



# **SAFEGUARDING POLICY**

## **Document Control**

This policy has been approved for operation within Darul Madinah

Date of last review: August 2018  
Date of next review: August 2019  
Review period: Annually  
Policy status: Statutory  
Owner: Directors

This policy is in line with the Mission Statement of the Setting

# Safeguarding Policy

The Children Act 1989 states that the child's welfare is paramount and that every child has a right to protection from abuse, neglect and exploitation.

This policy seeks to promote effective multi-agency working in the light of the Children Act 2004 and 2006 and Working Together to Safeguard Children 2018.

The Statutory Framework for the Early Years Foundation Stage 2014 sets out the Safeguarding and Welfare requirements for early years' settings.

**Safeguarding and promoting the welfare of children**, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Acting to enable all children to have the best outcomes.

(Definition taken from the HM Government document '*Working together to safeguard children 2015*').

In addition to this policy all nurseries must: have a copy of 'Working Together to Safeguard Children' 2018.

[https://www.education.gov.uk/publications/eOrderingDownload/Working% 20Together%202015.pdf](https://www.education.gov.uk/publications/eOrderingDownload/Working%20Together%202015.pdf)

Nurseries should have a copy of "**What to Do If You're Worried a Child Is Being Abused** summary" as a point of reference. It can be downloaded from:

<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DFES-04319-2006>

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the other nursery policies and procedures. The Department for Education have reissued '*What to do if you're worried about a child being abused*' in summary and full versions. They are intended to help anyone whose work brings them into contact with children, young people and their families. At Darul Madinah, we will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

## **To this end, we will:**

- Create an environment to encourage children to develop a positive self-image
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate. Darul Madinah has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is

their duty to report the matter to the attention of the \* manager/\*owner/\*registered person at the earliest opportunity.

The legal framework for this policy is based on: *Safeguarding Vulnerable Groups Act (2006)* *Early Years Foundation Stage (EYFS) (2014)* *Working together to safeguard children (2015)* Darul Madinah Practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff will often be the first people to sense that there may be a problem. They may well be the first people in whom children confide about abuse or to spot changes in a child's behaviour which may indicate abuse. The setting has a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to welfare issues including physical, sexual, emotional abuse or neglect. Our prime responsibility is the welfare and well-being of all children in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work as part of a multiagency team, where needed, in the best interests of the child. Darul Madinah aims to:

- Ensure that children are never placed at risk while in the charge our staff
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
  - Ensure that all staff feel confident and supported to share information and seek the help that the child may need
- Ensure staff are trained to understand the safeguarding policy and procedure, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children, i.e. bullying, discriminatory behaviour
- Ensure that all staff are familiar and updated regularly with child protection issues and procedures
  - Ensure parents are fully aware of child protection policies and procedures when they register with the setting and are kept informed of all updates when they occur
  - Keep the child at the centre of all we do
- Make any referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Local Safeguarding Children Board
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Berkshire Safeguarding Children Board. Children will be supported by offering reassurance, comfort and sensitive interactions. Activities will be devised according to individual circumstances to enable children to develop confidence within their peer group.

Contact telephone numbers \*Ofsted [03001231231]

Local Safeguarding Children Board [01753 690924]

Local Authority children's social care team [01753 875362, 01753 875591 or 01753 690740. Outside office hours- 01344 786543.]

Local Authority Designated Officer -**01753 474053** email- [lado@slough.gcsx.gov.uk](mailto:lado@slough.gcsx.gov.uk)  
Police - 01865 841148

## **Types of abuse**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them, or by failing to act to prevent harm. Children may be abused within a family, institution, or community setting by those known to them or a stranger. This could be an adult or adults, another child or children. The signs and indicators listed below may not necessarily indicate that a child has been abused,

but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

### **Indicators of child abuse**

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries.

### **Recording suspicions of abuse and disclosures**

Staff should make an objective record (supported by the nursery manager or Designated Safeguarding Co-ordinator) of any observation or disclosure and include:

- Child's name • Child's address • Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of injuries or 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 the parent(s) (where deemed appropriate). These records should be signed by the person reporting this and the \*manager/\*Safeguarding Officer/Deputy manager, dated and kept in a separate confidential file. If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. Staff must not make any comments either publicly or in private about a parent's or staff's supposed or actual behaviour.

