

# Emmanuel Community Church Nursery Safeguarding Policy for the Early Years



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Developed by	Debbie Lewis
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[This policy will be reviewed and ratified at a minimum annually and/or following any updates to national and local guidance and procedures.](#)

## Key Setting Information

Name of Setting	Emmanuel Community Church Nursery
DfE or Ofsted Registration Number	146924
Setting Type	PVI Nursery
Setting Main Phone Number	020 8521 4823
Setting Main Email	office@eccnursery.co.uk
Setting Address	102-106 Erskine Road, Walthamstow, London, E17 6SA
Designated Safeguarding Lead	Mavis Amponsah 020 8521 4823,07527 004067 <a href="mailto:office@eccnursery.co.uk">office@eccnursery.co.uk</a>
Deputy Designated Safeguarding Lead	Mary Sasu 020 8521 4823 / 07527 004067 <a href="mailto:office@eccnursery.co.uk">office@eccnursery.co.uk</a>
Named Person responsible for Allegations against staff in setting	Debbie Lewis 020 8527 5855 / 07759 941283 <a href="mailto:debbiemlewis@ntlworld.com">debbiemlewis@ntlworld.com</a>
SENCo / Special Needs Lead	Yasmeen Nawaz 020 8521 4823 / 07527 004067 <a href="mailto:office@eccnursery.co.uk">office@eccnursery.co.uk</a>
Manager	Mavis Amponsah As above
Chair of Trustees	Rev Douglas Williams Chair of Trustees Emmanuel Community Church International The Greenleaf Centre, 67-69 Greenleaf Road, Walthamstow, London E17 6QP  020 8509 3128 <a href="mailto:admin@eccaog.org">admin@eccaog.org</a>

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**This is a Core Model Safeguarding Policy that forms part of the induction for all staff students and volunteers. It is a requirement that all members of staff, students and volunteers have access to this policy and sign to say they have read and have understood its contents.**

## Purpose and Aims

This Safeguarding policy of November 2019 applies to all staff, including paid staff, volunteers, sessional workers, agency staff, one-off visitors, students or anyone working on behalf of the setting.

The aim of our safeguarding and child protection policy at Emmanuel Community Church Nursery is to provide all staff committee/trustees/proprietors, visitors and volunteers with a framework which will enable them to holistically safeguard and promote the welfare of all children in the setting up to their 5th birthday.

The Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

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

*Working Together to Safeguard Children (2018)*

We acknowledge that we are in a unique position to observe any changes in a child's behaviour or appearance which could alert us to safeguarding concerns about their well-being. This is especially important in children who are unable to communicate through spoken language e.g. babies, very young children and children with SEND.

We are therefore are guided by the following key principles;

- all children have the right to be safe and should be protected from all forms of abuse and neglect
- safeguarding children is everyone's responsibility
- it is better to help children as early as possible before issues escalate and become more damaging
- children and families are best supported and protected when there is a coordinated response from all agencies.

## Our commitment to children

As part of our ongoing commitment to safeguarding children in our care we will ensure that this policy is readily available for professionals, parents and partners, to access via our website [www.eccnursery.co.uk](http://www.eccnursery.co.uk) We will ensure that parents are also given access to the policy prior to children attending the setting and following each update. Where English is not the parents first language support and consideration will be given to access the information.

We will ensure all staff are supported to read, understand and put the policy into practice. This we will do through the process of training, support and supervision.

In addition to this Safeguarding policy we also have other supporting policies and procedures in place to enable us to ensure that all children in our care are supported and feel safe.

## Obligatory practice for ALL staff

At Emmanuel Community Church Nursery we recognise that we as individuals

- are responsible for safeguarding
- must be able to identify the signs and symptoms of abuse
- must be able to identify concerns (Early Help / Child in Need / Child Protection / Allegations Against Professionals)

- must be familiar with internal reporting procedures and processes (reporting safeguarding concerns to DSLs, and allegations only to Proprietor/similar)
- must refer concerns to children's social care in the absence of Designated Safeguarding Leads (DSL)
- must ensure that all safeguarding concerns are shared promptly with DSLs
- must be able to challenge professional safeguarding decisions internally/ externally with other agencies
- must refer/ escalate a case if we disagree with the DSL not to refer, with respect and transparency
- must be able to whistle blow when required
- In addition, we are also aware as individuals regardless of where we work within our setting that we are responsible for reading and reviewing the safeguarding policies of Emmanuel Community Church Nursery.

## Working in partnership

We will work in partnership with all agencies i.e. LBWF Safeguarding in Education & Local Authority Designated Officer (LADO) service, Early Help, MASH, Social Care, Police to ensure the children's safety and welfare is always paramount. We will also seek to establish effective working relationships with both parents, carers and other colleagues so that we can develop and provide activities and opportunities that will enable and equip the children in our care with the necessary skills that they will need to develop protective behaviours and life skills to keep themselves safe from harm.

## Designated Safeguarding Lead

**Overall responsibility for compliance with statutory safeguarding requirements lie collectively with the Trustees, however, Nursery management is devolved to the Nursery Committee and the chair of committee will be nominated as having the lead responsibility for Safeguarding.**

At Emmanuel Community Church Nursery we have a Designated Safeguarding Lead (DSL) Mavis Amponsah, who has a specific operational responsibility for implementing the organisations safeguarding and child protection policies and procedures. In the event that Mavis is unavailable, to ensure safeguarding matters are dealt with promptly Mary Sasu, our Deputy DSL will be available to cover the DSL duties.

**The Chair of Committee with Lead responsibility for Safeguarding will ensure that the DSL is provided with regular support, advice, training and supervision to enable and empower them to fulfil this role.**

To safeguard children our Designated Safeguarding Lead Mavis Amponsah will undertake formal DSL training at a minimum every two years. This will be to equip and provide her with the knowledge and skills required to carry out the role of the DSL and support staff. In addition, the DSL will attend regular DSL forums at a minimum four times a year and will access safeguarding updates into developments and training relevant to the role of the DSL including managing allegations and managing thresholds. The DSL will also have access to the Waltham Forest Safeguarding Handbook for DSL's to support them in effective practice.

This responsibility of the DSL includes

- being the operational person with delegated lead responsibility for safeguarding in the setting (*childminders must take the lead responsibility themselves*)
- Inducting staff about emergency procedures, safeguarding, child protection and health and safety arrangements
- liaison with Trustees at the setting, local Statutory children's service agencies, Waltham Forest Safeguarding Children's Board (WSCB) and all other agencies concerned with the protection of children, including social services, police and health colleagues.

- Providing support advice, training to both staff students, volunteers and guidance to all on an ongoing basis with regards to specific safeguarding issues
- The transfer of child protection files where child leaves setting
- Representing the setting at inter-agency meetings strategy discussions, child protection conferences and core groups;
- Managing and monitoring the setting's role in early help, child in need and child protection plans.

## Safeguarding & the Welfare Requirements of the EYFS 2017

The Early Years Foundation Stage 2017 (EYFS) Statutory Framework sets out the standards for learning development, assessment and the safeguarding and welfare requirements which all early year's providers must meet in order to ensure the children learn and develop well and are kept healthy and safe.

To meet this requirement, we will ensure that all our staff are trained to understand the settings safeguarding policy and procedures and that they have up to date knowledge of safeguarding issues which will enable them to identify the signs and symptoms of possible abuse.

## Visitors

To ensure the safety of the children in the setting we have procedures in place for recording the details of visitors and the purpose of their visit. The nursery's security procedures ensure that that possibility of unauthorised persons having access to the children is minimised. Under no circumstances will visitors/contractors be allowed unsupervised access to the children. Visitors/ contractors will always be supervised whilst on the nursery premises, especially when in the areas the children use. In addition to these arrangements we ask that parents do not open or hold the door for other persons to gain access to the building without being vetted by staff.

