



St Helens College



University Centre  
St Helens

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# Nursery Childcare Policy – Safeguarding & Child Protection

**Relating to:** Nursery

**Document reference:** SHCPoINur20

**Document owner:** Nursery Manager

**Date of approval:** 8 January 2024

**Date of next review:** 8 January 2025



METROMAYOR  
LIVERPOOL CITY REGION



## Introduction

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection, and justice.

## Aims

- It is the Nursery's responsibility to take all reasonable steps to safeguard and protect the rights, health and well-being of all children who are in our care. Staff are fully aware of the barriers that may exist when recognising the signs of abuse of children with special needs and/or disabilities.
- Policies will be reviewed annually, unless an incident or new legislation or guidance suggests the need for an earlier date of review.
- The Nursery will ensure that the welfare of children is given paramount consideration when developing and delivering all activity.
- All children, regardless of age, gender, ability, culture, race, language, religion, or sexual identity, have equal rights to protection.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm in accordance with this guidance.
- All children and staff involved in child protection issues will receive appropriate support from the Manager or Designated Lead of the Nursery who will follow this policy guidance in doing so.
- To provide all staff with the necessary information to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children.
- To ensure consistent good practice across the Nursery provision.
- To demonstrate the Nursery's commitment regarding safeguarding children.
- To assess the risk of children and all other people who may encounter the Nursery, being drawn into terrorism, including support for people being drawn into extremism that is part of terrorist ideology, and what to do to support them (prevent duty guidance for England and Wales on the Duty in the Counter Terrorism and Security act 2015)
- Promote fundamental British Values during the daily routine in Nursery
- To be aware of families who may be vulnerable of being exposed to Sexual Exploitation
- To be aware of any child who may be at risk of Female Genital Mutilation (FGM) and be able to recognise any signs and symptoms
- To be aware of families who may be at risk of forced marriage and do know the difference between forced and arranged marriage.
- To be aware of broader safeguarding issues relating to Fabricated Induced Illnesses, County Lines, Cuckooing, Honour based violence and breast ironing.

- To be aware of child abuse linked to faith or belief and/or witchcraft.

## Terminology

*Safeguarding*: is the action that is taken to promote the welfare of children and protect them from harm. **Safeguarding means**: protecting children from abuse and maltreatment. preventing harm to children's health or development. ensuring children grow up with the provision of safe and effective care.

*Child protection* refers to the processes undertaken to meet statutory obligations laid out in the Children Act 2006 and associated guidance (see Working Together to Safeguard Children Dec 2023, St Helens Descriptions of Need in respect of those children who have been identified as suffering or being at risk of suffering harm.

### Context.

The Children Act 2006 states that the child's welfare is paramount and that every child has a right to protection from abuse, neglect, and exploitation.

### Early Years Foundation Stage

General welfare requirements: Safeguarding and promoting children's welfare. The provider must take necessary steps to safeguard and promote the welfare of children.

EYFS principles: Unique child, Positive Relationships, Enabling Environments

Outcome: Stay Safe.

The **Safeguarding Lead** in the Nursery: **Nicola Glover**

Contact details: 01744 623132

**In the event of the designated person being unavailable, the Deputy Manager (Deputy lead for safeguarding): Kathryn Lawrenson: contact details: 01744 623132 would take a lead role in any safeguarding issues.**

**The designated person or the Deputy Manager is always available.**

### When and how to make a referral

Should a referral to St Helens Safeguarding Partnership Board be required, the Safeguarding Lead/Deputy safeguarding will be responsible for ensuring a referral is made in a timely manner following the correct procedure for the Local Safeguarding Board within the child's authority.

### **St Helens MASH team (Multi Agency Safeguarding Hub)**

01744 676767

### **Wigan Safeguarding Children Team**

Complete the on- line referral form.

### **Warrington Children’s Safeguarding/Social Work Team**

Complete the Multi Agency Request for Services form which can be found on their website.

### **The Knowsley Multi Agency Safeguarding Hub**

Use the Multi Agency Referral form – link on their website.

