

Brightsparks Day Nursery Safeguarding/ Child Protection Policy

Safeguarding Officer: Helen Elliott

We have a designated senior person for Safeguarding who has received appropriate training and support for this role. Along with the Nursery manager this designated person is responsible for liaising with the local statutory children's services agencies, and with the LSCB. They must provide support, advice and guidance to any other staff on an ongoing basis and on any specific safeguarding issues as required. The officer and deputy will update their training every 2 years with their knowledge and skills refreshed annually. A member of staff who has received the appropriate training will be on site at all times. All staff will receive minimum of Level 1 training as part of their induction.

The role of the Safeguarding Officer is to:

- refer suspected abuse or neglect of children and young people to SPA. Urgent concerns must be reported immediately even if the designated safeguarding and child protection person is not available;
- report allegations made against members of staff to the local authority designated officer (LADO) through SPA. This is known as the duty to refer;
- develop and update child protection and other safeguarding policies ensuring staff are made aware of their responsibilities and families are familiar with how to raise a concern;
- ensure that confidential records are kept of any concerns about a child or young person and of any conversation or referrals to statutory agencies;
- provide support, supervision and advice for any staff member, volunteer or student with a safeguarding or child protection concern; provide safeguarding and child protection induction for new staff, students and volunteers;
- have an understanding of the Local Safeguarding Children's Board procedures;
- ensure their own safeguarding training is up-to-date and follow the recommended training requirements;
- ensure all safeguarding and child protection training is cascaded to the whole staff team, including new staff, bank or agency staff or volunteers;
- ensure staff have appropriate child protection and safeguarding training and maintain training records; and
- co-operate with any request for information from the local authority such as child protection training returns and self-evaluative forms for safeguarding and child protection compliance with section 11 of the Children Act 2004.
- Ensure staff have an awareness and understanding of the staff behavior policy.

The Role of SPA (Single Point Of Access) - 020 8547 5008

SPA acts as a central information hub that coordinates information from a range of sources, as well as signposting to universal provision. SPA works closely with the Initial Response Team and the Targeted Family and Youth Service. SPA also supports the work of the CAF coordinator, Education

Welfare Service, Primary Mental Health, early years and children's centres, health visitors and GPs and the police.

You may call SPA for initial advice and guidance. Referral forms are available online. It is important to contact SPA before making an online referral so they can respond to the child's needs quickly if you are concerned that a child is at immediate risk.

The outcome of contacting SPA will depend on the circumstances but could include:

- being given advice about local services;
- logging concerns about a child;
- signposting to services; or
- supporting the CAF process.

When seeking advice or reporting information, be sure that you clearly understand and keep a record of any actions you are told to take, along with related timescales and actions taken. There is an incident form to support you in recording any incidents, who you spoke to and actions taken. The chronology form enables you to have an overview of the incident. Please ask management for support when completing an incident report form.

When to Report Concerns to SPA

The Safeguarding/ Child Protection Officer would liaise with the Manager and/or Proprietor and they must decide whether external reporting (to the Single Point of Access team) is appropriate. They will discuss fully the situation with the staff member who raised the concerns, and any other staff who may have relevant information. Consideration must be given to the immediate safety needs of the child.

To facilitate a decision the officer/manager/proprietor may discuss the concerns with the Single Point of Access team.

If deemed necessary the Safeguarding/ Child Protection officer will complete a EAF (Early Help Assessment) if one is not already being written by another agency.

Immediate referral to the Single Point of Access Team should occur when:

- The child has disclosed abuse.
- The child has suspicious injury for which there is no satisfactory explanation.
- The child is deemed to be at immediate risk.
- The child is anxious or afraid about returning home.
- The child is known to have abused another child.
- Medical treatment is necessary.

Immediate referral to the Single Point of Access Team is not necessary or appropriate when:

- A child's behaviour is not symptomatic of abuse.
- A child says things which indicate something is amiss, but this does not conclusively indicate abuse.

- A child has a minor injury for which there is a reasonable explanation.
- A staff member or volunteer is behaving unprofessionally, but this may not be abusive of children.

When a referral is made to the Single Point of Access, the decision must be taken as to whether to notify the parents. The guiding principle is that parents should be informed unless doing so places the child at further risk.

Confidential records kept on a child are shared with the child's parents depending on the situation. Parents should put their request in writing to the Nursery Manager/ Safeguarding/ Child Protection Officer if they want to see the Safeguarding/ Child Protection records kept on file for their Child. A decision will be made within 7 days as to whether it is in the interest of the Child to share this information. It may be necessary to refer to outside agencies to make an informed decision.

The nursery will continue to welcome the child and family whilst investigations are being made in relation to abuse outside the nursery environment. Investigations will be carried out with sensitivity. Staff in the nursery take care not to influence the outcome either through the way they speak to the children or ask questions of the children.

The Role of LADO (Local Authority Designated Officer) - 0208 891 7370 Email LADO@achievingforchildren.org.uk

The Local Authority Designated Officer (LADO) works within children's services to help safeguard children in accordance with the statutory guidance, Working Together to Safeguard Children 2018. The LADO should be informed, through SPA, of all cases where it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates they are unsuitable to work with children, for example if their conduct falls within any of the categories of abuse.

Once an allegation has been made, the LADO's role is to capture and co-ordinate the sharing of all the information relating to the case with the officers and agencies that need to be informed.