## Mobile phones, Smart watches, Photography and technology in the nursery

To ensure the safety of the children in the setting we operate a no mobile phone usage in the setting for both parents' visitors and staff. To enforce this policy staff phones are kept in staff bags in the office during the nursery sessions. In terms of visitors to the setting they are reminded not to use their phones whilst in the setting for calls, messages or photos. Should they need to make a call this they can do either in the Nursery Office or another area where there are no children as directed by the manager or DSL.

As a setting we recognise information technology provides endless learning opportunities for children. We also acknowledge that not all encounters with information technology is positive and as such can be harmful to the safety and the wellbeing of the children. For this reason, when using information technology programmes and equipment we will: Check all apps, websites and search results before using them with children.

- always ensure children are supervised when accessing the internet.
- Ensure safety modes and filters are applied to computers / tablets.
- Role model safe behaviour and privacy awareness.
- Talk to children about safe use
- Check privacy settings to make sure personal data is not being shared inadvertently or inappropriately

<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>

## Ratios

To ensure the safety and the wellbeing of the children in our setting we will ensure we follow the current recommended ratios and qualifications for the safe care of children as set out in the statutory framework for the early years' foundation stage in the setting, as at April 2017 these were as follows:

### For early years providers other than childminders

- For children aged two one member of staff for every four children.  
At least one member of staff will hold a relevant level 3 qualification. At least half of all other staff in the group will hold a relevant level 2 qualification
- For children aged three where there is a suitably qualified level 6 or persons with qualified teacher status working directly with the children the ratio can be one member of staff for each thirteen children.
- For children aged three where there is no suitably qualified level 6 or persons with qualified there will be one member of staff for every eight children. At least one member of staff will hold a full and relevant level 3 qualification and at least half will hold a relevant level 2 qualification
- Only those aged 17 or over will be included in the chid staff ratios. Where there are staff under 17 years of age, they will always be supervised
- Students and volunteers on long-term placement aged 17 or over and staff working as apprentices in early education aged 16 or over may only be included in the ratios if satisfied that they are competent and responsible
- At least one person who has a current Paediatric First Aid (PFA) will always be on the premises and available when children are present, and will accompany children when they go on outings

\*\*To check qualifications are full and relevant <https://www.gov.uk/guidance/early-years-qualifications-finder>

## Staffing Policy (includes Key Person)

At Emmanuel Community Church Nursery we acknowledge the contribution to safeguarding the Key Person role can make in ensuring that all children in the setting feel safe, secure and assured that they will be listened to and appropriate action taken should they feel or become unsafe. To ensure this every child at the setting will be allocated a key person on joining the setting.

The setting will make every attempt to deploy the Key Persons so that they are with their Key children as much as possible.

The manager of the setting will ensure that all staff are effectively deployed throughout the day to meet the statutory requirements of the statutory framework for the early year's foundation stage. We will endeavour to provide additional staffing to ensure key times during the day e.g. arrivals and settling in children are covered effectively to meet the needs of the children. We will also ensure that there is always one member of staff in the group who possess a full and relevant level 3 qualification and has suitable under twos experience.

Should there be times that we become short of staffing first we will rearrange the grouping of the children with a view to seeing if we can still safely meet the children's needs and the minimum ratios. Where this is not possible, we will enlist the services of vetted childcare agency staff. On doing so we will ensure that all agency staff prior to working with the children will be inducted into the settings policies and procedures and that they will work closely with another senior member of staff to provide consistent care for the children.



## Supervision of staff

To ensure staff are supported and developed to effectively carry out their role in protecting and safeguarding children in their care the settings practice is led by the nursery manager who is a qualified Early Year's Practitioner. This practitioner has the responsibility for ensuring that procedures are in place for all staff to receive regular formal supervision every term that will provide staff with an opportunity to review their performance, practice and development in working with the children and their families.

The supervision staff access will provide opportunities to:

- discuss any issues – particularly concerning children's development or wellbeing, including child protection concerns
- identify solutions to address issues as they arise
- receive coaching to improve their personal effectiveness

**EYFS 2017 3.22**

***Regular support, advice, training and supervision for the Nursery Manager will be provided by the Chair of committee.***

## Legislative & Guidance Framework

Our Safeguarding policy has been developed in accordance with the principles established by the Children Act 1989; and is in line with the following statutory and departmental guidance:

- statutory framework for the early years foundation stage  
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2> (Safeguarding and Welfare requirements)
- Keeping Children Safe in Education 2019 <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Working Together to Safeguard Children 2018 <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- What to do if you are worried a child is being abused 2015  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)
- "The Prevent Duty Guidance for England & Wales' 2015  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799\\_Revised\\_Prevent\\_Duty\\_Guidance\\_England\\_Wales\\_V2-Interactive.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf)
- "Information Sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers" 2018  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)
- Safeguarding children and protecting professionals in early years settings: Online safety guidance for practitioners 2019
- <https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-guidance-for-practitioners>

- Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)
- Statutory guidance SEND code of practice: 0 to 25 years  
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

## Defining Abuse – Signs & Symptoms

All staff in our setting are aware of the signs and symptoms of abuse. As early years practitioners we recognise the additional barriers that exist when recognising the signs of abuse and neglect in children who have special educational needs and/or disabilities.

There are four categories of abuse:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

These four categories of abuse and the possible indicators are detailed in the Department of Health ‘Working Together to Safeguard Children’ document 2010. It should be noted that those listed are not a definitive list, though children’s poor behaviour maybe a sign that they are suffering harm or that they have been traumatised by abuse, some children may present these behaviours for reasons other than abuse.

It is important that all staff working at (DfE/Ofsted registered setting name) are aware of the indicators of abuse and that they should always consult when concerned.

Type of Abuse	Possible Indicators
<p><b>Neglect</b> The persistent failure to meet a child’s basic physical and psychological needs, likely to result in the serious impairments 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:</p> <p>provide food, clothing and shelter;</p> <p>protect a child from physical and emotional harm or danger;</p> <p>ensure adequate supervision;</p>	<p>Obvious signs of lack of care including:</p> <p>Problems with personal hygiene;</p> <p>Constant hunger;</p> <p>Inadequate clothing;</p> <p>Emaciation;</p> <p>Lateness or non-attendance at the setting;</p> <p>Poor relationship with peers;</p> <p>Untreated medical problems;</p> <p>Compulsive stealing and scavenging;</p>

<p>ensure access to appropriate medical care or treatment.</p>	<p>Rocking, hair twisting, thumb sucking; Running away; Low self-esteem.</p>
<p><b>Physical Abuse</b></p> <p>May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child e.g. FGM, Breast ironing. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child</p>	<p>Physical signs that do not tally with the given account of occurrence conflicting or unrealistic explanations of cause repeated injuries delay in reporting or seeking medical advice.</p>
<p><b>Sexual Abuse</b></p> <p>Forcing or enticing a child 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, penetrative or non-penetrative acts and also includes involving children in watching pornographic material or watching sexual acts.</p>	<p>Sudden changes in behaviour</p> <p>Displays of affection which are sexual and age inappropriate</p> <p>Tendency to cling or need constant reassurance</p> <p>Tendency to cry easily</p> <p>Regression to younger behaviour – e.g. thumb sucking, acting like a baby</p> <p>Unexplained gifts or money</p> <p>Depression and withdrawal</p> <p>Wetting/soiling day or night</p> <p>Fear of undressing for PE</p>
<p><b>Emotional Abuse</b></p> <p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.</p>	<p>Rejection</p> <p>Isolation</p> <p>child being blamed for actions of adults</p> <p>child being used as carer for younger siblings</p> <p>affection and basic emotional care giving/warmth, persistently absent or withheld.</p>

**Useful link to Waltham Forest Neglect resource**

[https://search3.openobjects.com/mediamanager/walthamforest/fsd/files/waltham\\_forest\\_child\\_neglect\\_resource\\_for\\_multiagency\\_working\\_1\\_.pdf](https://search3.openobjects.com/mediamanager/walthamforest/fsd/files/waltham_forest_child_neglect_resource_for_multiagency_working_1_.pdf)

## Specific Safeguarding

### Private Fostering

A private fostering arrangement is one that is made privately (without any involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. Both birth parents, private foster carers and persons who are seeking to arrange for a child to be privately fostered are required by law to notify the Waltham Forest Council's Children's Services department of the arrangement.

