

## **Safeguarding and Child Protection Policy**

### **Salford Family Nurseries**

### **Starting Life Well Service**

This policy was adopted at a meeting of the Salford Family Nursery Management Team

**Held on:** 30<sup>th</sup> April 2024

**Date to be reviewed:** April 2025

Signed on behalf of the Nursey Management Team

**Name:**

**Role:**

**Signature:**

# Safeguarding and Child Protection Policy

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## Safeguarding and Child Protection Policy

### Key personnel

Designated Persons for Safeguarding and Child Protection is the Nursery Manager, in their absence the Deputy Manager or Team Leader on duty assumes this role.

| Position        | Nursery Management Team                 | Name and Contact Number |
|-----------------|---|-------------------------|
| 1 <sup>st</sup> | Nursery Manager                         |                         |
| 2 <sup>nd</sup> | Deputy Manager                          |                         |
| 3 <sup>rd</sup> | Team Leader / Team Leader / Team leader |                         |

If the designated persons are unavailable or the allegation is against them the concerns should be raised with one of the following people. In addition, officers below or Bridge can be contacted for advice.

| Starting Life Well Management Team                   | Name and Contact Number                     |
|--|---|
| Early Years Quality Manager – Starting Life Well     | Jackie Kendal - 0161 778 0425 / 07591352028 |
| Service Manager - Starting Life Well                 | Dave Fielding - 0161 778 0707               |
| Assistant director – Early Help and School Readiness | Rebecca Bibby                               |

## Safeguarding and Child Protection Policy

### Aims

To ensure **all** staff, volunteers and adults are aware of safeguarding children procedures and their roles and responsibilities within Salford Family Nurseries.

Current legislation and Government guidance states coherently that anyone working with children and young people, whatever their status or role has a responsibility to safeguard all children and young people.

Government guidance, Working Together to Safeguard Children (2018) requires Salford Family Nurseries adhere to and follow safeguarding and child protection procedures that are established by the local authority. Salford Family Nurseries must ensure that they have procedures in place for responding confidently and appropriately should they consider a child is in need of early help and or if a child is considered to be at risk of or is suffering significant harm.

The Statutory Framework For the Early Years Foundation Stage Safeguarding and Welfare Requirements (September 2021) states that '**providers must take all necessary steps to keep children safe and well and ensure the suitability of adults who have contact with children**'. All nurseries will have regard to and adhere to this requirement.

### Objectives

1. To ensure all staff and volunteers are aware of the Salford Family Nurseries procedures and practice in relation to the protection and safeguarding of all Children.
2. To ensure all staff and volunteers are aware of reporting and recording mechanisms.
3. To ensure all staff and volunteers are confident in managing safeguarding children concerns, recording information and communicating with the designated member of staff for safeguarding and child protection.
4. To ensure all staff and volunteers know who the designated persons are in relation to safeguarding children and reporting concerns regarding allegations against a professional or persons working with children.
5. To ensure all staff and volunteers are familiar with risk factors, which could contribute to safeguarding children.
6. To ensure that where appropriate the Early Years Foundation Stage Safeguarding and Welfare Requirements are fully implemented.

## **Safeguarding and Child Protection Policy**

### **Summary**

Salford Family Nurseries are committed to creating a safe environment for children, which is free from abuse and where any suspicion of abuse is dealt with promptly and appropriately. All staff and volunteers have a statutory responsibility to work with child protection agencies and managers are committed to all staff undertaking child protection training to enable them to recognise symptoms and triggers of abuse and neglect.

Salford Family Nurseries will ensure that all staff who undertake 'regulated activities' working with children or vulnerable adults within nursery have appropriate checks and are deemed suitable to work with children in accordance with clearance from the Disclosure and Barring Service (DBS).

All staff and volunteers are required to have read the Safeguarding and Child Protection Policy before undertaking any work in the Nursery.