The LADO will be involved from the initial phase, providing advice and guidance to the setting or employer, and monitoring the progress of the case through to its conclusion. LADO meetings are held where allegations are such that they may require a multiagency response and involve both children's services and the police alongside the employer. If an allegation does not require police or children's social care involvement the LADO will support the organisation to investigate, following their own internal procedures and can advise regarding disciplinary, training and policy matters.

Brightsparks Day Nursery fully recognises its responsibilities for Safeguarding/ Child Protection and ensures that:

- We will follow the procedures set out by the Local Safeguarding Children Board and follow the Guidelines in the DCFS Working Together To Safeguarding Children document July 2018 (located at the back of the Safeguarding folder).
- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/unpaid) working in the nursery have a responsibility to report any concerns to the appropriate person.
- All staff are trained in their induction period to not kiss the children, initiate hugs however, comfort is offered when initiated by child or when is upset or injured. Staff do not tell children "I Love you", if a child says this, we say - thank you.
- Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children.
- We do not allow volunteers to be alone with children or any other adult who may be present in the nursery regardless of whether or not they have a DBS clearance.
- All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment.
- Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child safeguarding/ child protection issues and equipping staff and children with the skills needed to keep them safe.
- Implementing procedures for identifying and reporting cases, or suspected cases of child abuse.
- Establishing a safe environment in which children can learn and develop and feel secure with their carers, and are encouraged to talk, and are listened to.
- We have procedures for recording the details of visitors to the nursery.
- We take security steps to ensure that we have control over who comes into the nursery so that no un-authorised person has unsupervised access to the children.
- Allow all staff/volunteers to make informed and confident responses to specific Safeguarding/ Child Protection issues.
- Provide staff with adequate information to make correct decisions and deal with concerns.
- Every member of staff (including temporary and cover staff and volunteers) knows the name of the designated senior person responsible for safeguarding/ Child Protection and their role.
- All staff and volunteers understand their responsibility for referring any concerns to the designated senior person for safeguarding/ Child Protection.
- All parents have an understanding of the responsibly placed on the nursery and staff for safeguarding/ Child Protection by setting out its obligations in the prospectus.
- Notify Social Services if there is an unexplained absence of more than two days of a child who is on the safeguarding/ Child Protection register.
- If a child is absent from nursery the officer will follow the procedure in the attendance policy.

- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding/ Child Protection matters including attendance at case conferences.
- Keep written records of concern about children.
- All records are kept securely, separate from the child's main file, and in a locked location.
- Follow procedures where an allegation is made against a member of staff or volunteer.
- Safe recruitment practices are always followed by getting appropriate checks in full.
- Ensuring that, where a child on the safeguarding/ Child Protection register leaves, that their information is transferred to the new setting/school immediately and that the child's social worker is informed.

Concerns may be raised by the child themselves, employees or volunteers of the nursery, parents/carers or outside agencies.

We acknowledge that abuse of children can take different forms: Sexual, Emotional, Physical and Neglect, Child Exploitation, Female Genital Mutilation and Domestic Violence and Abuse.

When children are suffering from Physical, Sexual or Emotional abuse this may be demonstrated through changes in their behaviour or in their play. Where such changes in behaviour occur or where children's play gives cause for concern the nursery will investigate following the safeguarding steps of action shown with this policy.

Where a child shows signs and symptoms of 'failure to thrive' or 'neglect' we make observations and appropriate referrals.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include activities such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women and other children can also commit sexual abuse.

Effects - Children who have been sexually abused may show a variety of signs and symptoms, including

- aggressive behaviour, sleep problems, bed-wetting or soiling
- problems with school work or missing school
- risk taking behaviour during adolescence
- becoming sexually active at a young age
- promiscuity.

Signs - In addition to the effects that sexual abuse may have on a child, you may also notice other warning signs, such as a child who:

- suddenly starts to behave differently
- thinks badly or does not look after him or herself
- displays sexually inappropriate behaviour, including use of sexual language and sexual information which you would not expect them to know
- has physical symptoms that suggest sexual abuse - these can include anal or vaginal soreness or an unusual discharge, and pregnancy
- avoids being alone with a particular family member
- fears an adult or is reluctant to socialise with them
- tries to tell you about abuse indirectly, through hints or clues
- describes behaviour by an adult that suggests they are being 'groomed' for future abuse.

You should also be alert to any adults who pay an unusual amount of attention to your child, for example:

- giving your child gifts, toys or favours
- offering to take your child on trips, outings and holidays
- seeking opportunities to be alone with your child.

Child sexual exploitation (CSE)

Sexual exploitation is a form of sexual abuse in which a child is manipulated, or forced, into taking part in a sexual act. This could be part of a seemingly consensual relationship or in return for attention, affection, money, drugs, alcohol or somewhere to stay.

Signs which may suggest sexual abuse:

- Pain, bruising or bleeding in the genital area
- Vaginal discharge or infection
- Stomach pains
- Changes in behaviour
- Fear of being left with a specific person or group of people
- Sexual knowledge beyond their developmental level
- Sexual drawings or language
- Eating problems
- Self-harm
- Acting in a sexually explicit way towards adults

Female genital mutilation (FGM)

FGM 'includes all procedures which involve partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons whether for cultural or other non-therapeutic reasons' (WHO, UNICEF, UNFPA, 1997).

FGM constitutes child abuse and causes physical, psychological and sexual harm which can be severely disabling. In the case of suspected FGM providers must not contact parents before seeking advice from SPA or mediate between the children and their parents.

