

## Safeguarding and Child Protection

At Raised In we work with children, parents/carers, external agencies and the community to ensure the welfare and safety of children to give them the very best start in life.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development.

In our setting, we strive to protect children from the risk of radicalisation. We promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures. Safeguarding children is everybody's responsibility.

### **Aims of the policy:**

The policy sets out the procedures and practices of Raised In following the guidance and procedures of the local Safeguarding Board.

- It sets out expectations in respect of the team, their training and induction;
- Identifies the names of responsible persons in the settings and explains the purpose of their role;
- Clarifies the responsibilities of the Designated Safeguarding Leads (DSL) and Deputies within the setting, including how their work conforms to local safeguarding requirements;
- Explains what constitutes abuse and neglect,
- Refers the team to related policies and practices which deal with Safeguarding and Child Protection Issues;
- Clarifies the procedures and practices in place to ensure that children are kept safe and that their welfare is upheld in the settings;
- Informs the team and volunteers about how referrals are dealt with when they are passed on to the relevant person;
- Provides a summary of information regarding referrals and an up-to-date list of telephone numbers with important points of contact;
- Provides information about responsibilities in line with the Prevent Strategy;
- Provides information about responsibilities in relation to e-safety

## What Is expected of the team who work for Raised In

- To understand that Safeguarding and Promoting the welfare of children is everyone's responsibility and to consider what is in the best interests of the child at all times;
- To maintain an attitude of 'it could happen here' at all times where safeguarding is concerned and act on any concern about a child's welfare immediately, rather than assuming another colleague will take action;
- To know who the Designated Safeguarding Lead (and any Deputies) in each setting is and go to them over any concern, no matter how small;
- To be aware of the systems that support safeguarding and comply with these policies and procedures: Safeguarding & Child Protection Policy; the Behaviour Policy; the role of the DSL and any Deputies;
- To be aware of indicators of abuse and neglect and consider the context in which they occur, working out whether the context may make a child particularly vulnerable;
- To receive appropriate safeguarding and child protection training which is regularly updated, e.g. via email/team meetings on at least an annual basis;
- To follow the referral processes if you have a concern about a child's welfare and support social workers and other agencies following any referral;
- To know how to behave appropriately with children
- To refer any safeguarding concerns or allegations of abuse about another member of the team (or volunteer) to the Nursery Manager/Deputy Nursery Manager
- To raise concerns about poor or unsafe practice in the setting's safeguarding with a member of the SLT (Safeguarding lead team) (see 'The Whistleblowing Policy' for details);
- To know what checks need to be in place for all adults working with or coming into contact with children in the setting, including when undertaking regulated or unregulated activity;
- To comply with the rules about images. Children have the right to be treated with respect, be helped to thrive and be safe from any abuse in whatever form.

## **Designated Safeguarding Leads (DSL) and Deputy Designated Safeguarding Leads:**

### **Raised In:**

Senior Designated Safeguarding Lead: Nicola Brimble, Head of Nursery

### **Raised In Bristol at Easton Community Centre:**

DSL: Megan Bloomer, Nursery Manager

Deputy DSL: Rebecca Flowers, Deputy Manager

### **Raised In Bristol at Docklands Community Centre:**

DSL: Kellie White, Nursery Manager

Deputy DSL: Claudia Tolfree, Deputy Manager

### **Raised In Bristol at Felix Road Adventure Playground:**

DSL: Lisa Hathway, Nursery Manager

Deputy DSL: Hayley Franklin, Deputy Manager

### **Raised In Bristol at the Greenway Centre:**

DSL: Robyn Nichols, Nursery Manager

Deputy DSL: Sarah Hiscocks (Deputy Manager).

### **Other Raised In DSLs:**

Sophie Pearce Jones, Compliance, Cover and HR Support

Kelly Grant, Practice Development Manager

When another Nursery Manager is covering another Nursery Manager at any site they will act as the DSL in the absence of the usual Nursery Manager.

## **Role and Responsibilities of the Designated Safeguarding Leads (DSL)**

Raised In has ensured that appropriate senior members of the team take lead responsibility for Safeguarding and Child Protection in each setting. These people have prime responsibility for the safety and safeguarding of the children in their setting. They support and direct the team, taking part in discussions and inter-agency meetings.

The Designated Safeguarding Leads have a Deputy Designated Safeguarding Lead who is trained to the same standard as the Designated Safeguarding Lead. The activities of the Designated Safeguarding Lead can be delegated to appropriately trained Deputies, but the ultimate lead responsibility for child protection remains with the Designated Safeguarding Lead; this lead responsibility cannot be delegated.

