



Olive Tree Day Nursery and Preschool **SAFEGUARDING THE WELFARE OF CHILDREN**

This Policy defines the procedures to be followed to safeguard the welfare of the children in our care. It focuses upon the principles of promoting the welfare of children and protecting them from harm.

1. According to 'Keeping children safe in education September 2019' and 'Working Together to Safeguard Children (March 2015)', safeguarding and promoting the welfare of children is **defined** as:
 - Schools and colleges and their staff are an important part of the wider safeguarding system for children. This system is described in statutory guidance Working Together to Safeguard Children.
 - Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.
 - No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.
 - Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:
 - protecting children from maltreatment;
 - preventing impairment of children's health or development;
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
 - taking action to enable all children to have the best outcomes.
 - Children includes everyone under the age of 18
 - protecting children from maltreatment;
 - preventing impairment of children's 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.



- Olive Tree Nursery Management is committed to the following principles of safeguarding and promoting the welfare of children:

2.1 It is recognised that abuse does occur in society, and that this may take the following forms:

- verbal abuse / threats
- racial / sectarian abuse
- emotional abuse
- sexual abuse (including child sexual exploitation)
- physical abuse
- neglect

2.1.1 *A forced marriage is where one or both people do not consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they're bringing shame on their family).*

2.2 The fundamental responsibility of the setting is to safeguard the welfare of each child, and ***their right to freedom from abuse***. Therefore, any staff member who does not possess a valid DBS is never left alone with a child.

2.3 All staff must complete the online '**Level 1 and 2 Safeguarding Children**' course as recommended and provided by the local authority via ME learning. This training is done online and focusses on the types of abuse, the signs and symptoms involved, and the appropriate action to be taken

2.4 The setting has 3 designated safeguarding officers/ leads to ensuring that at least one lead is available during operating hours. The designated persons are the first point of contact for all staff to go to for advice if they are concerned about a child.

2.5 All staff will receive updates and safeguarding training annually; The designated leads/ officers will receive the appropriate 'Working Together to Safeguard Children' every two years

2. With respect to the above section 2.1, the management procedures and arrangements are designed so that all possible measures are taken to ensure that



abuse of a child does not occur as a result, either directly or indirectly, of any of the activities provided by the setting.

3.1 The legal framework for this policy is based on:

- Early Years Foundation Stage (2014)
- Working Together to Safeguard Children (2015)
- Safeguarding Vulnerable Groups Act (2006)
- Keeping children safe in education (2016)
- Department of Education Guidance on Child Sexual Exploitation 2017
- GOV.UK guidance on Forced Marriages 2017

3. Where it is suspected that a child has suffered abuse, including at the hands of a third party, the setting has a duty to report these suspicions to the Local Authority, and will follow procedures set down in the *Local Safeguarding Children Board Policies*.

4.1 Any allegations or concerns must be reported immediately to the Designated Safeguarding Officer* who will contact LADO [1] or the Croydon Multi Agency Safeguarding Hub (MASH)[2].

In an emergency, the police will be notified.

[1]The role of the LADO is to advise the setting around allegations and concerns regarding staff, whether the incident should be treated as a safeguarding issue or whether the incident is potential inappropriate behaviour and should be managed as an internal disciplinary investigation. The LADO will advise on the processes necessary and provide guidance on whether suspension of the staff member/volunteer is necessary.

[2]The Multi Agency Safeguarding Hub, known as MASH, brings together professionals from partner agencies to deal with safeguarding concerns, where someone is concerned about the safety or wellbeing of a child. Information from partner agencies is collated within the MASH to assess risk and decide what action to take. As a result, the agencies are able to act quickly, in a coordinated and consistent way, ensuring that vulnerable children and families are kept safe

*designated safeguarding officer is responsible for:

- liaising with local statutory children's services agencies, and with the LSCB



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- Providing support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required.
4. It is the underlying policy of the setting that the safety, well-being and protection of the children are safeguarded at all times. Procedures require that any injuries or illnesses that a child has suffered, whether at home or in the setting, are recorded. Where there is serious concern, for example where abuse is suspected, this will be reported immediately to the Manager and Designated Safeguarding Officer, who will review the evidence and take the appropriate action. Such action may include the involvement of the *Local Safeguarding Children Board*. In all cases issues and concerns are dealt with in the strictest confidence.

5.1 It is the policy of the setting to involve the child's family / guardians / carers at all stages unless it is considered, at the discretion of the Manager, that this is not in the child's best interests and the child could be exposed to further risk.

5.2 The Manager undertakes to follow the guidance set out in the DCSF publication "*Working Together to Safeguard Children*" (March 2015) in all aspects of dealing with suspected abuse.

5. SPECIFIC PROCEDURES:

Recordings suspicions of abuse and disclosures

Staff will make an objective record using the 'incident log' form, of any observation or disclosure and include:

- Child's full name
- Full name of parent/ carer
- Date and time of observation/ disclosure
- Exact words spoken by the child
- Exact position and type of injuries/ marks seen
- Exact observation of an incident including any other witnesses
- Name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with parent/ carer (where deemed appropriate)

These records will be signed by the person reporting this and verified by the manager/ deputy.

