

Birmingham Safeguarding Children Board

June 2018

**Safeguarding & Child Protection
Policy for Schools, Educational
Settings & Providers of Education
Services for Children**

Little Swans Day Nursery

Date of Issue: June 2018

Date of update: June 2018

Signed: S. Tranter – Nursery Manager

Review Date: July 2019

PART ONE: SAFEGUARDING POLICY

To be reviewed (annually)

June 2019

1. INTRODUCTION

1.1 Safeguarding is defined as –

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances by accessing services as early as possible.

1.2 Little Swans is committed to safeguarding and promoting the welfare of all children / young people. We believe that:

- All children/young people have the right to be protected from harm, abuse and neglect;
- That every child has the right to an education and children/young people need to be safe and to feel safe in nursery;
- Children/young people need support that matches their individual needs, including those who may have experienced abuse;
- All children/young people have the right to express their views, feelings and wishes and voice their own values and beliefs;
- All children/young people must be encouraged to respect each other's values and support each other;
- All children/young people have the right to be supported to meet their emotional, and social needs as well as their educational needs – a happy, healthy, sociable child/young person will achieve better educationally;
- Schools must contribute to the prevention of abuse, victimisation, bullying (including homophobic, bi-phobic, trans-phobic and cyber-bullying), exploitation, extreme behaviours, discriminatory views and risk taking behaviours; and
- All staff and visitors have an important role to play in safeguarding children and protecting them from abuse.

1.3 Little Swans Day Nursery *will* fulfil their local and national responsibilities as laid out in the following documents:-

- The most recent version of Working Together to Safeguard Children (DfE)
- The most recent version of Keeping Children Safe in Education: Statutory guidance (DfE Sept 2016)
- The Early Years Foundation Stage : Statutory guidance (DfE 2017)

- West Midlands Safeguarding Children Procedures
- The Local Children's Safeguarding Board (BCSB)

2. OVERALL AIMS

2.1 This policy will contribute to the protection and safeguarding of our children and other young people working at the setting under the age of 18 years. It will promote their welfare by:

- Clarifying standards of behaviour for staff, children/ young people, students and volunteers
- Contributing to the establishment of a safe, resilient and robust ethos in the nursery, built on mutual respect and shared values;
- Introducing appropriate work within the Early Years Foundation Stage;
- Encouraging children/young people and parents to participate;
- Alerting staff to the signs and indicators that all might not be well;
- Developing staff awareness of the causes of abuse;
- Developing staff awareness of the risks and vulnerabilities their key children face;
- Addressing concerns at the earliest possible stage; and
- Reducing the potential risks children/ young people face of being exposed to violence, extremism, exploitation, discrimination or victimisation.

2.2 This policy will contribute to supporting our children/young people by:

- Identifying and protecting the vulnerable;
- Identifying individual needs as early as possible; and
- Designing plans to address those needs.

2.3 This policy will contribute to the protection of our children/ young people by:

- Including appropriate work within the Early Years Foundation Stage;
- Implementing child protection policies and procedures; and
- Working in partnership with children/young people, parents and other agencies.

3. KEY PRINCIPLES

3.1 These are the key principles of safeguarding, as stated by Birmingham Safeguarding Children Board -

- Always see the child first.
- Never do nothing.
- Do **with**, not **to**, others.
- Do the simple things better.
- Have conversations, build relationships.
- Outcomes not outputs.

- 3.2 In addition the Board has identified the following key safeguarding messages
- Every child is entitled to a rich and rounded curriculum.
 - Resources should be targeted on the evidenced needs of children at nursery. Assurance and audit are important aspects of this.
 - When issues arise, the nursery management team should speak out, addressing them internally where possible and escalating when this is unsuccessful.

4. KEY PROCESSES

- 4.1 All staff should be aware of the guidance issued by Birmingham Safeguarding Children Board in [Right Service Right Time](#), and procedures for [Early Help](#).

5. EXPECTATIONS

- 5.1 All staff and visitors will:

- Be familiar with this child protection & safeguarding policy;
- Understand their role in relation to safeguarding;
- Be subject to Safer Recruitment processes and checks, whether they are new staff, supply staff, contractors, volunteers etc.;
- Be involved, where appropriate, in the implementation of individual education programmes, Early Help Assessments and support plans, child in need plans and interagency child protection plans;
- Be alert to signs and indicators of possible abuse (See Appendix 1 for current definitions and indicators);
- Record concerns and give the record to the Designated Safeguarding Lead (DSL), or deputy DSL, and
- Deal with a disclosure of abuse from a child in line with the guidance in Appendix 2 - you must inform the Designated Safeguarding Lead immediately, and provide a written account as soon as possible.