The DSL will refer all cases of suspected abuse to the relevant Local Authority Children's Services Social Care within 24 hours of disclosure or suspicion of any abuse. If the child is in immediate danger, the police will be notified as they alone have the power to remove a child to a place of safety without recourse to courts.

Referrals should be made as early on the day or as soon as possible to allow a coordinated and considered response. It is the responsibility of the Designated Safeguarding Lead to ensure that appropriate advice is obtained and that the relevant paperwork is completed.

### **The DSL will also:**

- Support team members who raise any concerns of abuse;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service (DBS);
- Refer cases where a crime may have been committed to the Police or work in partnership with local Prevent Coordinators to prevent people from being drawn into terrorism;
- Ensure their team has a high knowledge and understanding of their role in safeguarding children.

### **Work with Others**

- Liaise with senior team members to inform them of any concerns.
- As required, liaise with the LADO at the local authority for child protection concerns in cases which concern a team member;
- Liaise with the team on matters of safety and safeguarding including online and digital safety;
- Liaise with relevant agencies when deciding to make a referral;
- Ensure that other policies and procedures in place are sufficiently robust to support safeguarding and child protection with particular regard to whistleblowing, anti-bullying and online safety.
- Act as a source of support, advice and expertise to the team on matters of safety and safeguarding as well as the Prevent Strategy;

### **Undertake Training**

The Designated Safeguarding Leads and Deputies undergo appropriate training in child protection and inter-agency working (provided by the local Safeguarding Board) to provide them with the knowledge and skills they need to carry out their role. This training is updated at least every two years to allow the DSL and Deputy DSL to do the following:

- Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements;
- Have a working knowledge of how local authorities conduct a Child Protection Case Conference and a Child Protection Review Conference and be able to attend and contribute to these effectively when required to do so;
- Be aware of any local issues regarding Child Protection
- Ensure each member of the team has access to and understands the Safeguarding and Child Protection Policy and Procedures, especially new, temporary and part-time team members;

- Be alert to the specific needs of children in need, those with special educational needs and disabilities;
- Be able to keep detailed, accurate and secure written records of concerns and referrals;
- Understand and support the nursery in regard to the requirements of the Prevent Duty and be able to provide advice and support to the team on protecting children from the risk of radicalisation;
- Be able to understand the risks associated with online safety;
- Attend any relevant or refresher training courses;
- Encourage a culture of listening to children and taking account of their wishes and feelings, amongst all team members and in any measures Raised In may put in place to protect them.

## **Raise Awareness**

### **The Senior Designated Safeguarding Lead should:**

- Ensure policies are known, understood and implemented appropriately;
- Ensure the Safeguarding and Child Protection Policy is reviewed annually as a minimum and that the procedures and their implementation are updated and reviewed regularly.
- Ensure the Safeguarding and Child Protection Policy is available publicly and that Parents/ carers are aware of the fact that referrals about suspected abuse or neglect may be made and Raised In's role in this;
- Link with the Local Safeguarding Children Board to make sure the team are aware of training opportunities and the latest local policies on local safeguarding arrangements.

## **Maintaining Records**

The Designated Safeguarding Leads and Deputies ensure that the nursery maintains confidential child protection records as necessary. Raised In will keep all child protection records confidential, allowing disclosure only to those who need the information to safeguard and promote the welfare of children, taking into account the obligations under the General Data Protection Regulation, (EU 2016/679), and the UK Data Protection Act 2018.

The nursery will cooperate with police and children's social care to ensure that all relevant information is shared for child protection investigations under Section 47 of the Children Act 1989 and following the requirements of 'Working Together to Safeguard Children, 2023.' When a child changes nursery or goes to school the DSL will ensure that records are shared with the DSL at the receiving setting/school. The DSL will ensure that they receive confirmation of receipt.

## **Availability**

The Designated Safeguarding Lead or Deputy in each nursery is always available for the team in the nursery to discuss any safeguarding concerns. The Designated Safeguarding Lead or Deputy is expected to be available in person but, in exceptional circumstances, availability via phone and or Skype or other such media is acceptable.

## **What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to prevent harm. The 1989 Children Act identifies four categories of abuse: physical abuse, sexual abuse, neglect and emotional abuse. Below is a summary of each category.

### **Physical Abuse**

Actual or likely physical injury to a child or failure to prevent physical injury. This includes Female Genital Mutilation (female cutting or circumcision), which is illegal in the UK, regardless of the country in which it is performed.

