

# InceyWinceys Day Nursery

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## Safeguarding Policy

At Incey Winceys Day Nursery and Preschool we always have the safety and welfare of the children within our care at the forefront of our minds. We will work with children, parents and the community to ensure the rights and safety of the children and to give them the very best start in life.

Within the setting we have a named Lead Safeguarding Officer (LSO) who is **MICK KINGSWELL**

The Deputy Safeguarding Officers (DSOs) are **APRIL ROHEN** and **HANNAH INCE**

*If you are worried about the welfare or safety of any child, please refer to the "What to do if you are worried a child is being abused" flowchart (on next page) and immediately log your concerns with the LSO or DSO. The contact details, should wish to make an instant referral to social services, are as follows: **MASH (Multi Agency Safeguarding Hub) can be contacted on 0208 708 3885, Mon-Fri 9am-5pm or 0208 553 5825 (5pm onwards, and weekends and bank holidays) Referrals can also be emailed to [cpat.referrals@redbridge.gov.uk](mailto:cpat.referrals@redbridge.gov.uk)***



Incey Winceys is aware of the importance of reporting concerns as part of advocating for the child and being their voice. Our concern may be a small piece of a larger puzzle that helps make the situation clear.

**The most recent flowchart as provided by the Redbridge EYCIT Safeguarding Team can be found overleaf, all staff are aware of this document and the LSO takes the steps as appropriate, using the flowchart to make informed decisions.**

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## Child protection or safeguarding issues arises

**Concerns about a child**  
Log concerns in writing and inform setting DSL.

### DSL assesses risk

DSL to use threshold documents and/or contact MASH for advice to assess the level of concern and next steps to take. If further support is required to support the child or family, consider if this can be provided by the setting or if a MARF or CAF is appropriate.

If the concern is about radicalisation or extremism, refer to the Prevent Team.

### Contact MASH

If the concern is safeguarding related and meets the MASH thresholds, call MASH to see if the child is known to them. Discuss the concerns and, if advised, complete a MARF.

Monday - Friday, 09:00-17:00  
0208 708 3885

[Cpat.referrals@redbridge.gov.uk](mailto:Cpat.referrals@redbridge.gov.uk)

Out-of-hours Emergency Duty Team (EDT) - 0208 553 5825

If there is an immediate risk of harm to the child, contact the police on 999.

### Contact CAF Team

If there is an unmet need identified which does not come under a MASH threshold, check to see if the family have a CAF already open. Seek parental permission and email the Child's name, DoB, Gender, Ethnicity, Home language, Address and Reason for considering the CAF to:

[CAFadmin@redbridge.gov.uk](mailto:CAFadmin@redbridge.gov.uk)  
0208 708 2613

If a CAF is not already open, work with the family and CAF Team to see if the family would benefit from putting one in place.

### Contact Prevent Team

To refer to the Prevent Team, email details of the concern to: [prevent@redbridge.gov.uk](mailto:prevent@redbridge.gov.uk)

If there is risk of immediate harm or danger, contact 999 or the Police Anti-Terrorist Hotline 0800 789 321.

**Concern or allegation about an adult working with children**  
Log concerns in writing and inform setting DSL. If concerns are about the DSL then inform their line manager. If there is no one to escalate to, contact LADO directly.

### DSL or manager assesses risk

DSL or manager to assess if the issue is an allegation or concern. Use the 'London Child Protection Procedures' website (part A, section 7.5.5) to distinguish if the issue is an allegation or concern.

If the concern is about radicalisation or extremism, refer to the Prevent Team.

### Concern

Internal investigation into incident.

Actions may include:

- Temporary change in duties,
- Seek advice on HR procedures,
- Review of training provided,
- Statements taken from witnesses,
- Disciplinary processes,
- Additional training or guidance given
- Changes to policies or procedures,
- No further action taken,
- Consideration of persons suitability to work with children.

### Allegation – contact LADO

Contact LADO within 1 working day.

**Helen Curtis**  
020 8708 5350

[Lado@redbridge.gov.uk](mailto:Lado@redbridge.gov.uk)

After confirmation from LADO that additional actions may commence, take the steps identified in 'concern' actions.

Additional actions at anytime may include:

- Informing Ofsted.
- Informing Police.
- Informing Local Authority.

### Referral to DBS

If a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm, a referral must be made to Disclosure and Barring Service (DBS), (EYFS, paragraph 3.13).

In order to keep all children safe from harm we ensure:

- All staff and parents are made aware of our Child Protection policies and procedures
- We provide adequate training and appropriate staffing resources to meet the needs of the children
- The Lead Safeguarding Officer (LSO) to have training every 2 years
- Applicants for posts within the nursery are clearly informed that the positions are exempt from persons disqualified, barred or deemed unsuitable to work with children. Further details can be found in our Safer Recruitment Policy.
- All staff, volunteers and students over the age of sixteen will have a Disclosure and Barring Service (DBS) check carried out. Wherever possible staff are encouraged to enrol on the update service, and

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understand their permission will be requested for Incey Winceys to run regular checks on the status of their DBS. All staff must inform the manager and LSO if they are arrested, cautioned or charged with a criminal offence, so that their suitability to work with children can be reassessed.

