

NURSERIES: SAFEGUARDING & CHILD PROTECTION POLICY AND PROCEDURE

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1 INTRODUCTION

3.1 *Providers must take all necessary steps to keep children safe and well. Providers must do to safeguard children; ensure the suitability of adults who have contact with children; promote good health; manage behaviour; and maintain records, policies and procedures.*

Page 21 Statutory Framework for the Early Years Foundation Stage 2021

University Hospitals Sussex NHS Foundation Trust nurseries are committed to the protection of the children in their care. The welfare, safety and protection of children are paramount.

Our policy is in line with the local child protection procedures approved by the Local Safeguarding Children Board (LSCB).

The Nursery Management team complies with the local child protection procedures approved by the Local Safeguarding Children Board and ensures that all adults working and looking after children in the provision are able to put the procedures into practice.

The Policy is based on the Government's statutory guidance 'Working Together to Safeguard Children 2018' (2020) and the University Hospitals Sussex Safeguarding Policy and the Early Years Statutory Requirements 2021 to ensure the following procedures are followed:

Procedures when an allegation is raised against a member of staff.

- Covering the use of mobile phones, smart watches and cameras.
- Training of staff.
- Designated Staff to tackle Safeguarding and Child Protection concerns.
- Ensuring the suitability of people looking after children.
- Providers follow the guidance of 'Working Together to Safeguard Children 2018' and updated 2020.

It is a requirement of providers to report any suspicions they may have that a child has suffered/is suffering or is at risk of suffering harm to the Local Safeguarding Children Board.

A copy of the Sussex Child Protection and Safeguarding Procedures is available for the staff with relevant contact telephone numbers.

2 POLICY STATEMENT

The nurseries will ensure the following:

- That confidentiality is maintained at all times.
- The Service Manager and Nursery Management teams are the designated staff for child protection liaison.
- The Service Manager and Nursery Management teams should ensure that all staff have a DBS or previously cleared CRB and have appropriate recruitment clearances.
- If a child shows concern to Nursery staff on an occasion when he/she has entered the nursery either by presenting a sign of an injury or verbalising an incident this will be recorded on an 'Incident on Arrival form' or a Chronology of Significant Events Form and will be filed in a confidential folder or child's admission file.
- Staff will inform and discuss any concerns they have regarding a child's safety with the designated person or his/her line manager. Should concerns arise full, contemporaneous and objective records must be kept.
- Parent or carers permission will be sought (although this is not a requirement) before a referral is undertaken or discussed with other agencies, unless doing so may itself place the child at further risk.
- The Designated Person will seek advice from the following professionals to establish if the report constitutes a child protection concern; Debbie Fillery Nurse Consultant for Safeguarding Children and Young People or Sarah Matthews, Safeguarding Nurse for University Hospitals Sussex NHS Foundation Trust as professional advisor. Tracey Gregory, Senior Designated Person and Childcare Services Manager with responsibility for the nurseries.
- Telephone for guidance or referral:

West Sussex Safeguarding Children Partnership:
Integrated Front Door (IFD)
Mon-Fri (8.00-17.00) Tel: 01403 229900
Out of Hours Tel: 03302226664
Emergency Duty Team (EDT)Tel: 03302226664 (Emergencies Only)
Email: WSChildreasureservices@westsussex.gov.uk

Local Authority Designated Officer: Tel: 01403 229900
Email: LADO@westsussex.gov.uk

Local Authority Safeguarding Board - Brighton and Hove:
The Front Door for Families
Mon-Thurs (9.00-17.00) Tel: 01273 290400
Fri Only (9.00-16.30) Tel: 01273 290400
Out of Hours Tel: 01273 335905
Tel: 01273 335906
Email: FrontDoorforFamilies@brighton-hove.gov.uk

Local Authority Designated Officer: Tel: 01273 295643
Mobile: 07795335879

- The Local Authority Designated Officer (LADO) will be appointed if an allegation has been made against a member of staff or the setting. A strategy meeting will be arranged if deemed appropriate.
- University Hospitals Sussex NHS Trust nurseries Senior Designated Person will contact Ofsted if required.

3 UNAUTHORISED or INCAPACIATED PERSON

We will not release any child to any person who is not authorised to pick up by the child's parent or carer. Staff will notify the person with legal responsibility of the child and will only release if verified.

We will not release any child to any person[s] we feel may be incapacitated in a way which could result in harm to a child for example under the influence of alcohol or drugs or behaving in a manner not suitable of taking charge of a child.

It is the responsibility of the Nursery Manager, Deputy Manager or senior member of staff on duty to contact the child's other parent or carer or emergency contact person. If no contact can be made then the Local Safeguarding Children Board will be informed and/ or a 999 call if we feel that there is a risk or potential harm to a child. The nursery management team will document any concerns regarding the suitability of persons collecting.