Signs which may suggest FGM

- A child may talk about a special procedure or ceremony that is going to take place
- Prolonged absence from the setting
- Change in behaviour on return
- Damage to the genital area and/or adjacent tissues
- Pain or difficulty in sitting
- Bleeding or infection
- Urine retention
- Fracture or dislocation as a result of restraint
- Psychological damage, including depression, anxiety, and sexual dysfunction

There is a mandatory duty requiring regulated health and social care professionals and teachers and anyone working with under 18s to report known cases of FGM in under-18s. More information regarding FGM can be found on the London Safeguarding Children Board website.

If you have suspect that FGM is going to take place or has been performed on a child report your concerns immediately to your safeguarding officer.

If there's immediate danger

Contact the police if you or someone you know is in immediate danger of FGM.

You should also contact the Foreign and Commonwealth Office if you know a British national who's already been taken abroad.

Foreign and Commonwealth Office: 020 7008 1500

If you or someone you know is at risk

Contact the NSPCC anonymously if you're worried that a girl or young woman is at risk or is a victim of FGM.

NSPCC FGM Helpline

Email: fgmhelp@nspcc.org.uk

Telephone: 0800 028 3550

Breast ironing/flattening

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear, or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage.

Breast Ironing/Flattening is a form of physical abuse and can cause serious health issues such as:

- Abscesses
- Cysts

- Itching
- Tissue damage
- Infection
- Discharge of milk
- Dissymmetry of the breasts
- Severe fever.

Any concerns about a child or family, will be reported to the children's social care team in the same way as other types of physical abuse.

Fabricated Illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. 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.

Procedure:

- All signs of marks/injuries to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member
- The incident will be discussed with the parent at the earliest opportunity, where felt appropriate
 - Such discussions will be recorded and the parent will have access to such records

If a case of fabricated illness is suspected, the procedures of contacting SPA will be followed.

Domestic violence and abuse

The cross-government definition of domestic violence and abuse is 'any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Signs which may suggest children are exposed to domestic abuse:

- Aggressive behaviour
- Displaying anti-social behaviour
- Acting out their experiences

- Suffering from depression or anxiety
- Not achieving potential - due to difficulties at home or disruption of moving to and from refuges.

Indicators of abuse

It is vital that staff are aware of the range of physical and behavioral indicators of abuse and report any concerns to the safeguarding and child protection designated person. It is the responsibility of the childcare setting to report concerns, but that it is not their responsibility to investigate or decide whether a child has been abused.

Indicators could take a number of forms, and individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They will be viewed as part of the picture, and each small piece of information will help the safeguarding and child protection designated person decide how to proceed. The setting does not need absolute proof that the child is at risk to act.

Children who may be particularly vulnerable to abuse

All children should receive equal protection, so providers should be particularly aware of children in the following circumstances who may be particularly vulnerable.

- Looked after
- Disabled or have special educational needs
- Living in a known domestic abuse situation
- Affected by known parental substance misuse
- Asylum seekers
- Living in temporary accommodation or living transient lifestyles
- Living in chaotic, neglectful and unsupportive home situations
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality
- Do not have English as a first language
- Having a parent with enduring or untreated mental health problems.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child that causes severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child 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, including interactions that are beyond a child's capability, as well as overprotection and limitation of exploration and learning, or preventing normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children 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 of a child, though it may occur alone.

Signs that may suggest emotional abuse:

- neurotic behaviour, for example hair twisting, rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders
- self-harm
- fear of parent being approached regarding their behaviour
- developmental delay

Physical Abuse

If an adult deliberately hurts a child - causing them physical harm, such as cuts, bruises, broken bones or other injuries - it is physical abuse. It can include hitting, shaking, throwing, poisoning, burning, and slapping.

Effects - The harm caused by physical abuse can range from minor injuries to major trauma. These can include:

- bruising
- burns or scalds
- bite marks
- fractures
- scarring
- poisoning
- drowning or suffocating
- head injuries caused by a blow or by shaking
- fabricated or induced illness.

The experience of being harmed may, also, cause mental health and behavioural problems in a child, such as:

- depression and anxiety
- aggression and violence
- problems with relationships and socialising
- trying to hide injuries under clothing
- running away from home
- being distant and withdrawn.

Physical abuse during childhood can affect a person later in life as an adult, for example, it can cause conditions such as post traumatic stress disorder

Signs - All children have accidents, like bumps and falls, which cause injury. However, you may have reasons for thinking that an injury has been inflicted on purpose if:

- an injury strikes you as odd
- a child is injured repeatedly
- a parent delays seeking treatment

- a parent or child gives unconvincing or inconsistent explanations about an injury.

What injuries are normal for children?

- Bruising on the shins, knees, elbows, and backs of the hands.
- Bruising on children who are crawling or walking (especially older children).
- Bruising on the forehead (for toddlers).
- Scalds from hot liquid spills on the upper body.

What could be abuse?

- Bruising on the cheeks, ears, back, buttocks, palms, arms, tummy, hips, backs of legs, and feet.
- Bruising on babies who are not yet crawling or walking.
- A history of bruising.
- Multiple bruises in clusters, usually on the upper arms or outer thighs.
- Bruises which look like they have been caused by fingers, a hand, or an object.
- Burns of the backs of the hands, feet, legs, genitals, or buttocks.
- Burns which have a clear shape, like a circular cigarette burn.
- Large oval shaped bite marks.

As well as the visible signs of injury, physically abused children may also display signs of that abuse in their behaviour.

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 of 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
- respond to a child's basic emotional needs.

