



SAFEGUARDING & CHILD PROTECTION POLICY HONEY BEE NURSERY

Academic Year 2023-24



This Safeguarding & Child Protection Policy is reviewed and ratified annually and/or when necessary or legislation requires. Any deficiencies or weaknesses identified will be remedied without delay.

Part 1 of this policy is for all staff, volunteers and governors.

Part 2 of this policy is principally for use by Designated Safeguarding Staff, the lead governors /Trustees.

Academic year	Designated Safeguarding Lead	Deputy Designated Safeguarding Lead/s
2023-2024	Mrs N. Talbot	Ms S. Khan

Policy Review date	Date ratified by governor	Date shared with staff
23/07/2024	24/07/2023	29/08/2023

Honey Bee Nursery
Child Protection and Safeguarding Advice
Contact List – September 2023-24

Role / Agency	NAME	Contact Details
Designated Safeguarding Lead (DSL)	Mrs N. Talbot	info@honeybeenurseryleeds.co.uk 0113 2624912
Deputy DSL	MsS.Khan	info@honeybeenurseryleeds.co.uk 0113 2624912
Governors with responsibility for Child Protection and Safeguarding	Parvez Hussain Razaq Raj	Parvezhussain@hotmail.co.uk 07538809097 razaqraj@hotmail.com 07966477036
CSWS Duty and Advice / Front Door Safeguarding Hub	Urgent Child Protection concerns / initial referral	Professionals – 0113 3760336 Members of the public – 0113 2223301
CSWS Emergency Duty Team (out of hours)	Urgent Child Protection concerns	0113 535 0600 childrensEDT@leeds.gov.uk
Education Safeguarding Team	Advice / Training / Safeguarding Audit	0113 3789685 estconsultation@leeds.gov.uk
Local Authority Designated Officer	Allegations against adults in settings	0113 3789687 LADO@leeds.gov.uk
NSPCC Whistleblowing Helpline	Allegations against adults in settings	0800 028 0285
Early Help	- Adult concerns about a child - Children and young people	0113 5351924
Speech Language Therapist	- F. Yorath	0113 8433650 Freya.yorath@nhs.net
PREVENT Team	Prevent training/advice	0113 535 0810 prevent@leeds.gov.uk
SENCO	SEN Co-ordinator Inclusion Worker SENIT	Helen Young - 07891272512 Erma Norford - 07891279199 0113 3785431 senit@leeds.gov.uk

Honey Bee Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

All staff

Refers to all paid adults, students and volunteers (including governors) working in any capacity at Honey Bee Nursery or in events organised by Honey Bee Nursery which brings them in to contact with children, young people and adults at risk.

Child Protection refers to the multi-agency arrangements to identify and protect children who are, or may be at risk of or suffering significant harm.

Safeguarding refers to the protection, safety and promotion of the welfare of all children, young people and adults at risk including when in offsite provision or activities and using ICT. This includes the building of resilience and awareness of risk.

Child is any pupil under the age of 18.

Glossary

- DSL Designated Safeguarding Lead
- DDSL Deputy Designated Safeguarding Lead
- SENDCo Special Education Needs and Disabilities Coordinator
- CSWS Children's' Social Work Services

Visitors to Honey Bee Nursery:

All visitors must sign in on arrival in the visitor book provided and staff/volunteers should collect a Honey Bee Nursery badge where the evacuation outlines the procedure in case there is a fire. This badge must be worn at all times whilst at Honey Bee Nursery setting.

All visitors are asked to conceal their phones in their personal belonging and on silent mode. No photographs or videos are allowed to be taken whilst on the premises. Permission must be given if a parent/carer wants to take a photo of their child in the nursery setting.

Staff must ensure that all visitors to HBN setting are supervised as appropriate.

Part One:

1. Aims

1.1 Honey Bee Nursery aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children`s welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding, identifying children in need of early help, at risk of harm or those that have been harmed.
- Staff are properly trained in recognising and reporting safeguarding issues.
- A culture of vigilance is created and maintained to ensure that we will also act in the best interests of children to protect them from harm, both offline and online.
- Systems for reporting abuse are well promoted, easily understood and easily accessible for children.

The staff and governors of Honey Bee Nursery take as our first priority the responsibility to safeguard and promote the welfare of the children in our care, to minimise risk and to work together with other agencies to ensure rigorous arrangements are in place within our nursery setting to identify, access and support those children who are suffering and to keep them safe and secure whilst in our care.

1.2 The responsibilities set out in this policy apply to all members of the organisation including the children, staff, governors/trustees, visitors, volunteers and trainees working within the organisation. It is fully incorporated into the whole Honey Bee Nursery ethos and within the safety of the physical environment provided for the children.

2. Legislation and statutory guidance

This policy also meets requirements relating to safeguarding and welfare in the Statutory **Framework for the Early Years Foundation Stage (EYFS)** (DfE 2021)

[Working Together to Safeguard Children \(2018\)](#), and HBN comply with this guidance and the procedures set out by our Local Safeguarding Children partnership (LSCP).

This policy is also based on the [Childcare \(Disqualification\) Regulation 2018](#) and the [Childcare Act 2006](#) which sets out who is disqualified from working with children.

Section 5B(11) of the Female Genital Mutilation as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on staff to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18

[Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls.

Statutory [Guidance on the Prevent duty](#), which explains settings' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism

Guidance for safer working practice for those working with children and young people in education settings (GSWP) (Safer Recruitment Consortium May 2019)

HBN establishment is under a statutory duty to co-operate with the published LSCP arrangements. This policy conforms to locally agreed inter-agency procedures and has been ratified by the LSCP.

3. Definitions

3.1 Safeguarding and promoting the welfare of children means:

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

Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

The different types and indicators of abuse.

Children includes everyone under the age of 18.

Equality statement

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children who:

- Have special educational needs or disabilities
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, or radicalisation
- Are asylum seekers
- Children who are in care, previously looked after or any children not growing up with their birth family (this covers private fostering and all kinship arrangements).

Roles and responsibilities

Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff (including those not directly employed by the nursery setting), volunteers, and governors/trustees.

All staff and volunteers are expected to read this policy as part of their induction arrangements as well as the documents referenced below and any updates therein.

All staff

All staff will read and understand The Revised Early Years Foundation Stage (EYFS), Working Together to Safeguard Children and Keeping Children Safe in Education 2022 and review this guidance at least termly.

