



## **Safeguarding Children Policy (Incorporating Child Protection Procedures)**

### **The Safeguarding and Welfare Requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS- Current Edition) state:**

“Children learn best when they are healthy, safe, secure, when their individual needs are met, and when they have positive relationships with the people caring for them.” [GOV.UK](https://www.gov.uk)  
“Providers must take all necessary steps to keep children safe and well.” [GOV.UK](https://www.gov.uk)

Overall and final responsibility for Safeguarding within the company is that of:

#### **The Chief Executive**

Operational responsibility for ensuring this policy is put into practice by settings is delegated to:

#### **Operations Director**

Day to day responsibility for ensuring this policy is put into practice by settings is delegated to:  
**Designate Safeguarding Lead (DSL/DSMS/DSP)**

(Local authorities may use different names e.g. Designated Senior Person but they have the same meaning)

The Designated Safeguarding Lead's (DSL) at your site are:

#### **Named DSL details are available within setting**

#### **Aims**

The purpose of this safeguarding policy is to provide a secure framework for the setting workforce in safeguarding and promoting the welfare of those children and young people who attend our setting. The policy aims to ensure that:

#### **All our children are safe and protected from harm.**

Other elements of provision and policies are in place to enable children to feel safe and adopt safe practices. Staff, children, visitors, volunteers and parents are aware of the expected behaviours' and the settings legal responsibilities in relation to the safeguarding and promoting the welfare of all of our children.

Included in our practices to safeguard children is the need for staff to be vigilant to our children and families being influenced by extremist propaganda and radicalisation, as described within the Prevent Duty guidance. This includes supporting British Values, as defined by Government. to be ensuring we uphold -



**Democracy:** making decisions together, for example giving opportunities to develop enquiring minds in an atmosphere where questions are valued.

**Rule of law:** understanding rules matter as cited in Personal Social and Emotional development for example collaborating with children to create rules and codes of behaviour.

**Individual liberty:** freedom for all, for example reflecting on their differences and understanding we are free to have different opinions.

**Mutual respect and tolerance:** treat others as you want to be treated, for example sharing and respecting other's opinions.

The ethos of the "British Values" is inherent in our policies and procedures, in our planning for children's learning and development and in our Partnership with Parents.

The company will not tolerate any failure to challenge behaviours (whether of staff, children or parents) that are not in line with the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs

All children deserve the opportunity to achieve their full potential. In 2003, the Government published Every Child Matters Green Paper alongside the formal response to the report into the death of Victoria Climbié. This set out five outcomes that are key to children and young people's well-being:

- be healthy.
- stay safe.
- enjoy and achieve.
- make a positive contribution; and
- achieve economic wellbeing.

The five outcomes are universal ambitions for every child and young person, whatever their background or circumstances. Improving outcomes for all children and young people underpins all of the development and work within this setting.

### *Responsibilities*

Safeguarding in our organisation is considered everyone's responsibility and as such our settings aim to create the safest environment within which every child has the opportunity to achieve their full potential. We recognise the contribution it can make in ensuring that all children registered with our setting feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers, and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with the skills they need. This will



include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours. In addition, we:

**Prevent abuse by good practice –**

- Each child will be assigned a key person.
- Staff are not left alone for long periods with individuals or groups of children.
- We employ a robust supervision strategy and supervision meeting system.
- Although it is appropriate to cuddle children, staff are advised not to do this in isolation.
- When changing nappies, or soiled/wet clothing – the door remains open.
- Discipline procedures take place in full view of others.
- Adults who are not yet approved 'fit' persons cannot take children to the toilet unaccompanied.
- Inappropriate behaviours such as tickling, over boisterous, or inappropriate questions such as asking children to tell them they love them is discouraged.

**Encourage self-confidence.**

- children are encouraged to be independent to name their own feelings and finding ways to express themselves. This enables children to have, self-confidence and the vocabulary to resist inappropriate approaches.