Signs that may suggest neglect:

- constant hunger
- constantly dirty or smelly
- loss of weight or being constantly underweight
- inappropriate clothing for the conditions
- medical assistance not sought when necessary
- mentioning being left alone or unsupervised.

Definitions above adapted from Working Together to Safeguard Children 2018

Where such changes in behaviour occur or where children's play gives cause for concern, the nursery will make observations and appropriate referrals, following the safeguarding steps of action detailed in this policy.

Special Educational Needs and Disabilities (SEND)

We fully understand that abuse can happen to anyone, but deaf and disabled children are over three times likely to be abused or neglected due to various factors some being fewer outside contacts, communication difficulties or impaired capacity to resist or avoid abuse.

Procedure:

Staff working with SEND will be alert to the signs and symptoms of abuse and take into account the added risk factors.

- We ensure all children are assigned with a Key person to ensure the continuity and that relationships are strong.
- We will liaise with our Local SEND.
- Signpost families to other services that will support and help them as appropriate.
- Ensure that health care plans are applied for and in place and reviewed where appropriate.
- If a health plan is in place we will make sure that it is being followed appropriately
- A referral will be made straight away if there are any concerns, in accordance with the LSCB procedures.

Bruising in babies

Bruising in babies who are not independently mobile is very uncommon. 'Bruising in a baby who is not yet crawling, and therefore has no independent mobility, is very unusual. Those who don't cruise, rarely bruise according to the National Institute for Health and Care Excellence. Due to the significant risk of abusive injury in a non-mobile baby. When new babies and children join our setting, when completing their settling in information, we ask parents to record and ask about any birthmarks, Mongolian blue spots, birth trauma marks or skin conditions the baby may have. noting the shape, size and location. If any doubt exists about the nature of a skin mark, the baby's parents/ carers should be requested to seek a medical opinion from their GP.

Procedure to follow of a bruise is identified

- Body maps to record bruising should be completed in all cases where there are injuries of concern . For non-medical staff, this should only be for visible bruising. Referral to hospital must be made with parental consent, however, if consent is refused and there is a suspected bruise, professionals need to take action to safeguard the child, e.g. referral to Children's Social Care without consent. Parents will be informed that the social worker will be updated by the paediatrician following their medical assessment. It is the responsibility of the professional who identifies the bruise, to ensure the baby attends hospital as soon as possible and to confirm attendance. They need to use their professional judgement to assess the parent's responses and compliance to this request and take the necessary steps to ensure the child's safety. This may include calling the police if the professional suspects the parent/carer will not attend the hospital as requested. If a parent or carer is uncooperative or refuses to

take the child for further assessment, this should be reported immediately to the police and children's services notified of this course of action. If possible, the child should be kept under supervision until steps can be taken to secure his or her safety.

- A referral to children's social care must be made by the professional first noticing the suspected bruising. All referrals must include any explanation given by the parent/carer for the suspected bruising. Try to use the exact words given. Referrals must include the name of the paediatrician spoken to at the hospital. Information to be included in referrals to paediatrician & children's social care • When did you notice this suspected bruise? • Has anyone else seen the suspected bruise - professional or another adult? • Does the parent / carer have any worries about who or what may have caused the suspected bruise? • Who is in the family household (including other children, fathers, and significant others), who lives with the child, who are regular visitors? • Where does the child spend time - e.g. Nursery, Childminder, Friend - and for how long? • Observations of the presentation of the parent / carer within this discussion and any professional judgement linked to this.
- We refer to the flow chart below