Should we become aware that a child is being privately fostered we will notify the Multi Agency Safeguarding Hub (MASH) team.

### Female Genital Mutilation (FGM)

We at (insert nursery name) have a legal duty to protect all children in our care under the Working Together to Safeguard Children 2018 agenda. This duty extends to protecting young girls and women from FGM, an illegal and extremely harmful practise and a form of abuse. All staff in our setting have received training to increase their awareness of the practice and harm FGM causes.

We recognise that children are at higher risk if FGM if this has already been carried out on their mother, sister or a member of their extended family (HM Government, 2016). In consideration of this we will always maintain a culture of vigilance.

Should a child in our care show any signs and symptoms of FGM or we have good reason to believe that the child is at risk of FGM, we will refer the child using our existing standard safeguarding procedures as it is a form of child abuse. However, should we think a child is in immediate danger we will contact the police on 999

Link to e-learning <https://www.fgmelearning.co.uk/>

## Prevent

The safeguarding and Welfare Requirements, Child Protection (EYFS 2017, 3.4) states 'Providers must be alert to any issues for concern in a child's life at home or elsewhere. meeting this requirement Providers must have and implement a policy, and procedures, to safeguard children'. As part of the arrangements to safeguard the children we are committed to the Prevent Duty to help protect children from radicalisation and extremism under section 26 of the Counter-Terrorism and Security Act 2015. To do this we will do by:

- Understanding our own role and responsibilities on how to protect children from extremism
- Promoting and embed fundamental British Values in the setting through the activities and policies of the setting
- Ensuring that staff have up to date training that provides them with the knowledge on how to identify children at risk.
- Monitoring children's attendance and following up absences

Link to Prevent on line training <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

Local Authority contact email or phone the Senior Programme Manager (Prevent Education) Amy Strode.

Email: [Amy.strode@walthamforest.gov.uk](mailto:Amy.strode@walthamforest.gov.uk)

Telephone: 07816 150037.

## Setting specific Safeguarding policies

At Emmanuel Community Church Nursery we recognise that safeguarding children is not just about protecting children from deliberate harm, but also includes things such as child safety anti bullying, racial abuse harassment, visits out into the community, intimate care, use of mobile phones, internet safety, first aid etc. In consideration of this the safeguarding policy should be read in conjunction with our settings specific policies, procedures and other protocol:

As new policy guidance and legislation develops within the remit of Safeguarding, we will review and update our policies and procedures as appropriate and update the policy accordingly.

## The voice of the child

At Emmanuel Community Church Nursery we will ensure that our approach to safeguarding children in our care is always child centred. This means we will always consider, what is in the best interests of the child. Along with this we will try to understand the lived experience of the child in each family, setting or neighbourhood, so that we can give the child a voice in their own safeguarding to ensure that their voice is understood and incorporated into all plans to support and protect them.

## Dealing with disclosures made by children

Should a child make a disclosure of abuse as with all Child Protection concerns, we will act on the information immediately. If staff concerned that a child may be at risk or is suffering abuse, they must report the concern to the DSL, Mavis Amponsah, or in their absence to the deputy DSL, Mary Sasu.

If a child makes a disclosure or an allegation of abuse against an adult or another child or young person, it is important that you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions. Ask
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform your Safeguarding Designated Officer as soon as possible.
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the setting concern about a child s welfare & safety form (See Appendix 8).

*\*Where an allegation is made against a professional the DSL will immediately advise the Chair of Trustees.*

We are aware that parents are normally the first point of contact should a concern arise regarding their child. If a suspicion of abuse is recorded, we will inform parents at the same time the report is made. The only exception to this taking place is where we have been advised by the LADO/MASH team /children's social care team/police not to do so. 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.

In any event the nursery will continue 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 interest of the child.

### **What to do if you're worried a child is being abused: advice for practitioners**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

## Information Sharing

We at Emmanuel Community Church Nursery view information sharing as an essential part of our arrangements to safeguard the children in our care. Any information shared will be done on a need to know basis to aid the effective assessment and identifying of children at risk. As practitioners we are clear about when we should share information and be alert to the signs and triggers of child abuse, should we there be a suspicion enquiries and external investigations are kept confidential and shared only with those who need to know. Any information shared will be in with guidance from the local authority and police

### **Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)

## Referrals

Multi-agency Safeguarding Hub (MASH) is Waltham Forest's single point of referral to social care for concerns regarding children, young people and vulnerable adults:

- Early Help (parental consent needed)
- Child in Need
- Child Protection
- Adult Safeguarding

Referrals to the Multi-agency Safeguarding Hub (MASH) should be made immediately when there is a concern that the child is suffering significant harm or is likely to do so.

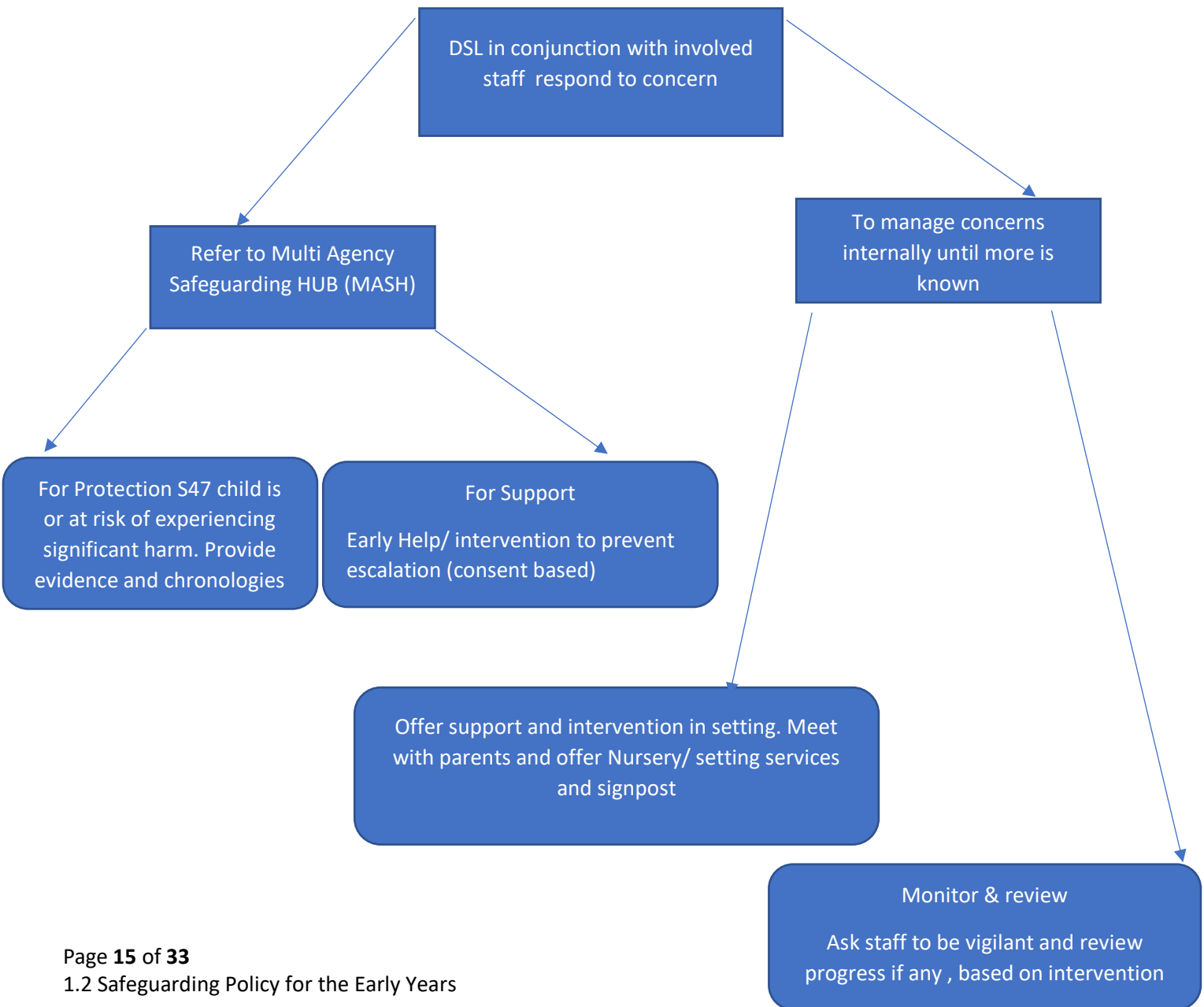
It is good practice to notify MASH by phone and/or email to discuss the case prior to sending a written referral. This will help determine the level of intervention and will also give children's social care and the police time to make arrangements to come and see the child that same day in the nursery if deemed necessary.