6.1 Physical Abuse:

6.1.1 Signs and symptoms will include:

- scratches / cuts / bite marks / pinch marks inconsistent with normal



play activities

- burns / scalds inconsistent with explanations offered
- bruises in body areas not usually harmed through normal play activities
- bruises indicative of slaps, punches, being squeezed or violently shaken
- bruises suggesting the use of straps or sticks
- nervous / fearful watchfulness; fear of physical contact by adults
- unexplained fractures

6.1.2 Action to be taken:

Any sign of a mark or injury noticed when the child comes into the setting will be recorded, and discussed with the main parent / guardian / carer. These discussions will also be recorded, ensuring that the parent / guardian / carer is provided access to these records. If explanations are judged to be unsatisfactory, the *Local Safeguarding Children Board* will be informed.

6.2 Sexual Abuse:

Child sexual exploitation is also a form of child sexual abuse. This may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative sex 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)

6.2.1 Signs and symptoms will include:

- scratching / soreness / unexplained rashes in the genital areas
- stained / bloodstained underclothes
- bruises on inner thighs and buttocks
- discomfort when sitting or walking
- constant wetting or soiling of clothing
- suggestion of undue sexual awareness through play, drawings or the use of inappropriate words

6.2.2 Action to be taken:

All observations will be reported immediately to the *Local Safeguarding Children Board*.

6.3 Emotional Abuse:



6.3.1 *Signs and symptoms will include:*

- undue aggression or withdrawal
- constant wetting or soiling of clothing
- poor language development / speech disorders such as stammering or stuttering
- inability to relate to adults and other children
- telling lies
- tantrums beyond the age where they would be expected as normal development

6.3.2 *Action to be taken:*

Any concerns will be discussed with the main parent / guardian / carer. These discussions will be recorded, ensuring that the parent / guardian / carer is provided access to these records. If explanations are judged to be unsatisfactory, the *Local Safeguarding Children Board* will be informed.

6.4 Neglect:

6.4.1 *Signs and symptoms will include:*

- inappropriate or inadequate clothing
- poor standards of personal hygiene / unwashed, dirty clothing
- constant hunger
- underweight for their age / emaciation
- constant tiredness / listlessness
- untreated medical conditions
- BABIES: constant soreness / rash from infrequent changing of nappies

6.4.2 *Action to be taken:*

Any concerns will be discussed with the main parent / guardian / carer. These discussions will be recorded, ensuring that the parent / guardian / carer is provided access to these records. If explanations are judged to be unsatisfactory, the *Local Safeguarding Children Board* will be informed.

7 All Staff are aware that inappropriate behaviour towards children is unacceptable and that their conduct towards all children must be beyond reproach.

Inappropriate behaviour may include (this list is not exhaustive):

- Not giving the child opportunities to express their views, deliberately



- silencing them or making fun of what they say or how they communicate
- Conveying to the children that they are worthless or unloved or valued only insofar as they meet the needs of another person
- Age or developmentally inappropriate expectations being imposed on children - these may include interactions or discussions that are beyond the child's developmental capability or deemed inappropriate, e.g. of a sexual nature
- Children seeing or hearing the ill treatment of another
- Forcing or enticing children to take part in sexual activities including looking at sexual images, grooming a child in preparation for abuse, assault by penetration or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing

7.1 If any of the above is witnessed/ reported, the procedures from 4.1 must be adhered to.

8 Good practice guidelines

To meet and maintain the safeguarding responsibilities towards children, the setting agrees to the following standards of good practice:

- to treat all children with respect
- to set a good example by appropriate conduct
- to ensure staff are positive role models to children and other members of the team and never engage in rough, physical or sexually provocative games
- to involve children in decision-making which affects them (taking age and development of children into account)
- to encourage positive and safe behaviour among children
- to be a good listener
- to be alert to changes in a child's behaviour
- to recognize that challenging behaviour may be an indicator of abuse
- to ask the child's permission before doing anything for them which is of a physical nature, such as assisting with dressing or administering first aid
- to maintain appropriate standards of conversation and interaction with and between children and avoid the use of sexualized or derogatory language
- to be aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of neglect and or abuse
- to raise awareness of child protection issues and equip children with the skills they need to keep themselves safe
- to establish a safe environment in which children can learn and develop, particularly in their confidence and self-esteem and to provide opportunities for achievement in accordance with the Early Years Foundation Stage.
- To recognise that ***safeguarding the children's welfare is everyone's responsibility.***



9. The designated Safeguarding Officers are:

Maryam Hussain (Manager)

Luke Mills (Deputy Manager)

Marilyn Short (Third In Charge)

10.

IMPORTANT TELEPHONE NUMBERS:

Local Authority Designated Officer:

LADO; 020 8 2552889

lado@croydon.gov.uk

4th Floor

Bernard Weatherill House

8 Mint Walk

Croydon

CRO 1EA

MASH: 020 8726 6464

Croydon Safeguarding Children Board: 020 8726 6400 ext 63358 or 47275

safeguardingchildrenboard@croydon.gov.uk 4th Floor, Zone F

Bernard Weatherill House 8 Mint Walk

Croydon CRO 1EA

OFSTED Information Line: 0800 2346 346

OFSTED Complaints Line: 0300 123 1231



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The Nursery's Safeguarding the Welfare of Children Policy will operate in conjunction with other policies such as:

- Safeguarding the Welfare of Children - FGM: Policy 325A
- Child Protection - Bullying: Policy No. 326
- Child Protection - Allegations Against a Staff Member: Policy No. 327
- Whistle Blowing: Policy No. 329
- Social Networking, E-Safety and Photography: Policy No. 333
- Prevent Duty: Policy No. 336

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