Contact Details

Kingston Hospital Foundation Trust

1. Contact Kingston Hospital switchboard: 020 8546 7711 Bleep 732

2. Call Dolphin (PAU) ward: 020 8546 7711 - extension 2328 and ask to speak to on call paediatrician

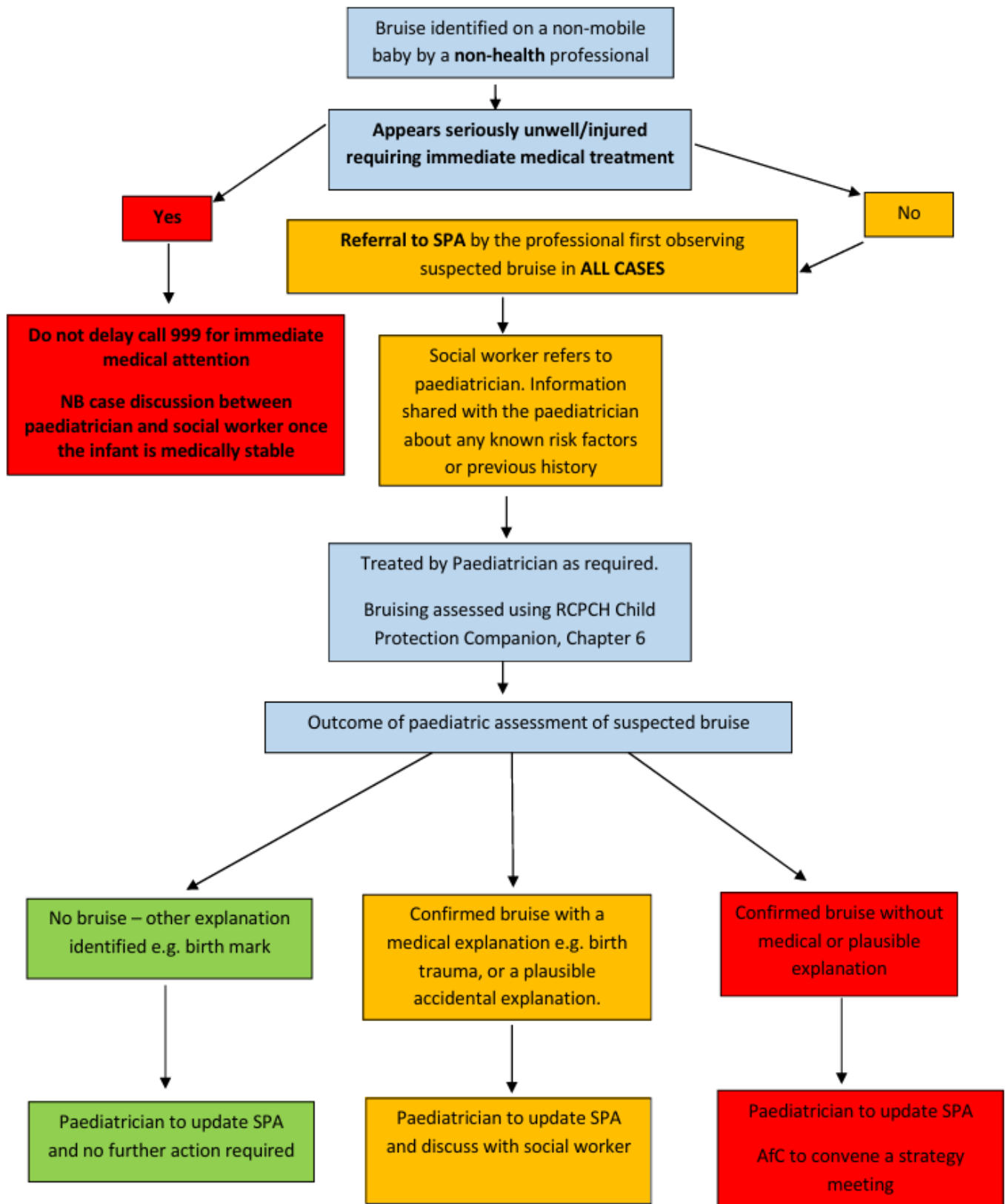
Children's Social Care

Achieving for Children Single Point of Access: 020 8547 5008

Out of Hours: 020 8770 5000

<https://kr.afcinfo.org.uk/pages/community-information/information-and-advice/safeguarding-and-child-protection/single-point-of-access-spa>

APPENDIX 2: Flowchart for Management of Suspected Bruising on a Non-Mobile Baby Identified by a Non-Health Professional



County Lines

The National Crime Agency (NCA) describe county lines as a term used to describe 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 will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Signs and indicators to be aware of include:

- Changes in the way young people you might know dress
- Unexplained, sometimes unaffordable new things (e.g. clothes, jewellery, cars etc.)
- Missing from home or schools and/or significant decline in performance
- New friends or relationships with those who don't share any mutual friendships with the victim or anyone else
- May be carrying a weapon
- Receiving more texts or calls than usual
- Sudden influx of cash, clothes or mobile phones
- Unexplained injuries
- Significant changes in emotional well-being

- Young people seen in different cars/taxis driven by unknown adults
- Young people seeming unfamiliar with your community or where they are
- Truancy, exclusion, disengagement from school
- An increase in anti-social behaviour in the community
- Unexplained injuries
- Gang association or isolation from peers or social networks.

Cuckooing

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home. If we recognise any of these signs, we will report our concerns as per our reporting process.

If staff have any concerns regarding county lines/cuckooing they will follow our safeguarding reporting procedures.

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/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

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.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

Looked after children

As part of our safeguarding practice we will ensure our staff are aware of how to keep looked after children safe. In order to do this we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question.

Monitoring children's attendance

Please see attendance policy

What to do if you have concerns about a child

You may become concerned or worried about a child's care, behaviour or an injury to a child, but the child may not have said anything to suggest that they have been abused. Every case is individual and decisions to investigate or follow up a concern should be made by SPA or a social worker not by the setting manager or designated safeguarding and child protection person. SPA can be contacted for initial advice and guidance. Refer to the safeguarding processes flowchart.

Steps Of Action:

- in an emergency take action to obtain urgent medical attention for the child, if required, for example, call 999;
- stop other activity, responding to a suspicion of abuse takes immediate priority;
- report any concerns you have to the designated safeguarding and child protection person or deputy immediately, or most senior person if not available. You may contact SPA directly;
- refer to the safeguarding processes flowchart;
- if there is any reason to believe that a child is subject to physical, emotional, sexual abuse or neglect, report these concerns to the SPA team or out of hours Emergency Duty Team; record who you spoke to, any advice given and actions taken; referral forms are available online;
- ask the parent or carer about what has been observed, so long as it does not put the child at increased risk. (see Seeking consent, p11);
- if you decide not to discuss your concerns with the child's parents you should record this and the reason why you made that judgement;
- record exactly what has been heard or seen, what has been said, and was done;
- use a body map to record injuries but do not take photographs;
- keep the notes taken at the time, without amendments, omissions or addition, even though

subsequent reports may be written (date and sign each page);

- providers should operate on a need-to-know basis only. We abide by the confidentiality policy and do not discuss the issue with colleagues, friends or family.

What to do if a child discloses abuse

It often takes a great deal of courage for a child to talk to anyone about their abuse. Children learn to be very good at covering up abuse and give plausible explanations for what happened. Children may have to betray a person who is close to them, who they may love, or who has power over them. A child who discloses may risk a great deal by hoping that you will believe what they say.