As soon as possible after the disclosure it is vital details are logged accurately. It may be thought necessary that through discussion with all concerned the matter needs to be raised with the **LSCB and \*Ofsted, and/or a Common Assessment Framework (CAF)** needs to be initiated. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The setting expects all members of staff to co-operate with the LSCB and \*Ofsted in any way necessary to ensure the safety of the children. Ofsted would be informed of any serious harm/abuse by any person living/ working or looking after children (whether allegations relate to harm/abuse committed on the premises or elsewhere).

Ofsted will also be notified of the action taken in respect of allegation. These notifications must be made **as soon as reasonably practicable, but at latest within 14 days** of the allegations being made. We understand that registered provider who, without reasonable excuse, fails to comply with this requirements commits an offence.

**Physical abuse Action** needs to be taken if staff have reason to believe that there has been a physical injury to a child, including **deliberate poisoning**, where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include **bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face**. Many children will have cuts and grazes from normal childhood injuries. These should

also be logged and discussed with the nursery manager. Children may be abused physically through **shaking or throwing**. Other injuries may include **burns or scalds**. These are not usual childhood injuries and should always be logged and discussed with the manager.

**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 the setting or occur during time at the setting, will be recorded as soon as noticed by a staff member. Parents would be asked to sign the record.
- 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 there appear to be any queries regarding the injury, the local authority children's social care team will be notified in line with procedures set out by the Local Safeguarding Children Board (LSCB).

#### **Sexual abuse**

Action needs to be taken under this heading if the staff member has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, had an **excessive pre-occupation with sexual matters**, or had an **inappropriate knowledge of adult sexual behaviour or language**. This may include **acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words**. The child may become **worried when their clothes are removed, e.g. for nappy changes**. The physical symptoms may include **genital trauma, discharge, and bruises between the legs or signs of a sexually transmitted disease (STD)**. Emotional symptoms could include a distinct change in a child's behaviour. They may be **withdrawn or overly extroverted and outgoing**. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole. If a child starts to talk openly to an adult about abuse they may be experiencing; the procedure stated later in this document under 'recording abuse suspicions' will be followed.

#### **Procedure:**

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the manager
- The matter will be referred to the local authority children's social care team
- A sensitive and confidential discussion will be held with the parents/carers of any other children party to inappropriate play.

**Emotional abuse Action** should be taken under this heading if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection. This may include extremes of discipline where a child is shouted at or put down on a consistent basis, **lack of emotional attachment by a parent**, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the **child witnessing domestic abuse and alcohol and drug misuse by adults** caring for them. The child is likely to show **extremes of emotion** with this type of abuse. This may include **shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention**. This type of abuse is harder to identify as the child is not likely to show any physical signs.

### Procedure:

- The concern should be discussed with the \*nursery manager\* registered safeguarding lead
- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- A Common Assessment Framework (CAF) form may need to be completed
- If there appear to be any queries regarding the circumstances, the matter will be referred to the local authority children's social care team.

**Neglect Action** should be taken under this heading if the staff member has reason to believe that there has been persistent or severe neglect of a child (for example, by **exposure to any kind of danger, including cold, starvation or failure to seek medical treatment when required on behalf of the child**), which **results in serious impairment of the child's health or development, including failure to thrive**. Signs may include a child persistently arriving at **the setting unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at the setting in the same nappy they went home in or a child having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs**. Neglect may also be shown through **emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at the setting. They may be clingy and emotional**. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

### Procedure:

- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- A CAF form may need to be completed
- If there appear to be any queries regarding the circumstances the local authority children's social care team will be notified.

