1. **Procedure Aim**

First Steps Nursery is committed to providing a safe and secure environment for all our staff, children, parents, learners and visitors, whilst recognizing the need to work together effectively with other agencies.

‘Every child deserves the best possible start in life and the support that enable them to fulfil their potential. A secure, safe and happy childhood is important in its own right.’ Statutory Framework for the Early Years Foundation Stage (EYFS) Safeguarding at the First Steps is considered everyone’s responsibility and as such our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential. We recognise the contribution it can make in ensuring that all children registered or who use our setting feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies in accordance with Working Together to Safeguard Children March 2015 and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities that will help to equip our children with the skills they need.

This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

www.gov.uk/government/publications/working-together-to-safeguard-children

1. **Procedure Statements**

**2.1 Responsibilities and expectations**

* First Steps Nursery comes under the “umbrella” of Stoke –On-Trent college directors whose legal responsibility it is to make sure that the setting has an effective safeguarding policy and procedures in place and monitors that the setting complies with them.
* The Manager should also ensure that the policy is made available to parents and carers if requested.
* It is the responsibility of the directors/Manager/Human Resources to ensure that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting, that the setting has procedures for handling allegations of abuse made against members of staff (including Students) or volunteers
* The manager is to ensure the safe and appropriate use of cameras, mobile phones, technology and on line equipment within the setting.
* Nursery Manager to ensure the Counter Terrorism and Security Act 2015 which places a duty on early years and childcare providers “to have due regard to the need to prevent people from being drawn into terrorism” (The Prevent Duty) is implemented, taking into account the Local Safeguarding Children’s Board ‘Prevent’ policies, protocols and procedures and ensuring the Fundamental British Values are implemented as stated in the EYFS.
* Stoke-On-Trent College have appointed Safeguarding Designated Officers (SDO) who have lead responsibility for dealing with all safeguarding issues in our setting. The Safeguarding Designated Officers for Stoke-on-Trent College are;
* Lynn Tindale
* Simon Scott
* Caroline Proctor
* Dave Hopley
* Lianne Burton

In the event that neither of the safeguarding officers are available then contact should be made with the safeguarding referral team on 01782 235100 or Emergency Duty Team (Stoke) on 01782 234234, emergency Duty Team (Staffs) 08456 042886, Staffordshire Police 03001 234455**.**

**The responsibilities for the Safeguarding Designated Officer (SDO) are:-**

• To ensure that all safeguarding issues raised in setting are effectively responded to, recorded and referred to the appropriate agency.

• Be responsible for arranging the whole settings safeguarding training for all staff and volunteers who work with the children and young people. The SDO must ensure that the whole settings safeguarding training takes place at least every three years; which they can deliver in-house provided they are linked in to the support and quality assurance process offered by the Local Authority and the Local Safeguarding Children’s Board.

• to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child in our care and to contribute to multi-agency discussions to safeguard and promote the child’s welfare.

• For ensuring the acceptable, safe use and storage of all camera technology, images, and mobile phones through the implementation, monitoring and reviewing of the appropriate policies and procedures. This includes mobile phone and social networking policy Camera & recording device Policy

• Interrupting and implementing the Fundamental British Vales

All Child Protection concerns need to be acted on **immediately**. If you are concerned that a child may be at risk or is actually suffering abuse, you must tell the Safeguarding Designated Officer.

All Adults, including the SDO, have a duty to refer all known or suspected cases of abuse to the relevant agency including MASH (Multi Agency Safeguarding Hub), Social Care, safeguarding Referral Team, Co-operative working, or the Police. Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the Setting’s Designated Person in the first instance. Any records made should be kept securely on the Child’s Protection file.

**2.4 Recognising concerns, signs and indicators of abuse**

Safeguarding is not just about protecting children from deliberate harm. For our setting it includes such things as child safety, bullying, racist abuse and harassment, visits, intimate care and internet safety etc. However it must be acknowledged that technology itself will not present the greatest risk, but the behaviours of individuals using such equipment will. The witnessing of abuse can have a damaging effect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alerted to the need to consult further.