### **Sephton Contact Centre- MASH Team**

0151 934 4013/4481 – Referral forms on website.

In the unlikely absence of the Lead Safeguarding and the Deputy Safeguarding, it will be the responsibility of the individual member of staff, with support from a Room Leader to ensure a referral is made.

We will ensure every member of staff (including temporary/supply staff/ students) knows the name of the designated person responsible for safeguarding children and the Deputy Safeguarding.

### **Roles and Responsibilities**

All early year’s settings must nominate a senior member of staff to coordinate child protection arrangements.

The Nursery will ensure that the Designated Safeguarding Person:

- Is appropriately trained.
- Acts as a source of support and expertise to the setting.
- Understands The MASH Team procedures.
- Keeps records of all concerns when noted and reported by staff or when disclosed by a child, ensuring that such records are stored securely and reported onward in accordance with this policy guidance, but kept separately from the child’s general file.
- Refers cases of suspected neglect and/or abuse to children’s social care or police in accordance with this guidance and local procedure.
- Develops effective links with relevant statutory and voluntary agencies.
- Ensures that all staff sign to indicate that they have read and understood this policy

- Ensure that the Safeguarding policy is revised accordingly.
- Makes this policy available to parents.
- Ensures staff are informed of any changes to safeguarding protocols or legislation in a timely manner.

## **LATE COLLECTION OF A CHILD**

### **STAFF PROCEDURE**

- Inform the manager/senior member of staff if a child has not been collected at the closing time of the Nursery. The manager/senior member of staff will telephone the contact numbers provided.
- The manager/senior member of staff and one other staff member must stay behind with the child.
- If no contact can be made within 30 minutes, the Manager/senior member of staff will ring St Helens Contact Centre **01744 676767** Out of hours team **0345 0500 0148** Mon - Thur 5pm – 9am, Fri 4.30pm – 9am and inform them of the late collection of the child.
- The manager/senior member of staff will contact Principalship/Duty Principal to inform them of the situation
- The two members of staff will remain in the building until suitable arrangements have been made.

### **GOOD PRACTICE GUIDELINES**

To meet and maintain our responsibilities towards children, we agree to the following standards of good practice:

- Treating all children with respect.
- Setting a good example by conducting ourselves appropriately.
- Ensuring staff are positive role models to children and other members of the team and never engage in rough, physical, or sexual provocative games.
- Involving children in decision-making which affects them (taking age and development of children into account).
- Encouraging positive and safe behaviour among children and ensuring peer on peer abuse is recognised by staff and dealt with appropriately.
- Being a good listener.
- Being alerted to changes in a child's behaviour.
- Recognising that challenging behaviour may be an indicator of abuse.
- Reading and understanding all the Nursery's safeguarding and guidance documents on wider safeguarding issues.
- Informing the child before doing anything for them which is of a physical nature, such as assisting with dressing or administering first aid.

- Maintaining appropriate standards of conversation and interaction with and between children and avoiding the use of sexualised or derogatory language.
- Being aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of neglect and or abuse.
- Raising awareness of child protection issues and equipping children with skills needed to keep themselves safe.
- Bullying of any kind is unacceptable and will not be tolerated. If bullying does occur, all children and staff should be confident to tell someone about it and know that all incidents will be dealt with promptly and effectively.
- Any form of manual or physical support required, is provided as a last resort, and done openly and appropriately, and that children are always consulted, and their agreement gained (taking age and development of children into account).
- Establishing a safe environment in which children can learn and develop, particularly in their confidence and self-esteem and to provide opportunities to achievement in accordance with the Statutory Every Child Matters Framework: Being Healthy, Staying Safe, Enjoy and Achieve, Positive Contributions & Economic Wellbeing.

