



Safeguarding Policy

Wood St Nursery

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Developed by	Naomi Hillman
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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	Wood St Nursery
Ofsted Registration Number	2502024
Setting Type	Ofsted Registered Early Years Childcare Setting
Setting Main Phone Number	07721008995
Setting Main Email	Admin@woodstnursery.co.uk
Setting Address	St Gabriel's Church & Family Centre, Havant Rd, Walthamstow E17 3JF
Designated Safeguarding Lead	<p>Naomi Hillman</p> <p>In work hours 07721 008 995 admin@woodstnursery.co.uk</p> <p>Out of work hours 07952 975889 Naomi@electricowl.co.uk</p>
Deputy Designated Safeguarding Lead	<p>Elizabeth Oliver</p> <p>In work hours 07721 008 995 admin@woodstnursery.co.uk</p> <p>Out of work hours 07799365184 oliverelizabeth8@gmail.com</p>
Named Person responsible for Allegations against staff in setting	<p>Naomi Hillman</p> <p>In work hours 07721 008 995 admin@woodstnursery.co.uk</p> <p>Out of work hours 07952 975889 Naomi@electricowl.co.uk</p>
SENCo / Special Needs Lead	<p>Naomi Hillman</p> <p>07721 008 995 admin@woodstnursery.co.uk</p>
Manager / Owner	<p>Elizabeth Oliver / Naomi Hillman</p> <p>07721 008 995 admin@woodstnursery.co.uk</p>

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This Safeguarding Policy forms part of the induction for all staff, students and volunteers. All members of staff, students and volunteers have access to this policy via the Wood St Nursery website www.woodstnursery.co.uk, and also in paper format kept in the Safeguarding Folder at the nursery. They sign to say that they have read the Wood St Nursery Safeguarding Policy and I understand my responsibilities to be able to identify signs and symptoms of abuse in children, and to report any concerns I may have about the welfare or safety of a child or adult at the setting either within the setting or outside of the setting.

Purpose and Aims

The [Statutory Framework for early years foundation stage 2017 \(EYFS\)](#) 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 in their care 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.

Our Safeguarding policy of 02 / 2021 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 Wood St Nursery is to provide all staff, proprietors, visitors and volunteers with a framework which will enable them to safeguard and promote the welfare of all children in the setting.

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 mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable children to have the best outcomes

NB Children includes everyone up to the age of 18 years of age

Child protection is the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Legislative & Guidance Framework

Under section 10 of the Children Act 2004, all maintained schools, further education colleges and independent schools, including free schools, academies and early years providers, are required to cooperate with the local authority to improve the well-being of children in the local authority area.

Under section 40 of the Childcare Act 2006, early years providers registered on the Early Years Register, and schools providing early years childcare, must comply with the welfare requirements of the Early Years Foundation Stage.

This Safeguarding policy and procedures have 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 2020
<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)
- 5 Guidance on sharing information with relevant services when there are safeguarding concerns is available via: <https://www.gov.uk/government/publications/safeguarding-practitioners-informationsharing-advice>
- 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>

Responsibility of governing bodies, proprietors and management committees:

The proprietor Naomi Hillman is responsible for ensuring that there are appropriate policies and procedures in place for action to be taken in a timely manner to safeguard and promote the welfare of the children.

At Wood St Nursery, we acknowledge that owners, managers and staff 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 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.

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.woodstnursery.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 parent's first language, support and consideration will be given to access the information if required.

We will ensure all staff are supported to read, understand and put the policy into practice. We will ensure staff access safeguarding and child protection training at a minimum annually, and receive 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.

Covid-19

Please see the Safeguarding Policy addendum for Covid -19

Early years settings are responsible for safeguarding and caring for, and supporting the development of, all children who attend, as set out in the [Statutory framework for the early years foundation stage \(EYFS\)](#). Local agencies, services and settings should work together to actively look for signs of harm, given the greater risk of harm some children may have been exposed to during the coronavirus (COVID-19) outbreak. In the case of vulnerable children and particularly those with social workers, early years providers should continue to encourage those children to attend regularly and notify their social worker if they stop attending. Settings are also responsible for planning and implementing the 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak.

The Department for Education produced guidance for Early Year Providers [Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#). [Latest COVID-19 advice and information](#) has been developed by Waltham Forest, which is updated according to any further changes.

Obligatory practice for ALL staff

At Wood St Nursery we recognise that we as individuals:

- Are responsible for safeguarding
- We must maintain an attitude of 'it could happen here' where safeguarding is concerned
- When concerned about the welfare of a child, staff should always act in the best interests of the child
- Must be able to identify the signs and symptoms of abuse
- Must be able to identify a wide variety of concerns that may need intervention (e.g. developmental concerns - Early Help; social issues - Child in Need; safeguarding concerns - Child Protection; concerns about staff - Allegations Against Professionals)
- Must be aware that children's poor behaviour may be a sign that they are suffering harm or that they have been traumatised by abuse
- Understand that children who have a social worker may be educationally disadvantaged and face barriers to attendance, learning, behaviour and positive mental health.
- Understand that mental health issues for children may be an indicator of harm or abuse, or where it is known that a child has suffered harm or abuse this may impact on their mental health, behaviour and education
- Understand that safeguarding incidents and/or behaviours can be associated with factors outside the setting and/or can occur between children outside of these environments
- Must be familiar with internal reporting procedures and processes (reporting safeguarding concerns to DSLs, and allegations only to Owner/Manager)
- Must ensure that all safeguarding concerns are shared promptly with DSLs
- Must refer concerns to children's social care in the absence of Designated Safeguarding Lead (DSL)
- Must be able to challenge professional safeguarding decisions internally, or externally with other agencies
- Must refer or escalate a case if we disagree with a DSL's decision not to refer, with respect and transparency
- Must be able to whistle blow when required
- 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 Wood St Nursery.