- Volunteers, students or staff without criminal records (DBS) checks DO NOT work unsupervised at any point.
- We abide by the Protection of Vulnerable Groups Act (2006) requirements in respect of any person who 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 nursery.
- We 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 any point.
- We update policies based on current legislation, most currently the documents are- Working together to safeguard children, 2018 and Keeping children safe in education, 2018, both published by DfE.
- We keep abreast of local policy review and maintain updates regarding incidents that have happened that may prompt a review of nursery procedure.

The nursery is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with other agencies in accordance with the procedures that are set down in the “What to do if you’re worried a child is being abused” document, and the London Child Protection Procedures 2018. We monitor and review our policy, practice and provision and if necessary, make adjustments in line with legislation and changes to our provision.

When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

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Existing injuries sustained outside of the nursery will be noted on an existing injury form and the parent will be asked for details of how and when the injury happened and will be required to sign the form along with the reporter.

Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting leader or manager who is acting as the 'designated person'. This information is stored on the child's personal file. Staff are also advised to report concerns even if no evidence is apparent, to allow for careful and cautious monitoring and to allow other members to add pieces of information to help form a larger picture.

In some instances, immediate action is required for the benefit of keeping the child safe.

- We refer concerns to the local authority children's social care department (MASH) and cooperate fully in any subsequent investigation.
- In some cases this may mean direct referral to the police or other agency identified by MASH.
- We take care not to influence the outcome wither through the way we speak to children or by asking questions of children.

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

Where a child makes comments to a member of staff that gives cause for concern, or observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect, that member of staff will:

- Listen to the child, offer reassurance and give assurance that she or he will take action
- Will not question the child
- Make a written record that forms an objective record of the observation or disclosure that includes:
  - the date and time of the observation of the disclosure,
  - the exact words spoken by the child as far as possible,
  - the name of the person to whom the concern was reported with date and time
  - the names of any other person present at the time.

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- These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

## **Safeguarding children with SEND**

First and foremost a child with disability is a child. Every child has a right to be safe and protected from harm. Child protection practices should address the additional actions to be taken in order for disabled children to access this common human right.

Children with disabilities will find it easier to communicate given appropriate resources, support and the presence of someone who knows them well. Where a child is unable to tell someone of her/his abuse she/he may convey anxiety or distress in some way, e.g. behaviour changes or increase in symptoms. Staff will familiarise themselves with the child's method of communication.

When making a safeguarding referral we will:

State on referral if child is known to Pre-school Liaison Group (PSLG) and/or SEN and Disability Services and if so we will also send a copy to the relevant team.

Clarify when making or responding to a referral:

What is the disability, special need or impairment that affects this child?

Explain how the disability or impairment affects the child on a day-to-day basis?

How does the child communicate?

Has the disability or condition been medically assessed/ diagnosed?

*Safeguarding disabled children: practice guidance*

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/190544/00374-2009DOM-EN.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190544/00374-2009DOM-EN.pdf)

page 36 onwards

**Female Genital Mutilation (FGM) statement for Child Protection Policy**

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FGM is illegal within this country and from October 2015 it was made mandatory that anyone suspecting that a child has or is at risk of FGM must report this information to the **police** and MASH immediately.

At Incey Winceys Day Nursery/ Preschool we are aware that Early Years staff are key to the identification of girls who may be at risk of FGM and are aware of the risk factors for FGM and know how to report concerns. As part of an effective key person approach, managers and staff will develop ongoing relationships with the female children and their families in their care, which make them well placed to identify changes in the girls' behaviour or physical wellbeing. They might also be the only professionals who are aware that a girl from a practicing community is travelling to a country where FGM is practiced and that she may be at risk on this trip.

As part of the key person approach, staff members are responsible for their key children's intimate care needs i.e. changing girls' nappies or clothes or assisting girls to use the toilet. Staff members at Incey Winceys Day Nursery and Preschool have undergone Safeguarding training which enables them to be alert to physical indicators that a girl has had FGM and know how to report these concerns, which as with all Child protection procedures would be to:

**What should you do if you are concerned about a child?** If you have a concern about the welfare or safety of a child you should contact:

**Redbridge MASH (Multi-Agency Safeguarding Hub)**

**Tel: 020 8708 3885**

**Email: [cpat.referrals@redbridge.gov.uk](mailto:cpat.referrals@redbridge.gov.uk)**

Incey Winceys Day Nursery and Preschool work with parents and carers to support and ensure they are:

- Aware that FGM is illegal in the UK.
- Aware of the harm associated with FGM.
- Support parents who do not wish their girls to have FGM.

The definition of "parents" includes male members of the family where it is likely that they will be involved in any decisions as to whether a girl will have FGM or not.

**Child Protection Policy statement for understanding the risks and referring peer on peer abuse**

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The provider, management and staff at Incey Winceys Day Nursery/ Preschool understand and recognise that children and young people are capable of abusing their peers and receive regular training on how to identify the risks of peer on peer abuse in their setting (Inspecting Safeguarding in Early Years, Education and Skills settings August 2016).