In our setting the DSL ordinarily takes responsibility for the referral process, in consultation with staff who know the child. Still, there are circumstances where another member of staff must refer without delay:

- If for some reason, the DSL is not available, the referral should be made without delay by the deputy DSL , manager or another member of staff
- If you disagree with your DSL’s decision not to refer a case to MASH, it is your responsibility to refer the case, and to respectfully inform the DSL that you are doing so.
- Should another member of staff refer instead, the DSL must be consulted and updated as soon as possible.

It is noted that All Adults in our setting, including the DSL, have a duty to refer all known or suspected cases of abuse to the relevant agency including MASH (Multi Agency Safeguarding Hub), LADO , or the Police. Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the Setting’s DSL in the first instance and to follow their organisations procedures. Any records made should be kept securely on the Child’s Protection file

### Flow Chart



## Early Help-Identifying children and families who would benefit from early

In line with our responsibilities under the Working Together to Safeguard Children agenda (2018) we are committed to identifying those children who would benefit from Early Help support.

Link to Thresholds and practice working with children and families Waltham Forest

<https://thehub.walthamforest.gov.uk/news/guide-thresholds-and-practice-working-children-and-families-waltham-forest>

## Whistleblowing

Wrong doing done by individuals or groups in the setting that may affect wellbeing of others (Children, Staff) are dealt with through the process of whistle blowing. This is a process whereby the individual in the setting is dealt with staff are You're a whistle-blower if you're a worker and you report certain types of wrongdoing. This will usually be something you've seen at work - though not always.

The wrongdoing you disclose must be in the public interest. This means it must affect others, for example the general public.

Remember as a whistle blower you're protected by law. As a result of whistle blowing you should not be treated unfairly or lose your job because you have 'blown the whistle'.

You can raise your concern at any time about a current incident or in relation to something that happened in the past or you believe will happen in the near future. We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. For this reason, all staff at are aware that they have a duty to raise concerns about the attitude or actions of colleagues via the settings whistleblowing and complaints policies and that they have a right to seek appropriate advice from the following

- LADO & safeguarding team telephone number 02084963646 (9-5pm Monday to Friday) email [Safeguardingineducation@walthamforest.gov.uk](mailto:Safeguardingineducation@walthamforest.gov.uk)
- Ofsted telephone number call our whistleblowing hotline on 0300 1233155 (8am to 6pm, Monday to Friday) email [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)  
write to: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD
- NSPCC Contact the Whistleblowing Advice Line
- Call 0800 028 0285 or Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## Staffing and Safer Recruitment

We are an equal opportunity employer and are committed to using non-discriminatory procedures in our recruitment process, to ensure all candidates who apply for employment at Emmanuel Community Church Nursery are treated fairly and that we recruit people who are suitable to fulfil the requirement of their role.



To recruit we pay regards to

- the Keeping Children Safe in Education 2019 <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> and
- the Early Years Foundation Stage (EYFS) 2017 3.9, 3.10, 3.12 [https://www.foundationyears.org.uk/files/2017/03/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf) and
- Criminal record checks for childminders and childcare workers <https://www.gov.uk/guidance/criminal-record-checks-for-childminders-and-childcare-workers> and
- the London Child Protection 5<sup>th</sup> edition [https://www.londoncp.co.uk/chapters/safer\\_recruit.html#seventeen\\_one\\_twelve](https://www.londoncp.co.uk/chapters/safer_recruit.html#seventeen_one_twelve).

In doing so we will ensure:

- At least one member of the Interview panel will be trained in Safer Recruitment.
- For every job role within the setting there will be a job description detailing the job role which will also include the responsibility of the member of staff to safeguard and promote the welfare of children
- All candidates will be subjected to qualification and identity checks
- an enhanced DBS certificate which includes barred list information check will be undertaken for all candidates
- All records will be kept which relate to the employment of staff and volunteers, thus demonstrating that checks have been undertaken, including the date and number of the enhanced child barring DBS and CRB check.
- We will obtain a minimum at least two references for all potential new staff and volunteers
- All new staff are required to produce documentation that confirms they have the right to work in the UK.
- All permanent appointments to Emmanuel Community Church Nursery will be subject to a probationary period of 6 months.
- All staff and or volunteers will be fully inducted into the setting with regards to understanding the safeguarding policy and procedures of the setting and will be trained to identify signs and symptoms of possible abuse EYFS 2017, 3.16

**All Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children-whether received before, or at the point of recruitment**

**Full details of the recruitment procedures are set out in our safer recruitment procedure document**

## Allegations against staff and volunteers

Should an allegation be made against an adult in a position of trust within our setting whether they be members of staff or volunteers this should be brought to the immediate attention of the DSL who will advise the Chair of Committee who is the registered person. In the case of the allegation being made against the DSL this will be brought to the immediate attention of the Chair of Committee. The Chair of Committee will discuss with the Local Authority Designated Officer (LADO) the nature of the allegations made against the adult, with a view to the LADO evaluation and guidance. This may result in a strategy discussion depending on the nature of the allegation being made.

In all cases the allegation will be referred to the Local Authority Designated Officer (LADO) immediately and followed up in writing within 48 hours. As part of the allegation management process the DSL will consider the safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser. Along with

- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Advise Ofsted of allegation within 14 days of the allegation
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation if this is deemed necessary.
- Ensure any decision made in any strategy meeting is acted on.
- Should any member of staff be removed, dismissed or would have been as a result of an allegation been founded, we will advise the Disclosure and Barring Service in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) for the vetting and barring scheme.

If an allegation is made against the DSL, the matter should be brought to the attention of the Deputy DSL or the manager of the setting or the registered person.

### DBS Referrals

- We as an employer of practitioners and volunteers in regulated activity will make a referral to the DBS when the conditions for doing so have been met.
- We have a legal duty to refer any person engaged to work in regulated activity at Emmanuel Community Church Nursery where an allegation has been substantiated, or where harm test has been met, irrespective of whether another body has made a referral to the DBS in relation to the same person; failure to do so is an offence.
- A DBS referral will take place at any time during the Allegations / Disciplinary process and will take place at the earliest stage possible. There could be at a time when we consider that we should make a referral in the interests of safeguarding children or vulnerable adults even if we have not removed the person from working in regulated activity; this could include acting on the advice of the police or a safeguarding professional, or in situations where we don't have enough evidence to dismiss or remove a person from working with vulnerable groups. Making DBS referrals where the referral conditions are not met, will be done in consideration of relevant employment and data protection laws.
- When employing agency staff, both Emmanuel Community Church Nursery and the agency have a responsibility to refer as above.

