates registered with the Update Service on a yearly basis.
- Verifying each candidate's identity from current photographic ID and proof of address.
- Verifying the candidate's mental and physical fitness to carry out their work responsibilities.
- Verifying the person's right to work in the UK.
- Verifying professional qualifications, as appropriate.
- Obtaining written references from previous employers, which include checks on safeguarding concerns and general suitability to work with children.
- The use of a standard application form (CVs are not accepted) to ensure sufficient background information for each candidate.
- Reviewing a candidate's employment history and any breaks in employment.
- Interview for each candidate with the head of nursery and at least one other manager prior to appointment. The interview process includes working a trial session (working under supervision with groups of children during regular nursery hours).

### **Cover staff**

ITW employs cover staff both via recruitment agencies and directly. Agencies are used as a last resort, as employing cover staff directly is preferable in terms of both child safety and welfare – the staff members in question are screened and then background checked by ITW management, ensuring a higher level of quality and suitability.

When cover staff are employed via an agency, ITW ensures that the agency has carried out the relevant background checks. For staff employed directly, ITW management carries out the necessary background checks.

Background checks for all cover staff are as follows:

- Proof of identity (valid passport or photo drivers licence)
- Recent proof of address
- Application form – short version requiring no personal statement, but requiring education and employment history (which are reviewed by ITW management) and referees
- Enhanced DBS check (with barred lists) – ITW will apply for a new DBS check, unless the person in question is in the process of being checked by another organisation. In the latter case, the head of nursery will check the certificate against proof of address and ID documentation, and the requesting organisation, then decide if the certificate is sufficient.
- Two references from suitable referees – a short version requiring no comment on performance, but checking for suitability and safeguarding concerns.

### **Volunteers and visitors**

No visitors or short-term volunteers are left unsupervised with any children, apart from their own, at any time. They are supervised at all times by nursery staff.

Although volunteers are not in regulated activity and always supervised (and therefore it is not essential for

them to have a DBS check) ITW still requires all volunteers to have an enhanced DBS check, as volunteers are usually in close contact with children on either a small group or one to one basis.

Background checks carried out by ITW for all volunteers are as follows:

- ID (valid passport or photo drivers licence)
- Recent proof of address
- Enhanced DBS (with barred lists) check – ITW will apply for a new DBS check.

### **Single central record**

A single central record of all the above information is maintained for each nursery setting. It details all the information held for each member of staff or volunteer.

### **Policy on timing of background checks**

Whenever possible, ITW will obtain the appropriate checks for a new member of staff or volunteer before they start their employment or placement at ITW.

However, from time to time this may not be possible, due to long turn-around times in DBS application processing. For reasons of child safety (maintaining staff ratios) and welfare (ensuring quality, caring staff), the head of nursery may judge that it is preferable to start the employment or placement before a DBS check and/or references have been received. This is particularly important during the Covid-19 pandemic, when staff mobility is very high and maintaining staffing levels difficult.

In each case, a risk assessment will be carried out to decide on the right course of action. If it decided to start a staff member or volunteer before all checks have been completed, ITW management ensures that:

- checks are underway and will be completed as soon as possible,
- the staff member or volunteer will be closely supervised by regular, experienced members of staff who have full background checks in place,
- the staff member or volunteer will at no time be left with children without the presence of a fully checked, experienced member of staff.

### **Concerns about staff (whistleblowing)**

Concerns about a staff member can be made by children and they can be made by other concerned adults. All staff are required to immediately notify the DSL of any such allegations, or the nursery manager, if the concerns are about the DSL. In all cases, the DSL will inform the Local Authority Designated Officer (LADO).

**Staff are obliged to report any concerns** regarding observed or suspected abusive behaviour, of any nature, of another staff member towards children or other adults to the DSL.

The DSL will take the following actions:

- ensure that the child reporting the allegation is safe and away from the member of staff against whom the allegation is made;
- make a referral to the Children's Service where the child resides, if appropriate;
- contact the LADO immediately;
- inform OFSTED immediately that the allegation has been made;
- contact the parents/carers of the child, following advice from the LADO;
- inform the nursery manager, who will suspend the member of staff pending the investigation, following advice from the LADO;
- attend strategy meetings convened by the LADO and act upon the decisions made at these meetings.

Suspension will be considered when:



- there is a cause to suspect a child is at risk of harm;
- the allegation warrants investigation by the police;
- the allegation is serious enough that it might be grounds for dismissal.

Any disciplinary investigation will be carried out once the child protection investigation has been completed.

### **Supporting staff in raising concerns**

- Whistleblowing is discussed regularly at staff meetings, to ensure staff understand how to report concerns, and that they are safe to do so without fear of negative consequences.
- As far as possible concerns raised will be kept confidential by the DSL or manager.
- Managers ask staff if they have any concerns about any children and/or adults (specifically including staff) as part of the supervision meeting process.