- 5.2 All staff will receive annual safeguarding and child protection training and update briefings as appropriate. Key staff will undertake more specialist child protection training as agreed by the Governing Body.

6. THE DESIGNATED SAFEGUARDING LEAD

- 6.1 Our Designated Safeguarding Lead (DSL) on the senior leadership team is *Samantha Tranter*. She has lead responsibility and management oversight and accountability for child protection and, with the Nursery Owner, will be responsible for coordinating all safeguarding and child protection activity.

- 6.1.1 The deputy DSLs will support the DSL within the role and deputise when the DSL is not on-site.

Elaine Boulton

- 6.2 The Designated Safeguarding Lead will lead regular case monitoring reviews of vulnerable children identified within the nursery. These reviews must be evidenced by minutes and recorded in case files.
- 6.3 When the nursery has concerns about a child, the Designated Safeguarding Lead will decide what steps should be taken and should advise the nursery owner.
- 6.4 Child protection information will be dealt with in a confidential manner. Staff will be informed of relevant details only when the Designated Safeguarding Lead feels their having knowledge of a situation will improve their ability to deal with an individual child and/or family. A written record will be made of what information has been shared, with whom, and when.
- 6.5 Safeguarding records will be stored securely in a central place separate from key person's records. Individual files will be kept for each child: the nursery will not keep family files. Files will be kept for at least the period during which the child is attending the nursery, and beyond that in line with current data legislation and guidance.
- 6.6 Access to records by staff other than by the Designated Safeguarding Lead will be restricted, and a record will be kept of who has had access to them and when.
- 6.7 Parents will be aware of information held on their children and kept up to date regarding any concerns or developments by the appropriate members of staff. General communications with parents will be in line with policies and give due regard to which adults have parental responsibility.
- 6.8 **Do not disclose to a parent any information held on a child if this would put the child at risk of significant harm.**
- 6.9 If a child/young person moves from our nursery, child protection records will be forwarded on to the Designated Safeguarding Lead at the new nursery/provision, with due regard to their confidential nature and in line with current government guidance on the transfer of such records. Direct contact between the two nurseries may be necessary, especially on transfer from nursery to primary schools. We will record where and to whom the records have been passed and the date.
- 6.10 If sending by post, children's records will be sent by "Special/Recorded Delivery". For audit purposes a note of all children's records transferred or received should be kept in either paper or electronic format. This will include the child's name, date of birth, where and to whom the records have been sent and the date sent and/or received.

6.13 When a Designated Safeguarding Lead resigns their post or no longer has child protection responsibility, there should be a full face to face handover/exchange of information with the new post holder.

6.13.1 In exceptional circumstances when a face to face handover is unfeasible, the Nursery Owner will ensure that the new post holder is fully conversant with all procedures and case files.

7. THE NURSERY MANAGEMENT TEAM

7.2 The Nursery Management will ensure that:

- The nursery has a combined safeguarding and child protection policy in accordance with the procedures of Birmingham Safeguarding Children Board;
- The nursery operates “safer recruitment” procedures and ensures that appropriate checks are carried out on all new staff and relevant volunteers;
- At least one senior member of the nursery’s leadership team acts as a Designated Safeguarding Lead, and at least a further deputy DSL is appointed ;
- The Designated Safeguarding Leads attend appropriate refresher training every two years;
- That appropriate time is made available to the DSL to allow them to undertake their duties;
- The management team and all other staff who work with children undertake safeguarding training on an annual basis with additional updates as necessary within a 2 year framework;
- Temporary staff and volunteers are made aware of the nursery’s arrangements for safeguarding & child protection and their responsibilities;
- The nursery’s remedies any deficiencies or weaknesses brought to its attention without delay; and
- The nursery has procedures for dealing with allegations of abuse against staff/volunteers.

7.3 The Nursery Management Team should review all policies/procedures that relate to safeguarding and child protection annually.

7.4 The Nominated senior members for safeguarding at the nursery are Samantha Tranter and Elaine Boulton.

8. A SAFER NURSERY CULTURE

Safer Recruitment and Selection

8.1 The nursery pays full regard to keeping children/ young people safe and Safer Recruitment practice which includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes

undertaking interviews and undertaking appropriate checks through the Disclosure and Barring Service (DBS).

- 8.2 All recruitment materials will include reference to the school's commitment to safeguarding and promoting the wellbeing of children/young people.
- 8.3 Samantha Tranter and Elaine Boulton have undertaken appropriate training in Safer Recruitment. One of the above will be involved in **all** staff / volunteer recruitment processes and sit on the recruitment panel.

