

# CHILD SAFEGUARDING POLICY

## *Statement of Intent*

Bishy Barnabees wants to work with children, parents/carers and the community to ensure the safety of children and to give them the very best start in life. Bishy Barnabees is committed to child protection and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## *Aims*

Our aims are to carry out this policy by:

- promoting children's right to be strong, resilient and listened to by creating an environment at Bishy Barnabees that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;
- promoting children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence;
- promoting children's right to be strong, resilient and listened to by enabling children to have the self confidence and the vocabulary to resist inappropriate approaches;
- helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- working with parents to build their understanding of and commitment to the principles of safeguarding all our children;
- to ensure every child who attends Bishy Barnabees Day Nursery is safe and protected from harm, including providing first aid;
- to ensure all those working at Bishy Barnabees, either paid or unpaid, have a clear understanding of the legal responsibility to safeguard and promote the welfare of all children;
- to ensure all staff have an understanding of when to make referrals when there are issues concerning sexual exploitation, radicalisation and/or extremism or that they have sought additional advice and support from Safeguarding Lead Practitioners.
- to ensure parents/carers have a clear understanding of the legal responsibilities relating to safeguarding and promoting the welfare of all children;
- to prevent impairment of health or development, including mental health;
- to enable children to have optimum life chances and enter adulthood successfully.

To ensure Bishy Barnabees Day Nursery meets these aims we have the following ethos:

- We have a philosophy where the child's welfare is central and children and young people are supported by safe and effective care
- We maintain a culture where adults are encouraged to share concerns and can follow whistle-blowing and child protection referral procedures
- Adults are well trained and knowledgeable about safeguarding issues
- Staff, leaders and managers recognise that children and young people are capable of abusing their peers
- Positive relationships with parents/carers are an important part of practice
- Those working at Bishy Barnabees Day Nursery, whether paid or unpaid, undertake their roles in a professional manner, enabling children and young people to have optimum life chances.

### *Confidentiality*

- All concerns, suspicions and investigations are kept confidential and shared only with those who need to know in order to protect the children in line with the referral process. Any information is shared under the guidance of the Norfolk Safeguarding Children Partnership.
- Records are always kept secure and accessible only to those who need to know in order to protect children, in a specific Child Protection file for each individual child within a locked cabinet in a lockable cupboard in our office.
- If a child, about whom there are child protection concerns, leaves Bishy Barnabees, we will contact Social Care and advise them of the concerns.

### *Procedures*

- All staff, students and volunteers are informed of the Child Protection policy and practices and are required to read and sign the policy stating it has been understood
- All staff, students and volunteers undertake a thorough induction process where safeguarding is discussed in full
- Every family is given two copies of the Child Safeguarding Policy, one is to keep at home for their records, one is signed and returned to nursery and kept in their child's file
- All parents/carers are required to complete a comprehensive admissions form along with many other detailed forms to enable us to support the child's needs during their time at Bishy Barnabees Day Nursery.
- All parents/carers are required to complete a comprehensive permissions form in which parents consent to providing Bishy Barnabees with information about a child's learning and development needs and understanding that we may share information with other professionals or organisations both in and outside Norfolk. This may include but is not limited to Norfolk County Council, Health Services, Children's Centre's, Department of Work and Pensions, Schools and Early Years Settings. If we feel that your child is at risk of serious harm, we will refer the matter to CADs (Children's Advice and Duty Service) within Norfolk County Council.

## *Information sharing*

Bishy Barnabees are bound by legislation, guidance and common law, which impacts on our ability to disclose, receive and process information. We comply with the law when we disclose, receive and process any information in order to ensure the safeguarding of the children and ensure that we comply with the General Data Protection Regulations (GDPR). All information sharing conversations and contact between agencies will be recorded. The written records will be factual, accurate and in writing with the date and signature of the member of staff to whom the disclosure was given. We will keep a clear and detailed summary of any allegations made, details of how the allegation was followed up and resolved, details of any action taken and decisions reached with the allegation will be given to the adult subject to the concern. The information will be kept on the adults until the adult leaves Bishy Barnabees or until the adult reaches normal retirement age or 10 years if that is longer. Information from any investigation will not be shared with the adult who is subject to the concern. The adult would need to make a request under the Data Protection Act to gain access to the information. Bishy Barnabees will consult LADO for further advice.