## **ACCIDENTS**

- All accidents will be recorded on appropriate accident sheets. Parents/carers will be asked to read and sign acknowledgement after they have been informed of an accident. The member of staff making the entry must sign, and a countersignature must be obtained from a senior member of staff, this is for monitoring purposes.
- A qualified paediatric first aider will give treatment for minor accidents. The nursery reserves the right to call any medical expertise that it feels is appropriate.
- If a child sustains ANY head injury whilst at nursery, staff **MUST** contact the parent to inform them. Staff **MUST** give parents the opportunity to come and access the child themselves as to whether they require medical treatment. If staff feel that a child requires medical treatment in the first instance, parents will be informed and requested to collect their child immediately.

## **INCOMING INJURIES**

For any child presenting at nursery with a significant mark such as a bruise, burn etc, an incoming injury form will be completed by a member of staff and the parent, this is for monitoring purposes. For any significant mark found on a child once the parent has left, and it is known not to have been done at nursery, a member of staff will complete as many details on the incoming injury form as possible. The rest of the form will be completed with the parent on their return.

## **INTIMATE/PERSONAL CARE**

Children's dignity will be preserved, and a level of privacy ensured. The normal process of nappy changing should not raise safeguarding concerns. There are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not occur, but we ensure that staff do not leave themselves vulnerable and will always work in an open environment.

## **PHYSICAL INTERVENTION**

Staff should be wary of physical contact with a child which could be misconstrued, if physical restraint is needed where necessary to ensure the safety of the child, a risk assessment will be completed and put in place.

## **USE OF MOBILE PHONES & OTHER ELECTRICAL DEVICES**

It is prohibited for any staff or student to use their mobile phones within the childcare rooms and surrounding areas i.e., corridors, outdoor play area, kitchen. All mobile phones will be stored in staffs own lockers in the staff room. Staff and students will be able to use their mobile phones during breaks and lunch times, in the staff/student room areas only.

Any visitors/contractors to the Nursery will be required to leave their mobile phones in the Manager's office whilst in the Nursery. Any professional visiting the setting that may require the use of their electrical device in the playrooms, such as laptop, ipad etc, will be supervised by staff at all times.

Parents will constantly be reminded not to expose their mobile phones within the Nursery corridors and playrooms, reminders will be displayed throughout the Nursery.

Parents will be permitted to use their phone in the reception area if there is a staff member close by....in certain circumstances.

## **E-SAFETY**

All Early Years settings have a duty to ensure that children are protected from potential harm both within and beyond the learning environment. Every effort will be made to safeguard against all risks.

All staff have a shared responsibility to ensure that children can use the internet and related technologies appropriately and safely as part of the wider duty of care to which all adults working with children are bound.

## **ROLES AND RESPONSIBILITIES**

- The Manager/Deputy Manager is responsible for making weekly checks on the iPad to ensure all content being researched is of a suitable nature. This is recorded.
- Staffs' personal mobile phones or devices will never be used for any app which records and stores children's personal details or photographs. Staff's mobile phones are kept in their personal drawer in the staff room.
- The Manager/Deputy is responsible for checking that all iPad and cameras containing children's photographs are locked away in the office at the end of the day.
- Parents, visitors etc. are forbidden from using mobile phones whilst in the setting. In case of an emergency, they will be able to access the Manager's office or reception area (with supervision) to do so. Any parent etc. seen to be using their mobile phone whilst in the setting will be suitably challenged.

## **SUPPORT FOR THOSE INVOLVED IN A CHILD PROTECTION ISSUE**

Child neglect and abuse is devastating for the child and can result in distress and anxiety for staff who become involved.

We will support the children and their families and staff by:

- Taking all suspicions and disclosures seriously.
- Responding sympathetically to any request from a member of staff for time to deal with distress or anxiety.
- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies.
- Storing records securely.
- Offering details of help lines, counselling, or other avenues of external support.
- Following the procedures laid down in the College's whistle blowing, complaints and disciplinary procedures.
- Cooperating fully with relevant statutory agencies.



## ALLERGATIONS AGAINST A MEMBER OF STAFF

The EYFS statutory framework states: 'Registered providers must inform Ofsted of these allegations as soon as reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider, who without reasonable excuse fails to comply with this requirement, commits an offence'.

An allegation of child abuse made against a member of the family or staff may come from a parent, another member of staff or from a child's disclosure.