Staff Support

- 8.4 We recognise the stressful and traumatic nature of safeguarding and child protection work. We will support staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support as appropriate.
- 8.5 Regular supervision will be offered to the DSL's within nursery, and may be extended to other members of staff as deemed appropriate by the nursery.

9. OUR ROLE IN THE PREVENTION OF ABUSE

- 9.1 We will provide opportunities for children/young people to develop skills, concepts, attitudes and knowledge that promote their safety and well-being.

The Curriculum

- 9.2 Safeguarding issues will be for example will be addressed through activities that promote self-esteem, emotional literacy, assertiveness, power and healthy relationships.
- 9.3 Relevant issues will be addressed through all areas of the Early Years Foundation Stage where appropriate.

Other Areas of Work

- 9.4 All our policies which address issues of power and potential harm, for example bullying, discrimination, equal opportunities, handling, positive behaviour, will be inter-linked to ensure a whole nursery approach.
- 9.5 Our safeguarding policy cannot be separated from the general ethos of the nursery, which should ensure that children/young people are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.

10. SAFEGUARDING CHILDREN/ YOUNG PEOPLE WHO ARE VULNERABLE TO RADICALISATION

- 10.1 Since 2010, when the Government published the first version of the Prevent Strategy, there has been an awareness of the specific need to safeguard

children, young people and families from extremist ideologies. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

- 10.2 Little Swans Nursery values freedom of speech and the expression of beliefs and ideology as fundamental rights underpinning our society's values. Both children/young people and children have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.
- 10.3 The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. *Little Swans Nursery* is clear that this exploitation and radicalisation should be viewed as a safeguarding concern and that protecting children / young people from the risk of radicalisation is part of the nursery's safeguarding duty.
- 10.4 Definitions of radicalisation and extremism, and indicators of vulnerability to radicalisation are in Appendix 4.
- 10.5 Little Swans Nursery seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right/Neo- Nazi/White Supremacist ideology, Domestic Terrorism, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

Risk Reduction

- 10.6 The nursery management team, including the Designated Safeguarding Lead will assess the level of risk within the nursery and put actions in place to reduce that risk. Risk assessment may include consideration of the nursery's, SEND policy, integration of children/ young people by gender and SEN, anti-bullying policy and other issues specific to the nursery's profile, community and philosophy. To this end open source due diligence checks will be undertaken on all external agencies invited to our nursery.

Response

- 10.7 With effect from 1st July 2015 all education establishments are subject to a duty to have "due regard to the need to prevent people being drawn into terrorism" (section 26, Counter Terrorism and Security Act 2015). This is known as The Prevent Duty.

- 10.8 There is no single way to identify an individual who is likely to be susceptible to an extremist ideology. Specific background factors may contribute to vulnerability and these are often combined with specific needs for which an extremist group may appear to provide answers, and specific influences such as family, friends and online contacts. The use of social media has become a significant feature in the radicalisation of children / young people. More information on these factors is in Appendix 4.
- 10.10 Our nursery, like all others, is required to identify a Prevent Single Point of Contact (SPOC) who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism: this will normally be the Designated Safeguarding Lead. The SPOC for our school is Samantha Tranter. The responsibilities of the SPOC are described in Appendix 5.
- 10.11 Staff of Little Swans Nursery will be alert to changes in a child's behaviour or attitude which could indicate that they are in need of help or protection.
- 10.12 *Little Swans Day Nursery* will monitor online activity with the nursery to ensure that inappropriate sites are not accessed by children/ young people and staff.
- 10.12 When any member of staff has concerns that a child/young person may be at risk of radicalisation or involvement in terrorism, they should speak with the SPOC and to the Designated Safeguarding Lead if this is not the same person.
- 10.13 Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism, but most young people do not become involved in extremist action. For this reason the appropriate interventions in any particular case may not have any specific connection to the threat of radicalisation, for example they may address mental health, relationship or drug/alcohol issues.

Channel

- 10.14 Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the West Midlands Police Counter-Terrorism Unit, and it aims to:
- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals;
 - Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity; and
 - Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.
- 10.15 The Channel programme focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's participation in the programme is entirely voluntary at all stages.

Further guidance about duties relating to the risk of radicalisation is available in the Advice for Schools on [The Prevent Duty](#).