## *Roles and Responsibilities*

- All staff, whether paid or unpaid, have a duty of care to report any concerns or suspicions relating to all children and young people at Bishy Barnabees Day Nursery
- The following leadership roles for safeguarding within Bishy Barnabees are as follows:

Role at Bishy's	Name	Responsibilities
Safeguarding Lead Practitioner (SLP)	Mrs Louise Kerry 01362 850947 bishybarnabeesmanager@gmail.com	To over see the implementation of our safeguarding policy and all other relevant legislation
Safeguarding Lead Practitioner (SLP)	Mrs Julie Beasley 01362 850947 bishybarnabeesmanager@gmail.com	To over see the implementation of our safeguarding policy and all other relevant legislation
Nursery Manager	Mrs Louise Kerry	To manage the day to day running of Bishy Barnabees Day Nursery
Deputy Manager	Mrs Julie Beasley	To assist with the day to day operations of Bishy Barnabees Day Nursery

## *Training*

- All our staff, whether paid or unpaid, are required to undertake appropriate training in line with NSCP guidance and their role within Bishy Barnabees Day Nursery and must keep this updated.
- Safeguarding is discussed at regular full staff meetings, those who have recently updated their training share information to ensure all staff are aware of any changes that may have happened, regular updates are also shared by the SLP

## *Parents/carers*

- Bishy Barnabees Day Nursery is committed to working in partnership with parents/carers, we ensure parents/carers are made aware of the duty to promote the protection and welfare of children through the various information given, such as;
  - Our registration pack / Welcome Pack
  - The policy contained within this pack
  - Monthly newsletters
  - Parent's notice board
  - Ofsted parents' poster
- We require parents/carers to share information about accidents and injuries that take place at home and have a form to complete on arrival at nursery if necessary. Information regarding accidents and incidents that take place at Bishy Barnabees is shared with parents/carers via our accident/incident book on collection. This process is discussed during initial visits to Bishy Barnabees.
- Discussions take place informing parents/carers if a safeguarding concern arises, a form will be completed and used in the best interest of the safety of the child.

## *What is abuse and neglect?*

- Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children or may have been subject to or is at risk of female genital mutilation.

## Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Indicators** – Children with frequent injuries, children with unexplained or unusual fractures or broken bones, children with unexplained bruises, cuts, burns, scalds or bite marks, general appearance of child, failing to thrive.

Behavioural signs may include – refusal to undress, wearing clothes to cover up even in summer, self-destructive tendencies, fear of physical touch, fear of parents being contacted, sleep deprivation, lack of confidence & low self-esteem. .

## Emotional Abuse

Emotional abuse is 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. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Indicators** – children who are excessively withdrawn, extremes of aggression, anxious about doing something wrong, emotionally flat, sudden speech disorders, continual self-depreciation (I'm stupid, ugly), unusual physical behaviour, underweight children, children failing to meet milestones, children who have difficulty expressing their emotions, head-banging, rocking, babies who have difficulty feeding, children who are non-cuddly. Parents or carers who withdraw their attention from their child, giving them the "cold shoulder", parents or carers blaming their problems on their child and parents or carers who humiliate their child.

## Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Indicators** – children who display knowledge or interest in sexual acts inappropriate to their age, children who use sexual language or have sexual knowledge that you wouldn't expect them to have, lack of trust or fear, not wanting to be alone with person known to them well, regressing to younger behaviour, self-harm, children who ask others to behave sexually or play sexual games, children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

#### Child sexual exploitation

Involves children who are sexually exploited for money, power or status. It can involve violent, humiliating and degrading assaults. In some cases young people are persuaded or forced into exchanging activity for money, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging with the person exploiting them. Exploitation can also occur online with significant numbers of children who are victims of sexual exploitation who go missing from home, care and education at some point.

**Indicators** – children who appear with unexplained gifts or possessions, children who associate with other young people involved in exploitation, children who have older boy or girlfriends, children who become pregnant or suffer from infections, children who misuse drugs and alcohol, children who suffer from changes in emotional well-being, children who go missing for period of time or regularly come home late, children who regularly miss school or education or don't take part in education.

#### Neglect

Neglect is the persistent failure to meet a child's basic physical and /or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-giving)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Indicators** – children who are living in a home that is indisputably dirty or unsafe, children who are left hungry or dirty, children who are left without adequate clothing, hunger, children failing to thrive, children who are living in dangerous conditions, children who are often angry, aggressive or children who self-harm, children who fail to receive basic health care and parents who fail to seek medical treatment when their child is ill or injured, children who are unable to form social relationships, scavenging, destructive tendencies, children absent for no reason, children craving attention or withdrawn children.