The full procedures for dealing with allegations against staff can be found in Keeping Children Safe in Education 2019.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/835733/Keeping\\_children\\_safe\\_in\\_education\\_2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf)

Further information and guidance on making DBS referrals can be found on the link below

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#should-i-make-a-referral-when-an-allegation-is-first-made-or-when-i-temporarily-suspend-someone>

## Appendix 1 Local Support and Key Safeguarding contacts in Waltham Forest

- All members of staff in [Name of Setting] are made aware of local support available:

Name	Agency	Contact details
Police Referral Desk	Metropolitan Police Child Abuse & Investigation Team (CAIT)	020 8345 3633 020 8345 3693
Designated Nurse for Safeguarding Children	Clinical Commissioning Group (CCG) – GP Services	020 3688 2638
Duty Child Protection Coordinators	Waltham Forest Children & Families Services	020 8496 8279
Team Manager, Children’s Emergency Duty	Waltham Forest Children & Families Services	020 8496 3000
Local Authority Designated Officer (LADO) & Safeguarding in Education	Waltham Forest Children & Families Services	020 8496 3646
Waltham Forest Multi Agency Safeguarding Hub (MASH) Team  Team Manager, MASH	Waltham Forest Children & Families Services	<a href="mailto:cscreferrals@walthamforest.gov.uk">cscreferrals@walthamforest.gov.uk</a>  020 8496 2307/2310/2311/2316  020 8496 2317
Designated Doctor for Child Protection	North East London Foundation Trust (NELFT)	020 8430 7893 07795 548987
Named Nurse for Safeguarding Community Health Services, School Nursing, Health Visitors and Child & Adolescent Mental Health Services (CAHMS)	North East London Foundation Trust (NELFT)	020 8430 7827/7822 07568 130143 Fax: 020 8430 7981
Named Contact for FGM  Sylvie Lovell  Early Help Family Practitioner (0-11)	London Borough Waltham Forest	Tel: 0208 496 3281  Mobile: 07973748024  Email: Sylvie.lovell@walthamforest.gov.uk

Named Nurse for Safeguarding	Barts Health, Whipps Cross Pediatric A&E	020 8535 6855 bleep 514 Pager: 08700555500 ask for 850122 Secretary: Ext 5072
Amy Strode Senior Program Manager (Prevent Education Officer)	Waltham Forest Council Community Safety Team	Email: Amy.Strode@walthamforest.gov.u k Mobile: 07816150037
Waltham Forest Multi Agency Safeguarding Hub  Private Fostering	221 Hoe Street Walthamstow  London  E17 9PH	csreferrals@walthamforest.gov.uk or call 020 8496 2310 out of hours 02084963000

Please print and display this page next to every staff phone in your setting.

INFORMATION/FRONT SHEET

Full Name:		DOB:	Class/Form:	Additional needs:	
Gender:		Ethnicity:			
Home Address:			Telephone:		
			E mail:		
Status of file and dates:					
OPEN					
CLOSED					
TRANSFER					
Any other child protection records held in setting relating to this child or a child closely connected to him/her? YES/NO WHO?					
Members of household					
Name	Relationship to child	DOB/Age	Tel No		
Significant Others (relatives, carers, friends, child minders, etc.)					
Name	Relationship to child	Address	Tel No		
Other Agency Involvement					
Name of officer/person	Role and Agency	Status of Child i.e. TAF/CIN/CP/LAC	Tel No	Date	

### APPENDIX 3 Concerns Chronology

Sheet Number:

Complete for all incidents of concern including where a 'logging the concern' sheet has not been completed. If one has been completed, then add a note to this chronology to cross reference (significant information may also be added).

Name:		
DOB:		Class/Form/ Room:
Date	Information/Details of concerns or contact	Print Name and Signature

**APPENDIX 4 Logging a concern about a child’s safety and welfare**

Part 1 (for use by any staff)

<b>Pupil’s Name:</b>	<b>Date of Birth:</b>	<b>Class:</b>
<b>Date and Time of Incident:</b>	<b>Date and Time (of writing):</b>	
<b>Name:</b> ..... <b>Print</b> <b>Signature</b>  <b>Job Title:</b>		
<b>Record the following factually: What are you worried about? Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?</b>		
<b>What is the child’s account/perspective?</b>		
<b>Professional opinion where relevant.</b>		
<b>Any other relevant information (distinguish between fact and opinion). Previous concerns etc.</b>		
<b>What needs to happen? Note actions, including names of anyone to whom your information was passed and when.</b>		

Check to make sure your report is clear to someone else reading it.  
 Please pass this form to your Designated Safeguarding Lead.

Part 2 (for use by DSL)

<p>Time and date information received, and from whom.</p>	
<p>Any advice sought – if required (date, time, name, role, organisation and advice given).</p>	
<p><u>Action taken</u> (referral to children’s social care/monitoring advice given to appropriate staff/CAF etc.) with reasons.</p> <p>Note time, date, names, who information shared with and when etc.</p>	
<p><u>Parent’s informed?</u> Y/N and reasons.</p>	
<p><u>Outcome</u></p> <p>Record names of individuals/agencies who have given information regarding outcome of any referral (if made).</p>	
<p>Where can additional information regarding child/incident be found (e.g. pupil file, serious incident book)?</p>	



Should a concern/ confidential file be commenced if there is not already one? Why?	
Signed	
Printed Name	

Logging concerns/information shared by others external to the school (Pass to Designated Person)

Pupil's Name:	Date of Birth: Class/form:
Date and Time of Incident:	Date and Time of receipt of information: Via letter / telephone etc.
Recipient (and role) of information:	
Name of caller/provider of information:	
Organisation/agency/role:	
Contact details (telephone number/address/e-mail)	
Relationship to the child/family:	
Information received:	
Actions/Recommendations for the school:	
Outcome:	
Name:	
Signature:	
Date and time completed:	
Counter Signed by Designated Safeguarding Lead	
Name:	
Date and time:	

## APPENDIX 5 Body Map Guidance for early years and schools

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

**\*At no time should an individual teacher/member of staff or school take photographic evidence of any injuries or marks to a child's person, the body map below should be used. Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g. Social Care direct or child's social worker if already an open case to social care.**

When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

**Ensure First Aid is provided where required and record**

A copy of the body map should be kept on the child's concern/confidential file.

## BODYMAP

(This must be completed at time of observation)