**Female Genital Mutilation(FGM) Guidance** is available in 'Safeguarding Children from Female Genital Mutilation <http://www.education.gov.uk/childrenandyoungpeople/safeguarding/safeguardingchildren/a0072224/safeguarding-children-from-female-genital-mutilation>. Guidelines for schools are contained in Chapter 9 of 'Female Genital Mutilation, Multi agency Practice Guidelines' <http://media.education.gov.uk/assets/files/pdf/f/fgm%20guidance.pdf>

It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad to undergo the procedure – Female Genital Mutilation Act 2003. Despite the harm it causes, FGM practising communities consider it normal to protect their cultural identity. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. The average age is 10 to 12 years.

Staff should be alert to the following indicators:

- The family comes from a community that is known to practise FGM
- A child may talk about a long holiday to a country where the practice is prevalent.
- A child may confide that she is to have a 'special procedure' or to attend a special occasion •

A child may request help from a teacher or another adult

- Any female child born to a woman or has a sister who has been subjected to FGM must be considered to be at risk, as much other female children in the extended family

Any information or concern that a child is at immediate risk of or has undergone FGM should result in a child protection referral to LADO. Staff should be alert to the need to act quickly.

## **Domestic Abuse**

The setting is aware that children and young people's development, as well as their social and emotional resilience, is affected by many factors including exposure to domestic abuse within the family situation and is a safeguarding issue.

Children and young people react to domestic abuse in similar ways to other types of abuse and trauma.

Information about Domestic Abuse and its effect upon children and young people will be incorporated into staff Safeguarding and Child Protection training. Safeguarding and Child Protection's Policies and Procedures will be used to protect children and young people exposed to, and at risk from, domestic abuse. Any child or young person thought to be at immediate risk will be reported without delay to LADO or the Emergency Duty Team will be contacted as soon as possible.

The setting is sensitive to differing family patterns and lifestyles and child-rearing patterns that vary across different racial, ethnic and cultural groups. Child abuse cannot be condoned for religious or cultural reasons.

## **Prevent Duty & Promoting British Values**

Darul Madinah is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **The Prevent Duty & Promoting British Values:**

From 1st July 2015 all schools, registered early years' childcare providers and registered later years' childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism".

This duty is known as the Prevent duty. Here at Darul Madinah we take Safeguarding very seriously, therefore to ensure that we adhere to and achieve the Prevent duty we will;

Provide appropriate training for staff as soon as possible. Part of this training will enable staff to identify children who may be at risk of radicalisation. We will build the children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views (for early years' providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world)

We will assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology

We will ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way

We will be aware of the online risk of radicalisation through the use of social media and the internet

As with managing other safeguarding risks, our staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or seek to hide their views). The Key Person approach means we already know our key children well and so we will notice any changes in behaviour, demeanour or personality quickly

We will not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern. The key person approach means that we already have a rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly

We will work in partnership with our LSCB Slough Team for guidance and support

We will build up an effective engagement with parents/carers and families. (This is important as they are in a key position to spot signs of radicalisation)

We will assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms

We will ensure that our staff will undertake Prevent awareness training (as a minimum) so that they can offer advice and support to other members of staff.

We will ensure that any resources used in the setting are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively.

This Policy is intended to serve as a guidance for Practitioners to recognise the signs of those who are at risk and also to inform parents of our legal requirement to put this policy into operation.

The prevent of duty care policy is part of our wider safeguarding duties in keeping children safe from harm, and this new policy reinforces our existing duties by spreading understanding of the prevention of radicalisation.

### **Staff Responsibilities**

All practitioners must be able to identify children who may be vulnerable to radicalisation.

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology, but staff should be alert to changes in children's behaviour, including even very young children, which could indicate they may be in need of help or protection.

These behaviours can be evident during circle time, Role play activities and quiet times. Quiet times is a good time for children to make disclosures as this is the period that children are closest to their key persons.

People from any walks of life can be drawn into radicalisation and not necessarily from a particular religion or ethnicity.

Terrorism is not promoted by any religion.

The Prevent duty does not require childcare providers to carry out unnecessary intrusion into family life but we are required to take action when observe behaviour of concern.

### **Cultivating British Values**

The best way to help children resist extremist views or challenge views such as creationism is to teach them to think critically and become independent learners, which is fundamental to the Characteristics of Effective Learning and Teaching embedded in the EYFS.