Even very young children may be vulnerable to peer on peer abuse. At Incey Winceys Day Nursery/ Preschool we are aware of the increased risk and impact on children that peer on peer abuse may present.

For older children are aware of the increased risk of using technology through mobile phones, tablets, smart watches, social networking sites, apps and online games to emotionally abuse, groom, exploit and coerce other children through online 'cyber bullying' or to make and send indecent images through what is known as 'sexting' (What to do if you're worried a child is being abused 2015). Devices owned by Incey Winceys Day Nursery/ Preschool will have appropriate filters and monitoring systems in place to protect children and staff from harmful online material.

We are also aware of the risks of peer on peer abuse associated with sexual behaviour outside the expected age development 'norms' and other acts of gender based violence. The use of 'Brook Sexual Behaviours Traffic Light Tool' and <https://www.disrespectnobody.co.uk/sexting/what-is-sexting/> can be used as a reference for support when managing allegations of such abuse.

Staff at Incey Winceys Day Nursery/ Preschool are sensitive to behaviours that may be seen as verbally or physically abusive towards other children such as name calling, hitting/ pushing or inciting other children to carry out physical attacks.

The management and staff at Incey Winceys Day Nursery/ Preschool should reflect on the different forms peer on peer abuse can take and promote a culture where such abuse is not tolerated. Sensitive intervention is key to discouraging and managing such behaviours in line with the promotion of the Fundamental British Values.

## **Procedure for investigating allegations of peer on peer abuse**

- As with managing other safeguarding risks the provider, management and staff are alert to changes in behaviour which could indicate that children are in need of help or protection. Staff will use their professional judgement to identify children who might be at risk of peer on peer abuse and act proportionately.

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- A written account of concerns will be recorded and reported to the Lead Safeguarding Officer or in their absence the Deputy who will decide on the appropriate action to be taken.
- Parents and children should feel confident that Incey Winceys Day Nursery/ preschool will take any complaint about peer on peer abuse seriously and resolve the issue in a way that protects the child.

## **Court Orders, Parental Responsibility and Separations**

As part of the child contractual paperwork we expect honesty and transparency with sharing need to know information regarding court orders, CAFs and social services involvement. We expect the parent(s) to work with us and for details to be shared or updated if the situation should change. Be aware that we have a confidentiality policy in place restricting the sharing of this information.

### ***What is “parental responsibility (PR)?”***

When a child is born the mother automatically has parental responsibility. If the father is married to the mother, or is named on the child’s birth certificate then they have parental responsibility too. It is for this reason that we may ask to see the child’s birth certificate.

<https://www.gov.uk/parental-rights-responsibilities> has more information on your rights and what that means for your child.

## **Separation and Nursery Involvement**

At the nursery we are at times involved with families who are separating, or going through court proceedings for contact orders etc. We maintain a neutral position and focus on what is in the child’s best interests.

We understand the rights of both parents, particularly those with PR and respect those rights completely.

While a member of our team may be involved in child protection meetings, or child in need meetings, any arrangements and communication with regards to these orders must be done separately and away from the nursery.

The nursery will adhere to the most recent court order and rely on parents providing this and updating us with changes as necessary.

The nursery places an expectation on the parents to keep abreast of nursery events, and by downloading the “ourschoolsapp” and finding us with the postcode E18 1BX this allows equal communication between all parties.

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The nursery feels strongly it it's position of being a safe place for the child, away from the animosity sometimes related to a separation and that we should be respected in such a capacity.

The nursery will not allow visits from estranged parents, or from any unscheduled visitors, to allow every child to feel safe and secure in their environment. Any parent who visits during the day will be expected to take their child home, to avoid disruption and confusion.

The nursery also does not have the staff, the space or the time to supervise any such visits, and these visits should occur outside of nursery hours in conjunction with court orders or agreements.

The nursery will not become involved in information sharing and wherever possible will stay out of disputes, unless the child is at risk.

The nursery expects the family to use the social worker and legal teams to come to agreements outside of and separate to nursery.

The nursery expects parents to limit their communication with us to a need to know basis of information concerning the child. This allows us to have the time needed to care for all the children.

## **Common Assessment Framework (CAF)**

Wherever possible the concern will be addressed openly and honestly with the parent and an action plan will be made to allow for improvement for the conditions, treatment or wellbeing of the child. Where further support may be needed Incey Winceys applies for a Common Assessment Framework (CAF).

The LSO has accessed CAF training and has experience of writing such referrals. The CAF can be to assess whether support is needed and to try to form a team around the child (TAC) to act in the child's best interests and try to reach a positive outcome. Upon starting at nursery, the contractual paperwork seeks to find families who are already being supported on a CAF early so that the transition and constant flow of understanding and support can be offered to the child and family. CAF must have the consent of the parent to apply and it takes around 6 weeks for a response.

To ask about requesting a CAF, or for more information then please call 020 8708 9560 or find more information on the website: [find.redbridge.gov.uk](http://find.redbridge.gov.uk).

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## **Anonymous Advice**

For anyone who has concerns and feels they have not been properly addressed, or who wish to receive advice and remain anonymous please call the NSPCC Whistle Blowing Advice Line on 0800 028 0285.