**Physical Abuse**

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchausen’s Syndrome by Proxy.

**Emotional Abuse**

Emotional Abuse is where a child’s need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include:

* + Excessively clingy or attention seeking
  + Very low self-esteem or excessive self-criticism
  + Withdrawn behaviour or fearfulness
  + Lack of appropriate boundaries with strangers; too eager to please
  + Eating disorders or self-harm
  + Sexual Abuse

**Sexual abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact both penetrative and non-penetrative, or viewing pornographic material including through the use of the internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.

**Neglect**

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

**What to do if you are concerned**

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you:

* + Stay calm and listen carefully
  + Reassure them that they have done the right thing in telling you
  + Do not investigate or ask leading questions
  + Let them know that you will need to tell someone else
  + Do not promise to keep what they have told you a secret
  + Inform your Safeguarding Designated Officer as soon as possible
  + Make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the setting safeguarding record log forms (SS01). The member of staff who the allegation has been disclosed to is responsible for completing the SS01 form and passing it in to the Manager. It is then the manager’s responsibility to pass the SS01 form on to the SDO.

**Peer on Peer Abuse**

All staff should be aware (a) that safeguarding issues can manifest themselves via peer on peer abuse; and (b) that children are capable of abusing their peers. Such abuse should never be tolerated or normalised through the common myth that it is part of growing up. This is most likely to include but is not limited to bullying (including cyber bullying), gender based violence, grooming, inappropriate or harmful sexualised play (younger children), sexual assaults and gender issues within groups of girls and boys. Should an allegation of abuse be made against another child all children involved (whether perpetrator or victim) will be treated as being "at risk". Where there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm, the allegation will be referred to children's social care. The concern may indicate that one or more of the children concerned may be in need of additional support by local agencies and in those cases the DSL should follow local inter-agency procedures.

**Female Genital Mutilation (FGM)**

At First Steps Nursery, we are determined to ensure that all necessary steps are taken to protect children, young people and adults from harm. This includes safeguarding girls from Female Genital Mutilation (FGM).

FGM is a form of child abuse that can lead to extreme and lifelong physical and psychological suffering to women and girls. The term FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons. In general, girls undergo female genital cutting (FGC) around the age of three years old, though the age may vary depending on the type of ritual and customs of the local village or region. Communities supporting FGM justify the practice for a variety of reasons. These may be:

• Sexual control of men over women

• Preservation of virginity

• Custom and tradition

• Family honour

• Hygiene or cleanliness

• Mistaken belief that FGM is a religious requirement

There are factors that may indicate a child may be at risk of FGM. As with all other aspects of safeguarding they may form part of a collective picture of concern. For example if:

• The family originates from a community known to practice FGM and / or information is shared of intention to travel to their country of origin;

• A parent requests permission for a child to travel oversees for an extended period during the academic year;

• A parent seeks to withdraw their child from learning about FGM;

• A child expresses anxiety about a special ceremony or traditional custom;

• Another family member is known to have previously undergone FGM.

**2.5** If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the Safeguarding Designated Officer. Where those concerns relate to the Senior Safeguarding Designated Officer however, this should be reported to the Proprietor.

**Managing Allegations**

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our setting. Allegations will usually be that some kind of abuse has taken place. They can be made by children and young people or other concerned adults. Allegations are made for a variety of reasons:

* + Abuse has actually taken place
  + Something has happened to the child that reminds them of a past event
  + The child is unable to recognize that the situation and people are different; Children can misinterpret your language or your actions
  + Some children recognize that allegations can be powerful and if they are angry with you about something they can make an allegation as a way of hitting out
  + An allegation can be a way of seeking attention

If an allegation is made against an adult in a position of trust whether they be members of staff or students this should be brought to the immediate attention of the SDO. In the case of the allegation being made against the SDO this will be brought to the immediate attention of the manager. The SDO/manager will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegations in order for the appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made. The manager will need to:

* + Refer to the Local Authority Designated Officer (LADO) 01782 235100 (LADO referrals go through the safeguarding referral team) immediately and follow up in writing within 48 hours. Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser
  + Contact the parents or carers of the child/young person if advised to do so by the LADO
  + Consider the rights of the staff member for a fair and equal process of investigation.
  + Advise Ofsted of allegation
  + Report the allegation and actions taken to Human Resources EXT. 3630.The LADO lead is Nova Abela HR will ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary
  + Act on any decision made in any strategy meeting
  + Advise the Independent Safeguarding Authority where a member of staff has been disciplined or dismissed as a result of the allegations being founded

**2.6 Training**

All members of staff will have access to whole setting safeguarding training at least every three years. We will also, as part of our induction, issue information in relation to our Safeguarding policy and any policy related to safeguarding and promoting our children/young people’s welfare to all newly appointed staff and students on placement.

Our safeguarding arrangements are reported on an annual basis to our Directors and our Safeguarding policy is reviewed annually, in order to keep it updated in line with local and national guidance/legislation.

We will include our Safeguarding Policy in our settings website and will post copies of our policy throughout the setting. All Nursery Staff are qualified to Level one Safeguarding and have attended WRAP (PREVENT) Training

**2.7 Current Safeguarding Issues**

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law of England. First Steps does not condone practices that are illegal and which are harmful to children. Examples of particular practices are:

**PREVENT**

First Steps Nursery has regard to the Prevent Duty 2015. This duty works alongside other safeguarding policy & practice as required by Working Together To Safeguard Children (DfE 2015)The Prevent Duty aims to stop people becoming terrorists or supporting terrorism and to keep children safe from the associated dangers.

Risk Assessment – Our staff follow nursery policy and procedures closely, we follow the Key Person approach to build a relationship with the families in our setting and to keep open lines of communication. If staff have concerns for the welfare of a child then our normal safeguarding policy would be followed.

Stoke-On-Trent College PREVENT duty officer Lynn Tindale would be contacted SRT would be contacted on 01782 235100, the non-emergency police number 101

* If a child is absent from nursery and no contact is made from the parent, nursery management will conduct a safe and well call, calling the parent to obtain a reason why their child has not attended nursery. If there is any concerns raised staff will follow safeguarding procedure
* If a parent informs the nursery that they are going on holiday, parents are required to complete a holiday form, stating the destination and the dates of the holiday. If we have any concerns regarding the holiday, our safeguarding procedure will be followed.

Staff training – we will support our staff to feel confident to recognize the signs of people being at risk of being recruited by terrorists or extremist groups through accessing advice via the LSB. All staff have attended WRAP (PREVENT) training

National NDNA advice suggests that staff are alert to

* Changes in family behaviour
* Changes in children's behaviour, e.g. aggression towards others
* Comments made by a child which may cause concern e.g. commenting on what their Mummy or Daddy has said, talking about fighting for the cause etc.
* Comments made by family members e.g. about certain faiths, beliefs, cultures
* Any other signs that family members may be showing extremism

Staff have a shared understanding of what British Values are and how we promote & support these at the setting. We have a separate Promoting British Values Policy

IT policies – internet safety will be maintained at all times, alongside our Social Networking policy.

**Child Exploitation and E-Safety**

Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimize the risks to our children and young people First Steps will ensure that we have in place appropriate measures such as security filtering, and an acceptable use policy linked to our E-Safety policy. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the setting and are aware of the dangers associated with social networking sites.

Our Mobile phone and social networking (E-safety) policy will clearly state that mobile phone, camera or electronic communications with a child at our setting is not acceptable other than for approved setting business. Where it is suspected that a child is at risk from internet abuse or cyber bullying we will report our concerns to the appropriate agency.

**Safeguarding Disabled Children**

Disabled children have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve the Every Child Matters outcomes as non-disabled children.

Disabled children do however require additional action. This is because they experience greater risks and ‘created vulnerability’ as a result of negative attitudes about disabled children and unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairment (Safeguarding Children, DCSF, July 2009). First Steps will ensure that our disabled children are listen to and responded to appropriately where they have concerns regarding abuse. In order to do this we will ensure that our staff and volunteers receive the relevant training to raise awareness.

