



Policy Statement

We recognise that the welfare of all children is paramount and that all children and young people; regardless of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability have equal rights of protection. We have a duty of care when they are in our charge and we will do everything we can to provide a safe, secure, stimulating and caring environment whilst they attend our activities.

Foxglove Violet Hill are committed to safeguarding and promoting the welfare of children and young people and expects all staff members, students and volunteers to share this commitment. This policy is in line with the guidance and procedures of the Suffolk Safeguarding Children Board and has regard for the Government's statutory guidance – 'Working Together to Safeguard Children 2015'.

Policy Aim

1. This policy is designed to ensure the safeguarding of children, making it safe and acceptable for staff, students, volunteers, parents/carers and visitors to raise, in confidence, a concern they may have about the welfare of children. This policy aims to support Foxglove Violet Hill in complying with the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Children Act 2004 including section 11 having arrangements to safeguard and promote welfare of children.
 - Staff, students, volunteers, parents/carers and visitors are encouraged to report any safeguarding concerns they have.
 - Staff, students and volunteers, parents/carers and visitors are encouraged to discuss any concerns they have with either the designated staff member for safeguarding or the deputy designated staff member for safeguarding ensuring appropriate procedures are followed and that confidentiality is respected at all times.

Safeguarding Designated Person and Deputy

The responsibility of managing the safeguarding of children can be both demanding and challenging, and therefore must be appointed at managerial level to personnel who are present when we are operational.

Our child safeguarding designated person is:

Name : **Louise King**
Contact details : Foxglove Violet Hill

Our deputy lead is:

Name : **Lindsey Harvey**
Contact details : Foxglove Violet Hill

POLICY 18 – SAFEGUARDING CHILDREN POLICY		Issue Date: Sept 2021	Page: 1 of 16
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2022



Their role is to oversee and ensure that our safeguarding children policy is fully implemented and that we comply with the Early Years Foundation Stage. These details will be made available to all adults, children and parents/carers by training/poster/ enrolment information. This includes ensuring they and all staff receive child safeguarding training as appropriate. The deputy should be available to support or cover for the designated person. She will also handle any complaints or allegations against the designated person if appropriate.

Roles and Responsibilities of the Designated Person/Deputy

- To ensure Safeguarding children and young people (CYP) is everyone's responsibility
- To ensure the importance of safeguarding CYP is acknowledged by Foxglove Violet Hill School
- To provide a point of contact for staff and users
- To put the welfare of CYP first
- To provide and maintain a partnership with parents
- To maintain accurate records
- Ensure safe recruitment practice
- To support staff and service users that have concerns
- To raise awareness of and follow the procedures and protocols at Foxglove Violet Hill School for safeguarding CYP
- To facilitate the referring of concerns about CYP/staff
- Know who to contact and how – Use Suffolk Multi Agency Safeguarding Hub Professional Consultation help line – 0345 6061499 for advice if ever unsure
- Facilitate effective record keeping
- DO NOT INVESTIGATE YOURSELF

Why do we need a Safeguarding Children Policy?

Government guidance is clear that all organisations working with children, young people, families, parents and carers have responsibilities (see Appendix for References). It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

“children have a right to be safe and should be protected from all forms of abuse and neglect; safeguarding children is everyone's responsibility; it is better to help children as early as possible, before issues escalate and become more damaging; and children and families are best supported and protected when there is a coordinated response from all relevant agencies.” What to do if you're worried a child is being abused 2015 – Page 4

POLICY 18 – SAFEGUARDING CHILDREN POLICY		Issue Date: Sept 2021	Page: 2 of 16
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2022



“Children are best protected when professionals are clear about what is required of them individually, and how they need to work together.” Working Together to Safeguard Children 2015 p7.

“The child’s needs are paramount, and the needs and wishes of each child, be they a baby or infant, or an older child, should be put first, so that every child receives the support they need before a problem escalates.” Working Together to Safeguard Children 2015 p8.

“Children are individuals whose rights, needs and welfare are paramount.” Children Act 1989.