This document should be read in conjunction with:

- [Greater Manchester Safeguarding Children Online Procedures Manual](#)
- Safe Recruitment and Vetting Policy
- Educational Visits and Activities Policy
- Statutory Framework for the Early Years Foundation Stage - Safeguarding and Welfare Requirements (2023)
- Behaviour management policy.
- Working Together to Safeguard Children (2018) Statutory Guidance

### **Links to other policies**

- SEN Policy
- First aid policy
- Behaviour policy
- Intimate care policy
- Staff Behaviour/Code of Conduct for the Local Authority
- Visitors and Security Policy

## **Safeguarding and Child Protection Policy**

### **Policy Review**

The policy is reviewed annually by the Nursery Managers, should legislation change within this period amendments will be made if necessary.

Recommendations for changes to this policy will be given to the Starting Life Well Service Manager for consideration.

### **Section 1**

#### **Policy Implementation**

The Nursery Manager is responsible for the implementation, review and evaluation of this policy. All policies have to be approved by the Starting Life Well Service Manager. (Where applicable) Policies are part of the induction of staff, volunteers and students. Parents/carers and Family Hub partners are made aware of the policies and encouraged to read them. Policies are available as public documents.

#### **Staff and volunteers**

- We ensure all staff; volunteers and parents are made aware of our safeguarding/child protection policies and procedures. (We do this by having the policy displayed and made available to all staff, volunteers and parents).
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the nurseries are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed.
- We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to children.
- Adults without enhanced level of DBS clearance should not be allowed unsupervised access to children. Parent volunteers or other visitors to the Nursery should be supervised directly by a suitable person who is responsible for undertaking 'regulated activity' as defined within the criteria set by the DBS service.
- Volunteers do not work with children or vulnerable adults unsupervised.

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- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- Security steps are taken to ensure that we have oversight of those who come into settings so that no unauthorised person has unsupervised access to children.
- We have procedures for recording the details of visitors to the setting by ensuring all visitors sign in at reception in the visitors book.
- Staff and volunteers working in the nursery will not use corporal punishment. Further guidance is given within the EYFS Safeguarding and Welfare Requirements (2023) and within the Nursery Behaviour Management policy. Where there is an allegation made against a professional (volunteer) OFSTED and the Local Authority Designated Officer will be informed of action that has been taken within 14 days.
- Staff and volunteers will be supported by line management whilst undertaking safeguarding responsibilities.
- Staff are aware of the duty to report any known cases of Female Genital Mutilation (FGM).
- Staff are alert to the possibility that children and young people are capable of abusing their peers and in this instance, this would be recorded and reported to the designated person.

## **Training**

- We seek out training opportunities for all staff and volunteers working in the setting to ensure that they are able to recognise symptoms and triggers of physical abuse, emotional abuse, sexual abuse and neglect.
- Practitioners are aware of the local authority guidelines for making referrals in keeping with guidance and directions set out in the Threshold of Need and Response in Salford document. (See attached document page 11).
- We ensure that all staff know and are confident in undertaking the procedures for reporting and recording their concerns in the setting.
- The designated person will undertake safeguarding training every two years and will refresh their skills and knowledge annually.
- All staff will undertake the basic/foundation training as approved by the Salford's Safeguarding Children Partnership and will attend refresher training every three years. Staff will also be expected to undertake additional training as identified through staff

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supervision and annual Personal Development Review (PDR). All staff will receive regular updates concerning safeguarding and child protection at least annually.

Safeguarding will be set as a standard agenda item at each staff meeting.

- All nursery staff will undertake specific safeguarding training in relation to:
  - a) Identifying signs and symptoms of abuse (see appendix 1)
  - b) Female Genital Mutilation
  - c) Prevent and British Values
  - d) County lines
  - e) Witchcraft
- Training is provided in accordance with Salford's Safeguarding Children Partnership and in line with the EYFS Safeguarding and Welfare Requirements in relation to safeguarding and child protection.

## **Curriculum**

- We introduce key elements of practice that keeps children safe within our curriculum to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to, and that they develop an understanding of the need to, and how to keep safe. We teach the children about online safety and share this with parents and carers.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, Special Educational Needs (SEN) and Disability, cultural and social background. We ensure that this is carried out in a way that is developmentally appropriate for each individual child. We recognise for these vulnerable children and families that there may be additional barriers. We will work within a multi agency team to support the needs of these vulnerable groups.

## **Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of Salford's Safeguarding Children Partnership and within information sharing protocols and procedures as defined by law and practice guidance.