Designated Safeguarding Lead (DSL)

The role of the DSL and deputy DSL will be made explicit in both post holders job descriptions. The Managing Directors/Governors/Trustees with Lead responsibility for Safeguarding will ensure that both persons appointed as DSL and Deputy DSL are trained to the same standard. Both the DSL & Deputy DSL will be given the appropriate authority, time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters.

The lead DSL's ultimate responsibility, which is safeguarding & child protection including online safety, will not be delegated.

At Wood St Nursery the Designated Safeguarding Lead (DSL) is Naomi Hillman, who has a specific operational responsibility for implementing the organisations safeguarding and child protection policies and procedures. If Naomi is unavailable, to ensure safeguarding matters are dealt with promptly Beth Oliver our Deputy DSL will be available to cover the DSL duties.

To safeguard children our Designated Safeguarding Lead Naomi Hillman and our Deputy DSL Beth Oliver will undertake formal DSL training at a minimum every two years. This will be to provide them both with the knowledge and skills required to carry out the role of the DSL and support staff. In addition, the DSL and the Deputy DSL will attend regular DSL forums at a minimum four times a year and will access safeguarding updates on developments and training relevant to the role of the, including managing allegations and managing thresholds.

The names of the DSLs will be clearly advertised on the settings notice board along with a statement explaining the settings role in referring and monitoring welfare and safeguarding concerns.

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, Multi-Agency Safeguarding Hub (MASH), Social Care, Health and the Police to ensure the children's safety and welfare is always paramount. We will also seek to establish effective working relationships with parents, carers and other colleagues so that we can develop and provide activities and opportunities to equip the children in our care with the necessary skills that they will need, in order to develop protective behaviours and life skills to keep themselves safe from harm.

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 Wood St Nursery are treated fairly, and we recruit people who are suitable to fulfil the requirement of their role.

When recruiting we pay regards to the [Keeping Children Safe in Education 2020](#) and the [EYFS 2017 3.9, 3.10, 3.12](#) and [Criminal record checks for childminders and childcare workers](#) and the [London Child Protection 5th edition](#).

To prevent unsuitable people working with children in our setting we have put in place a robust safer recruitment procedure.

All individuals working in any capacity at Wood St Nursery will be subjected to safeguarding checks in line with the statutory guidance *Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2020*. We will ensure that agencies and third parties who supply temporary staff to us provide us with written reassurance that they have made the appropriate level of safeguarding checks on the individuals prior to them engaging in working in our setting. We will also ensure that any agency worker presenting for work is the same person on whom the checks have been made.

We will ensure that alternative provision providers provide written reassurance that they have made the appropriate level of safeguarding checks on individuals working for their organisation.

In recruiting staff, we will ensure that every job description and person specification have a clear statement about the safeguarding responsibilities of the post holder, which is to safeguard and promote the welfare of children.

To recruit staff, we will ensure that at least one member of every interview panel has completed safer recruitment training and:

- 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 of 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 Wood St Nursery will be subject to a probationary period of 6 months
- All staff and 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.

For staff including volunteers who work in our childcare provision or who are directly concerned with the management of such provision (trustees, management committee members), we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009”.

Staff, volunteers and students - induction, training & development

The DSL will ensure that all new members of staff, volunteers and students are given an induction into the setting that will include the following:

- Issue and explain the safeguarding and child protection policy
- Issue and explain the behaviour policy of the setting

- Issue and explain the staff behaviour policy/code of conduct
- Explain the role of the DSL and share the identities of the DSL and all DDSLs
- Child protection and safeguarding training face to face as part of the staff induction.
- All new members of staff, volunteers and students are expected to read the above-mentioned documents and to sign an acknowledgement of this.

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 degree qualified / level 6 practitioner. This practitioner has the responsibility for ensuring that procedures are in place for all staff to receive regular formal supervision that will provide staff with an opportunity to review their performance, practice and development in working with the children and their families.

Supervision 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 in line with *EYFS 2017 3.22*

Regular support, advice, training and supervision for the Nursery Manager will be provided by the Managing Directors.

Allegations against staff, volunteers and supply staff –

Should an allegation be made that an adult in our setting (member of staff, supply staff or volunteer) has behaved or may have behaved in a way that indicates that they may be unsuitable to work with children, this will be brought to the immediate attention of the DSL who will advise the Deputy DSL. The DSL will discuss with the Designated Officer for the Local Authority (LADO) the nature of the allegations made against the adult, with a view to the LADO making an evaluation and giving guidance. This may result in a strategy discussion depending on the nature of the allegation being made.

In the case of the allegation being made against the DSL or the Deputy DSL it will be recorded & reported to the Local Authority Designated Officer (LADO) and the advice/guidance of the LADO will be followed.

Should the allegation be made against a supply member of staff, in line with Keeping Children Safe in Education (2020), under no circumstances will the setting decide to cease to use the member of supply staff due to safeguarding concerns, without finding out the facts and liaising with the LADO to determine a suitable outcome. Should there be any conduct issues with an agency member of staff, which may not reach the threshold for safeguarding, the setting will consult the LADO.

Along with this the agency for the supply worker will be fully involved and expected to co-operate in any enquiries made by the LADO, police and/or children’s social services. We as a setting, where directed to do so by the LADO, police and/or children’s social services, will support any

safeguarding investigation by collecting the facts when an allegation is made. With this regard it may be that the setting will take a lead on the safeguarding element of the investigation.

In all cases any allegation made will be referred to the 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. The DSL will also:

- 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 to suspend 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.

NB All Early Years providers must report to Ofsted “any significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with children on the premises to look after children” EYFS 2017 3.77 changes that must be notified to Ofsted.

DBS Referrals

Wood St Nursery, 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 Wood St 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 can and will take place at any time during the Allegations / Disciplinary process and will take place at the earliest stage possible. This 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 supply staff, both Wood St Nursery and the agency have a responsibility to refer as above. If an allegation is made against the DSL of our setting, the matter should be brought to the attention of the Deputy DSL or the manager of the setting or the registered person.