**Safer Recruitment and Selection**

It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked. At First Steps we will ensure that that all of our staff are appropriately qualified and have the relevant employment history and checks (carried out by HR and Nursery Managers are informed of the checks) to ensure they are safe to work with children in compliance with the Key Safeguarding Employment Standards. All student and volunteers at First Steps are required to provide their own DBS check.

**Domestic Abuse**

The Government defines domestic abuse as **“Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality”**.

Staff need to understand what is required of them if children are members of the household where domestic abuse is known or suspected to be taking place. Our policy includes action to be taken regarding referrals to the Police and Children and Young People’s Services and any action to be taken where a member of staff is the alleged perpetrator or victim of domestic abuse. At First Steps we will follow our safeguarding policy and report any suspected concerns regarding Domestic Abuse to the relevant agency.

**Related Setting Policies**

‘…..safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as child health and safety and bullying……and a range of other issues, for example, arrangements for meeting the medical needs of children …providing first aid, setting security, drugs and substance misuse, etc.

There may also be other safeguarding issues that are specific to the local area or population’ Safeguarding Children and Safer Recruitment in Education DfES 2007

This policy will cross reference to related setting policies and other protocol:

* Promoting positive behaviour
* Dealing with discriminatory behaviour (Bullying)
* Confidentiality
* Drugs and Alcohol (included in arrivals and departures
* Mobile phone and social networking (E-safety)
* ICT and Internet Safety Policy
* Health and Safety
* Inclusion and Equality
* Visits and Outings
* Complaints and compliments
* Allegations (included above)
* Intimate Care
* Safe Recruitment of staff
* Sharing of Information
* Camera and recording device use
* Whistle Blowing

Legislation relating to this policy:

* Children Act 1989, 2004
* Education Act 1996, 2002 (Section 175)
* School Standards and Framework act 1998
* Safeguarding Children and Safer Recruitment in Education Guidance DfES 2007
* Every Child Matters
* Statutory Framework for the Early Years Foundation Stage 2008
* Working Together to Safeguard Children 2010

Manuals kept in setting:

* Safeguarding children and safer recruitment in education 2007
* What to do if you’re worried a child is being abused 2006
* Information Sharing : Guidance for practitioners and managers
* Working Together to Safeguard Children 2010

**Multi-agency Safeguarding Stoke-On-Trent**

**Multi Agency Safeguarding Hub (MASH) 101**

[**www.safeguardingchildren.stoke.gov.uk**](http://www.safeguardingchildren.stoke.gov.uk)

**Stoke-On-trent College safeguarding team:**

**Lynn Tindale 07786113828**

**Dave Hopley 07786113941**

**Claire Oliver 07786113845**

**Lianne Burton 07806725424**

**Caroline Proctor 07919299572**

Vulnerable children & corporate Parenting department (VCCP)

Safeguarding Referral team (SRT) 01782 235100

LADO (local Authority Designated Officer) 01782 235100

For support out of office hours (5.00pm-8.30pm) call the Emergency Duty Team 01782 234 234

Advice and Access team 01782 232200

Staffordshire/Staffordshire Moorlands

First Response team 0800 1313126

[first@staffordshire.gov.uk](mailto:first@staffordshire.gov.uk)

Emergency Duty “Out of Hours”

0845 604 2886 (public)

0845 604 2889 (Agencies)

The Office for Standards in Education, Children’s Services and Skills (OFSTED)

0300 123 1231

**Locality Social Workers:**

Tina Forkin:

[tina.forkin@stoke.gov.uk](mailto:tina.forkin@stoke.gov.uk)

Tel: 01782 232169 Mobile: 07826 891800

Nicky Tagg:

[nicky.tagg@stoke.gov.uk](mailto:nicky.tagg@stoke.gov.uk)

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Emma Williams / Sara Belford:

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Tel: 01782 237677 Mobile: 07827 281639

Ofsted registration number 511369

Sarah Wilshaw Nursery Manager 07852455328

Angela Stubbs Nursery Deputy Manager 07904050332

399 Anytime for any emergency (switchboard will co-ordinate)