11. SAFEGUARDING CHILDREN/YOUNG PEOPLE WHO ARE VULNERABLE TO EXPLOITATION, FORCED MARRIAGE, FEMALE GENITAL MUTILATION OR TRAFFICKING

- 11.1 Our safeguarding policy and the nursery's values, ethos and behaviour policies, provide the basic platform to ensure children and young people are given the support to respect themselves and others, stand up for themselves and protect each other.
- 11.2 Our nursery keeps itself up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation.
- 11.3 Our staff are supported to recognise warning signs and symptoms in relation to specific issues, and include such issues, in an age appropriate way, in their planning.
- 11.4 Our staff are supported to talk to families about sensitive concerns in relation to their children and to find ways to address them together wherever possible.
- 11.5 Our Designated Safeguarding Lead(s) know where to seek and get advice as necessary.

Reporting of Female Genital Mutilation

- 11.8 With effect from October 2015 all educational establishments are subject to a mandatory reporting requirement in respect of female genital mutilation. When a staff member discovers that an act of FGM appears to have been carried out on a girl aged under 18, they have a statutory duty to report it to the police. Failure to report such cases will result in disciplinary sanctions. They will also discuss the situation with the Designated Safeguarding Lead who will consult children's social care before a decision is made as to whether the mandatory reporting duty applies.

12. CHILDREN WHO GO MISSING FROM NURSERY

- 12.1 A child going missing from nursery is a potential indicator of abuse or neglect, including sexual exploitation, FGM, or travelling to conflict zones. Nursery staff will be alert to these safeguarding concerns when a child/young person goes missing for an extended period, or on repeat occasions.
- 12.2 Our school will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of children that would be considered 'missing'.

13. WHAT WE DO WHEN WE ARE CONCERNED

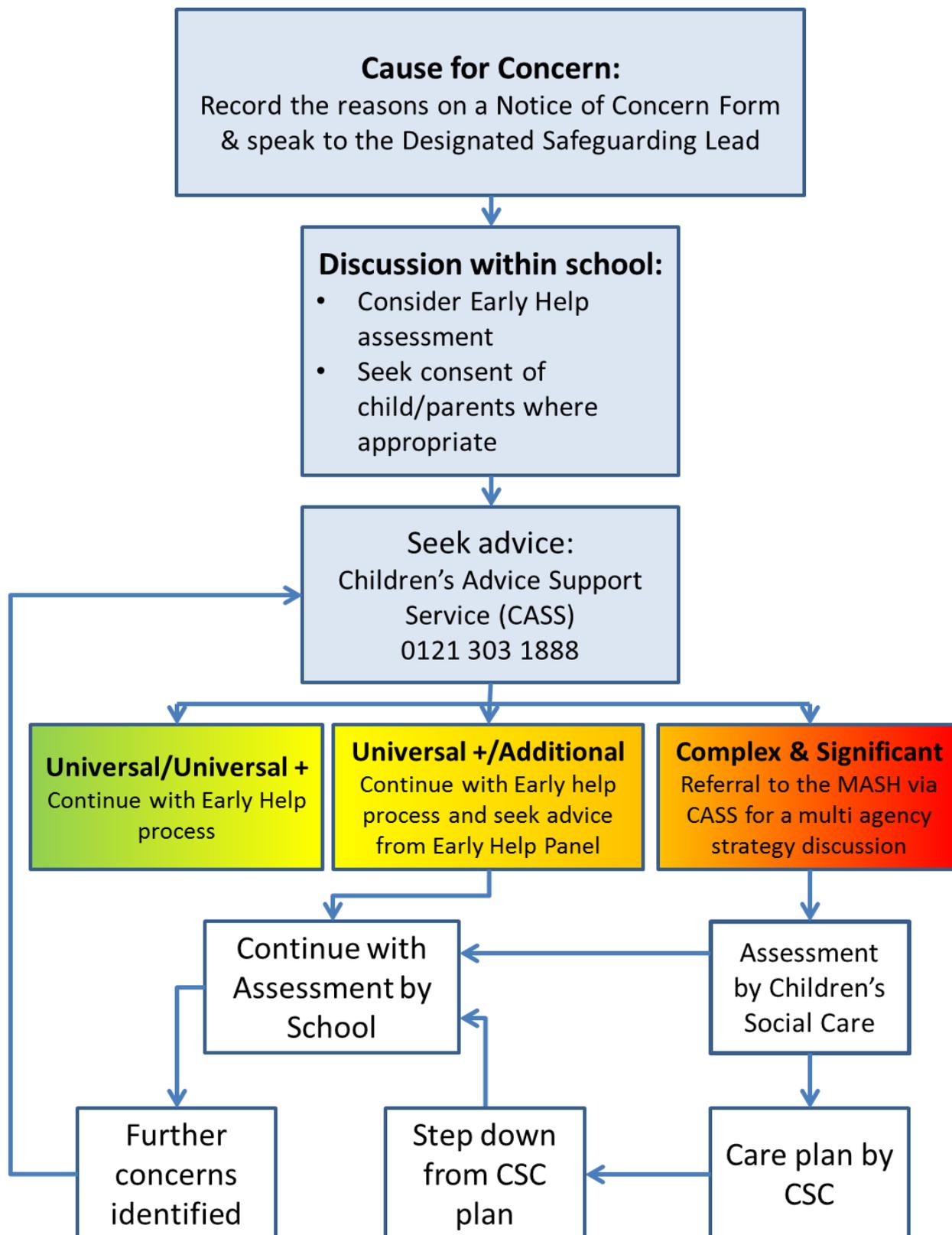
- 13.1 Where unmet needs have been identified for a child/ young person utilising the Right Services Right Time (RSRT) model but there is no evidence of a significant