## *Additional Safeguarding issues:*

### **Child sexual exploitation**

Occurs when an individual or group take advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under 18 years into sexual activity for exchange of something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual and does not always involve physical contact (i.e. through technology).

### **Female genital mutilation**

Is a procedure where female genitals are deliberately cut, injured or changed, but where there is no medical reason for this to be done.

Often performed by someone with no medical training.

Children are rarely given anaesthetic or antiseptic treatment and often restrained.

It is illegal to carry this out in the UK. It is a criminal offence for UK nationals or permanent UK residents to perform this act or take a child abroad to have this carried out. The maximum penalty for this is 14 years imprisonment.

### **Forced marriage**

People have the right to choose who they marry, when they marry or if they do so at all. Force marriage is when some face physical pressure to marry.

Forced marriage is illegal in England and Wales. This includes :

- Taking someone overseas to force them to marry.
- Marrying someone who lacks the mental capacity to consent to the marriage

### **Honour abuse**

Is a violent crime or incident which may have been committed to protect or defend the honour of the family or community. It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture. Women and girls are the most common victims of honour based violence however it can also affect men and boys and does not always include violence.

Crimes committed in the name of honour might include :

- Domestic abuse
- Threats of violence
- Sexual or psychological abuse
- Forced marriage
- Being held against your will
- Taken somewhere the victim does not want to do
- Assault/killing.

### **County lines**

A term used to describe gangs and organized criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of deal line. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence and weapons.

## *Prevent Duty*

**Lead practitioner in relation to Prevent – Julie Beasley/Louise Kerry.**

### Identification

Here are examples of indicators that *may* suggest vulnerability to violent extremism:

- **Expressed opinions** – such as support for violence and terrorism or the values of extremist organisations, airing of political or religious based grievances, unaccepting of other nationalities, religions or cultures.
- **Material** – possession of extremist literature; attempts to access extremist websites and associated password protected chat rooms; possession of material regarding weapons, explosives or military training
- **Behaviour and behavioural changes** – such as withdrawal from family and peers; hostility towards former associates and family; association with proscribed\* organisations and those that hold extremist views

\*under the Terrorism Act 2000 the Home Secretary has the power to proscribe – forbid by law – an organisation believed to be concerned in terrorism.

The below link gives details of each organisation proscribed by the UK government:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/400902/Proscription-20150123.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/400902/Proscription-20150123.pdf)

- **Personal history** – Claims or evidence of involvement in organisations voicing violent extremist ideology and identifying with their cause.

### Notice

A practitioner/parent or carer from any agency working with the child may be the person to notice that there has been a change in the individual's behaviour that may suggest they are vulnerable to radicalisation.

### Check

The next step is for the practitioner to speak to colleagues and/or partners to better understand the concerns raised by the behaviours observed to decide whether intervention and support is needed. In many cases there will be an explanation for the behaviours that either requires no further action or a referral not related to radicalisation or extremism.

### Share

Where the practitioner still has concerns that the individual may be vulnerable to radicalisation, follow safeguarding procedures and contact Childrens

Advice and Duty Service or Adult Social Services. Following this the Prevent referral form is to be completed and send to [preventreferrals@norfolk.pnn.police.uk](mailto:preventreferrals@norfolk.pnn.police.uk)

An initial assessment of the referral will be carried out prior to any further information gathering on the individual.

### **The referral process**

A referral will not continue through the VTR process if :

- It is malicious or misguided;
- The persons engagement with the process would compromise or interfere with ongoing investigations into illegal activity;
- It is clear the person is not vulnerable to violent extremism.

Once deconfliction checks have been completed the referral form will then be emailed to the MASH and multiagency checks will then be completed.

**FOR URGENT RADICALISATION CONCERNS CONTACT NORFOLK POLICE ON 101 OR IN AN EMERGENCY 999.**

### **The Counter terrorism (CT) case officer**

On receipt of a referral the CT Case Officer will conduct a review of the information received. This review will be based on a professional judgement using a vulnerability assessment framework to ensure the referral meets the necessary threshold.

In applying the threshold test the individual circumstances associated with the referral must be taken into account and there must be a vulnerability to radicalisation.

If this is not present the case should not be managed under Channel and should immediately exit the process. Where it is apparent that the person referred has vulnerabilities not linked to radicalisation and has needs that require support through other mechanisms they should be referred to the appropriate service providers and other safeguarding measures should be considered.