**Be vigilant.**

- by ensuring that the issues of child protection receive continuous attention and regularly review the way we operate to support this principle.

**Report**

- inappropriate behaviour displayed by other members of staff, or any other person working with the children,
- Any significant changes in staff members behaviour patterns. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

It is the responsibility of the Operations Director to ensure that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting, to achieve this we:

**Exclude known abusers** – be ensuring all applicants for work are informed of the Rehabilitation of Offenders Act 1974 exclusion clause and know that DBS and Medical checks are carried out. Specific Safer Recruitment Procedures are always followed and two up to date and relevant references are also taken up on prospective employees. All employees work under a probationary period where they are closely supervised. During Induction Child Protection procedures are discussed and training needs analysed.



It is the responsibility of the DSL to ensure that all safeguarding issues raised in setting are timeously and effectively responded to, recorded and referred to the appropriate agency. The Training Coordinator in conjunction with the DSL is responsible for arranging the whole settings safeguarding training for all staff and volunteers who work with children and young people. The DSL must ensure that the whole settings safeguarding training takes place at least every two years.

Training should be broad and encompass a holistic view of safeguarding by their awareness of the child's life and everyone that the child comes into contact with however well known they are to the child. As well as training staff to understand our safeguarding policy and procedures and ensure that all staff have up to date knowledge of safeguarding issues which enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.

The DSL is required to attend (or ensure that a senior member of staff who has the relevant training and access to appropriate supervision), attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child at our setting and to contribute to multi-agency discussions to safeguard and promote the child's welfare.

The Manager in conjunction with the DSL is responsible for ensuring the acceptable, safe use and storage of all camera technology, images, and mobile phones through the implementation, monitoring and reviewing of the appropriate policies and procedures.

### ***Early Help Services:***

Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years.

Early Help relies upon local agencies working together to:

Identify children and families who would benefit from early help.

Undertake an assessment of the need for early help and:

Provide targeted early help services to address the assessed needs of a child and their family which focuses on activity to significantly improve the outcomes for the child.

### ***Recognising concerns, signs and indicators of abuse***

Safeguarding is not just about protecting children from deliberate harm. For our setting it includes such things as child safety, bullying, racist abuse and harassment, visits, intimate care (including female genital mutilation), poor parenting, substance mis-use, gender inequalities and online/internet safety as well as all aspects of a child's safety and security.

However, it must be acknowledged that technology itself will not present the greatest risk, but the behaviours of individuals using such equipment will. The witnessing of abuse can have a damaging effect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change.



However, it is important to know the indicators of abuse and to be alert to the need to consult further.

### Physical Abuse

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning, and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child to seek attention through fabricated or induced illness. This was previously known as Munchausen's Syndrome by Proxy.

#### *Procedure*

- a) Any sign of a mark/injury to a child when they come into Setting will be recorded on EY Log
- b) The incident will be discussed with the parent/carers and logged in the safeguarding file if required
- c) If there appears to be any queries regarding the injury the **Northamptonshire Safeguarding Children Partnership (NSCP)** will be notified. [northamptonshirescp.org.uk](http://northamptonshirescp.org.uk)
- d) **Children's Social care/ MASH (Multi- Agency Safeguarding Hub)** for referrals
- e) Contact the police if immediate risk of harm (999)

### Emotional Abuse

Emotional Abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention seeking.
- Very low self-esteem or excessive self-criticism.
- Withdrawn behaviour or fearfulness.
- Lack of appropriate boundaries with strangers; too eager to please.
- Eating disorders or self-harm

#### *Procedure*

- a) The concern will be discussed with the parent/carers.
- b) Such discussion will be recorded and the parent/carers will have access to such reports.
- c) If there appears to be any queries regarding the behaviours a referral may be made to **Children's Social Care / MASH (Multi-Agency Safeguarding Hub)**

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact both penetrative and non-penetrative, or viewing pornographic material including through the use of the



internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.