The full procedures for dealing with allegations against staff can be found in Keeping Children Safe in Education 2020:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892394/Keeping_children_safe_in_education_2020.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>

Ratios

For the safety and 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 of April 2017 these are as follows:

For Early Years providers:

- For children under two: one member of staff to every three children
- At least one member of staff within the group will hold a full and relevant level 3 qualification and will have suitable experience of working with children under two
- 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 every 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 child/staff ratios. Where there are staff under 17 years of age, they will always be supervised by a level 3 qualified member of staff
- Students and volunteers on long-term placement aged 17 years or over and staff working as apprentices in early education aged 16 or over may only be included in the ratios if the manager is satisfied that they are competent and responsible and have a current DBS in place.
- 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>

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 to our setting.

The setting's security procedures ensure that the possibility of unauthorised persons having access to the children is minimised.

- Staff must NEVER let anyone they don't know into the nursery.
- If you do not know or recognise the person over the intercom / buzzer ask them to wait between the gates and ask the room leader/manager to deal with them.
- Visitors who are known may be brought into the nursery, signed in and given a sticker.
- It is the responsibility of the member of staff who opens the gate to make sure the visitor has signed in and read the visitor guidance.
- Under no circumstances will visitors/contractors be allowed unsupervised access to the children. They must be supervised whilst on the nursery premises.

In addition to these arrangements we ask that parents do not open or hold the door for any other persons, including other parents, to gain access to the building without being vetted by staff.

Visitors Guidance-

- Please sign in and out of the visitor book.
- Please wear your visitor sticker in a visible location throughout your visit.
- Mobile phones and any other electronic and or Wi-Fi enabled devices such as smart watches that allow you to send/receive messages or take pictures may not be used.
 - If you are spending time on the nursery floor with the children, devices must be put away in the cupboard as directed. If you are visiting adults, please keep your phone turned off in your bag.
 - If you need to use your mobile phone whilst visiting the nursery, please ask a member of staff where you can do this.
- If we are planning a fire drill on the day of your visit, we will tell you. If the alarm sounds while you are in the nursery, please follow the directions of the staff.
- During your visit if you have any concerns about the wellbeing or safety of a child or the behaviour of an adult, please speak to the room leader, they will be able to direct you to the Designated Safeguarding Lead. Flow charts about how to report concerns outside of the nursery are displayed at several locations and are on our website.
- We have first aiders in the nursery; if you feel ill or have an accident ask to speak to the room leader who will be able to advise you.

Defining Abuse – Signs & Symptoms

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 may be 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 Wood St Nursery are aware of the indicators of abuse and that they should always **consult with the DSL when concerned.**

Common signs of abuse (from NSPCC)

Some common signs that there may be something concerning happening in a child’s life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lack of social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body.

These signs don’t necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour.

Type of Abuse	Possible Indicators
<p>Neglect 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> <ul style="list-style-type: none"> provide food, clothing and shelter; protect a child from physical and emotional harm or danger; ensure adequate supervision; ensure access to appropriate medical care or treatment. 	<p>Obvious signs of lack of care including:</p> <ul style="list-style-type: none"> Problems with personal hygiene Constant hunger Inadequate clothing Emaciation Lateness or non-attendance at the setting Poor relationship with peers Untreated medical problems Compulsive stealing and scavenging Rocking, hair twisting, thumb sucking Running away Low self-esteem
<p>Physical Abuse</p> <p>May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical</p>	<p>Physical signs that do not tally with the given account of what happened</p> <p>Conflicting or unrealistic explanations of cause</p>

<p>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>Repeated injuries</p> <p>Delay in reporting or seeking medical advice</p> <p>Unusual injuries not generally seen in an Early Years setting</p>
<p>Sexual Abuse</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</p>
<p>Emotional Abuse</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 being 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

Bruising in babies

Should we observe bruising in a baby who is not crawling, cruising or independently mobile we will raise the concern with the child's parent in the first instance depending on the timing and the nature of the concern. In all cases of bruising in pre-mobile children, a referral will be made to MASH.

<https://learning.nspcc.org.uk/research-resources/pre-2013/bruises-children-core-info-leaflet>

Supporting children

At Wood St Nursery we will:

Ensure that our approach is child-centred, considering always what is in the best interest of the child.

Safeguard children both preventatively and responsively, ensuring that we deliver a broad and balanced curriculum response to online safety that will enable children and parents to learn about the risks of new technologies and social media and to use these responsibly both at the setting and at home.

Safeguard children from potentially harmful and inappropriate online material by ensuring that the ICT equipment at our setting has filtering controls.

We will also ensure that we:

- Have clear standards of behaviour for staff / volunteers and children / young people
- Promote good health, effective management of medical conditions, and the development of self-care in children
- Liaise and work together with other support services and those agencies involved in safeguarding children
- Manage children's behaviour by anticipating possible concerns, prevention strategies, and clear, fair responses to challenging behaviour
- Monitor all children who have been identified as having welfare or safeguarding concerns, and provide appropriate support
- Maintain records that document safeguarding concerns over time, including low-level worries about a child or young people that together may paint a picture of concern
- Ensure that all of our policies and procedures relating to safeguarding and wellbeing are updated annually in collaboration with the board of governors/proprietors
- Ensure that all staff understand the additional safeguarding vulnerabilities for certain groups of children and how to address them

Additional vulnerabilities and characteristics in children under five include:

- Children who are looked after by the Local Authority
- Children previously looked after by the Local Authority
- Children showing signs of being drawn into anti-social or criminal behaviour
- Children at risk of modern slavery, trafficking or exploitation
- Children in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse
- Children showing early signs of abuse and/or neglect
- Children at risk of being radicalised or exploited
- Privately fostered children
- Children with special educational needs or disabilities

Special Educational Needs

All staff at Wood St Nursery are aware of the signs and symptoms of abuse. As Early Years Practitioners we recognise that children with special educational needs and disabilities (SEND) can face additional safeguarding challenges and that additional barriers can exist when recognising abuse and neglect in this group of children.