## Safeguarding and Child Protection Policy

### Support to families

- We are committed to building trusting and supportive relationships with families, staff and volunteers attending the Nursery.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with Salford's children's services social care teams. This includes professionals working with families at Early Help, Child In Need, Child Protection and Looked after Children.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse, unless exemptions apply.
- We follow and contribute to plans such as, actions arising from Early Help Assessments and reviews, Team Around the Family, Child in Need and Child Protection Plans as agreed in partnership with children's social care. *(See appendix 2 for threshold of need additional information).*
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with GDPR and only if appropriate under the guidance of the Salford's Safeguarding Children Partnership.

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### Section 2

**Reporting a concern about a child.** See flowchart for 'responding to a concern about a child'. (appendix 3).

- The designated person (s) for safeguarding is:
  1. Nursery Manager
  2. Deputy Nursery Manager
  3. Named Manager on Duty

Another Nursery Manager, Dave Fielding or Jackie Kendal can be contacted should further advice or guidance be required.

- If a member of staff or volunteer has concerns about a child's health, welfare and safety they must immediately report this to the designated safeguarding person as listed above. This will be recorded along with any agreed action on the child's running sheet along with any management decision to follow up on the concerns raised. It is important to be sensitive to the needs of the child. The member of staff must be aware of not discussing the concern in front of the child or other parents or children in the centre.

It is the responsibility of the designated safeguarding person as listed above, to decide if this concern needs referring to the BRIDGE (children social care front door)

**Bridges operating times:**

Monday - Friday 8:30am -4:30pm

Phone Number 0161 603 4500 (and online form)

**EDT (emergency duty team) operating times**

Monday to Friday 4:30pm -8:30am

Friday 4:30pm to Monday 8:30am

Phone Number 0161 794 8888

- If the referrer feels the response from the designated person is not sufficient to protect the health, welfare or safety of the child they are entitled to address their concerns

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directly to BRIDGE and/or raise their concerns with the designated person's line manager as named above. Likewise, the Local Safeguarding Partnership has a policy for referrers to challenge the decisions of safeguarding professionals (SSCP Escalation Policy- April 2020).

- The designated person will ask you to record your concern on the child's log sheet. This should be a factual account relating to what was said or what was observed. The language used by the child should be recorded at all times. This should then be signed by the Designated Person.
- The designated safeguarding person will discuss the concerns with the parent/carer unless there are concerns of sexual or organised abuse, forced marriage, female genital mutilation, and fabricated or induced illness or where so doing would put the child at increased risk. It is important to be sensitive to issues associated with gender, race, class, culture and disability. Children and parents whose first language are not English may need the support of an interpreter.
- If a parent/carer had left the building, we would endeavour to contact them. If this was not possible it may be necessary to inform BRIDGE Team prior to informing the parents/carers. This is not an ideal situation and whenever possible we would try to avoid this.
- If a referral has been made by phone, a written [online](#) confirmation is also required on the day. BRIDGE should acknowledge the referral within one working day of receiving it. <https://childrensportalehm.salford.gov.uk/web/portal/pages/home>
- We understand how distressing this procedure is for parents/carers and we would endeavour to work in a sensitive and non-judgemental way with families. It is very important to support parent/carers by following a referral. If the referral results in a child protection procedure we would offer support to the parents/carers by working in an open and honest way. We would support by attending Team Around the Family meetings, Case Conferences, Core Groups, and Statutory Reviews. Following an allegation/procedure relating to child protection the child involved may show signs of distress. Staff will support children in various ways using their understanding and knowledge of the child and their individual needs.
- All concerns and discussions must be recorded accurately and should be factual in nature, referenced where possible. These records are confidential and should only be shared on a "need-to-know" basis or when the welfare of the child is at risk.

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- [Prevent Duty](#) – Where a staff member is concerned around a child or family member being vulnerable to extremism , radicalisation and/or hate crime the designated staff member should refer via the following link: [Customer enquiry form \(salford.gov.uk\)](#)

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### Suitability of adults working with children

- There is a detailed safeguarding recruitment policy which **MUST** be followed. A copy is available on site and on the website as follows; [Salford Safeguarding Standards | Salford Safeguarding Children Partnership](#)
- The ongoing suitability of adults is frequently reviewed and signed statements that continued eligibility to work with or to be in the proximity of children are obtained. All staff: students and volunteers are instructed that they **MUST** inform the Manager or Deputy of any concerns regarding themselves. Additionally, <https://childrensportalehm.salford.gov.uk/web/portal/pages/home> any health condition; and/or prescribed or un-prescribed medication that may affect their personal suitability to care for children.