LINKS

EYFS [Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101311/eyfs-statutory-framework-2021.pdf)
Working together to safeguard children [Working Together to Safeguard Children: Statutory framework \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101311/working-together-to-safeguard-children-2021.pdf)

Keeping children safe in education 2022 [Keeping children safe in education 2022 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101311/keeping-children-safe-in-education-2021.pdf)

All staff will be aware of:

- Our systems which support safeguarding, including Guidance for Safer Working Practice, the role of the designated safeguarding lead (DSL), the behaviour policy, and the safeguarding response to children who go missing.
- The early help process and their role in it, including being alert to emerging problems that may warrant Early Help intervention, by liaising with the DSL and sharing information with other professionals to support early identification and assessment.
- That children's behaviour can be indicative of their emotional well-being and can be linked to mental health. Staff should be aware of behaviour that may communicate the poor well-being can be an indicator of factors such as abuse, neglect or exploitation. Staff need to understand the children's experiences such as abuse, neglect, trauma, and adverse childhood experiences can impact on children's mental health, behaviour and education.
- The process for making referrals to local authority children's social work service (CSWS) and for statutory assessments that may follow a referral, including the role they might be expected to play. Fig 1: Summary of in-Honey Bee Nursery procedures to follow where there are concerns about a child/young person illustrates the procedure to follow if you have concerns about a child's welfare. Wherever possible, speak to the DSL or deputy DSL (in the absence of a DSL) first to agree a course of action. In the absence of a DSL or deputy DSL being available, staff must not delay in directly contacting children's social work duty and advice team or the police if they believe a child is at immediate risk of significant harm.
- Our work in partnership with other agencies in the best interests of the children. Requests for service to CSWS will (wherever possible) be made by the Safeguarding Designated Staff, to the CSWS Duty and Advice team (**0113 3760336**). Where a child already has a child protection social worker, the nursery will immediately contact the social worker involved or in their absence, the team manager of the child protection social worker.
- What to do if staff identify a safeguarding concern or a child tells staff that they are being abused or neglected, including specific issues such as Female Genital Mutilation (FGM), and how to maintain an appropriate level of confidentiality whilst liaising with the relevant professionals.

- At HBN setting procedures for recording any cause for concerns and passing vital information onto the DSL in accordance with the nursery's recording system.
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), FGM, radicalisation and serious and violence.
- Children missing education during nursery days can also be a sign of CCE, including involvement in County Lines.
- During term time, the DSL will be available during nursery hours for staff to discuss any safeguarding concerns. Where the DSL or the deputy DSL is not on site, in addition to the above, a nominated senior leader will assume responsibility for co-ordinating safeguarding on site.

The designated safeguarding lead (DSL) and deputy designated staff.

Our DSL is Mrs N. Talbot. The DSL takes lead responsibility for child protection and wider safeguarding issues.

During term time, the DSL will be available for staff to discuss any safeguarding concerns. The DSL can also be contacted at - nafeesa.talbot@honeybeenurseryleeds.co.uk

When the DSL is absent, the deputy DSL – Ms S. Khan will act as cover.

If the DSL and deputy are not available, contact the Children Services Duty & Advice team
Tel: **0113 3760336** and also the safeguarding Governor.

The DSL will be given the time, training, resources and support to:

- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so.
- Contribute to the assessment of children by providing as much information as possible as part of the referral process to help social care assessments consider contexts outside the home and enable a contextual approach to harm.
- Refer suspected cases, as appropriate, to the relevant body (Children's Social Care duty and advice team, Channel programme, and/or police), and support staff to comply with their mandatory reporting duties in cases where FGM has been identified.
- The DSL will also keep the Safeguarding governor informed of any issues, and liaise with Local Authority Officer and relevant professionals for child protection concerns as appropriate.
- The organisation will ensure representation at appropriate inter-agency meetings such as Initial and Review Child Protection Conferences, and Planning and Core Group meetings, as well as Family Support Meetings.
- Provide reports as required for meetings. If DSL is unable to attend a meeting, a written report will be sent. Reports will, wherever possible, be shared with parents/carers at least 24 hours prior to the meeting.
- Where a child/young person is subject to an inter-agency child protection plan or any multi-agency risk management plan, the DSL will contribute to the preparation, implementation and review of the plan as appropriate.

The Role of the designated safeguarding lead. All designated safeguarding leads and deputy safeguarding leads must read and comply with this.

The Governor/Trustees` board

The Trustees board will approve this policy at each review, and hold the DSL to account for its implementation.

The Trustees board will appoint a lead Governor to monitor the effectiveness of this policy in conjunction with the full trustee board.

In the event that an allegation of abuse is made against the DSL, the chair of trustees will act as the 'case manager'.

The trustees board, senior leadership team, are responsible for satisfying themselves and obtaining written assurances from any relevant lettings and alternative/off site providers and provisions that their safeguarding arrangements are secure and in keeping with Early Years Foundation Stage Framework.

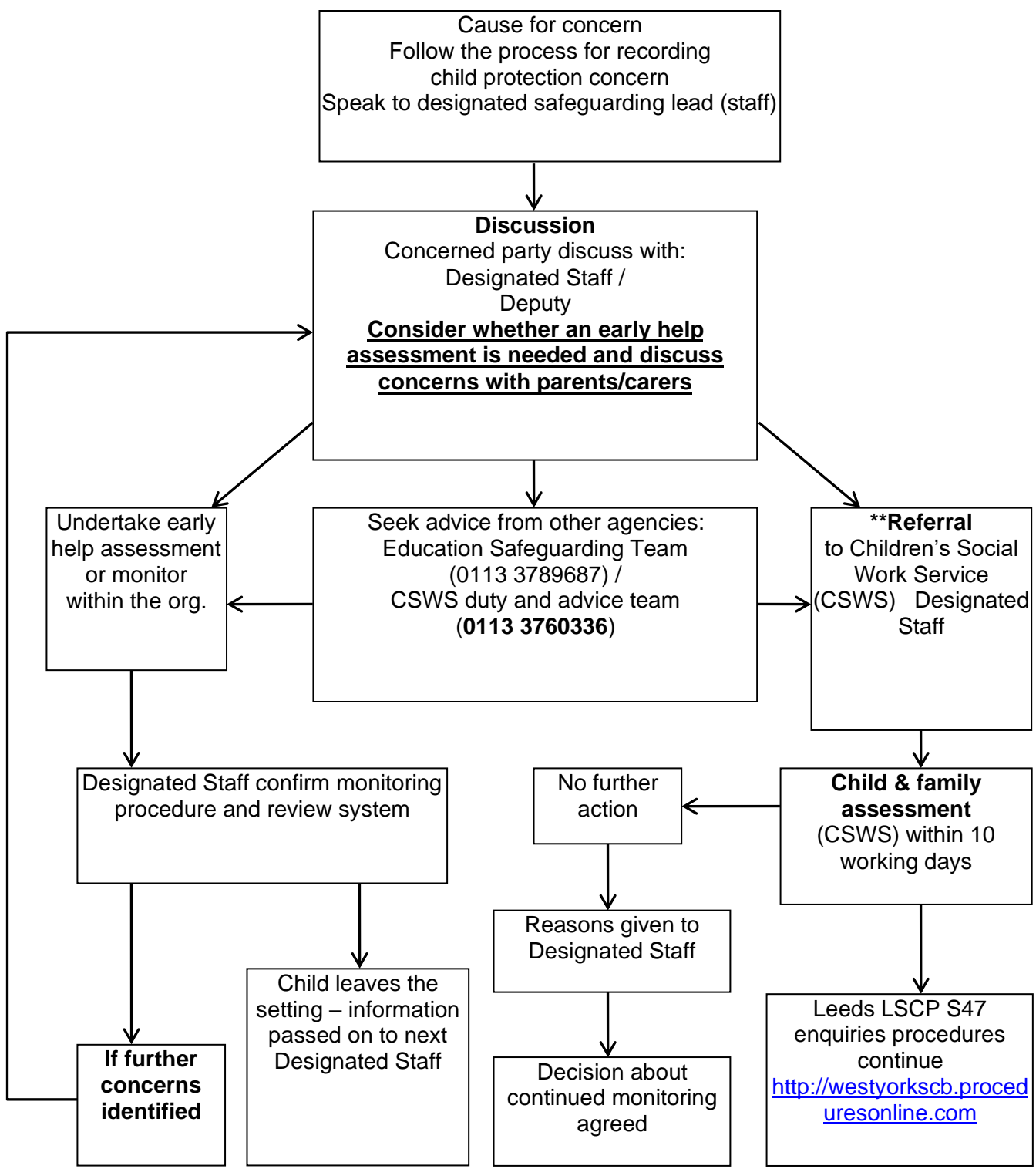
The trustees` board will supply information as requested by the LSCP.