These barriers can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- being more prone to peer group isolation than other children;
- the potential for children with SEND being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

Children and mental health problems

We at Wood St Nursery we recognise mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or even exploitation. Where it is known that children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can impact on their mental health, behaviour and in turn impact on their education. Our setting will identify the additional needs of these children and provide extra monitoring and support to mitigate these additional barriers. Where necessary, referrals will be made to mental health professionals and or early help for further support.

At our setting we aim to take a trauma informed approach to support the children in the setting, considering their lived experience, and using this to inform how best to support them in terms of their welfare and engaging them with learning.

In general, we will always discuss any concerns the setting may have with the child's parents. Parents need to know that we are worried about their child. However, we will not discuss our concerns if we believe that this would place the child at greater risk or lead to loss of evidence for a police investigation.

If we decide not to discuss our concerns with the child's parents or carers this will be recorded in the child's safeguarding file with a full explanation of our decision.

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), the care being provided by someone other than a parent or close relative, in their own home and not the child's, with the intention that it should last for 28 days or more. 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 MASH team.

Female Genital Mutilation (FGM)

FGM is the partial or total removal of external female genitalia for non-medical reasons. It is also known as female circumcision or cutting.

FGM is a cultural not a religious practice and is **illegal** in the UK and is considered a violation of human rights by the United Nations. It is considered as a form of child abuse with harmful consequences in short and long term. Staff at wood st nursery need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. In the UK, anyone involved in taking a girl outside of the UK to have FGM carried out will be committing a crime and can be punished under the [FGM Act 2003](#) and [Serious Crime Act 2015](#).

The Serious Crime Act 2015 (Home Office, 2015) introduced a duty on teachers and other professionals and therefore **all adults at Wood St Nursery** to notify the police of **known** cases of female genital mutilation where it appears to have been carried out on a girl under the age of 18. Our nursery will operate in accordance with the statutory requirements relating to this issue, and in line with existing local safeguarding procedures.

Responsibilities and Reporting process to follow-

If you are **informed** by a girl under the age of 18 that an act of FGM has been carried out on her (whether she uses the term 'female genital mutilation' or any other term or description, e.g. 'cut')

If you **observe** physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and have no reason to believe that the act was necessary for the girl's physical or mental health.

You must report it **directly to the police calling 101**. This because there is a mandatory duty to report it. You must also take the information to the DSL or Deputy DSL. This must be done as soon as possible and by the end of next working day.

However, if you **suspect** or **feel** a girl is at risk or the report is made to you by a parent, guardian, sibling or other individual discloses that a girl under 18 has had FGM, the duty to report directly to the police does not apply and a report to the police is not mandatory. Any such disclosure should, however, be handled in line safeguarding processes and with the advice of the DSL and the Mash team.

In both situations you must inform the DSL or Deputy DSL.

Where there is a risk to life or likelihood of serious immediate harm, professionals should report the case immediately to police, including dialling 999 if appropriate.

Making a report

Staff must report known FGM to the police by calling 101. You will be called back and asked for additional information. You should explain that you are making a report under the FGM mandatory reporting duty. You need to provide your name, contact details (work telephone number and e-mail address) your role place of work, name of DSL. The girl's details: name, age/date of birth, address. You will be given a reference number for the call and must give this to the DSL who will document this in records.

For advice and support you can call:

NSPCC FGM Helpline 0800 028 3550

Email: fgmhelp@nspcc.org.uk

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

Government information <https://www.gov.uk/government/collections/female-genital-mutilation>

Prevent

The safeguarding and Welfare Requirements, Child Protection (EYFS 2017, 3.4) states “*Providers must be alert to any issues of concern in the child’s life at home or elsewhere*”. 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:

- Understanding our own role and responsibilities in how to protect children from extremism
- Promoting and embedding fundamental British Values in the setting through the activities and policies of the setting, that is:
 - **Democracy**- everyone has equal rights
 - **Individual liberty**-freedom to choose faith, beliefs, likes/dislikes
 - **Rule of law**-all ruled by the same laws
 - **Mutual respect and tolerance**-respectful attitudes to different beliefs

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 Telephone: 07816150037.

Domestic Abuse

Waltham Forest has adopted the Safe & Together model of working with children affected by domestic abuse. This includes working in partnership with the abused parent and holding the perpetrating parent to account.

Domestic abuse is defined as any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional abuse.

For children seeing, hearing or knowing of a parent being abused is a traumatic experience and can have long-term damaging emotional and psychological effects. Wherever Domestic Violence is suspected in a home where a child is resident, we at Wood St Nursery will refer this information to the MASH team, who have a duty to investigate. We will also offer support and signpost parents to external agencies, if appropriate, so parents are supported.

Additional advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

- NSPCC- UK domestic-abuse Signs Symptoms Effects
<https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>
- Refuge what is domestic violence/effects of domestic violence on children
<http://www.refuge.org.uk/get-help-now/what-is-domestic-violence/effects-of-domestic-violence-on-children/>
- Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247.
- SafeLives: young people and domestic abuse
<https://safelives.org.uk/sites/default/files/resources/Safe%20Young%20Lives%20web.pdf>

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The DSL (and any deputies) refer any concerns to the Local Housing Authority so they can raise/progress concerns at the earliest opportunity.

Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and or discussion with the Local Housing Authority should be progressed as appropriate, this does not replace a referral to Children's Social Care where a child has been harmed or is at risk of harm.

So-called 'honour-based' abuse (HBA)

So-called 'honour-based' abuse (HBA) encompasses crimes which have been committed to protect or defend the honour of a family and/or community. Such crimes include Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take.

Staff will be alert to the possibility of a child being at risk of HBA or already having suffered HBA.

All forms of so-called HBA are abuse (regardless of the motivation) and staff will record and report any concerns about a child who might be at risk of HBA to the Designated Safeguarding Lead as with any other safeguarding concern. The DSL will consider the need to make a referral to the Police, and/or Children's Social Care as with any other child protection concern; and may also contact the Forced Marriage Unit for advice as necessary.

