



Beatle Woods

Safeguarding Policy

Reviewed April 2021

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.
5. Promote tolerance and acceptance of different beliefs, cultures and communities.
6. Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling.
7. Always listen to children.

Beatle Woods Balsall Common



8. Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need.

9. Share information with other agencies as appropriate.

Beatle Woods is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Staff working on the frontline with children and families are often the first people to identify a concern, observe changes in a child's behaviour or receive information relating to indicators of abuse. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for Children's Social Care, family support, health professionals including health visitors or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

Aims

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

- Keep the child at the centre of all we do, providing sensitive interactions that develops builds children's well-being, confidence and resilience. We will support children to develop an awareness of how to keep themselves safe, healthy and develop positive relationships.
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children (peer on peer) through bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND), isolated families and vulnerabilities in families; including the impact of toxic trio on children and Adverse Childhood Experiences (ACE's).
- Ensure that all staff feel confident and supported to act in the best interest of the child; maintaining professional curiosity around welfare of children and share information, and seek the help that the child may need at the earliest opportunity.
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates



- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by Solihull Metropolitan Borough Council (SMBC).
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times and maintaining safeguards around the use of technology by staff, parents and visitors in the setting.
- Ensure that children are never placed at risk while in the charge of nursery staff
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities including the local authority.
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the **SMBC**.

We will commit to:

- 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.

This policy works alongside these other specific policies to cover all aspects of child protection:

- Online safety
- Prevent Duty and Radicalisation
- Looked After Children
- Social networking
- Mobile phone and electronic device use

Beatle Woods Balsall Common



- Safe recruitment of staff
- Disciplinary
- Complaints

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

Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006 (amended 2018)
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- Working Together to Safeguard Children 2020
- Keeping Children Safe in Education 2020
- Data Protection Act 2018
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015.
- Inspecting Safeguarding in Early years, Education and Skills settings 2019
- Prevent Duty 2015

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document '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 Karla Allen** 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;
- Remediating 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

Beatle Woods Balsall Common



- 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;

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 LSCP & 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 time 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.

Responding to a spontaneous disclosure from a child

If a child starts to talk openly to a member of staff about abuse they may be experiencing then staff will:

- Give full attention to the child or young person
- Keep body language open and encouraging
- Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today'
- Take time and slow down: we will respect pauses and will not interrupt the child – let them go at their own pace
- Recognise and respond to their body language
- Show understanding and reflect back
- Make it clear you are interested in what the child is telling you
- Reflect back what they have said to check your understanding – and use their language to show it's their experience
- Reassure the child that they have done the right thing in telling you. Make sure they know that abuse is never their fault
- Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.

(Information taken from NSPCC)

Any disclosure will be reported to the nursery manager or DSL and will be referred to the local authority children's social care team immediately, following our reporting procedures.

Recording Suspicions of Abuse and Disclosures

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or designated safeguarding lead (DSL). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure, location
- Exact words spoken by the child (word for word) and non-verbal communication
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).



These records should be signed by the person reporting this and the manager and/or DSL, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately. It is not the nursery's role to investigate, it is the role of statutory services to complete this.

Staff involved in a safeguarding case may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent, child, or member of staff.

Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local authority children's social care team/police does not allow this to happen. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority. All staff, students and volunteers are bound by confidentiality and any information will not be discussed out of work, or this will become a disciplinary matter.

The Nursery has due regard to the data protection principles as in the Data Protection Act 2018 and General Data Protection Regulations (GDPR)¹. These do not prohibit the collection and sharing of personal information, even without consent if this would put the child at further risk. We will follow the principles around data collection and information sharing, and ensure any information is recorded and shared in an appropriate way.

Support to families

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.



The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Record Keeping

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate and in line with guidance of the local authority with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

The Nursery keeps appropriate records to support the early identification of children and families that would benefit from support. Factual records are maintained in a chronological order with parental discussions. Records are reviewed regularly by the DSL to look holistically at identifying children's needs.