The DSL

The DSL is responsible for the implementation of this policy, including:

- Ensuring that staff (including temporary staff) and volunteers are informed of this policy as part of their induction
- Communicating this policy to parents/carers when their child/young person joins the nursery setting.
- Ensuring that the DSL has appropriate time, training and resources, and that there is always adequate cover if the DSL is absent
- Ensuring that all staff undertake appropriate safeguarding and child protection training and update this regularly
- Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate.

Fig 1: Summary of in-Honey Bee Nursery procedures to follow where there are concerns about a child/young person



Confidentiality and Information Sharing

Confidentiality is an issue that needs to be understood by all those working with children, particularly in the context of safeguarding.

Honey Bee Nursery recognises that the only purpose of confidentiality in this respect is to benefit the child. Staff/volunteers and visitors to Honey Bee Nursery should never promise a child that they will not tell anyone about an allegation/report of abuse, and must pass any cause for concerns immediately to a designated safeguarding lead.

Confidentiality is addressed throughout this policy with respect to record-keeping dealing with reports of abuse [appendix 2] allegations of abuse against staff and working with parents

Information sharing

Timely information sharing is essential for effective safeguarding. Honey Bee Nursery will share safeguarding information as appropriate in keeping with the principles outlined in the government guidance document, [Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers \(DfE 2018\)](#). This guidance has been produced to support practitioners in the decisions they take to share information, which reduces the risk of harm to children and young people and promotes their well-being.

Working with parents and other agencies to protect children

Parents/carers will be made aware of our children programme procedures in respect to taking any reasonable action to safeguard the welfare of its children. In cases where the organisation has reason to be concerned that a child may be suffering significant harm, ill treatment or neglect or other forms of harm, staff will follow the procedures for responding to suspected cases of child abuse outlined in this policy document and contact CSWS Duty and Advice team to discuss their concerns.

In keeping with Early Years Foundation Stage guidelines, we will endeavour wherever possible to obtain at least an emergency contacts for every child in the nursery in case of emergencies, and in case there are welfare concerns at home.

In general, we will discuss concerns with parents/carers before approaching other agencies and will seek to inform parents/carers and receive their consent when making a referral to another agency. Appropriate staff will approach parents/carers after consultation with the DSL. The exception to this rule will be in situations where a member of staff has reasonable cause to believe that informing parents/carers of a referral to another agency may increase the risk of significant harm to the child.

Parents/carers are informed about our Safeguarding & Child Protection policy through: Honey Bee Nursery leaflets & newsletters etc. A safeguarding & child protection statement is prominent in the Honey Bee Nursery foyer/reception area **Multi-agency work**

We will co-operate with CSWS in accordance with the requirements of the Children Act and allow access to child and child protection records for them to conduct section 17 or section 47 assessments.

In the best interests of children at risk, we will work with all relevant professionals and agencies as required to safeguard children and promote their welfare.

Our role in the prevention of abuse

We will identify and provide opportunities for children to develop skills, concepts, attitudes and knowledge to promote their safety and well-being.

The programme in line with the EYFS framework 2021.

Relevant issues will be addressed through other areas of the EYFS. For example, circle time and together time

7.2 Other areas of work

All our policies that address issues of power and potential harm, e.g. Equalities, Positive Handling, Behaviour, will be linked to ensure a holistic approach.

Our Safeguarding and Child Protection policy cannot be separated from the general ethos of the organisation which is to ensure that children are treated with respect and dignity, feel safe, and are listened to.

Our role in supporting children

We will offer appropriate support to individual children who have experienced abuse or who have abused others.

In cases where children have experienced abuse, the DSL will ensure that appropriate support is offered. An individual support plan will be devised, implemented and reviewed regularly should the child (victim, perpetrator, or other child affected) require additional pastoral support/intervention. This plan will detail areas of support, who will be involved (i.e. learning mentor, key worker) and the child's wishes and feelings. A copy of the individual support plan will be kept in the child's child protection record [appendix 5]

Children with Additional Needs:

We recognise that while all children have a right to be safe, some children *may* be more vulnerable to abuse e.g. those with a disability or special educational need, those living with domestic violence or drug/alcohol abusing parents, etc.

When our organisation is considering excluding, either fixed term or permanently, a vulnerable child and/or a child who is either subject to a S47 Child Protection plan or there are/have previously been child protection concerns, we will undertake an informed (multi-agency where other professionals are involved) risk-assessment prior to making the decision to exclude. In the event of a one-off serious incident resulting in an immediate decision to permanently exclude, the risk assessment must be completed prior to convening a meeting of the governing board. Children in Specific Circumstances

This organisation follows the Leeds LSCP (www.leedsLSCP.org.uk) online multi-agency procedures and will, where necessary, have due regard to the government guidance for children in specific circumstances as outlined in Part 1 and Annex A

Female Genital Mutilation: The Mandatory Reporting Duty

The Department for Education's Keeping Children Safe in Education explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs".

FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'.

Any staff who discovers that an act of FGM appears to have been carried out on a **child** must immediately (in consultation with the DSL) report this to the police, personally. This is a statutory duty, and staff will face disciplinary sanctions for failing to meet it.

The duty above does not apply in cases where a child is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff must not examine a child.

Any other member of staff who discovers that an act of **FGM** appears to have been carried out on a **pupil under 18** must speak to the **DSL** and follow our local safeguarding procedures.