Setting Specific Safeguarding policies

At Wood St Nursery we recognise that safeguarding children is not just about protecting children from deliberate harm, but also includes things such as child safety, 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:

- Positive behaviour management
- Staff Behaviour / code of conduct :
- Confidentiality
- Drugs and substances
- Attendance
- E-Safety Policy
- Camera, smart phone/ watch & Image Policy
- Mobile Phone Policy
- Health and Safety
- Equality and Diversity
- Lost child & non collection
- Equal Opportunity
- Complaints
- Medicines/ sickness/ medications
- SEN / Inclusion :
- Whistle Blowing
- Managing Allegations
- Safe Recruitment
- Complaints policy

The above list is not exhaustive and 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 this policy accordingly.

The voice of the child

At Wood St 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 are concerned that a child may be at risk or is suffering abuse, they must report the concern to the DSL Naomi Hillman (contact details at the front of the policy) or in their absence to the deputy DSL Beth Oliver (contact details at the front of the policy).

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.
- 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 5).

Where an allegation is made against a professional the DSL will immediately seek the advice of the LADO.

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 informing the parents will place the child at further risk. 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 case the setting will continue to welcome and work professionally with the child and their 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: government 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 Wood St Nursery view information sharing as an essential part of our arrangements to safeguard the children in our care. The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. 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 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 line 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

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 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, 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 in the Child Protection File.

Holding children in the setting after a MASH referral

Sometimes MASH social workers and police will want to see a child on the day of referral to ensure that they are safe to go home. In such cases, they will ask you to keep the child in setting until the visit has taken place.

Because it can take time to organise the visit with an available social worker and police officer, sometimes families will be asked to wait at the setting before a child is released to them, and they may be asked not to see their child during this time.

This can be stressful and uncomfortable for both the setting and families and sometimes all are kept at the setting until late in the evening. The setting should prepare families for the length of

time this process can take and treat them with compassion and understanding and make every attempt to facilitate this difficult process.

Although settings do not have legal powers to remove or detain children, both police and social workers do have such powers, and it is at their request that the setting are holding the child. For this reason, families are strongly advised to cooperate in order to ensure the best chances that children will be able to go home that evening.

Escalation

If you have concerns regarding the lack of response to professional opinions and judgements expressed by your staff about safeguarding matters, including concerns that social care services are not taking appropriate actions regarding the well-being of a child or are not responding in a timely fashion to your concerns, then:

Professional disagreements (escalation) will be responded to in line with WFSCB procedures, and DSLs may request support via the Education Safeguarding Service

https://www.walthamforest.gov.uk/sites/default/files/childrens_escalation_letter_december_2019.pdf

DSL Designated Safeguarding Lead: Naomi Hillman; **Deputy DSL:** Beth Oliver.

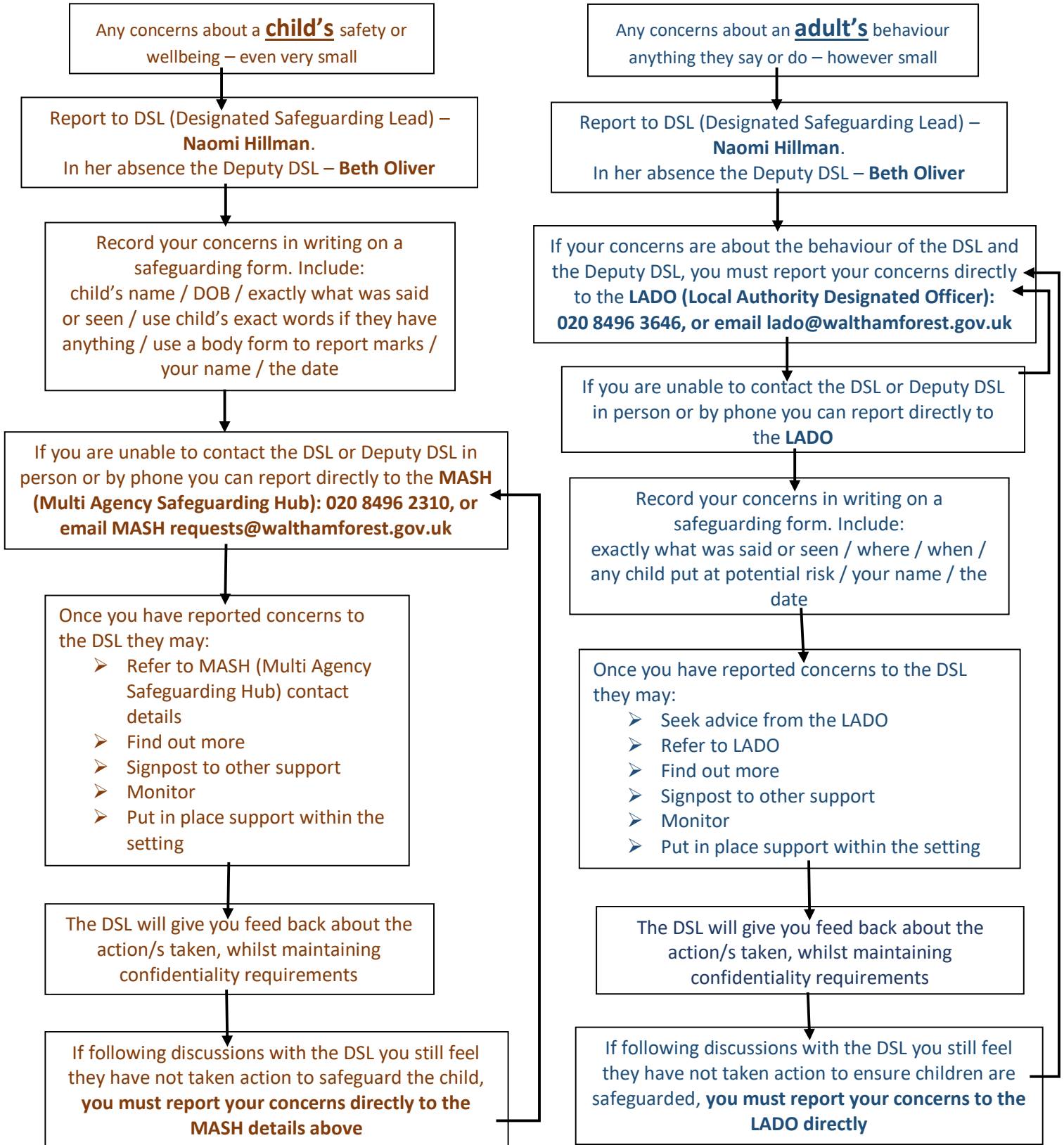
In work hours: 07721 008 995, admin@woodstnursery.co.uk