We will:

- ensure the immediate safety of the child
- stop other activity and focus on what the child is saying, responding to a suspicion of abuse takes immediate priority
- seek any necessary medical treatment without delay
- stay calm and do not express shock or disbelief
- listen carefully to what is being said, allow the child to continue at their own pace. Ensure questions are absolutely minimal and completely open, for example "How did that happen?"
- repeat back to the child (as accurately as possible) what you heard, to check your understanding of what the child has told you
- tell the child they are not to blame, it's not their fault and they have done the right thing in telling you
- not promise to keep secrets - find an appropriate early opportunity to explain it will be necessary to tell someone else in order to help them and keep them safe
- ask the child if they have told anyone else
- tell the child what you will do next and with whom the information will be shared
- inform the designated safeguarding and child protection person and/or your senior manager as soon as possible
- ask the parent or carer about what has been disclosed, so long as it does not put the child at increased risk (see Seeking consent)
- as soon as possible, record in writing what was said, using the child's own words. Note the date, time and names mentioned, to whom the information was given and ensure that all records are signed and dated
- note anything the parent or carer tells you
- the designated person will follow the setting's child protection procedures and contact SPA. Childminders would inform SPA directly

Seeking consent

In most cases we would seek to discuss any concerns with the child's parents or carers and where possible, seek their agreement to make a referral to SPA, there are cases where we must not discuss concerns with them before making a referral.

Concerns must not be discussed with parents or carers before referral in the following circumstances:

- where discussion would put a child at risk of significant harm
- where discussion would impede a police investigation or social work enquiry
- where sexual abuse is suspected
- where female genital mutilation (FGM) is suspected to have been carried out or planned;
- where organised or multiple abuse is suspected
- where factitious illness or induced illness is suspected
- where to contact parents/carers would place you or others at risk
- where it is not possible to contact parents or carers without causing undue delay in making the referral, advice should be sought from SPA.

A decision by any professional not to seek parental permission before making a referral to SPA must be recorded, and the reasons give.

Managing allegations and concerns against staff and volunteers

Any concerns that arise which call into question a person's suitability to work with children should be managed according to the following procedures. An allegation of child abuse made against a member of staff (within the work environment or outside of work) or other adult in contact with children in the setting may come from a parent, another member of staff or from a child's disclosure. The allegation or concern may relate to a person who has:

- behaved in a way that has harmed or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children, or that indicates he/she is unsuitable to work with children.

We will:

- Treat the matter seriously;
- Remove the adult from the situation (if applicable)
- Seek any necessary medical treatment for the child without delay;
- The LADO will be informed immediately for advice and guidance. Ofsted will be informed. SPA will be advised if necessary.
- If as an individual you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly
- Do not attempt to investigate the matter by interviewing any potential child witnesses or the accused person but simply record the facts and information presented to them; A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, CSCB) to determine how this will be handled
- The nursery will follow all instructions from the LADO, Ofsted, CSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice. If no contact can be made with the LADO,

then we will follow steps set out in our nurseries procedures where we have the right to relieve a staff member of all duties away for the children.

- The nursery also reserves the right to suspend any member of staff pending or during an investigation.
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling and or support will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

If an adult tenders their resignation this must not prevent an allegation being followed up, a formal conclusion reached and action taken.

Parents or carers of a child involved should be informed of the allegation as soon as possible, providing provision of information and advice at that stage does not impede the enquiry, disciplinary or investigative processes. However, parents or carers may need to be told immediately, for example, if a child requires medical treatment.

Record keeping

- It is essential that clear and concise records are kept.
- Record the incident and include all relevant details on our Safeguarding Incident Report Form.
- Start a chronology at the earliest opportunity to ensure all contacts are recorded and logged.
- A chronology must list specific and significant incidents, events and actions taken in relation to the child and, where appropriate, their family, with a brief explanation or cross-referenced to where the records can be found.
- All records must be dated and signed to ensure they can be attributed to the person

completing them.

- Records must be written as soon as reasonably possible following any incident taking place.
- The incident, event, or observation should be described clearly and concisely, physical marks or injuries should be recorded on a body map where appropriate.
- Records should contain any comments made by the child, adult in their own words.
- Records must make a clear distinction between what is factual information and what are personal comments or thoughts.
- Record any advice given and actions taken.
- In the case of an allegation against a member of staff, a summary should be kept on the member of staff's file and the staff member should be provided with a copy.
- For related criminal or civil proceedings, records may be subject to disclosure.
- Records must be kept for an appropriate length of time.

All records and notes should be kept securely at all times. If records are kept electronically these must also be kept securely and password protected. Access should be restricted to appropriate members of staff.

Useful Numbers

Police: 999 in an emergency or 101 for everything else

SPA - Single Point of Contact: 020 8547 5008

Out of hours duty social worker: 020 8770 5000

Ofsted: 0300 123 1231

Designated Safeguarding Lead

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Leads (DSL), there is always at least one designated person on duty during the opening hours of the setting. The designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The nursery DSL's liaise with the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge of the staff team with regular safeguarding updates.

The Designated Safeguarding Leads (DSL) at the nursery are: Helen Elliott, Paige Potter, Ella Hossack and Lauren Hossack.