risk, the DSL will support nursery staff to deliver an appropriate Early Help response.

- 13.2 At this stage simple reasonable adjustments within the nursery setting may be all that is needed to address the unmet needs in partnership with parents.
- 13.3 Should the DSL and observations of the child indicate that a wider Early Help response is required in order to meet the unmet safeguarding need, the DSL will escalate the concerns to the Yardley District Hub for further support such as implementation of a FCAF and Multi – Agency Early Help response/ approach. This multi-agency plan, with support from the Early Help panels as appropriate, will then be reviewed regularly and progress updated towards the goals until the unmet safeguarding needs have been addressed.
- 13.4 Should the DSL feel that a Social care response is needed to meet the unmet safeguarding need; the DSL will initiate a Request for Support, seeking advice from Children’s Advice and Support Service (CASS) as required. The DSL will then oversee the agreed intervention from nursery as part of the multiagency safeguarding response and ongoing nursery focused support.

PART TWO – THE KEY PROCEDURES

RESPONDING TO CONCERNS ABOUT A CHILD



14. INVOLVING PARENTS/CARERS

- 14.1 In general, we will discuss any child protection concerns with parents/carers before approaching other agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents/carers after consultation with the Designated Safeguarding Lead. However there may be occasions when the nursery will contact another agency **before** informing parents/carers because it considers that contacting them may increase the risk of significant harm to the child.
- 14.2 Parents/carers will be informed about our safeguarding policy through: *registration, emails, newsletters, nursery website and annually updates.*

15. MULTI-AGENCY WORK

- 15.1 We work in partnership with other agencies to promote the best interests of our children as a top priority in all decisions and actions that affect them. The nursery will, where necessary, liaise with these agencies and make requests for support from children's social care. These requests will be made by the Designated Safeguarding Lead to the Children's Advice Support Service (CASS) - 0121 303 1888. Where the child already has a safeguarding social worker or family support worker, the request for support should go immediately to the team involved, or in their absence to their team manager.
- 15.2 When invited the DSL will participate in a MASH strategy meeting, usually by conference phone, adding nursery held data and intelligence to the discussion so that the best interests of the child are met.
- 15.3 We will co-operate with any child protection enquiries conducted by children's social care: the nursery will ensure representation at appropriate inter-agency meetings such as integrated support plan meetings initial and review child protection conferences, and core group meetings.
- 15.4 We will provide reports as required for these meetings. If the nursery is unable to attend, a written report will be sent. The report will, wherever possible, be shared by Social Care with parents/carers at least 24 hours prior to the meeting.
- 15.5 Where a child/young person is subject to an inter-agency child protection plan or a multi-agency risk assessment conference (MARAC) meeting, the nursery will contribute to the preparation, implementation and review of the plan as appropriate.

16. OUR ROLE IN SUPPORTING CHILDREN

- 16.1 We will offer appropriate support to individual children who have experienced abuse.
- 16.2 A safeguarding action plan will be devised, implemented and reviewed regularly for these children. This plan will detail areas of support, who will be involved,

and the child's wishes and feelings. A copy of the plan will be kept in the child's safeguarding record.

16.3 We will ensure the nursery works in partnership with parents / carers and other agencies as appropriate.

17. RESPONDING TO AN ALLEGATION ABOUT A MEMBER OF STAFF

See also Birmingham Safeguarding Children Board Procedures on [Allegations against Staff and Volunteers](#).

17.1 This procedure should be used in any case in which it is alleged that a member of staff, governor, visiting professional or volunteer has:

- Behaved in a way that has harmed a child or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved in a way that indicates s/he is unsuitable to work with children.