Any member of staff who suspects a child is *at risk* of **FGM** or discovers that a **teen age 18 or over** appears to have been a victim of FGM, must speak to the DSL and follow our [local safeguarding children's partnership procedures](#).

Radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
Responding to concerns about radicalisation

If staff are concerned about a change in the behaviour of an individual or see something that concerns them (**this could be a colleague too**) they must seek advice appropriately with the DSL who must contact the Education Safeguarding Team or the Prevent Education Officer– 07891 273720 for further advice (see appendix 10).

Honey Bee Nursery organisation is expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them. The Education Safeguarding Team and the Prevent team can advise and identify local referral pathways.

Effective early help relies on all staff to be vigilant and aware of the nature of the risk for children and what support may be available. Honey Bee Nursery will ensure that as far as possible all front line staff will undertake Prevent awareness training (e.g. Workshop to Raise Awareness of Prevent [WRAP]).

There must be a co-ordinated multi-agency approach through a risk assessment management plan (RAMP) to respond to their needs which will include parent/carers, youth justice (where appropriate), children's social work service and health. Further support and advice on AIM Checklists and/or undertaking a RAMP can be obtained from the Education Safeguarding Team on 0113 3789685.

Children and young people who abuse others will be responded to in a way that meets their needs as well as protecting others within the Honey Bee Nursery organisation through a multi-agency risk assessment.

Where child exploitation (ie; trafficking, modern day slavery etc., or the risk of it, is suspected, frontline practitioners must notify the designated member of staff for child protection, in line with the child protection policy reporting systems.

The DSL must complete the child exploitation risk identification tool for partners [appendix 8] and refer to the table at the end of the tool to help decide how to proceed. A copy of the completed tool must be kept in the child's child protection records for future reference. The DSL can also refer a child to the monthly Multi-agency Child Exploitation meeting if it is felt that the criteria for referral is met and a discussion is warranted, information should be emailed to chs.mace@leeds.gov.uk. Information provided should include: name; date of birth; what the risks are; what has been put in place to lessen the risk; and the plan that the child is subject to. Referrals will be triaged and if selected, the social worker, team manager or other relevant practitioner involved will be invited to attend the MACE meeting for a short discussion.

If the child already has an allocated social worker, the DSL must contact them (or their team manager) to discuss any concerns about child exploitation.

A copy of the child exploitation risk identification tool for partners (see Appendix 8 for partners) can be obtained from the LSCP Website:
<https://www.leedsscp.org.uk/Practitioners/Child-Exploitation-and-Children-Missing-from-Home/County-Lines>

We will ensure that the nursery works in partnership with parents / carers and other agencies as appropriate. This includes facilitating return to home interviews as requested.

Safer Environment

The governor/ trustee board will ensure that the following appropriate policies and procedures are in place in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare:

- Whistle Blowing/Confidential reporting policies (guidance to staff and volunteers on how they can raise concerns and receive appropriate feedback on action taken when staff have concerns about any adult's behaviour)
- Guidance on Safer Working Practices
- Safeguarding and Child Protection policy.
- The organisation behaviour policy

Safer Recruitment, selection and pre-employment vetting

Honey Bee Nursery pays full regard and commitment to following the safer recruitment, selection and pre-employment vetting procedures. Honey Bee Nursery will maintain a single central record which demonstrates the relevant vetting checks required including: a barred list check, DBS check at the correct level, identity, qualifications, prohibition order and right to work in the UK.

All recruitment materials will include reference to the Honey Bee Nursery commitment to safeguarding and promoting the wellbeing of children. (Appendix 7)

Honey Bee Nursery will ensure that all recruitment panels include at least one person that has undertaken the safer recruitment consortium, safer recruitment training as recommended by the Local Authority/Leeds LSCP.

Honey Bee Nursery will ensure that written risk assessments are undertaken in situations where information provided on DBS certificates necessitates so. Written risk

assessments must be undertaken for all volunteers **not** engaging in regulated activity. Advice and support for carrying out risk assessments can be accessed through the organisation's HR Advisor/Provider/Contact or the Education Safeguarding Team.

Procedures in the event of an allegation against a member of staff or person in their organisation.

These procedures must be followed in any case in which it is alleged that a member of staff, trustees, visiting professional or volunteer has:

- a) behaved in a way that has harmed a child or may have harmed a child**
- b) possibly committed a criminal offence against or related to a child**
- c) behaved towards a child or children in a way that indicates s/he may pose a risk of harm to children**

Inappropriate behaviour by staff/volunteers could take the following forms:

- Physical, for example 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 which discriminate on the grounds of race, gender, sex, disability or sexuality.
- Sexual, for example sexualised behaviour towards children, grooming, sexual harassment, sexual assault and rape.
- Neglect which may include failing to act to protect a child or children, failing to seek medical attention or failure to carry out appropriate/proper risk assessment etc.
- Staff have duty to disclose to the DSL where their relationships and associations both within and outside of the workplace (including online) may have implications for safeguarding children.

A safeguarding complaint that meets the above criteria must be reported to the **DSL** immediately. If the complaint involves the Nursery manager, **the organisation safeguarding governor and/or LADO**. will be informed as required.

The case manager should gather as much information about the alleged incident as necessary in order to establish whether there is substance to the allegation. The case manager must use the local authority designated officer (LADO) notification form in order to assess the level of concern. As part of this initial consideration, the case manager should consult with their setting's Advisor/provider/contact. The completed LADO notification form must be sent to lado@leeds.gov.uk **within one working day of the allegation being made**. This will assist the organisation case manager in consultation with the **LADO** to decide on the most appropriate course of action. This includes when to inform the member of staff of any concerns raised. Parents or carers of the child or children involved should be told about the allegation as soon as possible if they do not already know of it.

The case manager **must not** carry out an investigation or **directly interview** an individual about whom there is a concern until the above process has been duly completed and relevant partners have been consulted.

A multi-agency allegations management meeting may be arranged to look at the complaint in its widest context. The case manager must attend this meeting, which will be arranged by the **LADO**. All issues must be recorded and the outcome reached must be noted to ensure closure.

In many cases it may be appropriate to provide further training and support to staff/volunteers and ensure that they are clear about the expectations for their conduct.

In more serious cases, allegations may be investigated under the formal disciplinary procedures and, where allegations are upheld, formal warnings issued as well as specific training and support. In cases where children may be at further risk and/or evidence/witnesses may be compromised and/or the allegations are so serious that they may, if upheld, constitute gross misconduct, suspension of the member of staff/volunteer may be appropriate and should be considered in line with the school's Disciplinary Policy.

Any staff/volunteers who are dismissed by the organisation for gross misconduct or cumulative misconduct relating to safeguarding of children/young people will be referred to the DBS for consideration of barring. Similarly, where the organisation has a reasonable belief that the member of staff/volunteer would have been dismissed by this organisation had they been employed at the time of the conclusion of investigations, they will be referred to the DBS. This organisation will keep written records of all of the above.

