

## Beatle Woods

### **Safeguarding Policy**

Beatle Woods fully recognises its responsibilities for safeguarding pupils. The Designated Safeguarding Lead (DSL) for Beatle Woods is **Rachel Macbeth-Webb**. The Deputy Designated Safeguarding Lead (DSL) for Beatle Woods is **Claire Sargeant**.

Safeguarding is the action taken to promote the welfare of children and protect them from harm. Safeguarding means:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
- taking action to enable all children to have the best outcomes

### Statement of intent

Our setting will work with children, parents and the community to ensure the safety of children in our care and to give them the very best start in life.

The key commitments of this policy for safeguarding children:

1. We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.
2. We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused'.
3. We are committed to promoting awareness of child abuse issues through staff training. We are also committed to empowering young children, through the early childhood curriculum, promoting their right to be strong, resilient and listened to.
4. We wish to see our staff use and make the most of benefits of modern technology to support children's learning and development, whilst ensuring children are kept safe.

### Aims

Our aims are to meet the key commitments of this Policy by:

- promoting children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;
- promoting children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence;
- promoting children's right to be strong, resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches;
- helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults; and
- working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

### Primary legislation

The legal framework for this work is:

- The Children Act 1989 - s 47
- The Children Act 2004 (Every Child Matters)
- The Protection of Children Act 1999
- Data Protection Act 1998
- The Children (NI) Order
- The Children (Scotland) Order

### Guidance

- What to Do if You are Worried a Child is Being Abuse
- Working Together to Safeguard Children 2018

### Method to meet Key Commitments

- To ensure there is a Designated Safeguarding Lead for the EYFS and that all staff and volunteers know the names of the designated officers and their roles;
- To ensure that all staff and volunteers understand the nature of abuse, and the correct procedures, should concern over a child in our care arise;
- To provide a safe environment for the children to learn and develop;
- To identify children who are suffering or likely to suffer significant harm, and take appropriate action with the aim of making sure they are kept safe both at home and at Beatle Woods;
- To support children who have been abused in accordance with their agreed child protection plan;

- To prevent unsuitable people working with children at Beatle Woods.

### **Designated Safeguarding Lead (Child Protection Officer) - DSL**

The DSL for Beatle Woods is **Rachel Macbeth-Webb**. She has been provided with relevant on-going inter-agency Safeguarding training (run by the Early Years team at Solihull MBC ), which is updated regularly. Following further safeguarding training for all staff, a Deputy DSL is **Claire Sargeant, Annette Chester, Emily Coles and Alex O'Donoghue** also hold DSL qualifications.

#### Responsibilities of the DSL

- Arranging training for all staff in accordance with inspecting safeguarding guidance, volunteers and members of staff as part of their induction training;
- Producing and updating Beatle Woods Safeguarding Policy and Procedures;
- Keeping all staff and volunteers updated with current procedure through induction training and annual refresher training carried out in staff meetings;
- Providing support and advice for staff and volunteers;
- Maintaining accurate and secure child protection records;
- Remedying any deficiencies or weaknesses in the school's safeguarding arrangements without delay;
- To report to the Disclosure and Barring Service (DBS), within one month of leaving the school any person (whether employed, contracted, a volunteer or a student) whose services are no longer used because he or she is considered unsuitable to work with children.

#### Staffing at Beatle Woods

Beatle Woods operate safe recruitment procedures. In order to minimise the risk of employing or engaging an individual who poses any risk to the children at Beatle Woods, the following procedures are followed (please also refer to Beatle Woods Safer Recruitment Policy):

- Beatle Woods apply to the Disclosure and Barring Service (DBS or CRB) check for all staff, including the Proprietors and regular volunteers (including parents) to verify their declaration concerning any convictions, cautions or bind overs, which they have incurred. If a disclosure comes back the DSL will assess whether the disclosure will affect the role the applicant has applied for. Applicants will be signed up to the DBS update service.
- Staff identity is checked by seeing the applicant's passport, or if unavailable, other photographic identification;
- References are always taken up and are always obtained directly from the referee. Two written references are followed up, one of which includes the last employer. The referee is asked to comment on the applicant's suitability to work with children and to give any details of disciplinary procedures the applicant has been subject to;

- Assurances are obtained from external organisations that appropriate safeguarding checks have been carried out on any staff working with the nursery's pupils on a site other than the school;
- Adequate supervision at all times within the nursery;
- Constant supervision of the children when outside the nursery or on trips;
- Supervision of children is by DBS checked members of staff. Any parental volunteers will undergo DBS checks and contract workers are never left unsupervised with the children. DBS checks are obtained for any adult who could potentially have unsupervised access to the children throughout the school day;
- A staff induction policy, which includes information and training on safeguarding;
- Weekly meetings among staff are held;