17.2 Although it is an uncomfortable thought, it needs to be acknowledged that there is the potential for staff in nursery to abuse children.

17.3 All staff working within our organisation must report any potential safeguarding concerns about an individual's behaviour towards children and young people immediately.

17.3.1 Allegations or concerns about staff, colleagues and visitors must be reported direct to the nursery manager who will liaise with the Local Authority Designated Officer Team (LADO) in children's social care who will decide on any action required.

17.3.2 If the concern relates to the manager, it must be reported immediately to the nursery owner, who will liaise with the Local Authority Designated Officer Team in children's social care and they will decide on any action required.

17.3.3 If the safeguarding concern relates to the proprietor of the setting then the concern must be made directly to the Local Authority LADO team who will decide on any action required.

18. CHILDREN WITH ADDITIONAL NEEDS

18.1 Little Swans Nursery recognises that all children have a right to be safe, some children may be more vulnerable to abuse, for example those with a disability or special educational need, those living with domestic violence or drug/alcohol abusing parents, etc.

19. CHILDREN IN SPECIFIC CIRCUMSTANCES

Private Fostering

19.1 Many people find themselves looking after someone else's child without realising that they may be involved in private fostering. A private fostering arrangement is one that is made privately (that is to say without the involvement of a local authority) for the care of a child under the age of 16 (under 18, if

disabled) by someone other than a parent or immediate relative. If the arrangement is to last, or has lasted, for 28 days or more it is private fostering.

19.2 The Children Act 1989 defines an immediate relative as a grandparent, brother, sister, uncle or aunt (whether of full blood or half blood or by marriage or civil partnership), or a step parent.

19.3 People become involved in private fostering for all kinds of reasons. Examples of private fostering include –

- Children who need alternative care because of parental illness;
- Children whose parents cannot care for them because their work or study involves long or antisocial hours;
- Children sent from abroad to stay with another family, usually to improve their educational opportunities;
- Unaccompanied asylum seeking and refugee children;
- Teenagers who stay with friends (or other non-relatives) because they have fallen out with their parents;
- Children staying with families while attending a nursery / school away from their home area.

19.5 There is a mandatory duty on the nursery to inform the local authority of a private fostering arrangement - this is done by contacting the CASS (0121 303 1888). The local authority then has a duty to check that the young person is being properly cared for and that the arrangement is satisfactory.

APPENDICES

APPENDIX 1

DEFINITIONS AND INDICATORS OF ABUSE

1. 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 maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

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

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

The following may be indicators of neglect (this is not designed to be used as a checklist):

- Constant hunger;
- Stealing, scavenging and/or hoarding food;
- Frequent tiredness or listlessness;
- Frequently dirty or unkempt;
- Often poorly or inappropriately clad for the weather;
- Poor school attendance or often late for school;
- Poor concentration;
- Affection or attention seeking behaviour;
- Illnesses or injuries that are left untreated;
- Failure to achieve developmental milestones, for example growth, weight;
- Failure to develop intellectually or socially;
- Responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings;
- The child is regularly not collected or received from school; or
- The child is left at home alone or with inappropriate carers.

2. 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.

The following may be indicators of physical abuse (this is not designed to be used as a checklist):

- Multiple bruises in clusters, or of uniform shape;
- Bruises that carry an imprint, such as a hand or a belt;
- Bite marks;
- Round burn marks;
- Multiple burn marks and burns on unusual areas of the body such as the back, shoulders or buttocks;
- An injury that is not consistent with the account given;
- Changing or different accounts of how an injury occurred;
- Bald patches;
- Symptoms of drug or alcohol intoxication or poisoning;
- Unaccountable covering of limbs, even in hot weather;
- Fear of going home or parents being contacted;
- Fear of medical help;
- Fear of changing for PE;
- Inexplicable fear of adults or over-compliance;
- Violence or aggression towards others including bullying; or
- Isolation from peers.

3. 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

The following may be indicators of sexual abuse (this is not designed to be used as a checklist):

- Sexually explicit play or behaviour or age-inappropriate knowledge;
- Anal or vaginal discharge, soreness or scratching;
- Reluctance to go home;
- Inability to concentrate, tiredness;
- Refusal to communicate;
- Thrush, persistent complaints of stomach disorders or pains;
- Eating disorders, for example anorexia nervosa and bulimia;
- Attention seeking behaviour, self-mutilation, substance abuse;
- Aggressive behaviour including sexual harassment or molestation;
- Unusual compliance;
- Regressive behaviour, enuresis, soiling;

- Frequent or open masturbation, touching others inappropriately;
- Depression, withdrawal, isolation from peer group;
- Reluctance to undress for PE or swimming; or
- Bruises or scratches in the genital area.