The Local Authority Designated Lead (LADO)Tel: 0113 3789687

Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, staff can contact **LADO**, in addition to other whistleblowing channels which may be open to them.

The Leeds City Council whistleblowing policy states that concerns can be raised by the following methods:

- Whistleblowing hotline 0113 3788008 (dedicated hotline answered by a member of the Internal Audit team or an answerphone).
 - E-mail concerns@leeds.gov.uk
 - In writing Internal Audit, 3rd Floor West, Civic Hall, Leeds, LS1 1JF
- The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday and Email: help@nspcc.org.uk
- **Training and Support**

All staff members will be made aware of systems within the organisation that support safeguarding and these will be explained to them as part of staff induction. This includes: safeguarding /child protection policy; the organisation safer working practice document and the organisation whistleblowing procedures.

We recognise the stressful and traumatic nature of child protection work. Access to regular and timely supervision is an essential form of support for all designated safeguarding staff. Children's Services Education Safeguarding team are also potentially available for advice and support (Tel: 0113 3789685).

Designated Safeguarding staff will attend the 3-day Children's Services Education child protection training course, and the Leeds LSCP multi-agency Working Together to Safeguard Children and Young People training. They will attend refresher training

at least every two years. The DSL will undertake Prevent Awareness Training (e.g. Workshop to Raise Awareness of Prevent [WRAP]) to enable them to provide advice and support to other members of staff on protecting children from the risk of radicalisation.

The organisation will ensure all staff including temporary and volunteers receive induction and updated INSET appropriate to their roles and responsibilities, especially staff new to Honey Bee Nursery. All staff will access refresher training at least every three years and regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Access to training can be via Leeds for Learning, Children's Services Education Safeguarding Team and the LSCP.

The DSL will attend appropriate safeguarding training at least every three years.

Trustees, including the nominated governor will attend specific training for their role, updated at least every three years.

Any training accessed through third party/independent providers must reflect the LSCP protocols and the LSCP minimum standards checklist. This training will be recorded by the organisation on a separate database.

Child Protection Records

Child protection and safeguarding records will be held securely, with access being restricted to the DSL and their deputies, and in cases of Early Help, the nominated lead professional, if this is not a designated safeguarding lead/officer. For further information please see [Early Help Assessments](#). The following information must be kept securely with restricted access, whether paper or electronic:

- Chronology (summary of significant events and the actions and involvement of the Nursery setting)
- All completed child protection cause for concern records
- Any child protection information received from the child's previous educational establishment
- Records of discussions, telephone calls and meetings with colleagues and other agencies or services
- Professional consultations
- Letters and emails sent and received relating to child protection matters
- Referral forms sent to CSWS, other external agencies or education-based services
- Minutes or notes of meetings, e.g. child protection conferences, core group meetings, etc., copied to the file of each child in the family, as appropriate
- Formal plans for, or linked to, the child e.g. child protection plans, Early Help (previously known as CAF's), risk assessments etc
- A copy of any support plan for the child concerned. [appendix 5]

Where a child leaves their existing provision, we will ensure that the child protection file is transferred securely and separately from the main child file to the receiving educational establishment (where this is known) as soon as possible and within 15 working days. This is a legal requirement set out under regulation 9 (3) of 'The Education (Pupil Information Regulations) 2005'. A copy of the chronology must be retained for audit purposes.

Where there is an existing risk management plan/assessment in place for behaviours that are deemed potentially harmful to a child or others (I e self-harming or harmful

sexualised behaviour), this information must be shared with the destination provision prior to the child starting so that appropriate care and control measures can be put in place to mitigate the potential of any risk of further harm occurring. The DSL will also consider if it would be appropriate to share any information with the new setting/school in advance of a child leaving, for example prior to a transfer programme.

Children records will be transferred in a secure manner, for example, through secure electronic file transfer or by hand. When hand-delivering children`s records, a list of the names of those children whose records are being transferred and the name of the setting they are being transferred to must be made and a signature obtained from the receiving setting as proof of receipt. When sending records through secure electronic file transfer, a delivery and read receipt of the transfer must be retained for audit purposes.

If a child moves from our records, child protection records will be forwarded onto the named DSL at the new school/setting, with due regard to their confidential nature. Good practice suggests that this will always be done with a face to face handover between designated staff or a verbal conversation is had over the telephone if a face to face handover is not possible. A signed receipt of file transfer or an electronic delivery and read receipt must be obtained for audit purposes by the delivering setting.

If sending by post, children records will be sent “Special Delivery”. A note of the special delivery number will also be made to enable the records to be tracked and traced via Royal Mail.

For audit purposes a note of all children’s records transferred or received will 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. A copy of the child protection chronology will also be retained for audit purposes and kept securely.

When a DSL member of staff resigns their post or no longer has child protection responsibility, there will be a full face to face handover/exchange of information with the new post holder.

In exceptional circumstances when a face to face handover is unfeasible, it is the responsibility of the nursery manager to ensure that the new post holder is fully conversant with all procedures and case files.

All DSLs receiving current (live) files or closed files must keep all contents enclosed and not remove any material.

All receipts confirming file transfer must be kept in accordance with the recommended retention periods. For further information refer to the archiving section. **Children’s and parents’ access to child protection files**

Under Data Protection legislation (General Data Protection Regulation & Data Protection Act 2018) a child or their nominated representative have a number of legal right in respect of information relating to them. These rights include the right to access and the right to rectification of inaccurate data. Therefore, all information will be accurately recorded, objective in nature and expressed in a professional manner.

Any child who has a child protection file has a right to request access to it. However, neither the child nor the parent has an automatic right to see all the information held in child protection records. Information can be withheld if disclosure:

- could cause serious harm or is likely to cause serious harm to the physical or mental health or condition of the child or another person; or
- could reveal that the child or another person has been a subject of or may be at risk of child abuse, and the disclosure is not in the best interests of the child; or
- is likely to prejudice an on-going criminal investigation; or
- information about the child also relates to another person who could be identified from it or the information has been given by another person who could be identified as the source, unless the person has consented to the disclosure or the person providing the information is an employee of the establishment or the Local Authority.

It is best practice to make reports available to the child or their parents unless the exceptions described above apply. If an application is made to see the whole record, advice can be sought from the Leeds Adults, Health and Children's Information Governance Hub.

Contact email: IMG.AC@leeds.gov.uk

Appendix 1: **Definitions and indicators of abuse**

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)
- Ensure access to appropriate medical care or treatment

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

Examples which may indicate neglect (it is not designed to be used as a checklist):

- Hunger
- Tiredness or listlessness
- Child dirty or unkempt
- Poorly or inappropriately clad for the weather
- Poor school attendance or often late for school
- Poor concentration
- Affection or attention seeking behaviour
- Untreated illnesses/injuries
- Pallid complexion
- Stealing or scavenging compulsively
- Failure to achieve developmental milestones, for example growth, weight

- Failure to develop intellectually or socially
- Neurotic behaviour

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.