If the criteria are met the CT Case Officer makes an assessment of the risk factors. Risk assessment is a continuous process from the point of referral to the point an individual exits the process.

### **Information Gathering**

The CT Case Officer will liaise with the referrer and partner agencies who are working with the individual. This initial information gathering ensures that only cases appropriate for the Channel process continue to the next stage for a Channel Panel meeting and the development of an appropriate support package.

### **Channel Panel**

Following confirmation that the case is appropriate to continue through the VTR process, the referral will proceed to a Channel Panel meeting which will include the involvement of a wider range of partners. The Channel Panel is multi-agency and provides support to those who may be vulnerable to being

drawn into terrorism. Channel uses existing collaboration between partners to support individuals and protect them from being drawn into terrorism.

The Channel Panel meets every month and is chaired by a Local Authority lead supported by the CT Case Officer. The person who completed the referral may be asked to attend a Channel meeting to help Panel members understand more about the referred individual and their circumstances.

If the consensus is that support is required, partners will develop a support package based on the risk assessment, the needs of the individual and any risks posed to potential support providers. This will take the form of an action plan setting out details of the partners who will lead on the delivery of the support.

In assessing referrals, the meeting may conclude that the individual is better suited to alternative support providers, or that further assessment indicates that the individual is not being drawn into violent extremism.

One option for support through the Channel process which the Channel Panel may decide upon is the use of an 'Intervention provider'. This is Home Office funded and uses providers on an approved list to work with individuals around their individual ideologies. The work of an Intervention provider will complement the work of other partners involved in the support package. Examples of support provided could include mentoring, diversionary activities such as sport, signposting to mainstream services such as education, employment or housing.

### **Appraisal and Review**

The Channel Panel will, on a monthly basis, review the support, risks and needs to decide whether the individual should remain on the programme. If the Panel is satisfied that the risk has been successfully reduced or managed the case exits the process.

### **Safeguarding children and Multi-Agency Public Protection Arrangements (MAPPA)**

In some cases it may not be appropriate for an individual to continue through the Channel process because they are involved in a different statutory mechanism such as 'MAPPA' or child protection arrangements. Channel is not intended to replace those referral systems; in such cases ownership will rest with the relevant statutory support mechanism and the case may exit the Channel process or work alongside.

### **Sharing information**

In choosing to share information, a key question for partners to help them provide a proportionate response is, does that partner hold any information that could make the individual more vulnerable to radicalisation.

The following principles should guide information sharing:

**Power to share**– the sharing of data by public sector bodies requires the existence of a power to do so. This may be a statutory power relevant to the agency’s statutory function, or an implied power based on the agency’s common law function. The power may exist under specific legislation and may be different for each agency depending on their function. It is the responsibility of each agency to consider whether in this particular case the sharing of personal information is consistent with their powers and function as a public sector body.

**Governing legislation** – for all bodies sharing personal information (private, voluntary or public sector) it is necessary to satisfy the requirements of the Data Protection Act, the Human Rights Act and the Common Law Duty of Confidentiality.

**Consent**– Before any agency/group seeks consent from the person of concern this must be discussed at both the preliminary assessment and Channel Panel stages and a decision made on whether consent is to be sought and by whom. Obtaining consent can in itself prejudice the purpose of the Channel process and considerations must be taken before any agency seeks consent.

**Other Gateways** – in the absence of consent it is necessary to identify an exemption or a relevant condition for processing under the Data Protection Act. Where a body owes a duty of confidentiality and (in the case of public bodies) must consider the Human Rights Act, it is necessary to determine that the level of public interest overrides the expectation of privacy.

**Necessity, relevance and proportionality** – information should only be shared where it is necessary to achieve the intended outcome and is relevant and proportionate to it. Information should be selected for sharing on the basis that the agencies involved need to know that information in order to make informed assessment and decisions. Key to determining this will be the professional judgement of the risks to an individual or the public.

**Non-discriminatory** – agencies must be in a position to evidence that their decision to share information as part of a Prevent referral is not discriminatory.

### *Safeguarding actions –*

Actions will also be taken to protect children from the following, in addition to neglect, emotional abuse, sexual abuse and physical abuse :

- Bullying – including online and prejudice-based
- Racist, disability and homophobic or transphobic abuse
- Gender-based violence/violence against women and girls
- Radicalization and /or extremist behaviour
- Child sexual exploitation and trafficking
- The impact of new technologies on sexual behaviour including “sexting” and accessing inappropriate internet sites
- Substance misuse

- Issues that may be specific to our local area or population – i.e. gang or youth violence
- Domestic violence
- Female genital mutilation
- Forced marriage
- Fabricated or induced illness
- Poor parenting including babies and young children
- And any other issues not listed which may pose a risk to children, young people and vulnerable adults.