Possible signs that might be indicators of abuse or neglect

- Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;
- Children with clothes which are ill-fitting and/or dirty;
- Children with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children who don’t want to change clothes in front of others or participate in physical activities;
- Children who are having problems at school, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;
- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;
- Children who are regularly missing from school or education;
- Children who are reluctant to go home after school;
- Children with poor school attendance and punctuality, or who are consistently late being picked up;
- Parents who are dismissive and non-responsive to practitioners’ concerns;
- Parents who collect their children from school when drunk, or under the influence of drugs;
- Children who drink alcohol regularly from an early age;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away;
- Children who shy away from being touched or flinch at sudden movements.

Types of Abuse

POLICY 18 – SAFEGUARDING CHILDREN POLICY		Issue Date: Sept 2021	Page: 3 of 16
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2022



- **Physical**

Physical abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child. Physical abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health or if they live in a home where domestic abuse happens. Babies and disabled children also have a higher risk of suffering physical abuse. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse can also occur outside of the family environment. Some of the following signs may be indicators of physical abuse: Children with frequent injuries, children with unexplained or unusual fractures or broken bones and children with unexplained bruises or cuts, burns or scalds or bite marks.

- **Emotional**

Emotional abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Although the effects of emotional abuse might take a long time to be recognisable, practitioners will be in a position to observe it, for example, in the way that a parent interacts with their child. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. Emotional abuse may involve serious bullying – including online bullying through social networks, online games or mobile phones – by a child's peers. Some of the following signs may be indicators of emotional abuse: children who are excessively withdrawn, fearful, or anxious about doing something wrong, parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder', parents or carers blaming their problems on their child and parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

- **Sexual Abuse and Exploitation**

Sexual abuse is any sexual activity with a child. You should be aware that many children and young people who are victims of sexual abuse do not recognise themselves as such. A child may not understand what is happening and may not even understand that it is wrong. Sexual abuse can have a long-term impact on mental health. Sexual abuse 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 clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can commit

POLICY 18 – SAFEGUARDING CHILDREN POLICY		Issue Date: Sept 2021	Page: 4 of 16
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2022



acts of sexual abuse, as can other children. Some of the following signs may be indicators of sexual abuse: children who display knowledge or interest in sexual acts inappropriate to their age; children who use sexual language or have sexual knowledge that you wouldn't expect them to have; children who ask others to behave sexually or play sexual games; and children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

- **Neglect**

Neglect is a pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter. It is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse. It is important that practitioners remain alert and do not miss opportunities to take timely action. However, while you may be concerned about a child, neglect is not always straightforward to identify. Neglect may occur if a parent becomes physically or mentally unable to care for a child. A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a child safe or result in them prioritising buying drugs, or alcohol, over food, clothing or warmth for the child. Neglect may occur during pregnancy as a result of maternal drug or alcohol abuse. Some of the following signs may be indicators of neglect: children who are living in a home that is indisputably dirty or unsafe; children who are left hungry or dirty; children who are left without adequate clothing, e.g. not having a winter coat; children who are living in dangerous conditions, i.e. around drugs, alcohol or violence; children who are often angry, aggressive or self-harm; children who fail to receive basic health care⁴; and parents who fail to seek medical treatment when their children are ill or are injured.

Signs and indicators of abuse and definitions from **"Working Together to Safeguard Children" (2015)**

Other specific safeguarding issues

- **Children at risk of radicalisation and extremism**

Even very young children may be vulnerable to radicalisation and display behaviour that causes concern. This may include physical signs such as the drawing of symbols; verbal indicators such as repeating scripted speech or asking inappropriate questions; and emotional cues including being withdrawn or depressed.

If we consider a child to be at risk of radicalisation or extremism we will follow normal safeguarding procedures with referral to a Channel panel if it is considered necessary. We will follow the Prevent Duty Guidance (July 2015) as it applies to Early Years.

We will also build children's resilience to radicalisation by promoting fundamental British values. This will include helping them to understand how they can influence and participate in decision making and make choices of their own.

POLICY 18 – SAFEGUARDING CHILDREN POLICY		Issue Date: Sept 2021	Page: 5 of 16
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2022



- **Specific safeguarding issues**

We will seek expert professional advice on specific safeguarding issues relating to such matters as child sexual exploitation, body image, bullying, domestic violence or matters linked to cultural customs or practices. Staff will be made aware of issues associated with child on child abuse, consequential harm and the need to ensure that such matters are appropriately handled in the best interests of both the victim(s) and the alleged abuser(s).