Out of work hours: Naomi – 07952 975889, naomi@electricowl.co.uk, Beth – 07799 365184, oliverelizabeth8@gmail.com

Flowchart – Actions where there are concerns about a child or adult behaviour Safeguarding reporting processes for all adults, staff and volunteers at Wood St Nursery



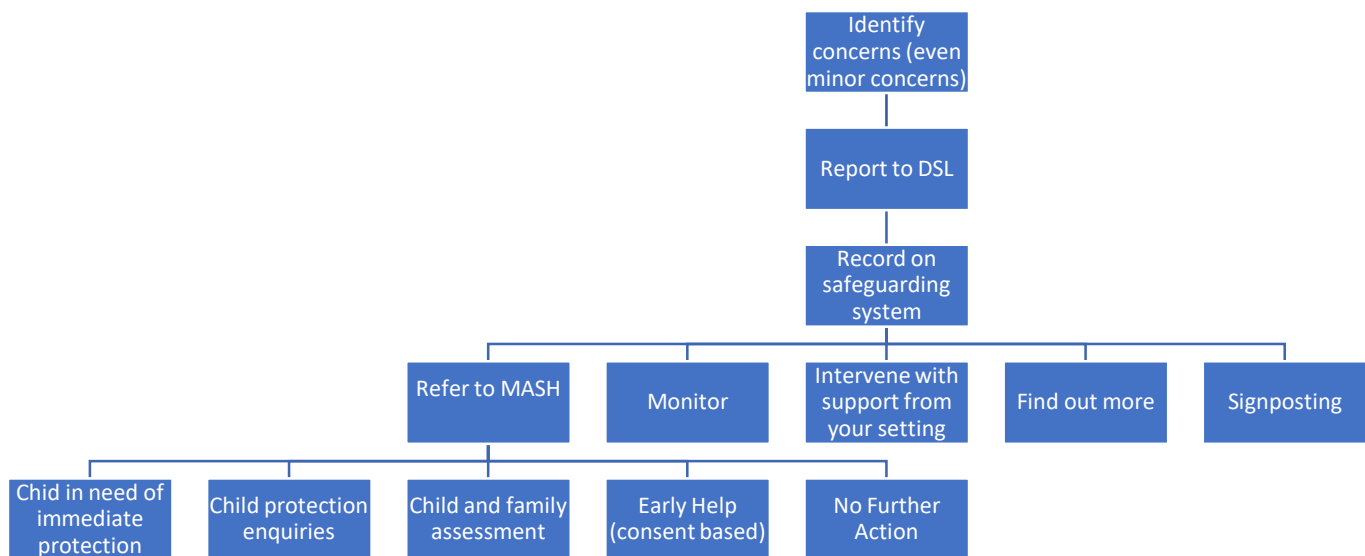
a paper copy of our safeguarding policy is on top of the piano in the big hall and electronically on our website



Whistle Blowing: If you have tried to raise concerns following the flow chart above and they have not been acted on and you feel a child's welfare or safety is at risk or an adult's health or safety is at risk, you must follow our Whistle Blowing Policy. Contact Ofsted whistleblowing hotline on 0300 1233155 (8am to 6pm, Monday to Friday) email on whistleblowing@ofsted.gov.uk.

You can contact NSPCC for advice – NSPCC Whistleblowing Advice Line 0800 028 0285 or email on help@nspcc.org.uk. See our whistle blowing policy

Early help



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

In line with our responsibilities under Working Together to Safeguard Children (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>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping children safe in education Sep 2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf)

Quality Assurance

We will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures. This will include periodic audits of welfare concern and safeguarding files and records by the DSL.

Appendix 1 The responsibility of the DSL includes

Being the operational person with delegated lead responsibility for safeguarding in the setting.

Inducting staff about emergency procedures, safeguarding, child protection and health and safety arrangements.

Providing support, advice and training to staff, students, and volunteers, and guidance to all on an ongoing basis with regards to specific safeguarding issues.

Liaising with 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:

- Referring cases of suspected abuse to children's social care and police as appropriate.
- Referring cases to the Channel program where there is a radicalisation concern as appropriate.
- Referring cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as appropriate.
- Keeping detailed records in confidential files, ideally via an online safeguarding recording system, that are separate from the main child's file and stored securely.
- Ensuring that when a child leaves the setting, all protection records are passed to the new setting (separately from the child's main file ensuring secure transit) and confirmation of receipt is obtained. If the child is the subject of an open case with Children's Social Care, the child's social worker is also informed.
- Ensuring the secure transfer of child protection files when a child leaves setting to attend another provider/school
- Representing the setting at inter-agency meetings, strategy discussions, child protection conferences and core groups; along with provide and/or support other staff to do so – and to contribute to the assessment of children
- Managing and monitoring the setting's role in early help, child in need and child protection plans.