Name of Pupil: \_\_\_\_\_

Date of

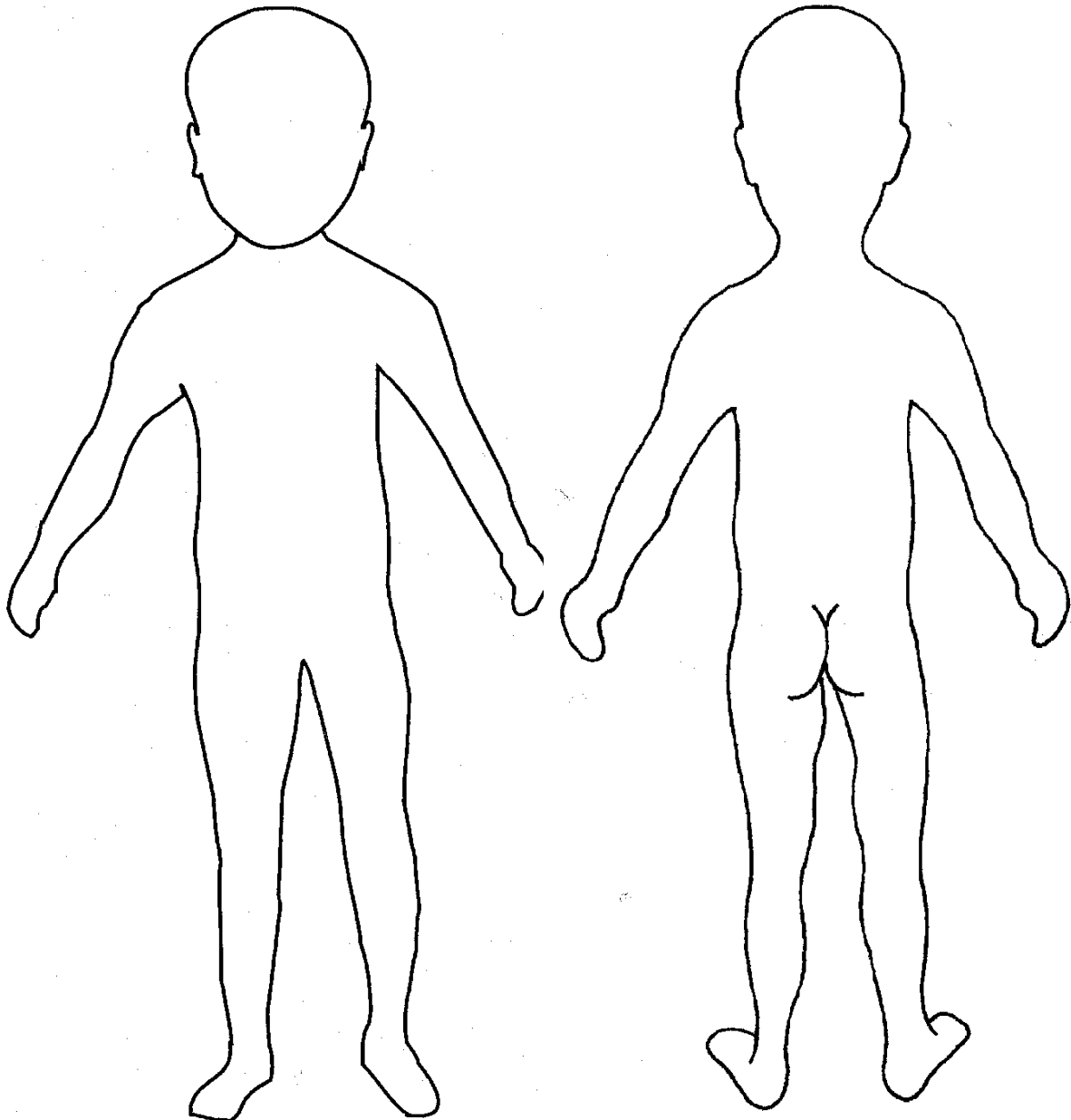
Birth: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Job

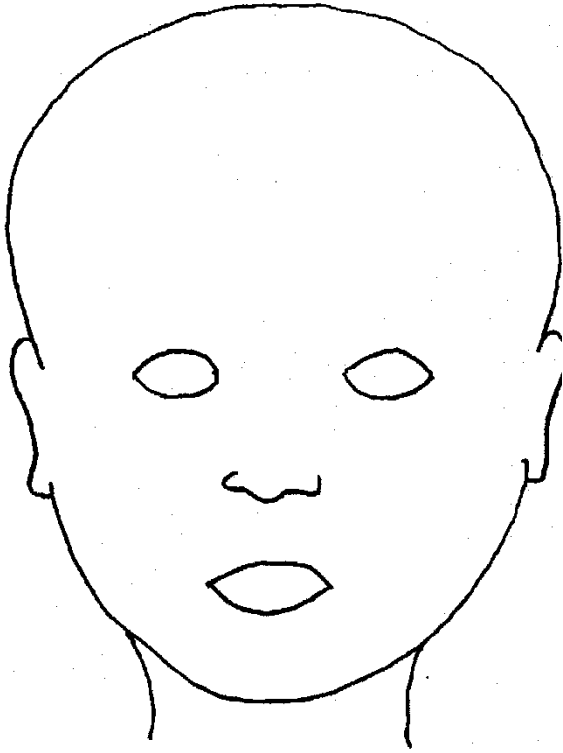
title: \_\_\_\_\_

Date and time of  
observation: \_\_\_\_\_

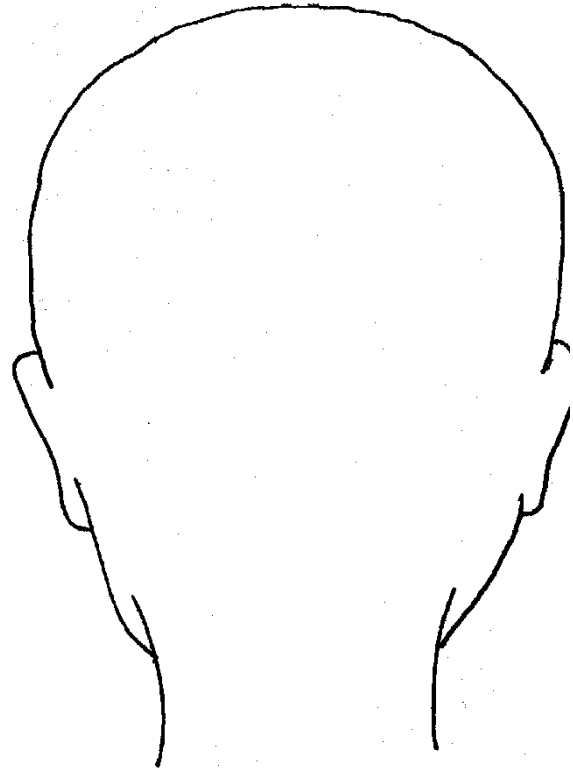


Name of pupil: \_\_\_\_\_

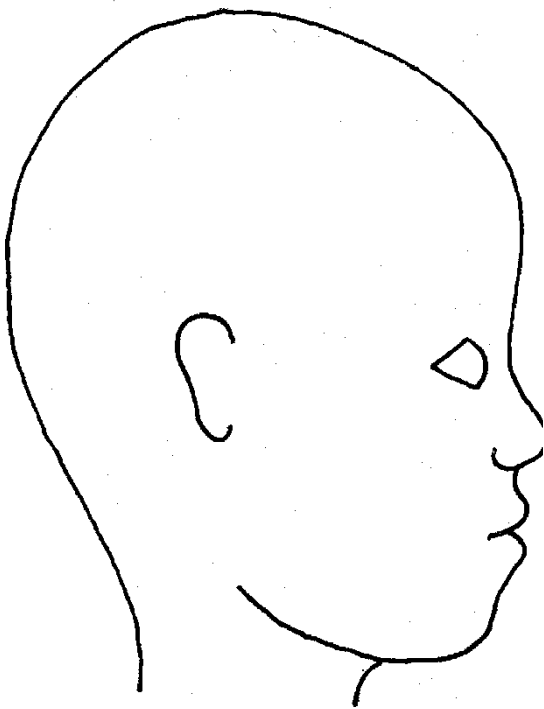
Date and time of observation: \_\_\_\_\_