### **Concerns about the nursery manager**

If a parent or member of staff has any concerns about the nursery manager they should contact the LADO directly. Contact details below.

### **Concerns about the designated safeguarding lead (DSL)**

If a parent or member of staff has any concerns about the DSL, they should contact the nursery manager who will follow the procedure for allegations against staff.

### **The Prevent Duty**

As an Early Years provider, Into The Woods has a responsibility to prevent people from being drawn into terrorism. This includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit.

We will provide appropriate training for all staff.

Part of this training will enable staff to

- Identify children who may be at risk of radicalisation.
- Build the children's resilience to radicalisation by promoting fundamental British values (see nursery *British values policy*).
- Assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.
- Ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way.
- Be aware of the online risk of radicalisation through the use of social media and the Internet.
- Seek advice from Camden MASH when we have concerns about a child or family.
- Build up an effective engagement with parents/carers and families. This is important as they are in a key position to spot signs of radicalisation.
- Assist and advise families who raise concerns with us.
- Ensure all staff must be able to identify children who may be vulnerable to radicalisation and be able to identify signs of concern.
- Ensure all staff understand that they must report any concerns to the DSL straight away through the usual process (detailed above).

Referrals will be made to CHANEL via Camden MASH for independent assessment as to how support any child identified as being at risk.

## **Use of mobile phones and cameras**

Only phones/cameras provided by the nursery are to be used – no personal ones. See phone and camera policy for more detail.

## **Unknown adults**

As the nursery is in a public space, staff understand that it is of particular importance that they are aware of the presence and actions of any unknown adults.

- Staff are alert to any stranger visiting the site, and will immediately go over to them, talk to them and assess if they are of any danger.
- Staff are alert to any strangers who frequently wait around the site with no apparent purpose.
- Kenwood estate control officers will inform the nursery manager if any suspicious adults have been noted in the estate grounds.
- Staff follow emergency procedure if an unknown adult is judged to be a risk.

## **Child collection**

- Children will never be allowed to leave the nursery (ie, at home time) with anyone other than their parents unless written notification has been received in advance, and the adult collecting gives the password set by the parents.
- If a child is not collected after a session the staff will wait for approximately half an hour, during which time they will try to contact the parents. If the parent or carer cannot be contacted in that time, staff the manager will contact the Camden children's team on 020 7974 3317.
- Parents/carers should be in a fit state to collect their children. If a parent arrives in an 'unfit' state (for example under the influence of alcohol or drugs) the senior member of staff on duty will contact another parent or emergency contact, or, failing that, notify the appropriate services e.g. MASH or the Police.

## **Recording child protection or safeguarding concerns and incidents**

- Into The Woods keeps a log of all safeguarding and child protection concerns raised, including all reports made and details of any follow-up.
- Accidents and non-safeguarding incidents are also recorded in separate logs. See *Accident and Incident Policy*.

## **Use of force, restraint and positive handling**

- Staff are allowed to use reasonable force to control or restrain children under certain circumstances. In some circumstances, authorised members of staff can restrain children in order to protect them and others.
- Any concerns or allegations that a member of staff may have acted inappropriately should be brought to the Manager immediately, in confidence. The Manager, in turn, will contact the Local Authority Designated Officer (LADO).
- The law forbids members of staff from using any degree of physical contact that is deliberately intended to punish a child, or that is primarily intended to cause pain or injury or humiliation.

## **Children learning to stay safe**

Nurseries play an important role in making children aware both of behaviour towards them that is not acceptable, and of how they can help keep themselves safe. At Into The Woods we take every relevant opportunity to teach the children about things they can do to keep themselves safe, and what is appropriate behaviour from the adults around them.



## Dissemination and awareness

This policy is reviewed annually by the DSL and staff.

All members of staff read and agree to the child protection policy before the start of their employment.

All parents/carers are provided with the policy and asked to confirm they have read it. It is important for families to be aware of actions staff may take if there are any concerns for a child's safety, and for them to understand that they might not be consulted before action is taken.

## Useful links and contacts

- **Camden Children and Families contact service** – for all first time referrals: 020 7974 3317
  - **Child protection lead officer and Local Authority Designated Officer (LADO):**  
Name: LADO and QA support officer  
Contact details: 020 7974 4556  
LADO web page (Professionals/Lado) at <https://cscb-new.co.uk>
  - **Camden safeguarding lead officers:**  
Name: Michelle O'Regan (Head of Service – Children in Need)  
Tel: 020 7974 1905  
Name: Tracey Murphy (Service manager) Tel: 020 7974 4103  
Name: Patricia Williams (Service manager) Tel: 020 7974 1558
  - **Children's Contact Service/MASH team:**  
Manager: Jade Green/David Jaggs  
Tel: 020 7974 1553/3317  
Fax: 020 7974 3310
  - **Metropolitan Police**
    - Child Abuse Investigation Team: 020 8345 2246
    - Control Room (Reporting Missing Children): 020 8345 1212
  - [Working Together to Safeguard Children](#) (Department for Education)
  - [Inspecting safeguarding in early years, education and skills \(2019\)](#) (Department for Education)
  - [What to do if you're worried a child is being abused: advice for practitioners \(2015\)](#) (Department for Education)
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## Policy review