### **Sexual Abuse**

Actual or likely sexual exploitation of a child or young person, including involving children looking at or being exposed to sexual images online.

### **Neglect**

The persistent or severe neglect of a child's physical and / or psychological needs or the failure to protect a child from exposure to any kind of danger, resulting in the significant impairment of a child's health or development.

### **Emotional abuse**

Persistent emotional ill-treatment or rejection is likely to cause severe adverse effects on the emotional and behavioural development of a child. This may include seeing or hearing the ill-treatment of another (for example, domestic abuse). All abuse involves some emotional ill-treatment.

### **Other types of abuse:**

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

Female circumcision is illegal in the UK and it is an offence to take a UK national abroad to aid, abet or carry out FGM. All agencies have a statutory responsibility to safeguard children from being abused through FGM. If there is concern that a girl is at risk of FGM this becomes a child protection issue and should be documented and reported to Families in Focus, First Response and/or the police.

## Domestic Abuse

Children who may be experiencing violence within the home may demonstrate many of the signs listed in Signs of Abuse (below on page 9). Educators will need to address this matter sensitively, record all their concerns and may need to contact Families in Focus, refer to First Response and or the police.

## Honour Based Violence

Honour Based Violence (HBV) is a form of domestic abuse which is perpetrated in the name of so-called 'honour'. The honour code which it refers to is set at the discretion of male relatives and women who do not abide by the 'rules' are then punished for bringing shame on the family. Infringements may include a woman having a boyfriend; rejecting a forced marriage; pregnancy outside of marriage; interfaith relationships; seeking divorce, inappropriate dress or make-up and even kissing in a public place.

## Non-Mobile Babies

Injuries on non-mobile babies are rare, non-mobile babies are children who cannot crawl, pull to stand, 'cruise' around furniture or toddle. NB babies who can roll are classed as non-mobile. Professionals must use their judgement regarding babies who can sit independently but cannot crawl, depending on the severity of the injury and its plausibility. Injuries on nonmobile babies must be further investigated by a paediatrician, even if the explanation seems plausible. The mark/injury must be recorded along with the explanation given.

Guidance from Keeping Bristol Safe Partnership 'Multi-agency Protocol for injuries in non-mobile babies' will be followed along with contacting First Response to request checks be made on the family.

<https://bristolsafeguarding.org/media/f1nn0dos/non-mobile-baby-injury-kbsp-policy-revised-may-2020.pdf>

If a baby presents with a serious injury then seek medical attention immediately, usually by calling 999. If an injury is serious or suggests abuse, a safeguarding referral to social care/first response will be made even if the child is a non-mobile baby.

Injuries such as bruises, fractures, burns/scalds, eye injuries e.g. corneal abrasions, bleeding from the nose or mouth, and bumps to the head. (NB: scratches may be self-inflicted by babies). Educators can use their judgement or discuss with a Nursery Manager/Deputy Nursery Manager as to whether the child needs social care checks/examination by a paediatrician.

If the injury seems minor (e.g. a small bruise on a baby who is otherwise well), the Educator can contact the on-call Consultant Community Paediatrician the same day (via BRI switchboard 0117 923 0000).

## Prevent Duty

The Prevent Duty is to enable Educators to identify children who may be vulnerable to radicalisation and know what to do when they are identified.

Identifying individuals who are susceptible to terrorist ideology can present a challenge. Educators are aware of signs of changes in behaviour that may highlight a cause for concern. If the event is of any concern, clear records should be kept and a referral to First Point should be made.

**The Prevent Duty Lead is:** Nicola Brimble, Head of Nursery

All Nursery DSL leads are the designated leads of their nurseries, please see Designated Safeguarding Leads (DSL) and Deputies for information

The Local Channel process coordination email address: [channelsw@avonandsomerset.pnn.police.uk](mailto:channelsw@avonandsomerset.pnn.police.uk). The Channel process aims to support individuals at personal risk and/or at risk of being drawn into extremism.

## What you should do if you have concerns about a child in need or at risk

If you have concerns of any nature about a child's welfare, you must pass these on immediately, even if you are not entirely sure of your grounds for concern.

The normal procedure is to speak without delay to the appropriate Designated Safeguarding Lead (DSL) or their Deputy. Concerns should be recorded using the Safeguarding Concern form.

The DSL or Deputy should always be available to discuss safeguarding concerns. If, in exceptional circumstances, s/he is not available, *do not allow this to delay appropriate action from being taken*. Speak to another member of the Senior Team or take advice from local children's Social Care and inform the DSL as soon as is practically possible.