### The Prevent Duty

Beatle Woods is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. From 1st July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty and to ensure that we adhere to and achieve the Prevent duty we will;

- Provide appropriate training for staff as soon as possible. Part of this training will enable staff to identify children who may be at risk of radicalisation
- We will build the children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views (for early years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world)
- We will assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology
- We will ensure that our staff understands the risks so that they can respond in an appropriate and proportionate way.
- We will be aware of the online risk of radicalisation through the use of social media and the internet
- As with managing other safeguarding risks, our staff will be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or seek to hide their views). The Key Person approach means we already know our key children well and so we will notice any changes in behaviour, demeanour or personality quickly
- We will not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern. The key person approach means that we already have a rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly
- We will work in partnership with our LSCB & Early Help Solihull ( EHS) Team for guidance and support

- We will build up an effective engagement with parents/carers and families. (This is important as they are in a key position to spot signs of radicalisation)
- We will assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms
- We will ensure that our staff will undertake Prevent awareness training (as a minimum) so that they can offer advice and support to other members of staff
- We will ensure that any resources used in the nursery are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively

#### Staff Responsibilities

- All practitioners must be able to identify children who may be vulnerable to radicalisation.
- There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology, but staff should be alert to changes in children's behaviour, including even very young children, which could indicate they may be in need of help or protection.
- These behaviours can be evident during circle time, Role play activities and quiet times. Quiet times is a good time for children to make disclosures as this is the period that children are closest to their key persons.
- People from any walks of life can be drawn into radicalisation and not necessarily from a particular religion or ethnicity. Terrorism is not promoted by any religion.

The Prevent duty does not require childcare providers to carry out unnecessary intrusion into family life but we are required to take action when observe behaviour of concern. People dress codes like hijabs, nikabs, abayas and jilbabs are not indicative factors that they are at risk of being radicalised.

#### What to do if you suspect that children are at the risk of radicalisation

- Follow the setting normal Safeguarding Procedures including discussing with the nursery DSL, and where deemed necessary, with children's social care. In Prevent priority areas, the local authority will have a Prevent lead who can also provide support.
- The DSL can also contact the local police force or dial 101 (the non-emergency number). They will then talk in confidence about the concerns and help to access support and advice.
- Contact Lorraine Lord- Senior Adviser: Safeguarding and Vulnerable Children -**0121 704 6620**
- **WMCTU Prevent Team: 0121 2510241; referral email- prevent@west-midlands.pnn.police.uk**

#### Signs of Child Abuse and Neglect

- 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 act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

- Physical Abuse

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.

- Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and 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 insofar as they meet 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, though 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 or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or 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 or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, 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 care-takers, 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.

- Female Genital Mutilation (FGM)

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

## **Responding to Suspicions and Evidence of Child Abuse**

Once a part of Beatle Woods, members of staff have an important role, which includes: daily contact with the children, observing the children's work, drawings, watching them play and noticing changes in their behaviour. Through conversation alone the child may disclose information to someone at nursery they trust. This may be a teacher or volunteer, and therefore all staff and volunteers need to be aware of the appropriate action, should any indications become apparent.

Staff and volunteers must be careful to take note of anything which may give cause for concern, irrespective of how trivial it may seem at the time. Note keeping enables Beatle Woods to build up a rounded picture and a context within which to assess anything that concerns us about the particular child. Note taking should take into account the date, time, place, people present and what was said and should be given to the DSL or Deputy DSL immediately.

### Following up on an allegation

1. The DSL will assess the situation and decide whether the information needs to be shared with other professionals, particularly investigative agencies e.g. Early Help and the Police. This will occur where the DSL considers a child is being abused or at significant risk of being abused; or in need of enhanced preventative services;
2. The DSL will lead the processing of referring a child to Early Help or MASH ( Multi Agency Safeguarding Hub – 0121 788 4333, out of hours- 0121 605 6060) within 24 hours of a disclosure or suspicion of abuse.
3. A referral will be followed up in writing within 48 hours. Where possible, concerns will be discussed with the parents and agreement sought for a referral to EHS, unless this may place the child at harm. If the parents are not informed, the DSL will record reasons for this. EHS may also be consulted for advice without naming the child.
4. EHS will then decide whether the child is in need or at risk of significant harm within one day. If a child is viewed to be at risk of significant harm an initial assessment will be carried out by EHS within 7 working days. Core assessments should be completed within a maximum of 35 days. Investigations may be single agency and carried out by EHS or joint, which means they are also carried out in conjunction with the Police Child Abuse Investigation Team (CAIT).

Beatle Woods primary concern at all times is to safeguard the child's welfare.

**Urgent referrals** should be made if anyone suspects actual physical injury, disclosure of abuse, or clear evidence of neglect. It is vital that members of staff do not seek to take on the role of investigators and that the school's procedures are followed strictly.