**Responding to a concern or allegation against a professional.** (See flowchart for 'reporting concerns against a professional') (appendix 4)

Should anyone be concerned about the conduct, behaviour or suitability of adults (staff, colleagues or volunteers) working with children they should immediately inform:

- A. Nursery Manager**
- B. Deputy Nursery Manager**
- C. Named Manager on Duty**

**Another Nursery Manager, Dave Fielding or Jackie Kendal can be contacted should further advice or guidance be required.**

- The named above persons should then contact the [Local Authority Designated Officer's \(LADO\)](#) on 0161 603 4527. The LADO will provide both advice and implement procedure if necessary based on details given. They will consider if this person has:
  - Behaved in a way that has harmed or may have harmed a child.
  - Possible committed a criminal offence against a child or related to a child.
  - Behaved towards a child in a way that indicates she/he is unsuitable to work with children.

If the reporting person is unhappy with the response from the persons named above, they can contact the LADO directly on the above telephone numbers.

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If the allegation is regarding the designated persons, as named above) this will then be dealt with by one of the other designated officers. As the nurseries are registered with OFSTED, notification of the allegation should be made to OFSTED within 14 days.

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# **Electronic Communication Devices and Social Networking Policy**

**Failure to follow this policy may lead to disciplinary action being taken.**

Everyone working in Nursery **MUST NOT** use their personal mobile telephones, their own cameras or video when in the proximity of children.

## **Mobile Phones**

The use of mobile phones and similar devices could expose children and young people in our care to potential risk and could distract people from full supervision and interaction from children and young people thus providing an unprofessional image to visitors using the nursery.

Therefore:

- The use of personal mobile phones and similar devices whilst within the Nursery environment is strictly forbidden. Personal urgent calls should come through the nursery landline. There are certain 'safe areas' in which personal mobile phones can be used and these are:

### **The nursery offices**

### **The staff room**

### **Small meeting room**

- Using a mobile phone to take pictures or video clips of children and services is not allowed under any circumstances.
- Personal mobile phones should not be used to communicate with parents and service users on nursery business.
- Parents/Carers will be asked not to use their mobile phones within the nursery environment.
- Contractors should not use their mobile phones in the nursery. If they have cameras on them, they will be asked to leave them in their vehicle/office. Where needed to proceed with work a senior member of staff will accompany the contractor at all times whilst the photograph is taken. Children will be removed from the area and the photograph will be checked. Any calls should be taken from outside the nursery grounds.
- All staff must use their locker/office to put their bags/mobile phones and personal belongings in. No personal bags should be taken into the nursery rooms.

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- On outings, staff **MUST NOT** take their personal mobile phones. The member of staff in charge of the outing should take the designated nursery mobile phone which can be used in case of an emergency.

## **I-Connect /Connect**

- The I connect system is used to share personal information regarding the child such as routine time eating, sleeping and toileting as well as observation and individual child(s) development with parent/carers who are named as contacts on the data base.
- The connect data base hold personal information regarding parents/carers name, address child attendance patterns and fees etc. This is confidential information and should only be shared with the parent/carers of their own child.
- Information can only be stored on this database where we have written consent from the parent/carer.
- Staff should check that consent has been given by the parent/carer before inputting any information.
- This information is confidential and should not be shared with anyone other than the child's named contact(S).

## **Use of Smart watches and other personal electronic devices**

Staff/Students/Volunteers must not wear Smart Watches or any device which can connect to the internet, receive calls, notifications or messages whilst working in the nursery rooms. Staff should be vigilant and ensure that children do not attend nursery wearing any form of smart personal devices.