We endeavour to support our children through the EYFS by providing playful learning opportunities to help them develop positive diverse and communal identities, as well as their well-being, their empathy and emotional literacy, while continuing to take action to eradicate inequalities, bullying, discrimination, exclusion, aggression and violence; all of which fosters and secures, children's pro-social behaviours and responsible citizenship and real sense of belonging.

### **What to do if you suspect that children are at the risk of Radicalisation Extremism?**

Extremism and Radicalisation - extremist organisations can develop and popularise ideas which create an environment conducive to violent extremism and terrorism. Exploring ideas, developing a sense of identity and forming views are a normal part of growing up but we recognise that, children and young people can be exposed to extremist influences or prejudiced views, particularly via the internet and other social media. We will endeavour to help children learn about different cultures and faiths (as directed by the Department for Education) and gain an understanding of the British values we share which are defined in the Governments 2011 Prevent Strategy as: • Democracy • The rule of law • Individual liberty • Mutual respect • Tolerance of those of different faiths and beliefs.

Follow the setting normal Safeguarding Procedures including discussing with the nursery designated safeguarding lead, and where deemed necessary, with children's social care. In Prevent priority areas, the local authority will have a Prevent lead who can also provide support.



The Safeguarding Lead can also contact the local police force or dial 101 (the non-emergency number). They will then talk in confidence about the concerns and help to access support and advice.

The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff to raise concerns relating to extremism directly. Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk). Please note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.

### **Staffing and volunteering**

It is the policy of the setting to provide a secure and safe environment for all children. The setting will only allow an adult who is employed by the setting to care for children and who has an enhanced clearance to be left alone with children. It will not allow volunteers to be alone with children or any other adult 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, recording and reporting concerns and creating a safe and secure environment for the children in the setting. We have a named person within the nursery who takes lead responsibility for safeguarding and co-ordinates child protection and welfare issues, known as the Designated Safeguarding Co-ordinator (DSCO). The setting DSCO liaises with the Local Safeguarding Children Board and 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.

The Designated Safeguarding Co-ordinator (DSCO) at the setting is Sofia Nasir

We provide adequate and appropriate staffing resources to meet the needs of children

- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- We give staff members/volunteers and student's opportunities to declare changes that may affect their suitability to care for the children including anything in their private life, family members or medical background during regular reviews/supervisions (insert how often this is carried out)
- This information is also stated within every member of staff's contract
  - We request DBS checks on a (insert time period, e.g. annually) basis/or we use the DBS update service to re-check staff's criminal history and suitability to work with children
  - We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the setting or has access to the children
  - We ensure we receive at least two written references BEFORE a new member of staff commences employment with us
  - All students will have enhanced DBS checks conducted on them before their placement starts
  - Volunteers, including students, do not work unsupervised
  - We abide by the requirements of the Safeguarding Vulnerable Groups Act (2006) and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
  - We have procedures for recording the details of visitors to the setting and take security steps to ensure that we have control over who comes into the setting, so that no unauthorised person has unsupervised access to the children at the setting.

- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- The deployment of staff within the setting allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

### **Informing parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LSCB does not allow this. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

### **Confidentiality**

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the LSCB. Support to families The setting takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the setting. Darul Madinah continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interests of the child. Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family. If an allegation is made against a member of staff, student or volunteer regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

### **Allegation against staff or manager (section 3.4 statutory framework for the EYFS)**

All staff have access to a whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an inappropriate manner. Staff/volunteer will report an allegation about a member of staff immediately to manager or person in charge unless the manager is the subject of the allegation. Where allegation is against the manager, staff/volunteer will contact LADO who will advise on appropriate action to be taken. An allegation must not be discussed with alleged or any other staff member unless advised to do so by LADO. In exceptional cases, it may be necessary to protect the child by contacting Police before contacting LADO. The setting will make a referral to DBS if t the end of allegation process a member of staff/ volunteer is removed from the position or if they leave while under investigation for allegedly causing harm or imposing a risk of harm to children. Ofsted will also be notified of the action taken in respect of allegation. These notifications must be made **as soon as reasonably practicable, but at latest within 14 days** of the allegations being made.