The Nursery will:

- Record the details that give cause for concern on an incident report form.
- Refer to the appropriate professionals i.e. The College Safeguarding Team **01744 623842** or **07814667808** or The St Helens Contact Centre if the allegation is against a parent or family member **01744 676767**
- If the allegation is against a member of staff the Local Authority Designated Officer (LADO) should be involved. To make a referral to the LADO the referrer is to; complete the LADO referral form and email securely to **sthelenslado@sthelens.gov.uk** and then follow up with a telephone call to the Safeguarding Children Unit **01744 671262** within one day of the allegation. In most circumstances the options for the employer are:  
No further action, dismissal or to discontinue the use of the service.
- Inform Ofsted throughout the investigation. **0300 123 1231**

## WHISTLEBLOWING

Any individual who has reasonable suspicion of malpractice should inform the Manager or Deputy Manager immediately and be encouraged to utilise the College's internal Whistleblowing procedure as the channel and process to raise genuine and legitimate concerns about serious incidents of misconduct or malpractice, before taking their concerns externally. If they do not feel this is the appropriate route, they should contact the Local Authority Designated Officer (LADO) to seek advice.

All reports will be investigated and dealt with in confidence, including only those staff on a 'need to know' basis.

Whistleblowing: Ofsted concerns **0300 123 3155** staffed from 8am – 6.00 pm Mon – Friday, email **whistleblowing@ofsted.gov.uk** or write to OFSTED, Piccadilly Gate, Store Street, Manchester M1 2WD.

All concerns of poor practice or concerns about a child's welfare brought about by the behaviour of colleagues should be reported to the Designated Safeguarding Lead and/or Manager. Complaints about the Designated Safeguarding Lead/Manager should be reported to The College Safeguarding Team **07545103527/0151 481 4679**

or **01744 623842**

## **STAFF TRAINING**

It is important that all staff have training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern. Safeguarding training is mandatory for all staff annually and will also be part of their induction process. The Designated Safeguarding Lead (where applicable) will ensure that the staff's knowledge, understanding and practice of safeguarding children is always current and up to date. All staff are required by the college to refresh safeguarding training annually online. Where gaps are identified support and training will be mandatory. The Designated Safeguarding Lead and Deputy where possible will attend lead Safeguarding training every three years.

## **PHOTOGRAPHY AND IMAGES**

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable, and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. To protect children, we will:

- Use only the Nursery's cameras and iPad to take images of children
- Ensure all Practitioner's understand the importance of safeguarding cameras and iPad
- Seek parents/carers consent for photographs to be taken or published.
- Photographs will only be used within the child's individual profile to support learning and development, for display purposes or to promote the nursery or college facility
- Use only the child's first name with an image.
- Ensure that children are appropriately dressed.
- Ensure nursery cameras and iPad that may contain children's images are kept locked in the office at the end of each day. Images will be deleted from the camera regularly

## **SAFEGUARDING AND CHILD PROTECTION PROCEDURES**

## **RECOGNISING ABUSE**

To ensure that our children are protected from harm, we need to understand what types of behaviour constitute abuse and neglect. We will ensure all staff understands their responsibilities in being alert to indicators of abuse and their responsibility for referring any concerns to the Designated Lead responsible for child protection.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse, and neglect.

## **PHYSICAL ABUSE INCLUDING FEMALE GENITAL MUTILATION AND BREAST IRONING**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child (this used to be called Munchausen's Syndrome by Proxy but is now more usually referred to as fabricated or induced illness).

All staff should be fully aware of Female Genital Mutilation and understand that it is a form of abuse. Everyone should know what to do if they suspect this has happened.

## **EMOTIONAL ABUSE**

Emotional abuse is the persistent emotional maltreatment of a child, such as to cause severe persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only for meeting the needs of another person. It may feature age – or developmentally-inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

## **SEXUAL ABUSE**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## **NEGLECT**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development. Neglect may occur during pregnancy because of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision, including the use of inadequate caretakers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(Definitions taken from Working Together to Safeguard Children Dec 2023)

### Indicators of abuse and what you might see.

It is vital that staff are aware of the range of behavioural indicators of abuse and report any concerns to the designated Lead. We are aware that it is our responsibility to report concerns. It is not our responsibility to investigate or decide whether a child has been abused.