## **Use of computer systems, internet emails and I connect data bases**

The internet is available in the offices located within the nursery and Via the WIFI in nursery rooms; however, this to be used as a tool for staff and children and inappropriate use will result in disciplinary action. Examples of misuse include:

- Sending or receiving, downloading or disseminating material that causes insults causes offence or harasses others.
- Access pornographic, racist or other inappropriate or unlawful material.
- Engaging in online chat rooms or gambling.
- Forwarding electronic chain letters or similar materials.



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- Downloading or disseminating copyright materials.
- Transmitting unauthorised confidential information regarding the authority or the families that we work with.
- Downloading or playing computer games.
- Copying or downloading unauthorised software.
- Any breach of confidential information stored on the connect/ I connect systems.
- Staff should not tell anyone their personal passwords or use anyone else's personal log on.
- Staff logging onto the system outside of nursery without permission to do so.
- Staff should only access this system outside nursery if they have permission to do so 'i.e. working from home'.
- Staff should not use the system to send personal messages to parents.
- Adding details of children/ parents when the parent/carer has not given consent.
- All personnel including students and volunteers **MUST** maintain confidentiality at all times.

## **Staff Use of Social Media**

- Staff must not use personal social media accounts to interact with parents/carers.
- Staff must not have parents/carers as 'friends' or 'contacts' on personal social media accounts.

**In addition to the above all staff must adhere to Salford City Councils ICT policies and procedures, these can be found here: [ICT policies and procedures \(salford.gov.uk\)](http://salford.gov.uk)**

### **Section 3 – Appendix**

#### **Appendix 1**

##### **Additional information to support staff and volunteers to identify triggers and symptoms of abuse and neglect.**

Although the signs below do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms, or any of them to a marked degree: We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.

##### **Sexual Abuse**

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Medical problems such as chronic itching, pain in the genitals, venereal diseases
- Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia
- Personality changes such as becoming insecure or clinging
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or child minder
- Starting to wet again, day or night/nightmares
- Become worried about clothing being removed
- Suddenly drawing sexually explicit pictures
- Trying to be 'ultra-good' or perfect; overreacting to criticism

##### **Physical Abuse**

- Unexplained recurrent injuries or burns
- Improbable excuses or refusal to explain injuries
- Wearing clothes to cover injuries, even in hot weather

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- Refusal to undress for gym
- Bald patches
- Chronic running away
- Fear of medical help or examination
- Self-destructive tendencies
- Aggression towards others
- Fear of physical contact - shrinking back if touched
- Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to 'make him study')
- Fear of suspected abuser being contacted

## **Emotional Abuse**

- Physical, mental and emotional development is delayed
- Sudden speech disorders
- Continual self-depreciation ('I'm stupid, ugly, worthless, etc')
- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain ('I deserve this')
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression

## **Neglect**

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Untreated medical problems
- No social relationships
- Compulsive scavenging
- Destructive tendencies

**Note:** A child may be subjected to a combination of different kinds of abuse.

It is also possible that a child may show no outward signs and hide what is happening from everyone

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**There are no straightforward 'check lists' or guides into the triggers and symptoms of abuse but staff need to be alert to what is said as well as what is observed.**

### **Responding to a Disclosure**

- Stay calm and be reassuring
- Believe in what you are being told
- Listen, but do not press for information DO NOT ask questions allow them to talk freely.
- Say that you are glad that the child told you, do **not** promise confidentiality.
- Record your concerns as soon as possible BUT allow the child to finish disclosing.
- Speak to your designated person for safeguarding children.
- Acknowledge that the child may have angry, sad or even guilty feelings about what happened, but stress that the abuse was not the child's fault.
- Acknowledge that you will probably need help dealing with your own feelings please speak to the designated person whom can advise on appropriate services/people.
- Always record what was said using the exact words spoken by the child as far as possible;
- The date and time of the observation or the disclosure.
- The name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time.