Examples which may indicate physical abuse (not to be used as a checklist):

- Patterns of bruising; inconsistent account of how bruising or injuries occurred
- Finger, hand or nail marks, black eyes
- Bite marks
- Round burn marks, burns and scalds
- Lacerations, wealds
- Fractures
- 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

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. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Examples which may indicate sexual abuse (it 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
- Unusually compliant
- Regressive behaviour, Enuresis, soiling
- Bruises, scratches in genital area

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 in participating in normal social interaction. It may also 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

Examples which may indicate emotional abuse (it is not designed to be used as a checklist):

- Over-reaction to mistakes, continual self-deprecation
- Delayed physical, mental, 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 / Going missing
- Compulsive stealing
- Masturbation, Appetite disorders - anorexia nervosa, bulimia
- Soiling, smearing faeces, enuresis

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

Child Sexual Exploitation: Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 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. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Reference: Child Sexual Exploitation. *Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation* (DfE 2017)

Responses from parents

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

- An unexpected delay in seeking treatment that is obviously needed
- An unawareness or denial of any injury, pain or loss of function (e.g. 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
- Unrealistic expectations or constant complaints about the child
- Alcohol misuse or other drug/substance misuse
- Parents request removal of the child from home
- Violence between adults in the household

Children with Special Educational Needs and Disabilities

When working with children with special educational needs and 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. The LSCP have a multi-agency protocol to support professionals in making informed judgements for bruising in non-independently mobile children.
<https://www.leedsscp.org.uk/LSCB/media/Images/pdfs/Multi-agency-Bruising-Protocol-for-Children-Not-Independently-Mobile-V4.pdf>
- 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 e.g. deprivation of liquid medication, food or clothing, disabling wheelchair batteries
- Unwillingness to try to learn a child's means of communication
- Ill-fitting equipment e.g. callipers, sleep boards, inappropriate splinting;
- Misappropriation of a child's finances
- Invasive procedures

Appendix 2 Responding to children who report abuse.

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

- Stay calm
- Do not transmit 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.
- Do not take photographs or make videos of any injuries reported by a child.
- 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 the staff's role to investigate reports of abuse. Their role is to observe that something may be wrong, ask about it, listen, be available and respond appropriately.

Immediately afterwards

You must not deal with this yourself. All reports of abuse must be responded to in keeping with the professional roles and responsibilities outlined in figure 1: Summary of Honey Bee Nursery procedures to follow where there are concerns about a child/young person.

Appendix 4 Cause for Concern Form

Page 1 of 2

Strictly Confidential

Note: Please do not interpret what is seen or heard; simply record the facts. After completing the form, pass it immediately to the Designated Lead.

Name of child.....

Name of staff member completing form.....

Day..... Date..... Time..... Place.....
(of observed behaviour / discussion / report of abuse)

Nature of incident / concern including relevant background (Record child's word verbatim and any wishes and feelings expressed)

Signed: _____

Action/passed to _____

For: Designated Safeguarding Lead Officer Use

Name: _____ Date: _____ Time _____

Action Taken	By whom	Outcome
<p>Discuss with child</p> <p>Ensure the child's wishes and feelings are ascertained where appropriate and fully recorded.</p>		
<p>Monitoring sheet</p>		
<p>Check behaviour database, for recent incidents, that might be significant to inform assessment</p>		
<p>Contact parents Please tick</p> <p>Telephone Call ____ Meeting: ____ Email : ____</p>		
<p>Refer as appropriate (i.e CSWS, cluster, family support etc..)</p>		
<p>Other (Please specify)</p>		

Appendix 5 SMART Plan

Example: Overview of Pupil Support/SMART Plan

Child Protection child Support Plan Information	Name of child:		
Current Care/living arrangements			
Support needs identified			
	Support/Intervention		
Type of support/intervention	Provider	Start Date	End Date
	Agencies Involved		
Name of professional	Agency	Email	Telephone

Appendix 6 Honey Bee Nursery Welcoming Leaflet

A warm welcome to all visitors

Please can you ensure you sign in after entering, as a security of the premises

In the event of an emergency please leave the building by the nearest fire exit, which will be identified by a green exit sign and assemble on the main playground at the front of the building.

We pride ourselves on being an organised setting with high expectations of behaviour.

If you have any concerns regarding child protection, then please refer these to the designated safeguarding lead for child protection.

We hope you have an enjoyable visit.

Part Two:

The following Appendices reflect our LSCP referral pathways and procedures for responding to specific circumstances, which must be read and followed by all staff as appropriate when responding to individual concerns and circumstances and pre-appointment checks...

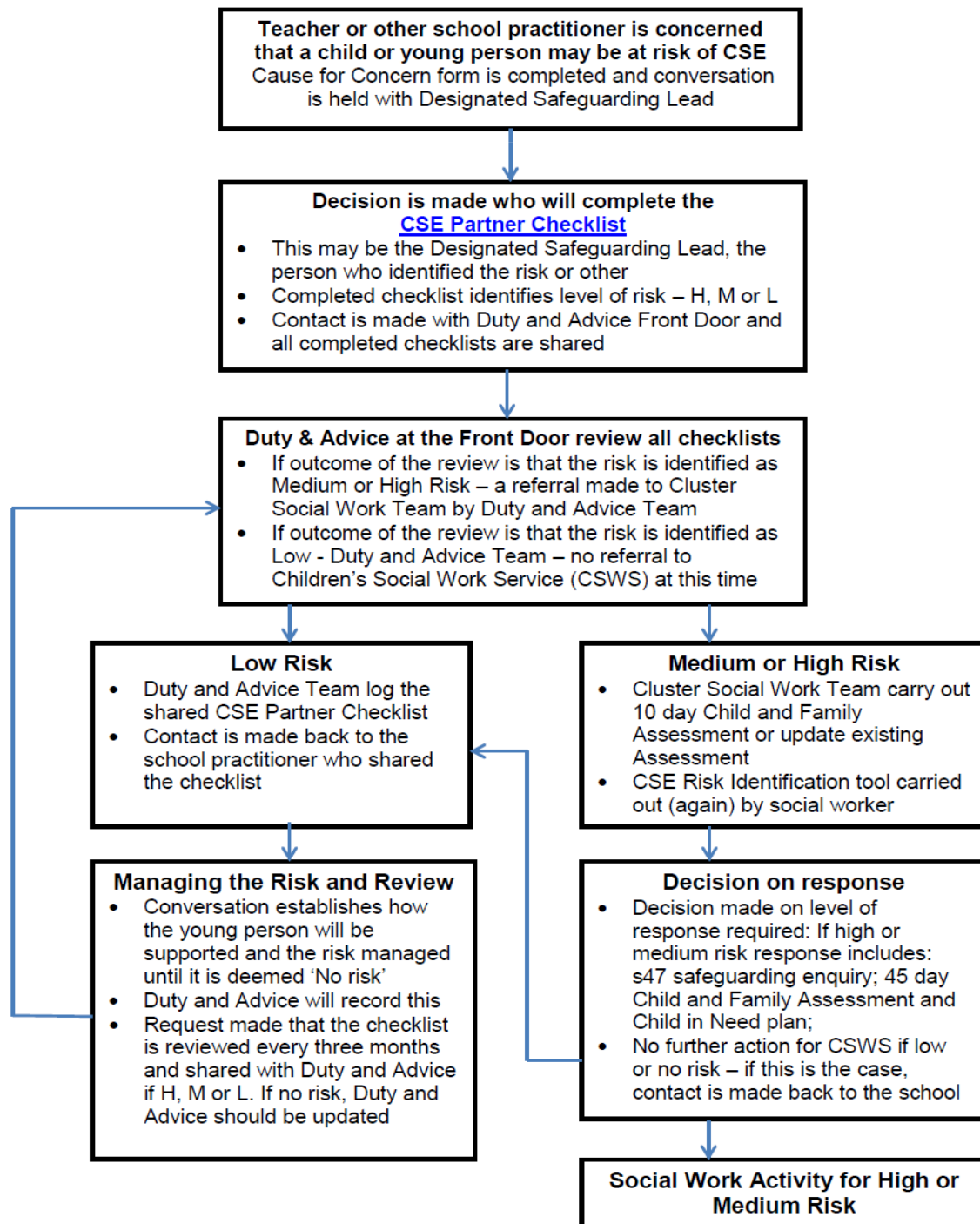
Appendix 7 Recruitment and Selection Checklist