4. SEXUAL EXPLOITATION

Child sexual exploitation occurs when a child or young person, or another person, receives “something” (for example food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of the child/young person performing sexual activities, or another person performing sexual activities on the child/young person.

The presence of any significant indicator for sexual exploitation should trigger a referral to children’s social care. The significant indicators are:

- Having a relationship of concern with a controlling adult or young person (this may involve physical and/or emotional abuse and/or gang activity);
- Entering and/or leaving vehicles driven by unknown adults;
- Possessing unexplained amounts of money, expensive clothes or other items;
- Frequenting areas known for risky activities;
- Being groomed or abused via the Internet and mobile technology; and
- Having unexplained contact with hotels, taxi companies or fast food outlets.

5. 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 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 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 also involve seeing or hearing the ill-treatment of another person. 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.

The following may be indicators of emotional abuse (this is not designed to be used as a checklist):

- The child consistently describes him/herself in very negative ways – as stupid, naughty, hopeless, ugly;
- Over-reaction to mistakes;
- Delayed physical, mental or emotional development;
- Sudden speech or sensory disorders;
- Inappropriate emotional responses, fantasies;
- Neurotic behaviour: rocking, banging head, regression, tics and twitches;
- Self harming, drug or solvent abuse;
- Fear of parents being contacted;
- Running away;
- Compulsive stealing;
- Appetite disorders - anorexia nervosa, bulimia; or
- Soiling, smearing faeces, enuresis.

N.B.: Some situations where children stop communicating suddenly (known as “traumatic mutism”) can indicate maltreatment.

6. RESPONSES FROM PARENTS

Research and experience indicates that the following responses from parents may suggest a cause for concern across all four categories:

- Delay in seeking treatment that is obviously needed;
- Unawareness or denial of any injury, pain or loss of function (for example, a fractured limb);
- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to her/his age and development;
- Reluctance to give information or failure to mention other known relevant injuries;
- Frequent presentation of minor injuries;
- A persistently negative attitude towards the child;
- Unrealistic expectations or constant complaints about the child;
- Alcohol misuse or other drug/substance misuse;
- Parents request removal of the child from home; or
- Violence between adults in the household;
- Evidence of coercion and control.

7. DISABLED CHILDREN

When working with children with disabilities, practitioners need to be aware that additional possible indicators of abuse and/or neglect may also include:

- A bruise in a site that might not be of concern on an ambulant child such as the shin, might be of concern on a non-mobile child;
- Not getting enough help with feeding leading to malnourishment;
- Poor toileting arrangements;

- Lack of stimulation;
- Unjustified and/or excessive use of restraint;
- Rough handling, extreme behaviour modification such as deprivation of medication, food or clothing, disabling wheelchair batteries;
- Unwillingness to try to learn a child's means of communication;
- Ill-fitting equipment. for example callipers, sleep boards, inappropriate splinting;
- Misappropriation of a child's finances; or
- Inappropriate invasive procedures.

DEALING WITH A DISCLOSURE OF ABUSE

When a child tells me about abuse s/he has suffered, what must I remember?

- Stay calm.
- Do not communicate shock, anger or embarrassment.
- Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
- Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
- Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- Tell the child that it is not her/his fault.
- Encourage the child to talk but do not ask "leading questions" or press for information.
- Listen and remember.
- Check that you have understood correctly what the child is trying to tell you.
- Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
- Do not tell the child that what s/he experienced is dirty, naughty or bad.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations.

NB It is not education staff's role to seek disclosures. Their role is to observe that something may be wrong, ask about it, listen, be available and try to make time to talk.

Immediately afterwards

You must not deal with this yourself. Clear indications or disclosure of abuse must be reported to children's social care without delay, by the nursery manager or the Designated Safeguarding Lead.

Children making a disclosure may do so with difficulty, having chosen carefully to whom they will speak. Listening to and supporting a child/young person who has been abused can be traumatic for the adults involved. Support for you will be available from your Designated Safeguarding Lead or nursery manager.