The role of the Designated Safeguarding Lead; Ensure that the settings safeguarding policy and

procedures are reviewed and developed in line with current guidance; and develop staff understanding of the settings safeguarding policies

- Take the lead on responding to information from the staff team relating to child protection concerns
- Provide advice, support and guidance on an on-going basis to staff, students and volunteers.
- To identify children who may need early help or who are at risk of abuse
- To help staff to ensure the right support is provided to families
- To liaise with the local authority and other agencies with regard to child protection concerns
- Ensure the setting is meeting the requirements of the EYFS statutory requirements
- To ensure policies are in line with the local safeguarding procedures and details
- Disseminate updates to legislation to ensure all staff are kept up to date with safeguarding practices
- To manage and monitor accidents, incidents and existing injuries; ensuring accurate and appropriate records are kept
- Attend case conferences and external safeguarding meetings, as requested, by external agencies.

Online Safety Policy

Our nursery is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Keeping Children Safe in Education states *"The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:*

- ✓ *content: being exposed to illegal, inappropriate or harmful material;*
- ✓ *contact: being subjected to harmful online interaction with other users; and*
- ✓ *conduct: personal online behaviour that increases the likelihood of, or causes, harm."*

The Designated Safeguarding Lead is ultimately responsible for online safety concerns. All concerns need to be raised as soon as possible to **Helen Elliott**

Within the nursery we aim to keep children (and staff) safe online by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and update them regularly
- Ensuring content blockers and filters are on all our devices, e.g. computers, laptops and any mobile devices
- Keeping passwords safe and secure, not sharing or writing these down. These will be changed at least every term to keep the devices secure
- Ensure management monitor all internet activities in the setting
- Locking away all nursery devices at the end of the day
- Ensuring no social media or messaging apps are installed on nursery devices
- Management reviewing all apps or games downloaded to tablets to ensure all are age appropriate for children and safeguard the children and staff
- Using approved devices to record/photograph in the setting
- Never emailing personal or financial information
- Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk)
- Ensuring children are supervised when using internet devices
- Using tracking software to monitor suitability of internet usage (for older children)
- Not permitting staff or visitors access to the nursery Wi-Fi
- Integrating online safety into nursery daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'
- When using Skype and FaceTime (where applicable) discussing with the children what they would do if someone they did not know tried to contact them
- We abide by an acceptable use policy; ensuring staff only use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated
- Under no circumstances should any member of staff, either at work or in any other place, make, deliberately download, possess, or distribute material they know to be illegal, for example child sexual abuse material

- Children's screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning
- The nursery is aware of the need to manage our digital reputation, including the appropriateness of information and content that we post online, both professionally and personally. This is continually monitored by the setting's management.

All electronic communications between staff and parents should be professional and take place via the official nursery communication channels, e.g. the setting's email addresses and telephone numbers. This is to protect staff, children and parents.

If any concerns arise relating to online safety then we will follow our safeguarding policy and report all online safety concerns to the DSL.

The DSL will make sure that:

- All staff know how to report a problem and when to escalate a concern, including the process for external referral if they feel it is needed
- All concerns are logged, assessed and actioned upon using the Nursery's Safeguarding procedure
- Parents are offered support to help them talk about online safety with their children using appropriate resources
- Parents are signposted to appropriate sources of support regarding online safety at home and are fully supported to understand how to report an online safety concern.

Mobile Phone and Electronic Device Use

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children.

Mobile phones and other devices that accept calls, messages and video calling

At **Brightsparks Day Nursery, New Malden** we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or fitbits during working hours.

This policy should be used in conjunction with our online safety policy to ensure children are kept safe when using the nursery devices online.

Staff must adhere to the following:

- Mobile phones/smartwatches/fitbits are either turned off or on silent and not accessed during your working hours
- Mobile phones/smartwatches/fitbits can only be used on a designated break and then this must be away from the children
- Mobile phones/smartwatches/fitbits should always be stored safely in a lockable safe located in the office during the hours of your working day
- No personal device is allowed to be connected to the nursery wifi at any time
- The use of nursery devices, such as tablets, must only be used for nursery purposes
- The nursery devices will not have any social media or messaging apps on them
- Any apps downloaded onto nursery devices must be done only by management. This will ensure only age appropriate and safe apps will be accessible to staff or children using them
- Passwords / passcodes for nursery devices must not be shared or written down
- During outings, staff will use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only management phones can be used to take photos around the nursery and then they should be deleted once it has been used for social media purposes/newsletters.
- Nursery devices will not be taken home with staff and will remain secure at the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances then the person taking this device home must ensure it is securely stored and not accessed by another other individual and returned to nursery as soon as practically possible.

Parents' and visitors' use of mobile phones and smartwatches

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day. However parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children. If you are found to be using your phone inside the nursery premises you will be asked to finish the call or take the call outside.

We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Visitors are requested to leave their mobile phones or smart watches in the safety of the office where they will be locked away safely.

Parents are requested not to allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes smart watches with these capabilities, such as Vtech. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the nursery.

Photographs and videos

At **Brightsparks, New Malden** we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings (including CCTV) taken of children in our nursery are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this when each child is registered and we update it on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our nursery website, brochure and the local press; and for security in relation to CCTV and the different social media platforms we use. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Photographs or videos recorded on nursery mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

Parents, and children, are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the nursery premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

At **Brightsparks Day Nursery**, we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites on to these devices.

We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

Acceptable IT Use

This Information and Communications Technology (ICT) Acceptable Use Policy describes the rights and responsibilities of staff using resources, such as computers, the internet, land line and mobile telephones, and other electronic equipment. It explains the procedures you are expected to follow and makes clear what is considered acceptable behaviour when using them.