Last reviewed: 28 February 2022

Last modified: 28 February 2022

Next review date: February 2024

# Appendix One – Types of Abuse

## Physical abuse

Physical abuse may involve hitting, shaking, suffocating or deliberately physically hurting a child in any way. It can include Female Genital Mutilation/female circumcision and may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Children do suffer injuries which are not deliberate e.g. a child might be climbing on a wall and accidentally fall, but abuse is a deliberate act to harm or lack of attention to the child's safety and wellbeing.

The consequences of physical abuse are that children may experience poorer physical and intellectual development, poor peer-relationships, exhibit more difficult and aggressive behaviour and are arrested more often for violent juvenile crime than their peers.

## Neglect

Neglect occurs when a child's basic physical, psychological or emotional needs are not met, which is likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Children suffering neglect may experience a serious absence of care including:

- Lack of adequate food or clean clothing. Uncertainty over when the next meal will be available means that neglected children may often seem very hungry and eat constantly.
- Not protecting a child from physical and emotional harm or danger
- Not ensuring adequate supervision (including the use of inadequate care-givers)
- Not ensuring access to appropriate medical care or treatment
- Lack of a safe home environment
- Being locked out of their home for unreasonably long periods
- Not being taken to the doctor when ill
- Being left to look after themselves when their parents are away
- Lack of supervision e.g. children under 10 being left alone at home overnight without adult supervision or children under 14 being allowed to stay out overnight without parents knowing their whereabouts. Neglected children may have no concept of a regular bedtime; they may be left unsupervised at night or left in charge of younger siblings and may fall asleep in class or during out of school activities.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Emotional Abuse

Emotional abuse occurs when a child is persistently emotionally maltreated. Persistent hostile or indifferent behaviour by parents or carers may damage a child's self-esteem and their emotional development. All types of abuse include emotional abuse e.g. physical abuse will frighten a child and therefore also be emotional abuse, but emotional abuse can exist alone.

Emotional abuse may involve persistently:

- Threatening to abandon a child, scapegoat a child, or giving them responsibilities that are not age appropriate
- Preventing a child from participating in normal social activities

- Bullying or terrorizing e.g. deliberately cultivating a climate of fear or threat
- Ignoring a child e.g. failing to respond to the child's behaviour or emotions and acting in a cold, disinterested way to the child
- Exploitation or corruption – encouraging a child to participate in illegal activities
- Emotional abuse is the persistent emotional maltreatment of a child/young people which can have severe and persistent effects on the child's emotional development. It can include:
- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- Inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability.
- Overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- Seeing or hearing the ill-treatment of another such as witnessing domestic violence (DV) in the home.
- Serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Emotional abuse may lead to a child having delayed emotional development and may cause a child to become **silent or angry**.

### **Silent**

Children learn that any kind of emotion can create a negative or hostile reaction. The child becomes silent, not because they are emotionless but because they are miserable and apathetic or frozen.

### **Angry**

Some children who are emotionally abused react by becoming angry or aggressive. These children are more likely to be noticed by professionals when their inappropriate behaviour spills out into the school environment.

Emotionally abused children may also over-react to mistakes and be afraid of their parents being contacted. They may suffer sudden speech disorders or compulsive behaviours like rocking, thumb-sucking, hair twisting and may have low self esteem i.e. think they are not worth anything.

## **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. On the 31st March 2013 2,030 children were subject to a child protection plan specifically for sexual abuse.

The activities may involve:

- physical contact, including assault by penetration (for example, rape or oral sex)
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

The effect of any form of abuse can be traumatic. Sexual abuse is particularly so because it may have remained undetected for a long time. The damaging physical, emotional and psychological effects can last a lifetime. If a child has been abused by someone they know and trust, it can lead to feelings of insecurity and distrust of those around them and in future relationships. Children can feel powerless and helpless because they think they may not be believed or they have been silenced by threats. Children may also feel guilty and ashamed because they have been made to believe that the abuse is their fault.

## **Female Genital Mutilation (FGM)**

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003. It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons. It is not an acceptable practice and is a form of child abuse under UK law.

### **Indicators FGM may have taken place**

A girl or woman who's had female genital mutilation (FGM) may:

- have difficulty walking, standing or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious or depressed
- have unusual behaviour after an absence from school or college
- be particularly reluctant to undergo normal medical examinations
- ask for help, but may not be explicit about the problem due to embarrassment or fear.

### **The physical effects of FGM**

FGM can be extremely painful and dangerous. It can cause:

- severe pain
- shock
- bleeding
- infection such as tetanus, HIV and hepatitis B and C
- organ damage
- blood loss and infections that can cause death in some cases.