### *Other features to consider*

Unborn children – unborn children may also be abused or neglected or be in need. Concerns about the welfare of an unborn child should be dealt with as for any other child, including child protection procedures. Circumstances that may render unborn babies more at risk of significant harm include : history of harm, parents or carers with convictions for offences against a child, inability of a parent to protect, poor parenting capacity, severe mental health problems or learning disability, alcohol or substance abuse, domestic abuse. Maternal drug or alcohol abuser carries significant risk that can affect foetal development and therefore have long term implications for the health and development of a child.

Drugs and alcohol use is often linked to social and domestic problems.

Vulnerable babies – babies may be particularly vulnerable to abuse in much the same circumstances. Injuries suffered by babies who are not mobile should always be expertly evaluated with concern about possible abuse or neglect in mind.

Domestic abuse – this includes any form of physical or sexual assault or emotional abuse between people in a close relationship. Including intimidation, entrapment, humiliation, deprivation and exerting control. Seeing or hearing or being aware of the ill-treatment of a parent or carer by someone in the family is likely to cause emotional harm to a child. Domestic abuse often directly involves children in physically dangerous and emotionally distressing situations.

Disabled children – there is evidence from experience and research that indicates that disabled children are especially vulnerable in terms of abuse and neglect and that multiple disability is associated with increased risk. Children are at greatest risk when the child features within parental delusions or the child becomes the focus of the parents aggressions – in these circumstances the child should be considered at immediate risk of harm and a referral made to Children's Advice and Duty Service in accordance with the referral procedure.

### *Safer Working Practice*

- All staff, whether paid or unpaid, have a duty of care to report any concerns or suspicions relating to all children and young people at Bishy Barnabees Day Nursery.
- We have a Social Networking Policy which all staff must adhere to as well as policies relating to the use of cameras and mobile phones.

## *What to do if you are concerned about a child*

- If you are concerned about the safety/welfare of a child - record the concern/disclosure.
- Share the concern with the Safeguarding Lead practitioner (Louise Kerry/Julie Beasley) – record this conversation immediately, look at the “Threshold Guide” to recognize what is happening to the child.
- You can call the Children’s Advice and Duty Service (Cads) on 0344 800 8020 and have a discussion with a Consultant Social Worker.
- For any call raising concerns about a child CAD’s will ask :
  - 1) all of the details known to you/your agency about the child.
  - 2) Their family composition including siblings, and where possible extended family members and anyone important in the child’s life.
  - 3) The nature of the concern and how immediate it is
  - 4) Any and what kind of work/support you have provided to the child or family to date.

CADs will also need to know where the child is now and whether you have informed parents/carers of your concerns.

**Professional use – call CADs on 0344 800 8021.**

## *Allegations against staff/volunteers*

- We ensure that all parents know how to complain about staff or volunteers actions within Bisby Barnabees, which may include an allegation of abuse.
- We follow the guidance of the Norfolk Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child – allegations may relate to how a member of staff has behaved in a way that has harmed a child, or may have harmed a child, possibly committed a criminal offence against or related to a child or behaved towards a child or children in a way that indicates they may pose a risk of harm to children and therefore unable to work with children under 18 years, any allegation should be report to Louise Kerry/Julie Beasley immediately within Bisby Barnabees.
- A referral/consultation form will then be completed by this person with as much detail as possible to make an informed decision on the way to proceed ([www.norfolkscb.org](http://www.norfolkscb.org) to download form). Once completed this is forwarded to [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk) where the duty LADO will respond with appropriate advice and information.
- We work alongside LADO (Local Authority Designated Officer 01603 223 473 – this number is for ongoing cases only) ([LADO@norfolk.gcsx.gov.uk](mailto:LADO@norfolk.gcsx.gov.uk) ) with regards to allegations made against staff and follow their advice.
- The Local Authority Designated Office (LADO) are informed immediately or within 1 working day of all allegations that come to our attention or are made directly to the police.
- We co-operate entirely with any investigation carried out by social services in conjunction with the police.