#### *Procedure*

- a) The observed instances will be reported to the Manager or the Deputy..
- b) If there appear to be any queries regarding the circumstances the matter will be referred to the **Children's Social Care / MASH (Multi-Agency Safeguarding Hub)**
- c) Contact the police if immediate risk of harm (999)

#### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

#### *Procedure*

- a) The concern will be discussed with the parent/main carer.
- b) Such discussion will be recorded and the parent/carers will have access to such records.
- c) If there appear to be any queries regarding the circumstances the matter will be referred to the **Children's Social Care / MASH (Multi-Agency Safeguarding Hub)**

**Radicalisation** is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that (1) reject or undermine the status quo or (2) reject and/or undermine contemporary ideas and expressions of freedom of choice. Where concerns of radicalisation are identified through changes in children's behaviour, utterances or attitudes that are not appropriate or unexplained absences then these need to be reported.

#### **Child Sexual Exploitation (CSE), Missing and Trafficking**

Our organisation, like every other childcare provision, could be faced with the challenge of tackling the issue of children going missing from home, care or school, being abused through child sexual exploitation and being trafficked. These issues are a key, strategic priority for the education sector and to reduce the number of young people harmed by child sexual exploitation, should we be faced with this situation.

#### *Procedure*

- a) The observed instances will be reported to the Manager or the Deputy and DSL
- b) If there appears to be any queries regarding the circumstances the matter will be referred to the **Children's Social Care / MASH (Multi-Agency Safeguarding Hub)**
- c) Contact the police if immediate risk of harm (999)

**or** call the DfE dedicated telephone line for practitioners on 020 7340 7264 directly.



## **Female Genital mutilation (FGM) & Breast Ironing (BI)**

As our duty of care, we have a statutory obligation under national safeguarding protocols (e.g Working Together to Safeguard Children) to protect young girls and women from FGM as it is an illegal, extremely harmful practice and a form of abuse.

It is essential that we work closely together with other agencies if we suspect a child has suffered or is likely to suffer FGM as appropriate safeguarding efforts. This is reflected in the Multi-Agency Practise Guidelines.

If a child in our care shows signs and symptoms of FGM or we have good reason to suspect the child is at risk of FGM, we **MUST** refer the child using our existing standard safeguarding procedures as it is a form of child abuse. When a child is identified as “at risk” of FGM, this information **MUST** be brought to the child’s GP attention and health visitor (as per section 47 of The Children’s Act 1989)

Although there is no specific law around breast ironing, it is also a form of physical abuse and if there is a concern that a child or family may be at risk of, or suffering significant harm from then the usual safeguarding procedures should be followed.

## **Fabricated or induced illness (FII)**

This abuse is when a parent fabricates the symptoms of, or deliberately induces, illness in a child. The parent may seek out unnecessary medical treatment or investigation. They may exaggerate a real illness and symptoms, or deliberately induce an illness through poisoning with medication or other substances, or they may interfere with medical treatments. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

## **Domestic abuse**

The definition of domestic abuse from the Domestic Abuse Act, 2021 is:

*Behaviour of a person (A) towards another person (B) is ‘domestic abuse’ if:*

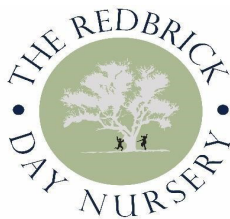
- *A and B are each aged 16 or over and are personally connected to each other*
- *The behaviour is abusive.*

*Behaviour is ‘abusive’ if it consists of any of the following:*

- *Physical or sexual abuse*
- *Violent or threatening behaviour*
- *Controlling or coercive behaviour*
- *Economic abuse (any behaviour that has a substantial adverse effect on B’s ability to acquire, use or maintain money or other property and/or obtain goods or services)*
- *Psychological, emotional or other abuse.*

*It does not matter whether the behaviour consists of a single incident or a course of conduct.*





Domestic abuse can happen to anyone regardless of gender, age, social background, religion, sexuality or ethnicity and domestic abuse can happen at any stage in a relationship.