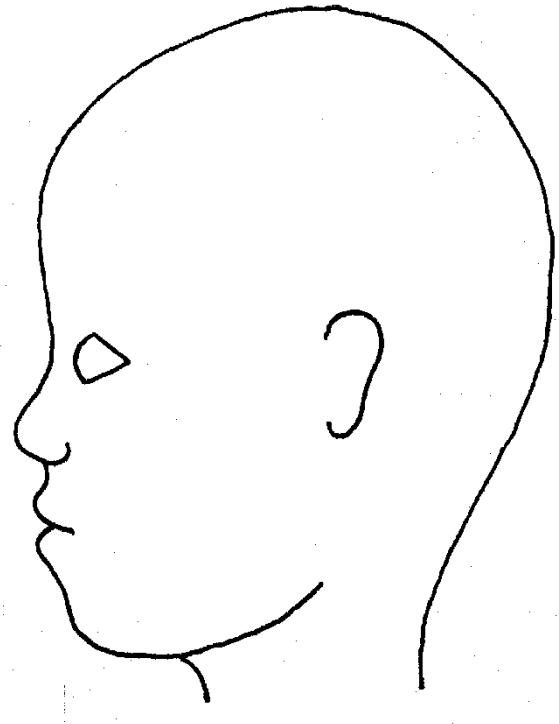
**FRONT**



**BACK**



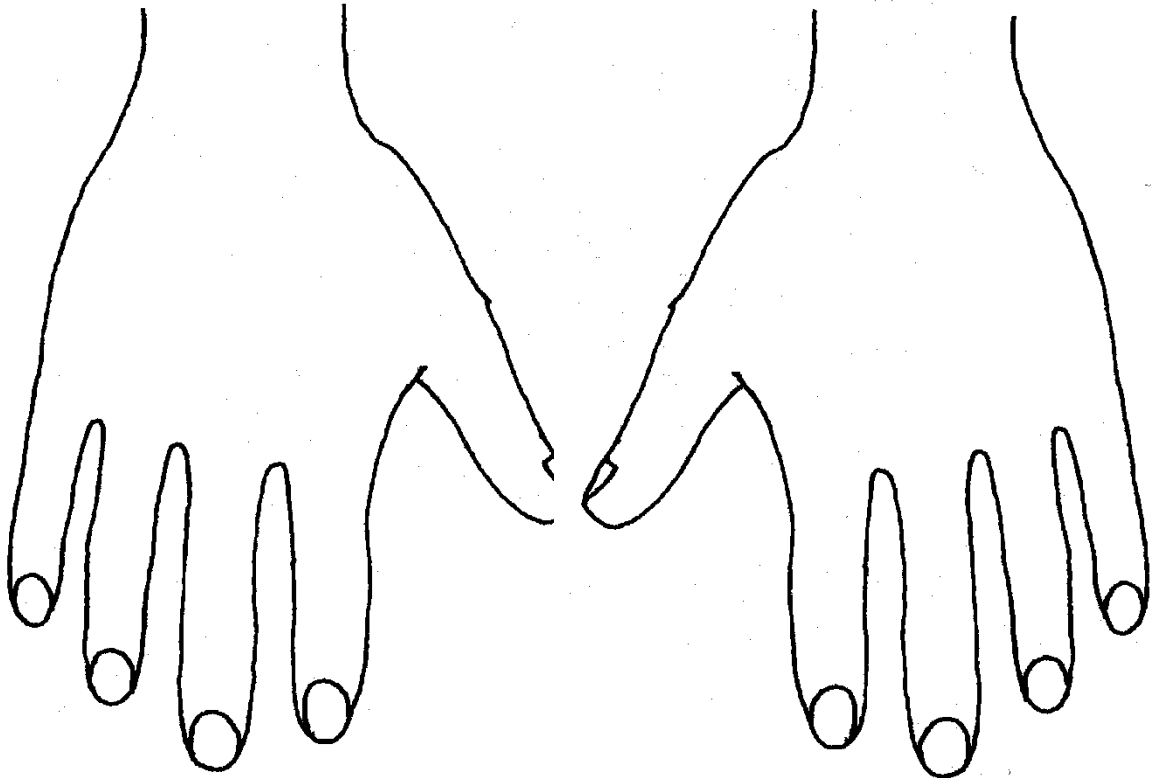
**RIGHT**



**LEFT**

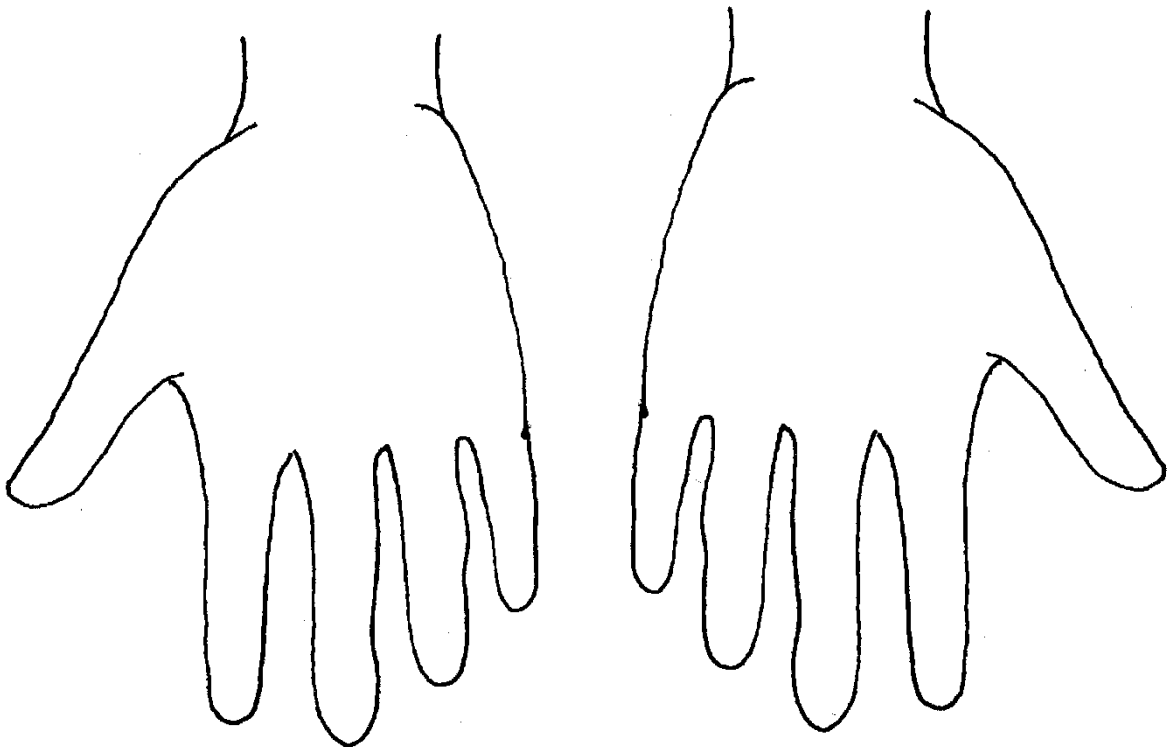
Name of pupil: \_\_\_\_\_

Date and time of observation: \_\_\_\_\_



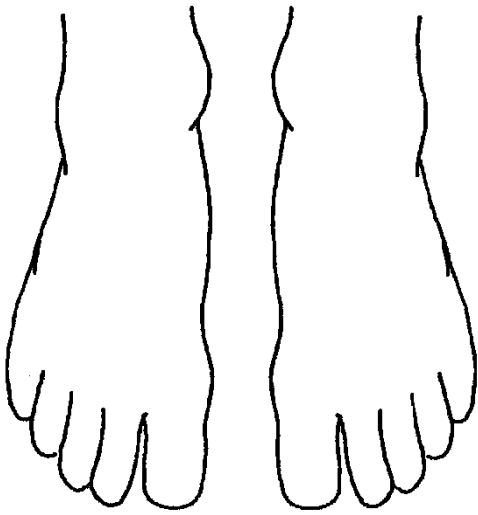
**R  
BACK**

**L**

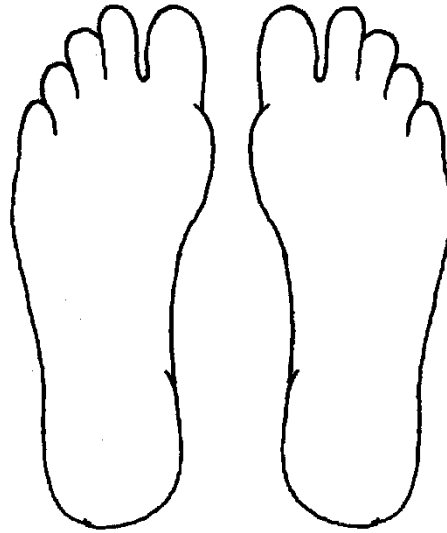


Name of Pupil: \_\_\_\_\_

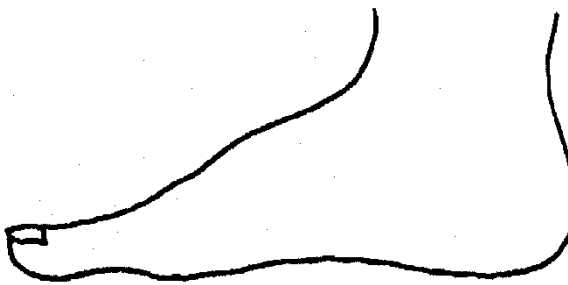
Date and time of observation: \_\_\_\_\_



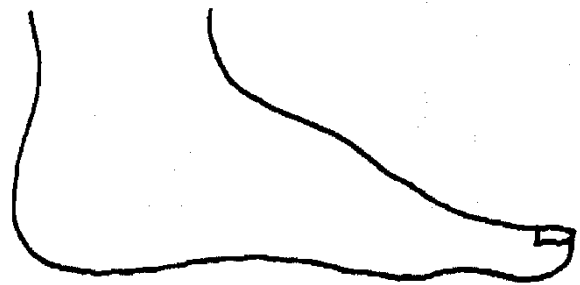
R TOP L



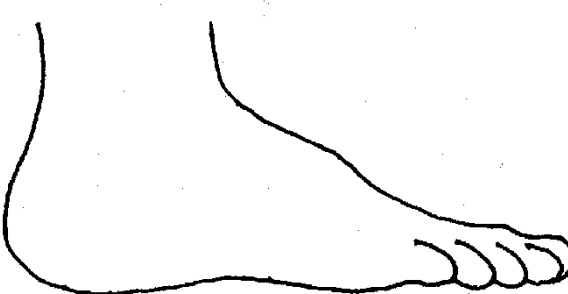
R BOTTOM L



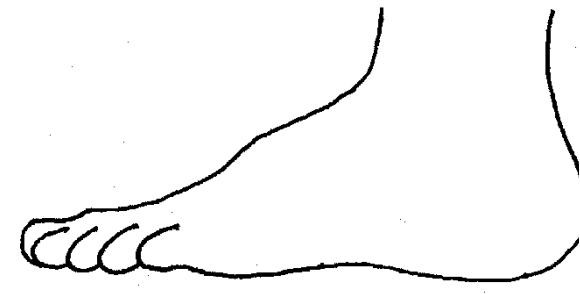
R INNER



L



R OUTER  
Printed Name,  
Signature and  
Job title of staff:




L

\_\_\_\_\_



**Appendix 7. MASH Referral form**  
**[Guide for threshold and practice](#) | [MASH Referral form](#) | [Early Help Information](#)**

<p><b>Request for Help and Support or Protection</b></p> <p> Waltham Forest</p> <p><b>Guidance</b></p> <p>If you do not have access to Waltham Forest Families Information system, then this form should be completed and emailed to the MASH team, which can be contacted on:</p> <p style="text-align: center;">Tel: 0208 496 2310      Email: <a href="mailto:MASHrequests@walthamforest.gov.uk">MASHrequests@walthamforest.gov.uk</a> (for NHS.net account please can you send to <a href="mailto:MASHrequests@walthamforest.gov.uk.cjism.net">MASHrequests@walthamforest.gov.uk.cjism.net</a>)</p> <p>Requests for Help and Support or Protection must be made via this form and all relevant sections <b>MUST</b> be completed in order to support a good referral. Advice and guidance on a Request for Help and Support of Protection: <a href="https://directory.walthamforest.gov.uk/kb5/walthamforest/directory/advice.page?id=27fyEug_Qzo">https://directory.walthamforest.gov.uk/kb5/walthamforest/directory/advice.page?id=27fyEug_Qzo</a></p> <p>You can make a 'Request for Help and Support' if you think a child or family has additional emerging, complex or acute needs which require a multi-agency intervention; for example, persistent truanting, chronic/recurring health problems, or behaviour is harmful to self and others. Before making this request you should <b>gain consent</b> of the child/young person or family concerned.</p> <p>However, if you are worried that a child is at risk of significant harm i.e. through abuse or neglect, or their condition is acute, you should make a 'Request for Protection'. In this case you should inform the parents unless this will endanger the child's safety.</p> <p>Any decision made by the MASH team will be in line with the <a href="#">Early Help and Threshold Criteria for Intervention</a> which outlines and defines different levels of need (including emerging, multiple, complex and acute).</p> <p><b>WHEN TO EXPECT A RESPONSE</b></p> <ul style="list-style-type: none"><li>• We will make sure that you receive an automatically generated written response to your referral within 24 hours</li><li>• If you do not hear back from us regarding the outcome and/or progress of your referral, please contact the MASH</li><li>• If you encounter any difficulties in relation to your referral that you wish to bring to the attention of a Senior Manager, please contact the MASH Deputy Head of Service</li></ul>