In particular, if there is a risk of **immediate serious harm** to a child and it is not possible to report to the DSL, then **you, yourself** should make a referral to Social Care immediately: **Anyone can make a referral**. You must then inform the Designated Safeguarding Lead or other senior member of the team as soon as possible.

It is important to act on and refer signs of abuse or neglect at the earliest opportunity so that risks are addressed, early help is provided and issues are prevented from escalating. If a situation does not improve, you are required to demand that your concerns be reassessed and to challenge inaction.



## Signs of abuse

Educators regularly take training to support them to notice signs of abuse. This is a key element of safeguarding children. It is of vital importance for Educators to be confident to notice the signs or behaviours of abuse, as early identification is key. Not all concerns about children are related to abuse and there may be other reasons children are displaying these signs. Educators should keep an open mind and take into account what they know about the child.

### Signs of abuse can be:

- Significant changes in a child's behaviour
- Deterioration of a child's well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- A child making comments that are concerning
- Any reason to suspect neglect or abuse outside the setting, for example in the child's home
- Inappropriate behaviour displayed by another member of the team, or any other person working with children

## Disclosure

If a child discloses abuse, Educators should ensure that they:

- Remain calm
- Listen to what the child is saying
- Reassure the child
- Record all information in as much detail as possible, include date, time, exact wording used, responses, all contextualising information and anything that seems relevant,
- Do not use leading questions - think TED: can you TELL me, EXPLAIN to me and DESCRIBE to me, to ensure that we are not speaking for them
- Discuss with Raised In's DSL who will then contact First Response

In an event of an emergency Educators should always call 999

## Referral

In the event of concern about a child, Educators should record any details and refer their concerns to the Designated Safeguarding Lead. The Designated Safeguarding Lead may seek further information from the parent/carer unless the child would be at greater risk. The DSL will contact Families in Focus 'early help' to seek advice and Families in Focus will then determine if a referral to the multi-agency safeguarding hub (Mash) in the area in which the child lives is required. For children living in Bristol, this will be First Response.

- Children's behaviour should continue to be monitored, making notes of any concerns capturing when, where and what happened.
- Continue to liaise with the Designated Safeguarding Lead. The parent/carer should be seen at the earliest opportunity to see if there are any known reasons for changes in behaviour.
- Any team member of Raised In can contact relevant agencies at any point to seek guidance before reporting child protection issues.
- If appropriate, inform parents/carers that the team are going to report suspicions/concerns. Only do this if the team feel it will not cause a stronger risk to them or the child. First Response will ask if the parent/carer has been informed, if they haven't, they will ask the reasons why.
- If First Response has been contacted and signposted the team to Children's Social Care (Social Services), the Social Care team should let the team know that they are responding to what has been told to them. It is unlikely that the team will be told what action has been taken unless it has implications for the setting. If the team have not heard from the Social Care team, it may be appropriate to contact them to ensure that the details given have been taken into consideration and acted upon.

**First Response: 0117 903 6444**

## Recording

The DSL should ensure that any information that causes concern is recorded on Raised In's Safeguarding Incident and/or safeguarding Concern form in the Child Protection folder.

All conversations regarding safeguarding issues will be recorded and this information will be held within the setting. Parents/carers have the right to access this information unless it is deemed that this may lead to increased risk from harm to an adult or child.

If a child arrives at nursery with an injury you should ask the parent/carer how it has happened and record, they will be logged on our online form for accidents at home. The form should be filled in by a parent on drop off or if noticed during the nursery session this should be followed up when the child is collected.

Child absences are recorded by a member of the team on an Absence Record sheet on the back of the Register or on the online system. If a parent/carer has not already informed Raised In that their child will be absent, a member of the team will contact the family. The nursery manager will regularly review child absences.

All information about children at the nursery is deemed confidential; discussions of child protection concerns could risk children's safety and any future investigations. Raised In will refer to the Seven Golden Rules for information sharing, before sharing any information.

## **Allegations against adults working or volunteering with children:**

Raised In follows the guidance and procedures of the local Safeguarding Board when managing cases of allegations against a current member of the team or volunteer that might indicate the person in question poses a risk of harm if they continue to work in regular or close contact with children.