### **Allegations against Beatle Woods members of Staff and volunteers (on premises or elsewhere)**

If any allegation of abuse is made against a member of staff or volunteer, whether the allegations relate to harm or abuse committed on the premises or elsewhere, the Local Borough's Safeguarding Children

Board Procedures will be followed and we shall regard the guidelines on practice and procedure found in 'Safeguarding Children and Safer Recruitment in Education' (DfES publication).

We ensure that all parents and members of staff know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse;

Allegations may involve behaving in a way that has harmed or may have harmed a child; possibly committing a criminal offence against or related to a child; or behaving towards a child or children in a way that indicates s/he is unsuitable to work with children. The following procedures are followed:

- We respond to any disclosure by children, parents, volunteers or staff that abuse by a member of staff or volunteer may have taken, or is taking place, by first recording the details of any such alleged incident;
- A member of staff or volunteer receiving an allegation of abuse should report this immediately to the DSL, unless the DSL is the one against whom the allegation is made, which should be reported directly to MASH;
- Reports will be in the strictest confidence so that information can be given freely and without fear of victimisation and in a way that protects the child, facilitates the enquiries, manages disciplinary/complaints aspects and protects the rights of the alleged perpetrator.

Action:

- The DSL (or owner) will contact the following within **4 hours** of the allegation being made (Monday to Friday 9:00am to 5pm):
- We refer any such complaint immediately to the LADO Simon Stubbs on 0121 788 4310. They give general safeguarding advice and identify local designated officer (LADO) cases Duty person.
- It may be that if it is clear from the onset that the matter is complex and would require meetings, in that case the Duty person will advise the setting that the LADO in the local authority will have to become involved, however the majority of enquiries are straight forward and can be dealt with by the duty staff member on the day.
- In the absence of the LADO, call Early Help Solihull (EHS): 0121 709 7000
- Ofsted: 0300 123 1231 / 08456 404040 (as soon as possible and within 14 days of the allegation being made). The registered person **MUST** make the referral to Ofsted to comply with the statutory framework. They will assess whether the allegation reaches the threshold for referral to Police / Children's Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.

*Dispute Resolution process*

- If we feel that a referral made has not been dealt with properly or that concerns are not being

addressed or responded to, we will follow the LSCB escalation process.

- We will ensure that staff are aware of how to escalate concerns.
- **The Beatle Woods DSL will not investigate the allegation** however will record any information and follow instructions as directed by Solihull Early Years or the LADO;
- Where a referral is made because the child has suffered or is likely to suffer significant harm or the alleged abuse is a criminal offence the appropriate procedure will be followed. We co-operate entirely with any investigation carried out by EHS in conjunction with the police. EHS will decide whether to authorise a child protection enquiry. EHS will liaise with MASH;
- After liaison with EHS, a strategy meeting is usually held, which the DSL will attend. This meeting would decide whether it's a Child Protection issue or a practice issue, and in discussion with the DSL a decision would be made whether the teacher / childcare practitioner needed to be suspended.

#### Disciplinary Action Against a Member of Staff

The 'alleged' person may be suspended on full pay, after careful consideration if this is deemed the best course of action until the allegation is resolved. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process;

Where an allegation is proved to be without foundation DSL will decide whether disciplinary actions are required. Child protection enquiries take priority over disciplinary investigations and the disciplinary process must be clearly separated from the child protection enquiries.

Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct from the setting or internally disciplined because of the misconduct relating to the child, we notify the DBS to provide information about individuals working with children or vulnerable adults where we consider them to have caused harm or pose a risk of harm.

#### Safeguarding Staff Training

All staff are trained to understand the safeguarding policy and procedures, this training is updated regularly. This enables staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- Significant changes in children's behaviour;

- Deterioration in children's general well-being;
- Unexplained bruising, marks or signs of possible abuse or neglect;
- Children's comments which give cause for concern;
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

### Mobile phones and cameras

Beatle Woods have a strict policy regarding the use of mobile phones and cameras which has been formulated with the absolute objective to safeguard children. The policy applies to staff members, parents and other visitors to the setting.

Staff must remove and lock their own personal phones and cameras in the lockbox/bag for the duration of their working day. Only phones and cameras provided to staff by Beatle Woods can be used.

Parents and visitors to the site will be asked to lock their personal phones in the lockbox/bag when on Beatle Woods premises.

The only photographs taken of children will be with Beatle Woods equipment and with the express written consent of the child's parent or carer.

### Liaison with other bodies

We will notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children.

Ofsted will be informed of any allegations of serious harm or abuse by any person working or looking after children at the nursery premises and of the action taken in respect of these allegations within 14 days.

Details of the local National Society for The Preservation of Cruelty to Children (NSPCC) contacts are also kept. Please see attached documents for contact details.