4 ROLE OF THE NURSERY 'DESIGNATED PERSON' (DP) (Nursery and Deputy Managers)

Within our nurseries the Nursery Manager and Deputy Manager are the named Designated Officers and will support staff and families should a safeguarding or child protection concern be raised. All nursery staffs undertake Level 3 Child Protection & Safeguarding training annually.

- Ensure that staff complete and maintain documentation of a child's health, wellbeing and daily routine.
- Ensure staffs comply with the use of Mobile Phones, Smart Watches and Camera's whilst on the premises, outdoor activities and outings.
- Maintain accurate and secure Safeguarding or Child Protection records.
- Ensure staff have annual training and aware of any updates.
- Ensuring that staffs know the signs and symptoms of abuse.
- Attend Local Authority 'Strategy Meeting' and meet with all professionals assigned to the case.
- Support children, staff and families on advice from Local Authority professionals.
- Liaise with UHSussex NHS Foundation Trust HR Recruitment to ensure all staff have cleared relevant checks when recruiting to a post'.
- Supervise staff practice and challenge inappropriate behaviours.
- Act as a source of support, advice and expertise on matters of safety and safeguarding and deciding whether to make a referral by liaising with relevant agencies.
- To lead in a case of staff suspension due to a safeguarding concern.
- The DSP will liaise with the police and Local Safeguarding Board in cases where a crime may have been committed.
- To inform Ofsted and the Local Education Authority with a concern of Child Protection or Safeguarding only in the absence of the Childcare Services Manager.
- Liaise with Disclose and Barring service in cases where a person has been dismissed or resigned due to risk / harm of a child, only in the absence of the Childcare Services Manager.
- The DSP will review annually the 'Child Protection and Safeguarding' policy annually and update when required.
- To ensure staff attend the annual UHSussex NHS Foundation Trust Safeguarding training.

5 THE ACTION OF THE 'DESIGNATED PERSON' ON RECEIVING A REPORT OF SUSPECTED HARM

The designated person decides whether the report constitutes a child protection concern. If it does a referral is made to Integrated Front Door at West Sussex Children or The Front Door for Families (Brighton and Hove)

- If unsure about whether the report constitutes a child protection concern, the designated person will consult with the Safeguarding team based at UHSussex NHS FT or telephone the Local Safeguarding Children Board.
- When consulting with the LSCB the designated person makes it clear whether they are making a referral or seeking advice.

- When making a referral to the Designated Person will take advice of the LSCB or Local Authority Designated Officer (LADO) of who and when 'persons' need to be informed for example the parent or carer. The safety of the child is paramount at all times.
- If unsure about the safety of the child the LSCB will consult with social services and the police.
- All child protection referrals are reported to Ofsted Complaints Tel: 03001231231
- OFSTED address: Ofsted
Piccadilly Gate, Store Street,
Manchester M1 2WD

6 INFORMATION SHARING

The General Data Protection Regulation 2018 (GDPR) and Data Protection Act 2018 does not prevent the sharing of information for the purpose of keeping children safe. Studies shown from Serious Case Reviews that it is the fear of practitioners sharing information that prevents the raising concerns and early interventions.

Working Together to Keep Children Safe 2018(2020) says 'Practitioners should be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children whether this is emerging or where a child is already known to the Local authority social care'.

The GDPR 2018 regulates the sharing of personal information however it is not necessary to seek consent to share information with safeguarding concerns or promoting the welfare of a child if there is a lawful basis to process personal data.

UHSussex nurseries will always ask a Safeguarding Lead either within our organisation or the Local Authority the threshold requirements sharing personal information before proceeding with raising a concern.

7 ALLEGATIONS SURROUNDING A STAFF MEMBER OR VOLUNTEER

The Senior Designated person will be responsible where there is a Safeguarding or Child Protection allegation about a member of Staff, Volunteer or Student.

Allegations of abuse made against a person who works with children detailed in 'Working Together Safeguard Children 2018' (updated 2020). The procedures should be applied when there is an allegation or concern that any person who works with children in connection with his/her employment or voluntary activity has:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates that he/she is unsuitable to work with children.

The Senior Designated Person will:

- Decides whether the concerns or complaints fall within the threshold of significant harm and therefore requires appropriate disciplinary procedures.
- Consult the Local Safeguarding Children Board regarding the concern. A LADO will be assigned to the case and discuss what information can be shared with parents or carers to reassure and contain rumours.
- Arrange for the member of staff or volunteer to refrain from work while investigation is taking place.
- Inform Human Resources of the complaint. University Hospitals Sussex NHS Foundation Trust complaint procedure will be enforced.
- Suspend the member of staff (if allegations are very serious and are likely to lead to dismissal and prosecution) and then follow the UHSussex NHS Foundation Trust disciplinary procedure.
- Ensure that confidentiality is maintained at all times.
- Support the other staff.
- Inform Ofsted about the situation.