Signs and symptoms of domestic abuse include:

- Changes in behaviour (for example, becoming very quiet, anxious, frightened, tearful, aggressive, distracted, depressed etc.)
- Visible bruising or single, or repeated, injury with unlikely explanations
- Change in the manner of dress (for example, clothes to hide injuries that do not suit the weather)
- Stalking, including excessive phone calls or messages
- Partner or ex-partner exerting an unusual amount of control or demands over work schedule
- Frequent lateness or absence from work.

All children can witness and be adversely affected by domestic abuse in the context of their home life. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children.

Where incidents of domestic abuse are shared by our own staff, students or volunteers we will respect confidentiality at all times and not share information without their permission. However, we will share this information, without permission, in cases of child protection or where we believe there is an immediate risk of serious harm to the person involved.

### **Child-on-child abuse**

Child-on-child abuse is also known as peer-on-peer abuse; children are included as potential abusers in our policies. Child-on-child abuse may take the form of bullying, physically hurting another child, emotional abuse or sexual abuse. Reporting procedures in these instances remain the same although additional support from relevant agencies may be required to support both the victim and the perpetrator. Children who develop harmful behaviours are also likely to be victims of abuse or neglect.

### **Contextual safeguarding**

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

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

### **County Lines**

The National Crime Agency (NCA) defines county lines as gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone





lines or other form of 'deal line.' Customers live in a different area to the dealers, so drug runners are needed to transport the drugs and collect payment.

Perpetrators often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. A child is targeted and recruited into county lines through schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Signs and symptoms include:

- Changes in dress style
- Unexplained, unaffordable new things (for example, clothes, jewellery, cars etc.)
- Missing from home or school and/or significant decline in performance
- New friends with those who don't share any mutual friendships with the victim, gang association or isolation from peers or social networks
- Increase in anti-social behaviour in the community including weapons
- Receiving more texts or calls than usual
- Unexplained injuries
- Significant changes in emotional well-being
- Being seen in different cars or taxis driven by unknown adults
- A child being unfamiliar with where they are.

### **Cuckooing**

Cuckooing is a form of county lines crime. In this instance, the drug dealers take over the home of a vulnerable person in order to criminally exploit them by using their home as a base for drug dealing, often in multi-occupancy or social housing properties.

Signs and symptoms include:

- An increase in people, particularly unknown people, entering or leaving a home or taking up residence
- An increase in cars or bikes outside a home
- A neighbour who hasn't been seen for an extended period
- Windows covered or curtains closed for a long period
- Change in resident's mood and/or demeanour (for example, secretive, withdrawn, aggressive or emotional)
- Substance misuse and/or drug paraphernalia
- Increased anti-social behaviour.

### **Child trafficking and modern slavery**

Child trafficking and modern slavery is when children are recruited, moved, transported and then exploited, forced to work or are sold.



For a child to have been a victim of trafficking there must have been:

- *Action:* recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation
- *Purpose:* sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs.

Modern slavery includes slavery, servitude and forced or compulsory labour and child trafficking. Victims of modern slavery are also likely to be subjected to other types of abuse such as physical, sexual and emotional abuse.

Signs and symptoms for children include:

- Being under control and reluctant to interact with others
- Having few personal belongings, wearing the same clothes every day or wearing unsuitable clothes
- Being unable to move around freely
- Appearing frightened, withdrawn, or showing signs of physical or emotional abuse.

### **Child abuse linked to faith or belief (CALFB)**

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi-murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation
- Children's actions are believed to have brought bad fortune to the family or community.

### **Extremism and radicalisation**

Under the Counter-Terrorism and Security Act 2015, there is a duty to safeguard vulnerable and at-risk children by preventing them from being drawn into terrorism. This is known as the Prevent Duty.

Children can be exposed to different views and receive information from various sources and some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism; usually it's a gradual process so those who are affected may not realise what's happening. Radicalisation is a form of harm. The process may involve:



- Being groomed online or in person
- Exploitation, including sexual exploitation
- Psychological manipulation
- Exposure to violent material and other inappropriate information
- The risk of physical harm or death through extremist acts.