In line with Department for Education guidance, staff must be aware of pupils who may be at risk of Child Sexual Exploitation, Radicalisation or Female Genital Mutilation (FGM) and report any concerns in line with this policy.

Staff must also be alert to the impact of bullying, cyber-bullying and behaviours that may place individual children at risk of serious harm, including children who go missing from the setting. It is recognised that missing pupils may be a potential indicator of abuse or neglect. The aim is to seek to identify any risk of abuse and neglect, including sexual exploitation, to help prevent the risk of children going missing in the future. In all instances where pupils are missing, the Suffolk Multi Agency Safeguarding Hub (MASH) should be contacted immediately for advice on 0345 6061499 and the Local Authority will be notified accordingly.

- **Female genital mutilation**

We are aware that some girls may be at risk of FGM. These girls may not yet be aware of the practice or that it may be conducted on them, so we will always show sensitivity when approaching this matter.

There is a range of potential indicators that a child may be at risk of FGM. These include the family belonging to a community in which FGM is practised and making preparations for the child to take a holiday or planning absences from Nursery. The child may talk about a special procedure or ceremony that is going to take place or a special occasion to 'become a woman.'

We will be vigilant for signs that FGM may have already occurred. These include prolonged absence from Nursery with noticeable behaviour change on return; bladder problems; difficulty walking, standing or sitting; complaining about pain between their legs and talking of something somebody did to them that they are not allowed to talk about.

- **Private Fostering**

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- A parent.
- A person who is not a parent but has parental responsibility.

POLICY 18 – SAFEGUARDING CHILDREN POLICY		Issue Date: Sept 2021	Page: 6 of 16
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2022



- A close relative.
- A Local Authority.

for more than 28 days and where the care is intended to continue. It is a statutory duty for us at Foxglove Violet Hill School to inform the Local Authority where we are made aware of a child or young person who may be subject to private fostering arrangements.

- **Peer on Peer Abuse**

Foxglove acknowledge the possibility of peer-on-peer abuse and, in particular, sexual violence and sexual harassment. Peer-on-peer abuse includes bullying, physical abuse, sexual violence and sexual harassment. Whilst unlikely in the Early Years, this may occur. In the event of peer on peer abuse the incidents will be logged and dealt with as a Safeguarding incident. Children are always within sight or hearing of an adult, which should minimise the chances of peer on peer abuse.

Treating Children with Respect

We endeavour to treat all children and young people with respect, regardless of ability or culture. We circulate and make available to everyone by training/poster/enrolment information our confidentiality statement, complaints procedures, allegations & whistleblowing statements and disciplinary & grievance procedures.

Celebrating Children's Achievements

We positively encourage all children and young people to succeed and celebrate their achievements by praise. We are particularly sensitive to the needs of those with special educational needs and disabilities who may achieve in smaller steps than their peers but are equally entitled to celebration.

Rigorous Recruitment

We adhere to the Safe Recruitment Best Practice Guidance For Ofsted registered early years, childcare and playwork settings (April 2013) for paid or unpaid staff by obtaining full personal details and CVs with particular relevance to previous work with children and young people.

We always take up two written references and insist that any appointment where staff has direct and / or unsupervised access to children and young people, will only be confirmed subject to a satisfactory DBS check at the appropriate level.

In the cases of foreign nationals, we will consult DBS for advice about acceptable levels of checks in other countries.

POLICY 18 – SAFEGUARDING CHILDREN POLICY		Issue Date: Sept 2021	Page: 7 of 16
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2022



In all other cases we insist on a disclosure about previous employment history being signed before appointment. At interview we have sound procedures and recording to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable.

Any member of staff may be disqualified if they are under investigation or subject to possible charges relating to child abuse. In addition, they may be disqualified if they live in the same household as another person who is disqualified or if they live in the same household where a disqualified person is employed. Staff must declare any such investigations, possible charges or disqualifications to the Principal immediately.

Induction & Training

We have a clear induction and training strategy detailing clear job descriptions and responsibilities, all relevant procedures as detailed under **“Treating Children with Respect”**.

All new staff sign to record they have received and understand our Safeguarding Children policy and will attend safeguarding training with 6 months of appointment if they do not hold a current certificate.