****NPCC- When to call the police should help DSLs to understand when they should consider calling the police and what to expect when they do.**

Appendix 2
Local Support and Key Safeguarding contacts in Waltham Forest

All members of staff in Wood St Nursery 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	cscreferrals@walthamforest.gov.uk 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.uk 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 Selina.Mkandla@walthamforest.gov.uk

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

Appendix 3
TRANSFER FRONT SHEET

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

Appendix 8
Request for Help, Support, Protection or Safeguarding Form

Request for Help, Support, Protection or Safeguarding V 2.0

Guidance

If you have a safeguarding concern or request for support for either children or adults then this form should be completed and emailed to the appropriate MASH team, which can be contacted on:

Tel: 0208 496 2310

Email: MASHrequests@walthamforest.gov.uk

for NHS.net account please can you send to MASHrequests@walthamforest.gov.uk.cjism.net

Requests for Help, Support, Protection or Safeguarding must be made via this form and all relevant sections **MUST** be completed in order to support a good referral. Advice and guidance on a Request for Help and Support of Protection:

https://directory.walthamforest.gov.uk/kb5/walthamforest/directory/advice.page?id=27fyEuq_Qzo

You can make a '**Request for Help and Support**' if you think the subject has additional emerging, complex or acute needs which require a multi-agency intervention; for example, persistent truanting, chronic/recurring health problems, concerns re mental health, substance misuse or behaviour that is harmful to self and others. Before making this request you should **gain consent** of the child/young person/adult or family concerned.

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.

If you have an Adult Safeguarding Concern as you are concerned that the adult is at risk of abuse or neglect you should make a '**Request for Safeguarding**'.

Any decision made by the MASH team will be in line with the [Early Help and Threshold Criteria for Intervention](#) which outlines and defines different levels of need (including emerging, multiple, complex and acute) for children.

The Care Act guidance and Adults Threshold Documents will be applied when referrals are made for Adult to determine if a statutory Duty is applied to assist and support vulnerable adults who have eligible needs

WHEN TO EXPECT A RESPONSE

- We will make sure that you receive an automatically generated written response to your referral within 24 hours
- If you do not hear back from us regarding the outcome and/or progress of your referral, please contact the MASH Team
- 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 Head of Service

Contact details and personal information

Details of the person making contact:

What type of request is this?

Name:	
Agency/Team:	
Role/Job title:	
Address:	
Contact Numbers:	
Date of request:	

Help and support		Protection:		Safeguarding:	
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Does the client/parent or next of kin know about the referral?

Y/N:		Details:	
------	--	----------	--

Has the client/parent or next of kin consented to the request being made?

Y/N:		Details:	
------	--	----------	--

Details of the client:

NHS ID	UPN ID	First Name	Surname	Date of Birth/Expected Due Date	Age	Gender	Address	Ethnicity	Religion	Do they have an EHC plan?

Details of family/household members or other significant people:

Name	Other Name(s)	DOB/ED D	Age	Gender	Address	Contact Number	Relationship with Subject	Parental Responsibility	Disabilities	Ethnicity	Religion

If there are more than four family/household members or significant people, please continue on a separate sheet and attach

Presenting issues

Client

<input type="checkbox"/> Emotional abuse	<input type="checkbox"/> Sexual Abuse	<input type="checkbox"/> Domestic abuse	<input type="checkbox"/> Physical abuse	<input type="checkbox"/> Mental Health	<input type="checkbox"/> financial abuse	<input type="checkbox"/> Challenging/ Anti-Social Behaviour	<input type="checkbox"/> Child Missing Education	<input type="checkbox"/> Missing from home	<input type="checkbox"/> Under 16 Year old pregnancy	<input type="checkbox"/> Self-Harm	<input type="checkbox"/> Alcohol or drug Misuse
<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Gang-violence	<input type="checkbox"/> FGM	Please give any details on the presenting issues:								

Parent/Carer/next of kin

<input type="checkbox"/> Alcohol Misuse	<input type="checkbox"/> Housing	<input type="checkbox"/> Mental Health	<input type="checkbox"/> Domestic Abuse	<input type="checkbox"/> Drug Misuse	<input type="checkbox"/> No Recourse to Public Funds	<input type="checkbox"/> Intentionally Homeless	<input type="checkbox"/> Learning Disability	<input type="checkbox"/> Acute or emerging Physical Disability or illness	<input type="checkbox"/> Gang-violence	<input type="checkbox"/> Other (specify)
---	----------------------------------	--	---	--------------------------------------	--	---	--	---	--	--

Please give any details on the presenting issues:

General issues

<input type="checkbox"/> Housing	<input type="checkbox"/> Family dispute/ breakdown	<input type="checkbox"/> Financial support	<input type="checkbox"/> Other (specify)
----------------------------------	--	--	--

Request for Help Support, Protection or Safeguarding

If appropriate, what level of need does this client or family display?

Emerging	Multiple	Complex	Acute
-----------------	-----------------	----------------	--------------

What led to this referral? If possible, please refer to the level of need.

What support has been provided to the client or family? How have the level of needs been met?

Please state why you think the client has met the threshold for an assessment

Has an Our Family Journey assessment or any other assessment been completed?

Y/N

If Yes, please attach the assessment to this referral

Once you have completed this form the information will be collated, and our Multi Agency Team will make a decision about the next step. This decision will be made within 48 hours of receipt of a fully completed form (24 hours if there are Protection concerns) and you will be notified accordingly

Appendix 9
Waltham Forest LADO Referral Form

For the statutory reporting of Allegations against Staff & Volunteers (ASV) working with children & young people

By law, organisations / sole traders must complete and email this referral within 24 hours of becoming aware that someone working with children has:

Behaved in a way that has harmed, or may have harmed, a child/ren (under 18)

Possibly committed a criminal offence against, or related to, a child/ren (under 18); or

Behaved towards a child/ren in a way that indicates they are unsuitable to work with children

Upon becoming alerted to an allegation against staff & volunteers (ASV), the senior officer must:

Remove the immediate risk

Support the child(ren) and inform their parents

Refer to MASH as required

Treat concerns seriously & follow procedures

Do not investigate

Keep an open mind

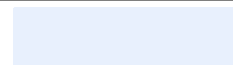
Do not notify the member of staff/volunteer of the details of the allegation / the person making the complaint

Make LADO referral

Remind all parties of the requirement for confidentiality; failure could result in criminal charges

LADO Referrals

The employing organisation's senior officer should call the Duty LADO immediately (or within 24 hours) to discuss the next course of action on **0208 496 3646**, complete a LADO referral form, and send it securely to: LADO@walthamforest.gov.uk

Referrer Details – person completing this form			
Name	Click here to enter text.	Job Title	Click here to enter text.
Date	Click here to enter text.	Signature	
Organisation	Click here to enter text.	Address	Click here to enter text.
Tel	Click here to enter text.	Email	Click here to enter text.