These facilities are a vital part of our business and should be used appropriately and in the best interests of the nursery.

Security and passwords

Passwords for our systems are confidential and must be kept as such. You must not share any passwords with any other person; in particular you must not allow any other staff member to know your password.

Email

We expect all staff to use their common sense and good business practice when using email. As email is not a totally secure system of communication and can be intercepted by third parties, external email should not normally be used in relation to confidential transactions.

Emails must not be used to send abusive, offensive, sexist, racist, disability-biased, sexual orientation based or defamatory material, including jokes, pictures or comments which are potentially offensive. Such use may constitute harassment and/or discrimination and may lead to disciplinary action up to and including summary dismissal. If you receive unwanted messages of this nature, you should bring this to the attention of your Manager.

Internet access

You must not use the internet facilities to visit, bookmark, download material from or upload material to inappropriate, obscene, pornographic or otherwise offensive websites. Such use constitutes misconduct and will lead to disciplinary action up to and including summary dismissal in serious cases.

Each employee has a responsibility to report any misuse of the internet or email. By not reporting such knowledge, the employee will be considered to be collaborating in the misuse. Each employee can be assured of confidentiality when reporting misuse.

Personal use of the internet, email and telephones

Any use of our electronic communication systems (including email, internet and telephones) for purposes other than the duties of your employment is not permitted.

Emergency personal calls need to be authorised by the manager and where possible, be made on your own personal mobile phone outside the nursery.

Disciplinary action will be taken where:

- the privilege of using our equipment is abused; or
- unauthorised time is spent on personal communications during working hours.

Data protection

When using any of our systems employees must adhere to the requirements of the General Data Protection Regulation 2018 (GDPR). For more information see our Data Protection and Confidentiality Policy.

Downloading or installing software

Employees may not install any software that has not been cleared for use by the manager onto our computers or systems. Such action may lead to disciplinary action up to and including summary dismissal in serious cases.

Using removable devices

Before using any removable storage media which has been used on hardware not owned by us (e.g. USB pen drive, CDROM etc.) the contents of the storage device must be virus checked.

Whistleblowing Policy

Whistleblowing is the term used when a worker passes on information concerning wrongdoing.

At Brightsparks we expect all our colleagues to be professional at all times and hold the welfare and safety of every child as their paramount objective. We recognise that there may be occasions where this may not happen, and we have in place a procedure for staff to disclose any information that suggests children's welfare and safety may be at risk.

We expect all team members to talk through any concerns they may have with their line manager at the earliest opportunity to enable any problems to be resolved as soon as they arise.

Legal framework

The Public Interest Disclosure Act 1998, commonly referred to as the 'Whistleblowing Act', amended the Employment Rights Act 1996 to provide protection for employees who raise legitimate concerns about specified matters. These are called 'qualifying disclosures.'

A qualifying disclosure is one made in the public interest by an employee who has a reasonable belief that any of the following is being, has been, or is likely to be, committed:

- A criminal offence
- A miscarriage of justice
- An act creating risk to health and safety
- An act causing damage to the environment
- A breach of any other legal obligation or concealment of any of the above
- Any other unethical conduct
- An act that may be deemed as radicalised or a threat to national security.

Disclosures do not have to be made 'in good faith' but they must be made in the public interest. This is essential when assessing a disclosure made by an individual.

The Public Interest Disclosure Act has the following rules for making a protected disclosure:

- You must believe it to be substantially true
- You must not act maliciously or make false allegations
- You must not seek any personal gain.

It is not necessary for the employee to have proof that such an act is being, has been, or is likely to be, committed; a reasonable belief is sufficient.

Disclosure of information

If, in the course of your employment, you become aware of information which you reasonably believe indicates that a child is, or may be, or is likely to be, in risk of danger and/or one or more of the following may be happening, you **MUST** use the nursery's disclosure procedure set out below:

- That a criminal offence has been committed or is being committed or is likely to be committed
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject (e.g. EYFS, Equalities Act 2010)
- That a miscarriage of justice has occurred, is occurring, or is likely to occur
- That the health or safety of any individual has been, is being, or is likely to be endangered
- That the environment, has been, is being, or is likely to be damaged
- That information tending to show any of the above, has been, is being, or is likely to be deliberately concealed.

Disclosure procedure

- If this information relates to child protection and safeguarding then the nursery's Safeguarding children and child protection policy should be followed
- Where you reasonably believe one or more of the above circumstances listed above has occurred, you should promptly disclose this to your manager so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to your manager (i.e. because it relates to your manager) you should speak to Lauren Hossack, the deputy manager.
- Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. For further guidance in the use of the disclosure procedure, employees should speak in confidence to the nursery manager/owner
- Any disclosure or concerns raised will be treated seriously and will be dealt with in a consistent and confidential manner and will be followed through in a detailed and thorough manner.
- Any employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing information or makes malicious allegations in bad faith will be subject to potential disciplinary action which may result in dismissal
- Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal
- Any management employee who inappropriately deals with a whistleblowing issue (e.g. failing to react appropriately by not taking action in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to dismissal
- Our staff can access the telephone numbers of the Local Authority Designated Officer (LADO), the local authority children's social care team on information boards in the setting so all staff may contact them if they cannot talk to anyone internally about the issues or concerns observed.
- Staff can also contact Ofsted's dedicated Whistleblowing Hotline (0300 123 3155). It is staffed from 8am to 6pm, Monday to Friday.

Updated December 2025