8 SUSPENSION OF A STAFF MEMBER FOR AN ALLEGATION

Suspension does not indicate that an alleged incident has taken place but is intended to allow a full investigation to be conducted and to protect the staff member or volunteer as well as the children, families and other staff throughout the process.

The decision to suspend a member of staff where an allegation against them has been made should be under the guidance of the Childcare Services Manager as the Senior Designated Officer and a senior HR Manager to be present.

Suspension is not automatic and alternatives to suspension should always be considered i.e. working from home or temporary redeployment.

9 EXPECTATIONS OF STAFF WORKING IN UHSUSSEX NHS NURSERIES

All nursery staff should:

- Recognise and respond to physical, emotional and behavioural indicators that a child might be suffering from harm.
- Respond appropriately to a child's allegation of abuse.
- Act on concerns about the conduct of a colleague, volunteer or students.
- Act on a report of suspicion of abuse
- Staff own awareness – Ensure not left in room for long periods of time alone.
- Care for a distressed child appropriately and ensure other staff members are present.
- Ensure that two members of staff are present at the start and at the end of the day.
- Ensure that volunteers/agency staffs are not left alone at any at any time with the children.
- Attend regular training courses regarding child protection.
- On being alert to abuse all staff and volunteers should record accurately and report to the designated person without delay and certainly on the same day.

All Staff should be aware that when dealing with child protection issues that parental co-operation is of the up most importance and that they are committed to:

- Supporting parent or carer in understanding their responsibilities for the welfare of their children.
- Working at fostering trust and good relationships with parents.
- Informing parents of their child's progress and development and encouraging them to enjoy and celebrate their child's achievements.

10 STAFFING DEMONSTRATING BRITISH VALUES WITHIN UHSUSSEX NURSERIES

Since July 2015 the Statutory Framework for the Early Years Foundation Stage (revised 2017) demonstrates links to promote fundamental 'British Values' to comply with the 'Prevent Duty 2015'

University Hospitals Sussex NHS Foundation Trust nurseries will demonstrate the following responsibilities:

- Provide staff with sufficient training of Child Protection and Safeguarding to all staff annually.
- The nursery staffs to recognise vulnerability within our families with an awareness of possible radicalism behaviour; and the actions in response to the behaviours and concerns.
- Both the 'Senior Designated Person' and the 'Designated Person' to understand when to make Safeguarding referral; and the relevant professionals to liaise with in-line with normal reporting process.
- Senior Designated Person and/or Designated Person to liaise with UHSussex NHS Foundation Trust Human Resources department if a staff member or volunteers are demonstrating radicalised behaviours or signs of family vulnerability.

- Staff to be alerted to any Safeguarding or Child Protection issues within the child's life either, at home or elsewhere.
- Staff to keep children safe and to promote health and wellbeing.
- Staff to promote 'Personal, Social and Emotional' development by teaching children right from wrong, to mix with others and share values, ideas and opinions. Ensure all beliefs and cultures are respected, shared and celebrated.
- Staff to challenge negative behaviours towards individual's race, beliefs, culture, gender and sexuality and prevent stereotypical thoughts or behaviours

11 CHILDREN'S LEARNING & WELL-BEING AUDIT (CLaWBA West Sussex Only)

The CLaWBA has been developed by various early years professionals in Health and Education within West Sussex to support the learning and overall well-being for children. The tool is designed for those working closely with young children to identify those most vulnerable at the earliest opportunity and provide the correct support. There are two documents as part of this process:

- Children's Learning and Well-Being Indicators
- Children's Learning and Well-Being Audit

The indicators will support the nursery staff to identify early factors which may impact or have potential impact on a child's learning and well-being. The indicators are categorised into Health, Environment and Learning with sub-categories of Child and Family.

The nursery staffs recognises that families can go through many changes and therefore some factors may be short or long term and may/may not need any further support.

If a child has been identified within the audit tool to need additional support the nursery management will discuss with the parent/carer as early as possible any concerns raised; this may include strategies the nursery can support, advice from a Health professional or a local authority Early Years Advisor.

In cases where a concern has met a Safeguarding/Child Protection threshold than the nursery management team will follow the relevant policy and procedures.