For further information visit [The Prevent Duty website](#).

### **Online safety**

While the growth of internet and mobile device use brings many advantages, the use of technology has become a significant component of many safeguarding issues such as child sexual exploitation and radicalisation.

There are four main areas of risk associated with online safety:

- Content - being exposed to illegal, inappropriate or harmful material such as pornography, fake news, racist or radical and extremist views
- Contact - being subjected to harmful online interaction with other users such as commercial advertising or adults posing as children or young adults
- Conduct - personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images and online bullying
- Commerce - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

### **Up skirting/down blousing**

Up skirting and down blousing are criminal offences. They involve taking pictures of someone's genitals, buttocks or other intimate images under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual.

### **Forced Marriage & Honour Based Violence (HBV)**

'Honour' based violence, including domestic abuse is in evidence across many countries and cultures and religions. Forced Marriage is a significant part of the abuse for any victims of HBV and is illegal in the UK. HBV affects people of all ages and can start early with coercive control being embedded at an early age. If we become aware of any such practices within a family relating to a child in our care, who may be at risk of harm, then the usual safeguarding procedures must be followed.

### ***What to do if you are concerned***

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, or says something to give you cause for concern, it is important that you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.



- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform your DSL as soon as possible.
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position on the Report of Concern and Record of Markings if appropriate
- Record all subsequent events up to the time of seeking specialist advice

#### **Reporting pathways (West Northamptonshire / Northamptonshire Children's Trust):**

- **Immediate danger:** Call 999.
- **Concern about a child's welfare or possible abuse/neglect (child protection):** Report to **MASH / Children's Social Care** via Northampton Children's Trust / West Northants referral route. [nctrust.co.uk+2nctrust.co.uk+2](http://nctrust.co.uk+2nctrust.co.uk+2)
- **Out of hours:** Use the local out-of-hours route published in local safeguarding procedures (your policy currently lists 01604 626 938; this number is also published in local safeguarding procedures). [northamptonshirescp.trixonline.co.uk+1](http://northamptonshirescp.trixonline.co.uk+1)
- **Allegations against staff/volunteers/any adult in a position of trust:** Contact **LADO** without delay and follow LADO guidance. [northamptonshirescp.org.uk](http://northamptonshirescp.org.uk)

If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the DSL. Where those concerns relate to the DSL however, this should be reported to the Operations Director, the Chief Executive or **LADO** (via referral/ consultation process). [northamptonshirescp.org.uk](http://northamptonshirescp.org.uk) **Allegations about staff/volunteers/adults in position of trust**, without delay and follow LADO guidance.

#### **Child Protection Procedures:**

The setting must have regard to the Government's statutory guidance '**Working Together to Safeguard Children**' (2023). The Setting has a duty to report any suspicions about abuse to the **Northamptonshire Safeguarding Children Partnership (NSCP)** [northamptonshirescp.org.uk](http://northamptonshirescp.org.uk) and/or **Children's Social Care / MASH (Multi-Agency Safeguarding Hub)** for referrals.

The Children Acts 1989 & 2004 (Section 47(1)) places a duty on the NSCP to investigate such matters. The Children Act 2006 requires settings to follow the EYFS requirements for safeguarding. The setting will follow the procedures set out in these documents and their local NSCP documents, and as such will seek their advice on all steps taken subsequently.

All staff should be aware and take the time to read the Department of Health booklet '**What to do if you are worried a child is being abused**' (DCSF:2015) and ensure they are aware that posters relating to this document are on display within the setting for their own or parents' referral. Individual copies are available if required by contacting the number on the booklet.



The Designated Safeguarding Lead (as specified at each setting) will need to be informed by the staff member or Room Leader who has become aware of a concern over the child. A Report of Concern form will need to be completed in all cases. Any subsequent discussions with parent and carers should be initiated via the DSL and thereafter under the guidance of **Northamptonshire Safeguarding Children Partnership (NSCP)** (the published safeguarding partnership [northamptonshirescp.org.uk](http://northamptonshirescp.org.uk))

All Report of Concerns will remain confidential, not be openly discussed and kept in a secure location in the office.