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):

Beatle Woods Balsall Common



- 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 (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 LSCP 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 is 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:

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries bruising, marks or signs of possible abuse or neglect o a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.
- Deterioration in children's general well-being;
- 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.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

Emotional states:

- Fearful
- Withdrawn
- Low self-esteem.

Behaviour:

- Aggressive
- Oppositional habitual body rocking.

Beatle Woods Balsall Common



Interpersonal behaviours:

- Indiscriminate contact or affection seeking
- Over-friendliness to strangers including healthcare professionals
- Excessive clinginess, persistently resorting to gaining attention
- Demonstrating excessively 'good' behaviour to prevent parental or carer disapproval
- Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed
- Coercive controlling behaviour towards parents or carers
- Lack of ability to understand and recognise emotions
- Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

Peer-on-peer abuse

We are aware that peer-on-peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse or sexual abuse. We will report this in the same way we do for adults abusing children, and will take advice from the appropriate bodies on this area; to support for both the victim and the perpetrator, as they could also be a victim of abuse. We know that children who develop harmful sexual behaviour have often experienced abuse and neglect themselves.

Physical abuse

A form of abuse which 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.

All children can suffer injuries during their early years as they explore and develop. If an explanation of how a child received their injury doesn't match the injury itself or if a child's injuries are a regular occurrence or there is a pattern to their injuries then you must report your concerns.

Fabricated illness

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. The parent or carer may seek out unnecessary medical treatment or investigation; they may exaggerate a real illness and symptoms or deliberately induce an illness through poisoning with medication or other substances or they may interfere with medical treatments.



Fabricated illness is a form of physical abuse and any concerns will be reported, in line with our safeguarding procedures.

Female genital mutilation (FGM)

FGM can also be known as Female Genital Cutting. FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death (definition taken from the Multi-agency Statutory Guidance on Female Genital Mutilation)

The procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community.

FGM is child abuse and is illegal in the UK. It can be extremely dangerous and can cause:

- Severe pain
- Shock
- Bleeding
- Infection such as tetanus, HIV and hepatitis B and C
- Organ damage
- Blood loss and infections
- Death in some cases

If you have concerns about a child or family, you should contact children's social care team in the same way as other types of physical abuse. We have a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18.

Breast ironing/flattening

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear, or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage.

Breast Ironing/Flattening is a form of physical abuse and can cause serious health issues such as:

- Abscesses
- Cysts

Beatle Woods Balsall Common



- Itching
- Tissue damage
- Infection
- Discharge of milk
- Dissymmetry of the breasts
- Severe fever.

Sexual abuse

Sexual abuse involves forcing, or enticing, a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Adult males do not solely perpetrate sexual abuse; women can also commit acts of sexual abuse, as can other children.

Action must be taken if a staff member witnesses an occasion(s) where a child indicates sexual activity through words, play, drawing, has an excessive preoccupation with sexual matters; or has an inappropriate knowledge of adult sexual behaviour, or language, for their developmental age. This may include acting out sexual activity on dolls/toys or in the role-play area with their peers; drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words.

If a child is being sexually abused you may see both emotional and physical symptoms.

Emotional signs:

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Personality changes such as becoming insecure or clingy
- 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 carer
- Becoming worried about clothing being removed
- Suddenly drawing sexually explicit pictures or acting out actions inappropriate for their age
- Using sexually explicit language



Physical Signs:

- Bruises
- Bleeding, discharge, pains or soreness in their genital or anal area
- Sexually transmitted infections
- Pregnancy

Child sexual exploitation (CSE)

Keeping Children Safe in Education (2020) describes CSE as: CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media).

Signs and indicators may include:

- Physical injuries such as bruising or bleeding
- Having money or gifts they are unable to explain
- Sudden changes in their appearance
- Becoming involved in drugs or alcohol, particularly if you suspect they are being supplied by older men or women
- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong)
- Using sexual language that you wouldn't expect them to know
- Engaging less with their usual friends
- Appearing controlled by their phone
- Switching to a new screen when you come near the computer
- Nightmares or sleeping problems
- Running away, staying out overnight, missing school
- Changes in eating habits
- Talk of a new, older friend, boyfriend or girlfriend
- Losing contact with family and friends or becoming secretive
- Contracting sexually transmitted diseases.



Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people. Some of the following can be indicators of CCE:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education.

Emotional abuse

Working Together to Safeguard Children defines emotional abuse as 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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyber 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.

Signs and indicators may include:

- Physical, mental and emotional development lags
- Sudden speech disorders
- Overreaction to mistakes
- Extreme fear of any new situation
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression
- Appear unconfident or lack self-assurance.



Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection. Children may also experience emotional abuse through witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

Neglect

Working Together to Safeguard Children defines Neglect as 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:

- a. Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b. Protect a child from physical and emotional harm or danger
- c. Ensure adequate supervision (including the use of inadequate caregivers)
- d. Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child.

County Lines

The National Crime Agency (NCA) describe county lines as a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of

Beatle Woods Balsall Common



locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Signs and indicators to be aware of include:

- Changes in the way young people you might know dress
- Unexplained, sometimes unaffordable new things (e.g. clothes, jewellery, cars etc.)
- Missing from home or schools and/or significant decline in performance
- New friends or relationships with those who don't share any mutual friendships with the victim or anyone else
- May be carrying a weapon
- Receiving more texts or calls than usual
- Sudden influx of cash, clothes or mobile phones
- Unexplained injuries
- Significant changes in emotional well-being
- Young people seen in different cars/taxis driven by unknown adults
- Young people seeming unfamiliar with your community or where they are
- Truancy, exclusion, disengagement from school
- An increase in anti-social behaviour in the community
- Unexplained injuries
- Gang association or isolation from peers or social networks.

Cuckooing

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home.

If we recognise any of these signs, we will report our concerns as per our reporting process.

Contextual safeguarding-

As young people grow and develop they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

As part of our safeguarding procedures we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.



Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day so the nursery management are able to account for a child's absence.

This should not stop parents taking precious time with their children, by keeping us informed parents can help us to meet our statutory requirements and let us know that children are safe.

If a child has not arrived at nursery within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family. It is a parent's responsibility to keep their emergency contact details updated.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safe and well.

Looked after children

As part of our safeguarding practice we will ensure our staff are aware of how to keep looked after children safe. In order to do this we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question.

Please refer to the Looked After Children policy for further details.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We follow safer recruitment practices including obtaining references and all staff employed to work with children will have enhanced criminal record checks from the Disclosure and Barring Service (DBS) before being able to carry out intimate care routines or be left unsupervised with children.



We will obtain enhanced criminal records checks (DBS) for volunteers in the setting. Volunteers and visitors will never have unsupervised access to children.

All staff will attend child protection training (either externally or in house) and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the local authority children's social care team's, the local safeguarding children partnership and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

Ongoing suitability of staff is monitored through regular supervisions

- peer observations
- annual declaration of staff suitability
- safeguarding competencies
- regular review of DBS using the online update service

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 cupboard 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.

Beatle Woods Balsall Common



Contact telephone numbers

Local authority children's social care team : 0121 788 4300

Local authority Designated Officer (LADO) : 0121 788 4310

Local Authority referral team : **0121 788 4300**

Local Authority Out of Hours Team: : 0121 605 6060

Prevent/ Extremism reporting Senior Adviser: Safeguarding and Vulnerable Children 0121 704 6620

Referral email address: ctu-gateway@west-midlands.pnn.police.uk

NSPCC **0808 800 5000**

Local Safeguarding Children Partnership: 0121 788 4300

Local Early Help services: 0121 788 4300

Ofsted: 0300 123 1231

Ofsted Complaints (Allegation against a member of staff): 0300 1234666

Ofsted must be notified of significant events within 14 days

<https://www.gov.uk/guidance/report-a-serious-childcare-incident>

Emergency police **999**

Non-emergency police **101**

Government helpline for extremism concerns **020 7340 7264**

Child exploitation and Online protection command (CEOP) <https://www.ceop.police.uk/safety-centre/>