ALLEGATIONS ABOUT A MEMBER OF STAFF, GOVERNOR OR VOLUNTEER

1. Inappropriate behaviour by staff/volunteers could take the following forms:
 - **Physical**
For example the intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.
 - **Emotional**
For example intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes that discriminate on the grounds of race, gender, disability or sexuality.
 - **Sexual**
For example sexualised behaviour towards pupils, sexual harassment, inappropriate phone calls, and texts, images via social media, sexual assault and rape.
 - **Neglect**
For example failing to act to protect a child or children, failing to seek medical attention or failure to carry out an appropriate risk assessment.
 - **Spiritual Abuse**
For example using undue influence or pressure to control individuals or ensure obedience, follow religious practices that are harmful such as beatings or starvation.
2. If a child makes an allegation about a member of staff, governor, visitor or volunteer the nursery manager should be informed immediately. The nursery manager should carry out an urgent initial consideration in order to establish whether there is substance to the allegation. The nursery manager should not carry out the investigation him/herself or interview children.
3. The nursery manager must exercise, and be accountable for, their professional judgement on the action to be taken, as follows –
 - If the actions of the member of staff, and the consequences of the actions, raise credible child protection concerns the nursery manager will notify the Local Authority Designated Officer (LADO) Team¹ (Tel: 0121 675 1669). The LADO Team will liaise with Ofsted and advise about action to be taken, and may initiate internal referrals within children's social care to address the needs of children likely to have been affected.
 - If the actions of the member of staff, and the consequences of the actions, do not raise credible child protection concerns, but do raise other issues in relation to the conduct of the member of staff, these should be addressed through the nursery's own internal procedures.
 - If the nursery manager decides that the allegation is without foundation and no further formal action is necessary, all those involved should be informed

¹ In other authorities the LADO service is referred to as the Position of Trust Team (POT)

of this conclusion, and the reasons for the decision should be recorded on the child safeguarding file.

4. Where an allegation has been made against the nursery manager/Proprietor, then the referral needs to be made immediately to LADO Team in determining the appropriate way forward. For details of this specific procedure see the Section on [Allegations against Staff and Volunteers](#) in the procedures of Birmingham Safeguarding Children Board.
5. Where the allegation is against the sole proprietor the referral should be made to the LADO team directly.
6. Ofsted must be informed with 14 days of an allegations against a person in a position of trust.

APPENDIX 4

INDICATORS OF VULNERABILITY TO RADICALISATION

1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
2. Extremism is defined by the Government in the Prevent Strategy as:
Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
3. Extremism is defined by the Crown Prosecution Service as:
The demonstration of unacceptable behaviour by using any means or medium to express views which:
 - Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
 - Seek to provoke others to terrorist acts;
 - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
 - Foster hatred which might lead to inter-community violence in the UK.
4. There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.
5. Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities.
6. Indicators of vulnerability include:
 - Identity Crisis – the student/pupil is distanced from their cultural/religious heritage and experiences discomfort about their place in society;
 - Personal Crisis – the student/pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
 - Personal Circumstances – migration; local community tensions; and events affecting the student/pupil's country or region of origin may contribute to a

sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;

- Unmet Aspirations – the student/pupil may have perceptions of injustice; a feeling of failure; rejection of civic life;
- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration;
- Special Educational Need – students/pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

7. However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

8. More critical risk factors could include:

- Being in contact with extremist recruiters;
- Family members convicted of a terrorism act or subject to a Channel intervention;
- Accessing violent extremist websites, especially those with a social networking element;
- Possessing or accessing violent extremist literature;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Justifying the use of violence to solve societal issues;
- Joining or seeking to join extremist organisations;
- Significant changes to appearance and/or behaviour; and
- Experiencing a high level of social isolation resulting in issues of identity crisis and/or personal crisis.

APPENDIX5

**PREVENTING VIOLENT EXTREMISM -
ROLES AND RESPONSIBILITIES OF THE SINGLE POINT OF CONTACT (SPOC)**

The SPOC for Little Swans Day Nursery is Samantha Tranter , who is responsible for:

- Ensuring that staff of the nursery are aware that you are the SPOC in relation to protecting children/young people from radicalisation and involvement in terrorism;
- Maintaining and applying a good understanding of the relevant guidance in relation to extremism
- Raising awareness about the role and responsibilities off Little Swans Day Nursery in relation to protecting children/young people from radicalisation and involvement in terrorism;
- Raising awareness within the nursery about the safeguarding processes relating to protecting children/young people from radicalisation and involvement in terrorism;
- Acting as the first point of contact within the nursery for case discussions relating to children/young people who may be at risk of radicalisation or involved in terrorism;
- Collating relevant information in relation to referrals of vulnerable children/young people;
- Attending Channel* meetings as necessary and carrying out any actions as agreed;
- Reporting progress on actions to the Channel Co-ordinator; and sharing any relevant additional information in a timely manner.