If staff believe that manger hasn't treated an allegation appropriately they must contact **the LADO. (01753 690904).**

All staff must read and sign to say they read and understand whistle blowing policy.

If staff believe that an issue isn't being addressed they should contact **Ofsted whistle blowing hotline- 0300123 3155**

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to the \*owner/\*registered person/\*DSCO/\*deputy manager instead. The Local Authority Designated Officer (LADO), Ofsted and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance

- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled
- The setting will follow all instructions from the LADO, Ofsted, LSCB 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
- The setting reserves the right to suspend any member of staff 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 re-instated
- 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 setting will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated. (section 3.4 statutory framework for EYFS)
- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- Darul Madinah retains the right to dismiss any member of staff about founded allegations following an inquiry
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the setting and the parents.

### **RECORD OF CONCERN**

\* This form must only be used if you are advised by the Social Services to monitor concerns you have about a child.

Date & Time of this record

Name & Address of the child

Age & Date of birth

Ethnicity \_\_\_\_\_

Religion/Faith.

Name, Address & Telephone number of person/s with parental responsibility

Date & Time of alleged incident:

Place of alleged incident (if known)

Name and relationship of other persons involved

Nature of injury, behaviour or concern

Has the child been spoken to? Yes/No

If yes, please attach the completed Record of Child's Conversation

Log Sheet

Which staff members were involved: -

Any relevant background information

Has anybody else been consulted, any other action been taken or any other questions asked? If so, provide details

Signature

Date

Name & Position of person recording the incident

NOTE: THE LOG SHEET MUST BE USED TO RECORD ANY OF THE FOLLOWING:-

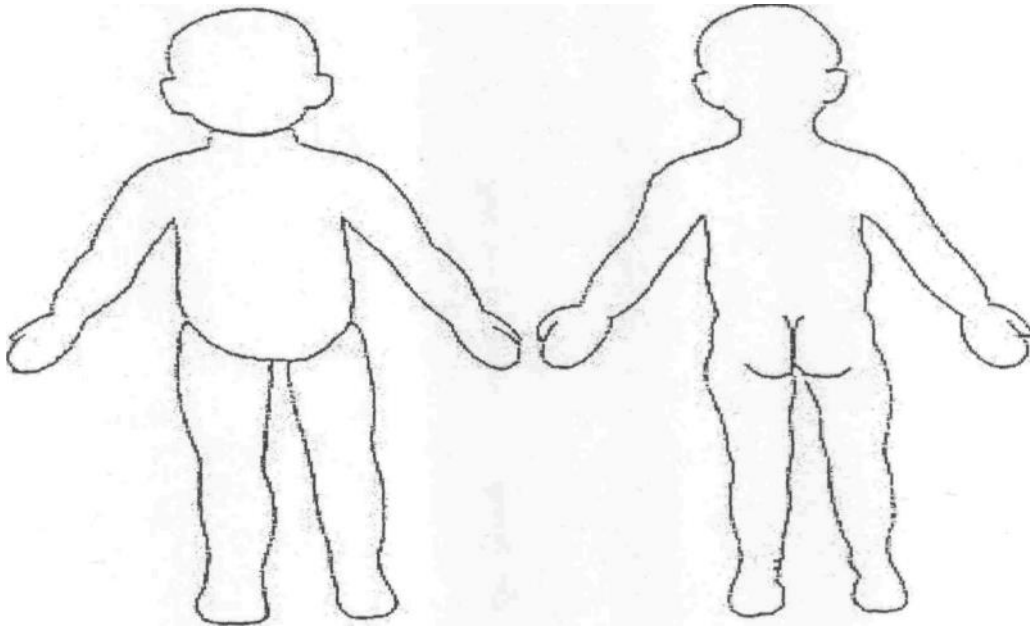
- A CHILD DISCLOSING INFORMATION
- STAFF CONCERNS
- PARENT COMMENTS
- ALLEGATIONS TOWARDS STAFF MEMBERS

BODY MAPS

Use the below to mark areas of injuries that have been identified

FRONT

BACK



Child's name

Date injuries identified.