We also agree a probationary period of a minimum of 6 months with clear goals and then provide supervision/mentoring/ appraisal at regular intervals of 3 months with the Nursery Manager/supervisor).

Confidentiality

We have a clear policy about confidentiality and information sharing and these details will be made available to all adults, children, parents and carers by training/ poster/ enrolment information.

We fully endorse the principal that the welfare of children and young people over-ride any obligations of confidence we may hold to others.

Individual cases will only be shared or discussed on a “need to know” basis. All media enquiries will be handled by Lindsey Harvey – Nursery School Principal.

Handling Disclosures

A disclosure may be made verbally or through play or behaviour by a child, young person or an adult and it is important for everyone to remember the following:

If you are concerned about a child it is important that this information is communicated to the safeguarding designated person and deputy.

You may become aware of suspected or likely abuse by:

- Your own observations and concerns;

POLICY 18 – SAFEGUARDING CHILDREN POLICY		Issue Date: Sept 2021	Page: 8 of 16
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2022



We have clear policies in line with EYFS requirements when handling allegations, dealing with complaints and our own disciplinary & grievance procedures and these details will be made available to all adults, children, parents and carers as necessary by training/ poster enrolment information.

We are mindful that the three procedures may confuse the next appropriate steps to take.

We are clear that, in any case where a complaint has been made with regards to any inappropriate or poor practice, we will discuss the situation with Customer First before making an open decision about the best way forward.

It is the responsibility of the child safeguarding designated person and/or deputy to ensure that these procedures are rigorously adhered to.

In the case that the child safeguarding designated person is implicated, the deputy should be informed. In the exceptional circumstances that both are involved, it is the duty of the person concerned to contact Customer First direct and [the Local Authority Designated Officer](#).

With regards to disciplinary & grievance procedures, we are very clear that we will take no steps until we have fully discussed and agreed a strategy with social services and/ or the police. Any investigation will override the need to implement any such procedures.

Should any allegation be made against a staff member, student or volunteer we have a clear procedure to be followed;

- We ensure that all parents/carers/staff members/students and volunteers know how to complain should they have any concerns regarding a member of staff or indeed a volunteer at our setting which may include an allegation of abuse.
- On occasion we may seek guidance from a relevant professional at Suffolk County Council. There is a duty for professionals, including our setting to refer any Safeguarding concerns they have to Customer First and the Local Designated Officer for Safeguarding and to inform Ofsted, regardless of whether the complainant wishes to take the matter further.
- We follow the guidelines laid down by the Suffolk Safeguarding Children Board when we respond to any allegation made against a staff member, student or volunteer that a child has been abused.
- We refer any alleged disclosure in respect of adults who hold positions of trust, whatever this may be, immediately to CUSTOMER FIRST, by telephone, GIVING THE DETAILS OF THE CHILD, we then CONTACT THE LOCAL AREA DESIGNATED OFFICER FOR

POLICY 18 – SAFEGUARDING CHILDREN POLICY		Issue Date: Sept 2021	Page: 11 of 16
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2022



SAFEGUARDING – Contact 0300 123 2044 and a central e-mail: LADOCentral@suffolk.gcsx.gov.uk and INFORM OFSTED within 14 days.

- We co-operate with any investigation carried out by the Local Area Designated Officer for Safeguarding in conjunction with the Police.
- Where the management and Local Area Designated Officer agree it is appropriate in the circumstances, the manager will suspend members of staff on full pay, or any student or volunteer, for the duration of the investigation. This is not an indication of an admission of guilt but it is in place to protect the person who the allegation has been made against and children and families throughout the process.
- When a staff member or volunteer is dismissed from our Nursery due to gross misconduct relating to a child, we notify the Independent Barring Board administrators so that their name may be included on the Protection of Children and Vulnerable Adults Barred list.