#### **Ofsted notification:**

We will notify Ofsted of any **significant event, serious accident/illness/injury, or allegation of serious harm/abuse** in line with the EYFS requirements, as soon as reasonably practicable and **in any event within 14 days**, and we will record the action taken. [GOV.UK](http://GOV.UK)

#### **Professional Abuse Procedures (Allegations against professionals/member of staff)**

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our setting.

Allegations will usually be that some kind of abuse has taken place. This could include inappropriate behaviour displayed by members of staff or other persons working with the children such as inappropriate sexual comments, excessive one to one attention beyond the requirements their role and responsibilities, inappropriate sharing of images. They can be made by children and young people or other concerned adults. Allegations are made for a variety of reasons:

- Abuse has actually taken place.
- Something has happened to the child that reminds them of a past event – the child is unable to recognise that the situation and people are different; Children can misinterpret your language or your actions.
- Some children recognise that allegations can be powerful and if they are angry with you about something they can make an allegation as a way of hitting out.
- An allegation can be a way of seeking attention.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the DSL who will advise the Operations Director and Chief Executive. In the case of the allegation being made against the DSL this will be brought to the immediate attention of the Operations Director and Chief Executive. The Suspension Policy should then be followed.

The Operations Director and Chief Executive will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegations made against the adult, in order for the appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made. The Operations Director and Chief Executive will need to:



Refer to the Local Authority Designated Officer (LADO) immediately and follow their guidance. Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.

**Allegations about staff/volunteers/adults in position of trust** (via referral/consultation process).  
[northamptonshirescp.org.uk](http://northamptonshirescp.org.uk)

- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- The suspected person shall be instantly suspended on full pay until the matter has been resolved through an investigation process.
- Advise Ofsted of allegation within 14 days of the allegation if advised to do so by the LADO.
- Act on any decision made in any strategy meeting.
- Advise the Independent Safeguarding Authority where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

Full Disciplinary measures will be taken against any member of staff found to be undertaking any form of abuse on children. Any proven incidents will be treated as a matter of Gross Misconduct and immediate dismissal without notice will be sought. The right to full pay whilst on suspension will also be withdrawn at this time.

#### **Abuse to Professionals:**

If any member of the setting staff is subjected to abuse by either:

- another member of staff
- a parent or carer
- anyone else concerned with the nursery.

Then they should report this abuse immediately to the DSL:

In the unlikely event that a parent / visitor / other person starts to act in an aggressive or abusive way at the setting, our policy is to:

- Direct the parent away from the children and into a private area such as the office.
- Ensure that a second member of staff be in attendance where possible whilst ensuring the safe supervision of the children.
- Act in a calm and professional way, ask the parent to calm down and make it clear that we do not tolerate aggressive or abusive language or behaviour.
- Contact the police if the behaviour does not diffuse.
- Once the parent calms down, the member of staff will then listen to their concerns and respond appropriately.
- An incident record will be completed detailing the time, reason and action taken.
- With incidents like this staff may require support and reassurance following the experience, management will provide this and seek further support where necessary.
- Management will also signpost parents to further support if applicable.

#### **Related Setting Policies**



Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as child health and safety, bullying and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, setting security, drugs and substance misuse, etc.