Name of person who identified injury.

Signature of person who identified the injury\_

Were parents consulted? Yes/No\_\_\_\_\_

Outcome\_\_\_\_\_

## GUIDELINES ON HOW AND WHEN TO COMPLETE THE SAFEGUARDING OF

### CHILDREN LOG

This document is to be used to keep a record of children who may have left the setting and you have either made a referral to Social Services/LSCB or Social Services/LSCB may have contacted yourselves to inform you they are involved with the family.

It should be saved within your computer system and a hard copy can be developed and stored in a confidential file within your office.

You do not need to add children's details on here if you have been recording concerns, only if Social Services are involved. If you have been recording concerns but a referral has not been made the observations should be archived in the normal way and stored for 7 years as normal (see archiving policy in operations manual for guidelines)

Safeguarding children records do not need to be kept in the setting they need to be passed onto your Social Services/LSCB department however this log is be used as a recording format for the referral that has been made and why and the information that has been passed on. New children can be added to this log as and when they leave the setting.

Please see the safeguarding of children log example for ideas on how to complete the log.

**SAFEGUARDING OF CHILDREN LOG-EXAMPLE**

Child's name	Child's D.O.B	Child's address	Detail of person/s with parental responsibility	Date child left the setting	Date referral made	Reason for referral	If referral was not made by nursery then date Social Services contacted setting	Outcome of referral (or outcome of conversation with Social Services if they contacted the Setting 1 <sup>st</sup> )	Breakdown of sheets passed onto Social Services/LSCB	Date sheets passed on	Signature of person passing on sheets
Joe Bloggs	7.05.04	4 Ealing Drive London W5	Sandy Bloggs-Mum John Bloggs-Dad	18.8.07	23.11.07	Joe made a disclosure to his keyworker as well as various body maps that had been collated which gave us reason to suspect Joe was suffering physical abuse.	N/A	Social worker was assigned to family and we continued to keep s.services up to date with any new concerns	1 -Referel form (dated 23.11.2007)  1 -Body map (dated 16.11.2007)  3-Record of concern logs (Dated 15.12.2007 18.1.2007, 1.5.2007)	19.8.18	
Suzy Sharpe	21.10.04	23 Brent Avenue London NW6	Danielle Mathews-Mum	2.11.07	N/A	N/A	29.3.07	Social services contacted setting to make them aware that Suzy had been added to child protection register and asked setting to record any concerns that may arise.	1- Record of conversation (with social services)  1 -Record of concerns log (Dated 5.6.2007)	5.11.18	



SAFEGUARDING OF CHILDREN LOG

Child's name	Child's D.O.B	Child's address	Detail of person/s with parental responsibility	Date child left the setting	Date Referral Made	Reason for referral	If referral was not made by setting then date Social Services/ LSCB contacted The setting	Outcome of referral (or outcome of conversation with Social Services/ LSCB if they contacted the setting 1 <sup>st</sup> )	Breakdown of sheets passed onto Social Services/LSCB	Date sheets passed on	Signature of person passing on sheets

# **Legal Framework**

## **Primary legislation**

- The Prevent Duty Departmental advice for schools and childcare providers (June 2015)
- Prevent Duty Guidance: for England and Wales (2015)
- Safeguarding: Ofsted Inspections and Safeguarding from (Sept. 2015)
- Information Sharing (2015)
- What to do if you are worried a child is being abused (2015)
- Children Act (1989 s47)
- Working Together to Safeguard Children (2015)
- Protection of Children Act (1999)
- The Children Act (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Human Right Act (1998)

## **Further Guidance**

- Working Together to Safeguard Children (revised HMG 2010-under revision 2012-updated 2015)
- What to do if you are Worried a Child is Being Abused (HMG 2006-updated 2015)
- Every Child Matters - Green Paper (2003)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- Female Genital Mutilation Act (2003)
- United Nations Convention on the Rights of the Child. UK (1991)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Sexual Offences Act (2003)
- Adoption and Children's Act (2002)