12 ADDITIONAL SAFEGUARDING AND CHILD PROTECTION CONCERNS

Below provides an overview of other areas that will meet a Safeguarding or Child Protection concern:

Bruising of a Non Mobile Baby

BSUH nurseries recognise that bruising in older infants and children is normal and can occur frequently with outside play. The nurseries will record bruising if excessive, in unusual areas and abnormal in size and colour. NICE Guidance 2017 states that bruising in any child who is not independently mobile should prompt suspicion with a referral made to the Local Children's Safeguarding Board.

Abusive Head Trauma (AHT)

Abusive Head Trauma or previously known as Shaken Baby Syndrome (SBS) is an injury to a person that has been caused by another person.

Signs of AHT can be subtle to fatal with symptoms ranging from extreme fussiness or irritability, vomiting, difficulty staying awake, breathing problems to seizures, fractures and coma.

In mild cases of AHT a child may appear normal after being shaken, but over time he/she may develop health or behavioural problems.

ICON is a nationally coordinated multi-agency programme to support parents coping with a crying baby. The Hampshire group developed an acronym 'ICON' which supports the core message ICON represents:

- I= Infant Crying is normal and it will stop.
- C= Comfort methods can sometime soothe the baby and the crying will stop.
- O= it's OK to walk away if you have checked the baby is safe and the crying will stop.
- N= Never ever shake or hurt a baby.

Fabricated Illness:

Fabricated or induced illness is when the carer may exaggerate or deliberately cause symptoms of illness to a child in order to seek out unnecessary medical treatment or investigation.

The signs may include the carer exaggerating a real illness or symptoms, inducing physical illness through poisoning, starvation and inappropriate diet. They may also present false allegations of abuse, encourage the child to appear ill or disabled to obtain unnecessary treatment or specialised support.

Domestic Abuse:

The Government defines 'Domestic Abuse' as an incident or pattern of incidents demonstrated in of controlling, coercive, threatening behaviour, violence or abuse of a person 16 years or over who are or have been intimate partners or family members regardless of gender, sexuality. Other signs of Domestic Abuse are physiological, physical, sexual, emotional and financial abuse.

The updated Working Together to Safeguard Children 2020 states that practitioners need to develop their knowledge and skills in addressing the impact that domestic violence has upon children both as a witness and by being forced to collude in the act. This has both short term and long term emotional effects on the individual.

Female Genital Mutilation (FGM)

The procedure which includes the removal of part or all of the external genitalia for cultural or other therapeutic reasons the BSUH Nurseries will:

- Refer to the Local Authority Safeguarding Board
- Ref to the FGM – Multi Agency Guidance (February 2011)

All NHS Hospitals are required to record a patient that has FGM or a family history of FGM.

Safeguarding / Child Protection Concerns Linked to Beliefs in Spirits Possession and Abuse in Faith / Cultural Groups:

Staffs have a 'Duty of Care' to report any child suffering damage to their physical and mental health, their capacity to learn and ability to form relationships.

If the nurseries suspect a child's safety and wellbeing is at risk due to concerns surrounding rituals of religious/faiths/cultural groups the 'Designated Person' will sort advice from the following contacts:

- Local Safeguarding Children's Board
- Child Protection Advisory Service (CPAS)
- African Caribbean Evangelical Alliance (ACEA)

13 MISSING / REPEATED ABSENCE OF A CHILD

If it is determined that a child has repeated absence from the setting without prior acceptable notification than University Hospitals Sussex NHS Foundation Trust nurseries has a responsibility to ensure that the welfare of the child is upheld and has the responsibility to liaise with other agencies such as Health Visitor, Social Worker known to the family to ensure they receive the required support.

Where a child is repeatedly absent from the setting the Nursery Manager or Service Manager has the responsibility to ensure the child is safe and therefore will contact the parent or carer to establish the child's welfare.

In such circumstances there may be a child protection concern and therefore the nursery will be permitted to follow the Safeguarding and Child Protection policy and procedures.

14 ASSOCIATED POLICIES AND PROCEDURES

UHSussex Nurseries Mobile Phone, Smart Watches and Camera Policy
UH Sussex Nurseries British Values and Prevent Policy
UH Sussex Nurseries Lost and Missing Child Policy
UH Sussex Nurseries Arrival and Collection Policy
UH Sussex Nurseries Parental Responsibility Policy
UH Sussex Nurseries Intimate Care Policy
UH Sussex Nurseries Learning, Play and Care Policy

15 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Update EYFS 2021 03/09/2021	Tracey Gregory, Childcare Services Manager
Written Amendments 10/05/2021	Tracey Gregory, Childcare Services Manager
Reviewed Amendments 24/05/2021	Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital
Next Review Date	April 2022
Written Updates 25/11/2019	Tracey Gregory, Childcare Services Manager
Reviewed 25/11/2019	Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital
Notes	Written and Reviewed 26th September 2017