A child who is being abused and/or neglected may:

- have bruises, bleeding, burns, fractures, or other injuries
- show signs of pain or discomfort
- look unkempt and uncared for
- change their eating habits
- have difficulty in making or sustaining friendships
- appear fearful
- be reckless regarding their own or other's safety
- self-harm
- frequently be absent or arrive late
- show signs of not wanting to go home
- display a change in behaviour – from quiet to aggressive or happy-go-lucky to withdrawn
- become disinterested in play activities
- be constantly tired or preoccupied
- be wary of physical contact
- display sexual knowledge or behaviour beyond that normally expected for their age

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They will be viewed as part of a jigsaw, and each small piece of information will help the Designated Safeguarding Lead to decide how to proceed. It is very important that you report your concerns – you do not need ‘absolute proof’ that the child is at risk.

### Taking action.

Key points to remember for taking action are:

- in an emergency take the action necessary to help the child, for example, call 999
- report your concern to the Designated Safeguarding Lead immediately
- if the Designated Safeguarding Lead is not available, ensure the information is shared with the most senior person in the setting that day and ensure action is taken to report the concern to children’s social care
- do not start your own investigation
- share information on a need-to-know basis only – do not discuss the issue with colleagues, friends, or family
- complete a record of concern about children, even where there is no need to refer the matter immediately (dated and signed on each page)
- Seek support for yourself if you are distressed.

## **REFERRAL TO CONTACT CENTRE**

The Designated Safeguarding Lead/Deputy will follow the procedures set out by the Local Safeguarding Children Board if it is believed that a child is suffering or is at risk of suffering significant harm. The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

If the Designated Safeguarding Lead has any reason to believe that a child is subject to either physical, emotional, sexual abuse or neglect, will immediately be reported to St Helens Contact Centre **01744 676767** or out of hours Emergency Duty Team **0345 050 0148** who will refer a duty social worker or the LADO (if it is an allegation against a member of staff or family) – **01744 671262**

However, if we are seriously concerned about a child’s immediate safety, we will dial 999.

## **ESCALATION**

If there is a disagreement with a decision or response from any agency regarding safeguarding, child protection or welfare concerns, and initial attempts to resolve the problem have failed then staff will then further discuss the matter with the Manager/ Designated Lead for Child Protection. If concern continues then the Manager will have further discussion with the Colleges Safeguarding Team (07814667808) and act accordingly.

## **SCOPE OF THE POLICY**

This policy applies to all staff, parents & children of the childcare facility.

## **ASSOCIATED POLICIES AND PROCEDURES**

- Equality & Inclusion
- Health & Safety
- Parental Participation
- Managing Children's Behaviour
- Medications & Ill Health
- Communications
- Special Educational Needs
- Visits & Outings
- Confidentiality & Record Keeping
- Data Protection & Sharing of Information
- Maintaining Children's Safety & Security on The Premises
- Induction of Staff & Students
- Intimate Care
- Dummies
- Transition
- Emergency Lockdown
- Working in Partnership with Other Agencies
- Nappy Changing
- Key Person & Settling In
- Admissions & Registration
- Foods & Snacks
- Code of Conduct for Parents, Guardians, Visitors & Contractors
- Whistleblowing
- Supervision
- Staff Behaviour
- Internet Use
- Education & Curriculum
- Safeguarding

## **ACCESS TO THE POLICY**

This policy will be issued to all Childcare Practitioners and made available to the users of the Childcare Facility. A copy of all policies & procedures will be kept in the Managers office and in the reception area for parents/carers to access.

## **POST-HOLDER TO CONTACT**

Director of Student Services.

Date of Issue: October 2008	Revised May 2014	Revised March 2017 Revised May 2018 Revised Nov 2019 Revised: June 2021 Revised: January 2022
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