	Initials	Date
Vacancy advertised. Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked		
Application form on receipt - Scrutinised – any discrepancies/anomalies/gaps in employment and signed to confirm that the applicant accepts the content is true.		
Two References. Sought directly from referee on short-listed candidates. This should be the head teacher (or most recent manager) within the organisation; ask recommended specific questions around suitability to work with children.		
Interview arrangements - Supporting evidence to verify that at least one member of the interview panel for recruitment has completed safer recruitment training.		
Copy of Interview notes - Explores applicants' suitability for work with children as well as for the post		
Note: identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure		
Conditional offer of appointment: pre appointment checks. Offer of appointment is made conditional on satisfactory completion of the following pre- appointment checks and, for non-teaching posts, a probationary period		
Identity - copies of relevant documents kept in file		
Qualifications - copied of relevant documents kept in file		
Evidence of permission to work in UK, if required		
DBS certificate - satisfactory DBS certificate checked		
DBS Barred list – person is not prohibited from taking up the post		
Child care(Disqualification) Regulations 2009 Letter- For any staff who work in childcare provision or who are directly concerned with the management of such provision as defined in the statutory guidance.		
Health – the candidate is medically fit		
Prohibition – (for anybody undertaking teaching work in any type of school) the member of staff has not been included in the prohibition list or interim prohibition list		
Qualified Teacher Status (QTS) – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges) the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher education institution, or the FE Teaching Certificate conferred by an awarding body		
Statutory induction (for teachers who obtained QTS after 7 May 1999)		
Each member of staff must have been given a copy of the following documents, with signed verification of receipt and that they have read and understood them		
Copy of organisation's child protection policy		
Copy of the setting's behaviour policy		
Copy of Guidance for safer working practice		
Copy of organisation's whistleblowing procedures		
Copy of Keeping Children Safe in Education (most updated version) including a copy of Annex A		
Copy of the setting's ICT Acceptable use policy		
Copy of the organisations online safety policy		
Child Protection training and induction		
Information of the setting's CME processes		

Appendix 8 Child Exploitation Response Checklist

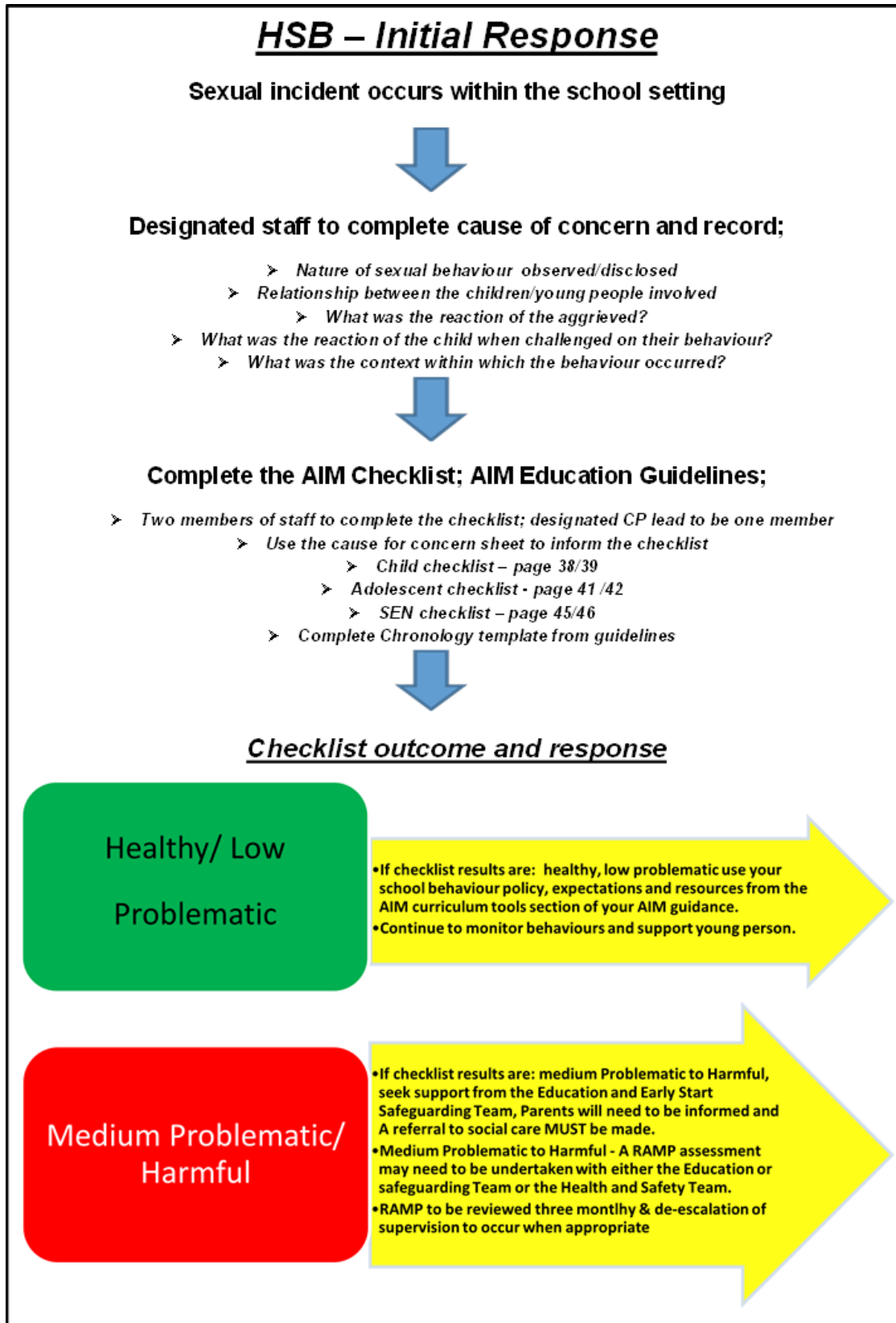
Responding to identified concerns about Child Sexual Exploitation (CSE) in schools

Education professionals can also use the [WY Police CSE information report form](#) on the Leeds LSCB website to share any information which could help identify possible perpetrators of CSE, or children at risk of CSE.