Record Keeping

- All records will be securely kept in a locked cabinet/drawer in the office.
- If a child requires an individual record of concern, it should not be kept with other information held about them or other children.
- Only the safeguarding designated person and/or deputy will have access and records will only be kept as long as necessary. Normally these records will be passed to social services as soon as possible. All records will be handwritten (or typed with a hard copy printed) by the person with the concern within 24 hours, on headed paper or incident sheets and will be factual, non-judgemental. It is helpful to record any known details of the child/children or young people involved e.g. name, address, date of birth etc. It is equally important to record the reasons for making the decision not to refer to Customer First as when the decision is taken to refer. It is also important to record the reasons for making the decision not to speak to the person with parental responsibility if this is the decision taken.
- Always sign, date and time these records. A closed record of concern should state the reason why the decision has been made to close the case.
- It should then be filed in a sealed envelope with the signature of the Safeguarding Designated Person or deputy and dated along the seal.

POLICY 18 – SAFEGUARDING CHILDREN POLICY		Issue Date: Sept 2021	Page: 12 of 16
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2022



Confidentiality

The nursery has the right to share any information regarding child protection with other childcare professionals. All information will be kept confidential.

This policy was agreed and disseminated initially in September 2006 and will be reviewed annually or when there are substantial organisational changes.

A separate record for staff signatures should be maintained to evidence they have seen and understand this policy.

Signed for and on behalf of Foxglove Violet Hill

Lindsey Harvey (Principal) :

Date :

Safeguarding designated Person :

Date :

Deputy Safeguarding Designated Person :

Date :

POLICY 18 – SAFEGUARDING CHILDREN POLICY		Issue Date: Sept 2021	Page: 13 of 16
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2022



APPENDIX

- ❖ Children Act 1989
- ❖ General data protection regulations 2018
- ❖ The Child Protection Act 1999
- ❖ The Sexual Offenders Act 2000
- ❖ Own Local Authority's Safeguarding Children Board's Policies & Procedures for the Protection of Children (Suffolk)
- ❖ Every Child Matters 2003
- ❖ Sexual Offences Act 2003
- ❖ What to do if you're worried a child is being abused 2015
- ❖ Licensing Act 2003
- ❖ Children Act 2004
- ❖ Gambling Act 2005
- ❖ The Safeguarding Vulnerable Groups Act 2006
- ❖ Working Together to Safeguard Children 2015
- ❖ Childcare Act 2006
- ❖ Counter-Terrorism and Security Act 2015
- ❖ Statutory Framework for the early years foundation stage (2014)

POLICY 18 – SAFEGUARDING CHILDREN POLICY		Issue Date: Sept 2021	Page: 14 of 16
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2022



Websites

- ❖ Child Exploitation and Online Protection Centre www.ceop.gov.uk
- ❖ Department of Health www.doh.gov.uk
- ❖ Department for Education (formerly Department for Children, Schools and Families and the Department for Employment and Skills) www.education.gov.uk
- ❖ Every Child Matters www.everychildmatters.gov.uk
- ❖ Home Office www.homeoffice.gov.uk
- ❖ Ofsted <http://www.ofsted.gov.uk/resources/early-years-safe-and-sound-0>
- ❖ Safe Child www.safechild.co.uk
- ❖ SAFE (Safer Activities for Everyone) www.oursafesite.com
- ❖ Suffolk Safeguarding Children Board www.suffolkscb.org.uk
- ❖ The Prevent Duty <http://www.foundationyears.org.uk/files/2015/06/prevent-duty-departmental-advice.pdf>
http://www.foundationyears.org.uk/files/2015/03/Fundamental_British_Values.pdf

Support Organisations

- ❖ Childline: 0800 1111 www.childline.co.uk
- ❖ Child Exploitation and Online Protection Centre <http://ceop.police.uk/>
- ❖ Families Need Fathers www.fnf.org.uk
- ❖ Information Commissioners office (Data Protection): 01625 545740
- ❖ National Childminders Association: 0800 169 4486 www.ncma.org.uk
- ❖ NSPCC Child Protection Helpline: 0808 800 5000

POLICY 18 – SAFEGUARDING CHILDREN POLICY		Issue Date: Sept 2021	Page: 15 of 16
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2022



- ❖ One in Four www.oneinfour.org.uk
- ❖ Parentlineplus: 0808 800 222 www.parentlineplus.org.uk
- ❖ Women's Aid : 0808 2000 247 www.womensaid.org.

POLICY 18 – SAFEGUARDING CHILDREN POLICY		Issue Date: Sept 2021	Page: 16 of 16
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2022