There may also be other safeguarding issues that are specific to the local area or population

**Working Together to Safeguard Children (2023)** [GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/98156/Working_together_to_safeguard_children_2023.pdf)

This policy will cross reference to related setting policies and procedures:

Access to Information and Confidentiality Policy

Accident & Emergency Procedure

Behaviour Policy

Computer Internet Policy

DBS Policy

DBS Procedure

Equality and Diversity Policy

Failure to Collect Procedure

Food & Drink Policy

Health & Safety Policy

Infant Sleeping Policy

Key Person Policy

Managing Access Policy

Medication Policy

Mobile Phone Policy

Missing Child Procedure

Outings & Special Events Policy

Parents as Partners Policy

Photograph & Camera Use Policy

Professional Code of Conduct

Recruitment & Selection Policy

Smoking Alcohol & Drugs Policy

Special Education Needs & Disability Policy

Staff Training & Development Policy

Sun Protection Policy

Suspension Policy

Whistle Blowing Policy

To Contact Ofsted call **0300 123 1231**

**Ofsted**

**National Business Unit**

**Piccadilly Gate**

**Store Street**

**Manchester**

**M12 WD**





**To contact the Local Authority call: 0300 126 7000**

**Other Useful Contact Numbers**

Childline	0800 1111
Early Years Learning Alliance	0121 643 0063
PACEY	0300 003 0005
NSPCC	0808 800 5000
Samaritans	020 8394 8300
Family Lives Advice Line	0808 800 2222
Gingerbread (Lone Parents) Advice Line	0808 802 0925
DfE Prevent Line	020 7340 7264
MASH.	0300126 7000

This policy is reviewed annually



For immediate danger contact the emergency services	Telephone 999
Northamptonshire Multi-Agency Safeguarding Hub (MASH)	Telephone 0300 126 7000 <a href="#">Report a concern or request support   Northampton Children's Trust (nctrust.co.uk)</a>
MASH Out of hours team	Telephone 01604 626 938
Designated Officer (also known as the Local Authority Designated Officer - LADO)	<p>Include contact details for anyone who needs to be informed if an allegation has been made about an adult:</p> <ul style="list-style-type: none"> <li>Designated Officer (DO) for the local authority within 24 hours of the incident. Please complete a LADO referral form for any consultation or referral to LADO via the link: <a href="#">Report a concern about an adult working with children - Introduction - Online form (achieveservice.com)</a></li> <li>Telephone West Northamptonshire LADO, Andy Smith on 07850 854309 Monday to Friday or LADO Business Support can be contacted via phone: Beth Panter – 07836 687 844 / Adebola Attah – 07836 690 052</li> <li>LADO can be contacted via <a href="mailto:LADOConsultations@NCTrust.co.uk">LADOConsultations@NCTrust.co.uk</a></li> </ul>
Ofsted	To complain about a childcare provider, email <a href="https://complain.ofsted.gov.uk/">https://complain.ofsted.gov.uk/</a> or telephone 0300 123 466
Ofsted guidance - Report a serious childcare incident	<a href="#">Report a serious childcare incident - GOV.UK (www.gov.uk)</a>
Contact Partnership Advice Support for early help	<a href="#">Early Help – Professionals   Northampton Children's Trust (nctrust.co.uk)</a>  <a href="mailto:cfss@nctrust.co.uk">Email cfss@nctrust.co.uk</a>
Prevent	<a href="#">Prevent   Northamptonshire Police (northants.police.uk)</a>  <p>Telephone the Northamptonshire Prevent Team on 101 or call</p> <p>Ashley Sparks - Prevent Constable Counter Terrorism Policing   East Midlands - Northamptonshire <a href="mailto:Ashley.Sparks@Northants.pnn.police.uk">Ashley.Sparks@Northants.pnn.police.uk</a> 07557778423, 03000 111 222 Ext 348927</p> <p>Abbie Toal - Prevent Counter Terrorism Case Officer Counter Terrorism Policing East Midlands Northamptonshire <a href="mailto:Abbie.toal@northants.pnn.police.uk">Abbie.toal@northants.pnn.police.uk</a> 07973881384</p> <p>Or report a concern via the government website <a href="#">Report Extremism in Education (Gov.uk)</a></p> <p>Or email <a href="mailto:counter.extremism@education.gov.uk">counter.extremism@education.gov.uk</a></p> <p>Or telephone DfE helpline 020 7340 7264, 11am to 3pm, Monday to Friday excluding bank holidays</p>