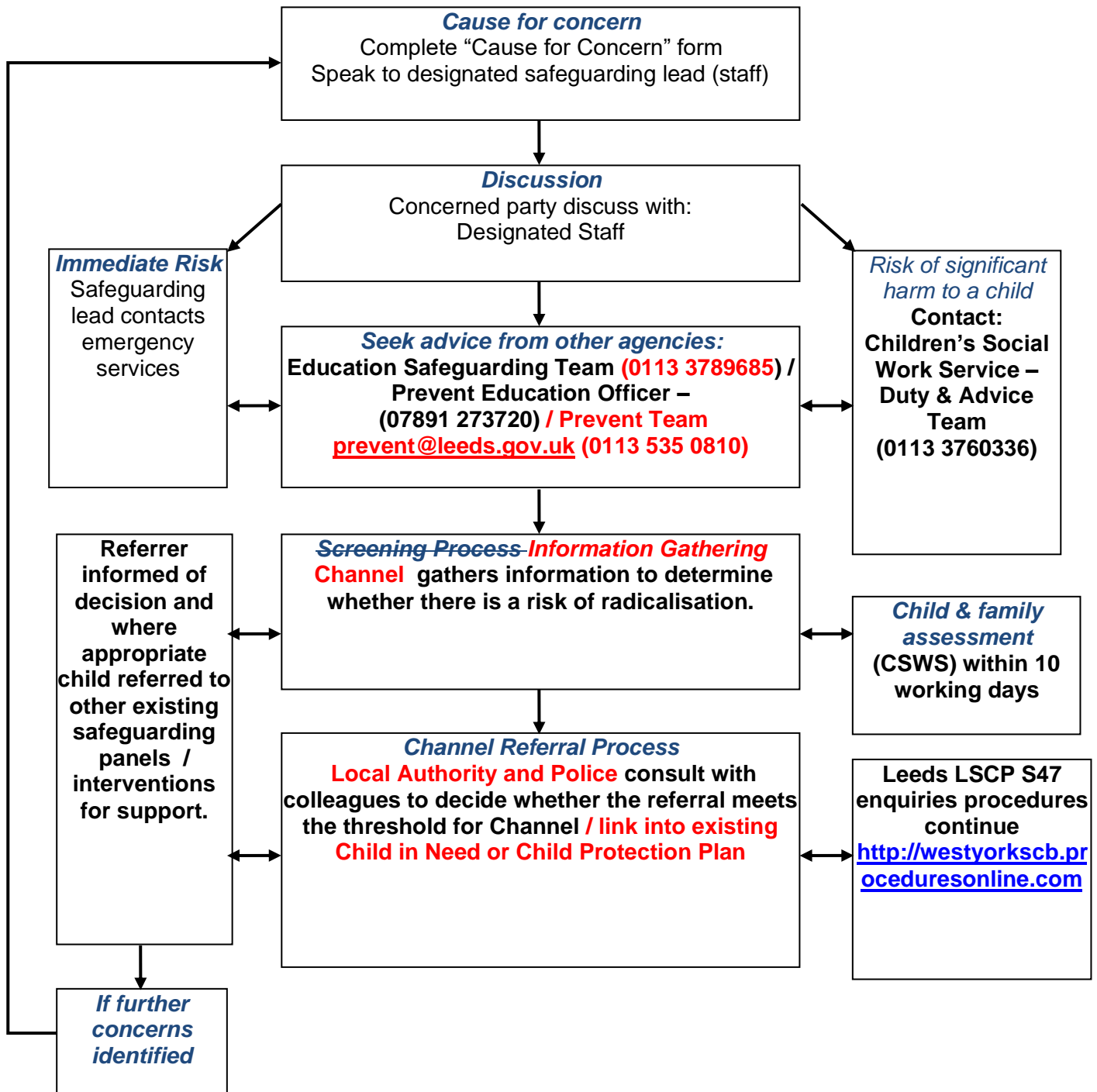
Appendix 9 Harmful Sexual Behaviour Response Checklist

Further information and relevant guidance documents referred to, are available electronically from Leeds Education Hub – Safeguarding Page and directly upon request from education.training@leeds.gov.uk.



Appendix 10 Radicalisation Response Checklist

Summary of in-school procedures to follow where there are potential radicalisation concerns about a child/member of staff



Further information and relevant guidance documents are available from the **Prevent Team** or directly upon request from education.training@leeds.gov.uk

Please return this form to the relevant contact listed below:

Child or young person's view	<i>Has the young person's views been sought: Yes/No</i> (to include: when, by whom and detail of interview) <i>If not please specify reason and date when young person will be seen)</i>
Parent or carer's view	<i>Has the parent/carer been notified and their views sought: Yes/No</i> (to include: when, by whom and detail of interview) <i>If not please specify reason)</i>

Have you discussed this concern with the appropriate Line Manager and Human Resources within your organisation?

What is their view

Does the professional have children of their own? if known please give names & ages

Previous concerns of a safeguarding nature:

Please identify (in chronological order) any previous/historical concerns of a safeguarding nature by the professional concerned.

Detail of Allegation	Referral Details (to include name of referrer, date, time, detail of allegation and professional (s) involved)
-----------------------------	---

Does the professional work with children in any other capacity?

Does the professional acknowledge the concern? Please consult with HR if advice is required about talking to the member of staff What is their view

Do you believe that the individual concerned poses a current risk of significant harm to children and young people in your organisation?
<i>Please explain your rationale for both a Yes or No response.</i>

In your professional opinion what action should be taken in regard to the individual facing the allegation or concern?

--

If the professional who these concerns are about, is not a member of staff directly employed by your organisation (i.e. an agency worker). Have you discussed this concern with the appropriate Line Manager for the organisation concerned? (If not, please contact the employer and complete the section below, prior to submitting this notification)

What is their view

Name of employer:

Contact details:

LADO Discussion

Please provide relevant details

Form Completed by:

Contact details:

Information entered on MOSAIC: YES

NO