These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

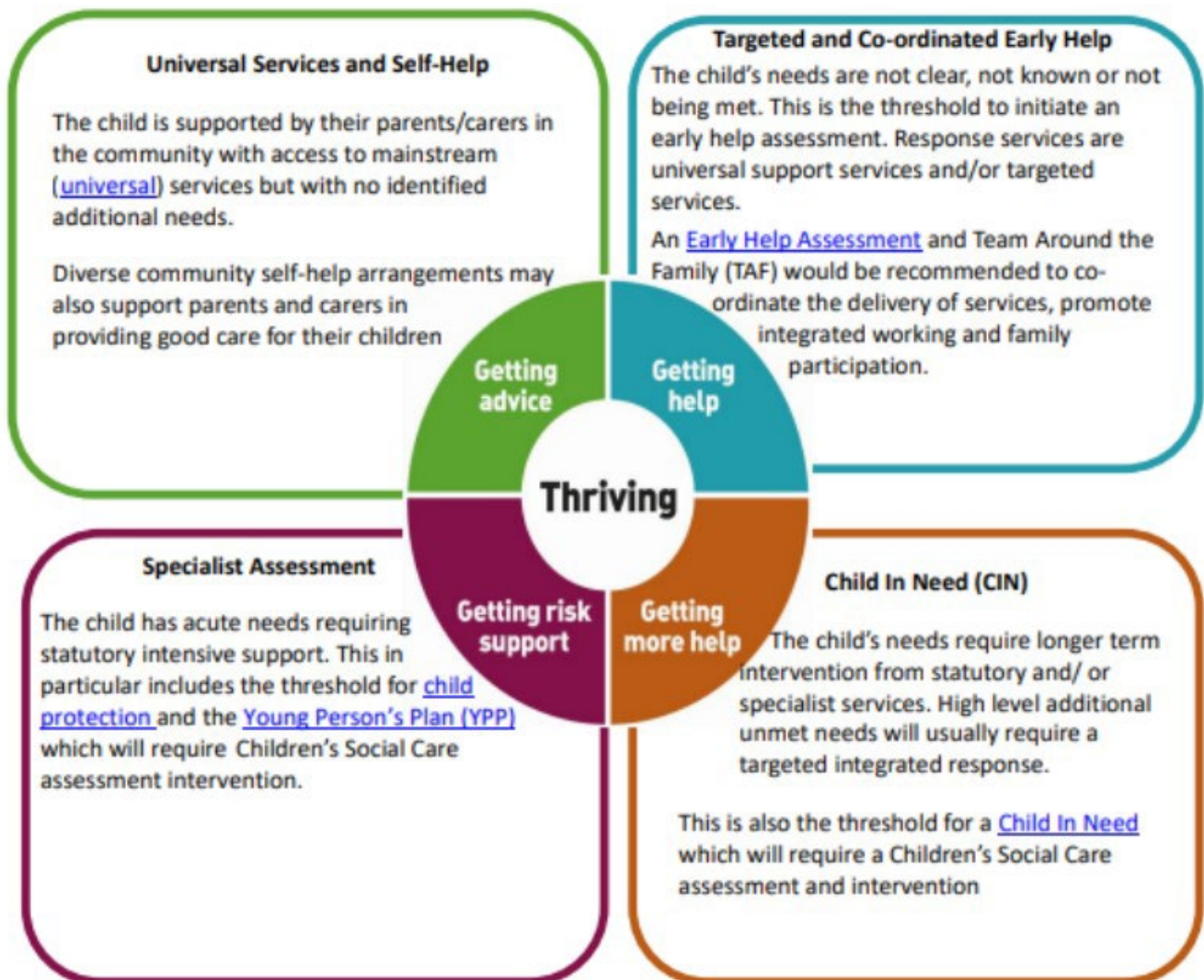
**It is the responsibility of all staff and volunteers regardless of their role within the Nursery, to report all concerns to the designated person for safeguarding children.**

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### Appendix 2 Salford's Threshold of Need and Response]

#### What do we mean by support?

In Salford there are four types of support which families are entitled to ensure they meet their children's needs and help them to thrive. We encourage practitioners to reflect on each stage with the family whenever possible but recognise there may be times this is not safe to do so. Examples of this are serious safeguarding concerns that require immediate intervention, if unsure please call the Bridge for consultation.



<https://safeguardingchildren.salford.gov.uk/media/1664/support-and-safeguarding-january-2022.pdf>

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### **Appendix 3 – Worried about a child in PVI settings**

[Download the worried about a child in PVI settings process \(PDF\)](#)

### **Appendix 4- Responding to allegations against staff**

[Download the responding to allegations against staff process \(PDF\)](#)