- We are required by law to notify Ofsted (03001231231) of any allegations made against a member of our staff.
- The Ofsted 'parent' poster is clearly displayed in our notice board situated by the front door of the main building and in each of the rooms.
- **To report concerns about an adult working with children please complete the referral/consultation form on line at <http://www.norfolkscb.org/wp-content/uploads/2015/04/LADO-Referral-Form-agency-v2-1-3.doc> with as much information as possible even if advice is required.**
- The role of LADO is to be involved in the management and oversee allegations against people who work with children, with undertaking investigations, however they can provide guidance and advice to Bishy Barnabees Day Nursery. LADO establishes whether the allegation falls within the scope of the guidance, ensures the child and family members are appropriately involved and informed, ensures the person subject to the allegation is appropriately involved and informed, liaises with police and other agencies as required, provided independent scrutiny or reports and information and ensure that the process is fair and thorough and carried out in a timely clear way to achieve appropriate outcomes for the individual, child concerned and the setting.

### *Safer Recruitment*

- We have a comprehensive Recruitment Processes which includes an induction procedure and a three month probation period. Please refer to our Safer Recruitment Policy for further details.

### *Camera and Mobile phones/I watches*

Employees must ensure that personal mobile phones are not carried about their person during working hours. Personal mobile phones must be switched off during working hours, although can be used in the staff room or outside of the premises during lunch or rest breaks.

Employees may give Bishy's telephone number as an emergency contact. Where trips are taken outside of the nursery, the nursery mobile phone, which does not have a camera facility, is the only phone to be taken and used if necessary. All visitors and parents/carers that come into Bishy Barnabees Day Nursery are also asked not to use their mobile phone or mobile device and are asked to put their device in the office whilst they are in the rooms of Bishy Barnabees Day Nursery together with any camera watches.

Camera and video phones and their use at Bishy Barnabees Day Nursery, especially to photograph children in the nursery or on trips, are subject to the same restrictions as mobile phones. They may not be used at work for the purpose of photography unless express permission has been granted

Employees found to be in breach of this policy will be subject to an investigation which may lead to disciplinary action. Employees who breach this policy could also face criminal prosecution under various laws.

Bishy Barnabees will make appropriate arrangements for photographs to be taken when necessary, which ensures that permission is obtained from the parent/carer to ensure compliance with the Data Protection Act.

### *Key Legislation and guidance*

- This policy was amended using the most recent legislation and guidance available including:
  - Working together to Safeguard Children (2018)
  - What to do if you're worried a child is being abused (2015)
  - Norfolk Safeguarding Children Partnership (NSCP) guidance Working Together to Safeguard Children (2018)
  - The Prevent Duty Guidance (2021).
  - Norfolk Practitioners quick guide : Safeguarding individuals vulnerable to radicalisation (VTR) and referral process. (2021)
  - Inspecting Safeguarding in Early Years, schools and colleges (Ofsted, 2016)
  - <http://www.kidscape.org.uk/professionals/childabuse.shtml>
  - [http://www.nspcc.org.uk/helpandadvice/whatchildabuse/sexualabuse/sexualabuse\\_wda36370.html#bookmark1](http://www.nspcc.org.uk/helpandadvice/whatchildabuse/sexualabuse/sexualabuse_wda36370.html#bookmark1)
  - [http://www.nspcc.org.uk/helpandadvice/whatchildabuse/neglect/neglect\\_wda36377.html#bookmark1](http://www.nspcc.org.uk/helpandadvice/whatchildabuse/neglect/neglect_wda36377.html#bookmark1)
  - [http://www.nspcc.org.uk/helpandadvice/whatchildabuse/physicalabuse/physicalabuse\\_wda33606.html](http://www.nspcc.org.uk/helpandadvice/whatchildabuse/physicalabuse/physicalabuse_wda33606.html)
  - [www.norfolkscb.org](http://www.norfolkscb.org)
  - <https://www.norfolkscb.org/about/policies-procedures/1-9-norfolk-thresholds/>

This policy was reviewed and agreed on: 24 May 2012, updated September 2022.

This policy has been written in accordance with the Norfolk Safeguarding Children Board (NSCB) guidance, the Early years Foundation Stage (2017) requirement, Working Together to Safeguard Children (2015), The Norfolk Threshold Guide (2019) and The Prevent Duty Guidance (2015).

Please read in conjunction with the Camera Policy, Social Networking Policy, Data Retention & Storage policy, Student Placement Policy, Staffing Policy, Keyperson Policy, Parent Partnership Policy, Equality, Inclusion & Diversity Policy, Confidentiality Policy and Helper Guidelines.

<b>Reviewed</b>	<b>Name</b>	<b>Position</b>	<b>Signed</b>