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## Appendix 8 : LADO Referral– Staff Allegations

[Allegations against professionals webpage](#) | [LADO Referral Form](#)

### WF LADO Referral & Monitoring Form

Managing allegations against adults working (paid & unpaid) with children & young people

#### Referral progress & monitoring form to the Local Authority Designated Officer (LADO)

Section One must be completed and emailed immediately to the Local Authority Designated Officer (LADO) if 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, or related to, a child; or
- Behaved towards a child or children in a way that indicates he/she is unsuitable to work with children

The LADO will maintain a live record of the case using Section Two.

#### LADO Referrals

The manager should then telephone the [Duty LADO](#) immediately to discuss the next course of action on 0208 496 3646 and then complete a LADO referral form and send it to:

- [LADO@walthamforest.gov.uk](mailto:LADO@walthamforest.gov.uk)
- [LADO@walthamforest.gov.uk.cjsm.net](mailto:LADO@walthamforest.gov.uk.cjsm.net)

Please always use the generic LADO email address to ensure that communications do not get lost in individual team members inboxes.

#### LADO Team

Our individual contact details are as follows:

- Safeguarding in Education & LADO Manager – Gill Nash on 07791 559 789
- LADO – Donna Parke
- Assistant LADO (Schools Lead) – Shauna McAllister on 07741 328 010
- Assistant LADO (Early Years Lead) – Jennifer Knight on 07866 314 144

Sycamore House | Waltham Forest Town Hall Complex | Forest Road | London E17 4JF

#### When receiving an allegation:

- Treat it seriously and keep an open mind
- Do not investigate
- Do not make assumptions
- Do not promise confidentiality
- Record the details using the child/adult's own words
- Note time/date/place of incident(s), persons present and what was said
- Sign and date the written record
- Do not tell the member of staff/volunteer if this might place the child at risk of significant harm or jeopardise any future investigation
- Do refer to Waltham Forest's 'managing allegations against people who work with children' policy

#### Child Protection Referrals

If a child or young person is at immediate risk of harm please call emergency services on 999 for an immediate response. Alternatively, you can contact your local police on 101 at any time. To make a child protection referral, please contact the Waltham Forest [Multiagency Safeguarding Hub \(MASH\)](#) team: 020 8496 2310 Monday to Thursday 9am-5.15pm; Friday 9am-5pm; Out of hours 020 8496 3000.