If a member of the team has any concern about a colleague's (including Bank team) or volunteer's behaviour or attitudes, s/he must pass it on to an appropriate, more senior colleague. If the concern suggests that a member of the team or volunteer has:

- a) behaved in a way that has harmed a child or may have harmed a child;
- b) possibly committed a criminal offence against a child or related to a child;
- c) behaved towards a child or children in a way that indicated s/he may pose a risk of harm to children;
- d) behaved or may have behaved in a way that indicates they may not be suitable to work with children then the concern must be passed on without informing the person involved in the allegation:

If an allegation is made against a member of the team, student or volunteer or any other person who works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we follow the procedure below:

The allegation should be reported to the Manager/deputy on duty. If this person is the subject of the allegation, then this should be reported to the DSL or senior management team.

## **Action to be taken by a DSL in the event of an allegation made against a member of the team:**

- The DSL will listen and record the details of the allegation.
- The DSL will not investigate the situation and will seek advice
- The DSL will contact the LADO within **24hrs**. The nursery will follow advice and guidance before any action is taken in the nursery.
- All team members will be required to cooperate as requested
- The nursery will follow all recommendations from the LADO and all team members will be required to cooperate as requested

## **What happens if an allegation is made against an individual?**

- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO's support and advice.
- The nursery reserves the right to suspend any member of the team during an investigation.
- Founded allegations will be passed on to the relevant organisations including the local authority Children's Social Care team. Where a serious offence is believed to have been committed the Police will be informed.

- Founded allegations will be dealt with as gross misconduct in accordance with our disciplinary procedures and will result in the termination of employment.
- Ofsted will be notified immediately of this decision.
- Unfounded allegations will result in all rights being reinstated.

## **Recording of an allegation**

- All allegations/investigations/interviews will be documented by the DSL/manager involved and kept confidential.
- Records must be clear and reflect the conversations held.
- Records will be typed on the appropriate concern form.
- Documents must be dated and signed by the DSL and all those involved.
- Documents will be kept in a locked file for access by the relevant authorities.
- Action points from the LADO regarding the allegation must be clearly recorded.

## **DBS Referral**

- The nursery will notify the Disclosure and Barring Service (DBS) to ensure their records are updated with a founded allegation.
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer. This will ensure accurate information is available for references and future DBS checks and avoid any unnecessary reinvestigation.

## **Whistle Blowing**

Please see the Whistleblowing Policy.

## **Technology**

Technology is widely used within the nursery and is a potential risk for children and young people. This includes children potentially accessing inappropriate materials or online communication and activity. Technology and electrical devices within Raised In are monitored and appropriate filters and controls are in place to prevent inappropriate use.

## **Mobile phones and cameras**

The use of personal mobile phones and cameras within Raised In nurseries is prohibited. Team members who work directly with the children are not permitted to have their personal phones with them in the setting; personal phones should be stored in the staff room. Personal mobile phones may be used outside nursery hours 8 am-6 pm and when the nursery is closed. Management or Educators may use their personal mobile phone on outings for communication purposes only and should never be used to take photos. Nursery mobile phones may be used within the setting during nursery hours.

Raised In has iPads/tablets to be used for assessment purposes, where the camera and video will be used. These are monitored regularly, and filters are put in place.

Parents/carers permission will be gained for photographs, including sharing and displaying these in any format. Other electronic devices with imaging and sharing compatibilities such as smart watches should be monitored and Educators to be vigilant and report any concerns.

## Useful Contacts

### Advice and Support:

St Pauls Nursery School and Children's Centre as part of the Children's Centre Family Support. Michaela Wilcox - [michaela.willcox@bristol-schools.uk](mailto:michaela.willcox@bristol-schools.uk)

**Channel:** [channelsw@avonandsomerset.pnn.police.uk](mailto:channelsw@avonandsomerset.pnn.police.uk)

**Child Line:** 0800 1111

### Disabled Children Team (all Bristol):

0117 9038250 (Out of Office Hours Tel: 01454 615 165 (Emergency Duty Team)

[childprotection@bristol.gov.uk](mailto:childprotection@bristol.gov.uk)

**Families in Focus:** 01173576460

**First Response:** 0117 903 6444 (all Bristol)

**Local Authority Designated Officer (LADO) Bristol:** 0117 903 7795

**NSPCC:** 0800 8005000

**Ofsted:** 0300 123 1231

### Police Child Protection Team:

0117 945 4320

[gov.uk/government/organisations/disclosure-and-barring-service](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

### Police:

Non-emergency – dial 101

Emergency – dial 999

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**Signed:** Nicola Brimble, Head of Nursery

**Date:** 20 December 2023

**Review Date:** December 2024

**This policy links to:** All Raised In Policies