Adult of Concern – subject of allegation			
Name	Click here to enter text.	Gender	Click here to enter text.
Date of Birth	Click here to enter text.	Ethnicity	Click here to enter text.
Telephone	Click here to enter text.	Email	Click here to enter text.
Job Title	Click here to enter text.		
Employer	Click here to enter text.		
Employment status	Click here to enter text.	Location	Click here to enter text.
Home Address	Click here to enter text.		
HR history (previous concerns)	Click here to enter text.		
Previous allegations	Click here to enter text.		
Latest DBS / Blemished? Safer Recruitment followed?	Click here to enter text.		
Date of DBS	Click here to enter text.		
Does the person have children of their own (under 18), or live with children?			
Click here to enter text.			
If Yes please, give full details of names and DOBs:			
Click here to enter text.			

Child/ren Details			
Name	Click here to enter text.	Gender	Click here to enter text.

Date of Birth	Click here to enter text.	Ethnicity	Click here to enter text.
Telephone	Click here to enter text.	Email	Click here to enter text.
Home Address	Click here to enter text.		
School / College / Work	Click here to enter text.		
Additional information (e.g. disability, communication or other SEN / previous child protection concerns)			
Click here to enter text.			
Child's Family Details			
Parents / Carers	Click here to enter text.		
Relationship	Click here to enter text.		
Telephone contact	Click here to enter text.		
Email contact	Click here to enter text.		
What is the parent's view of the allegation?			
Additional Information (e.g. disability, communication or other SEN / previous child protection concerns)			
Click here to enter text.			

Details of Allegation / Concern					
Date of Allegation	Click here to enter text.	Time of Allegation	Click here to enter text.	Place of Allegation	Click here to enter text.
Allegation in Personal Life?			Click here to enter text.		
Allegation in Professional Life?			Click here to enter text.		
Record the details of the allegation (using the child/adult's own words where possible)					
Click here to enter text.					

Record nature of allegation – physical abuse, sexual abuse, emotional abuse, neglect:	Click here to enter text.
Did the incident involve an authorised physical restraint?	Click here to enter text.
Has the child been spoken to about this incident or concern? Please give details	Click here to enter text.
Has a parent/carer been informed? If yes, give reason and details	Click here to enter text.
Has the member of staff / volunteer been informed? If yes, please give reason and details	Click here to enter text.
What other actions has your agency/organisation undertaken so far?	Click here to enter text.
Are any other agencies involved?	Click here to enter text.

Please return this form to: LADO@walthamforest.gov.uk

Ask LADO for our **Risk Assessment** form to help you determine the suitability of the subject of the allegation to remain in post for the duration of the investigation.

Appendix 5
Logging a concern about a child's safety and welfare

Part 1 (for use by any staff)

Pupil's Name:	Date of Birth:	Class:
Date and Time of Incident:	Date and Time (of writing):	
Name: Print Signature Job Title:		
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?		
What is the child's account/perspective?		
Professional opinion where relevant.		

Any other relevant information (distinguish between fact and opinion). Previous concerns etc.

What needs to happen? Note actions, including names of anyone to whom your information was passed and when.

Check to make sure your report is clear to someone else reading it.

Is a body map needed? Please see appendix 6

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

Section 3

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 6 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 approximate 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 recorded.

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)

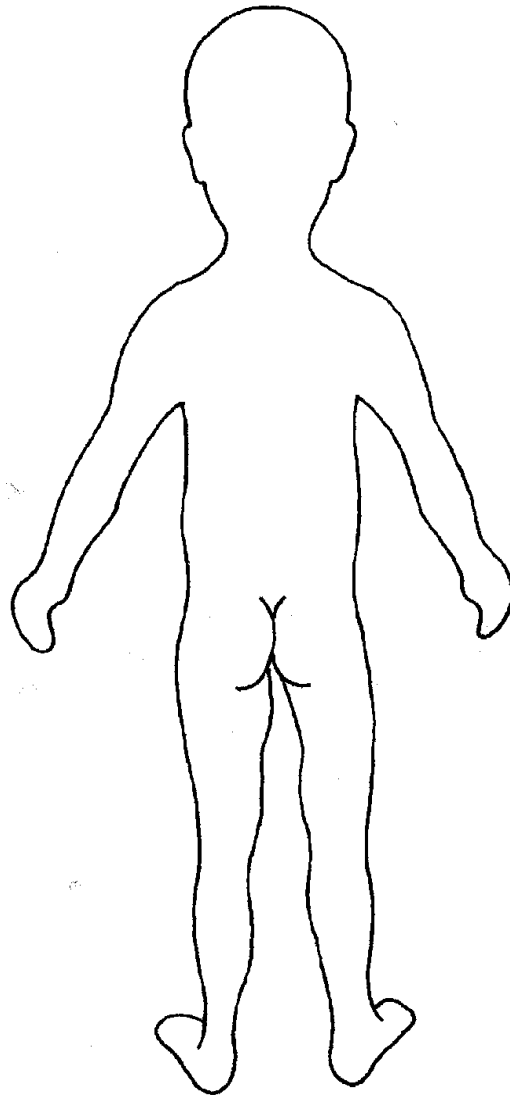
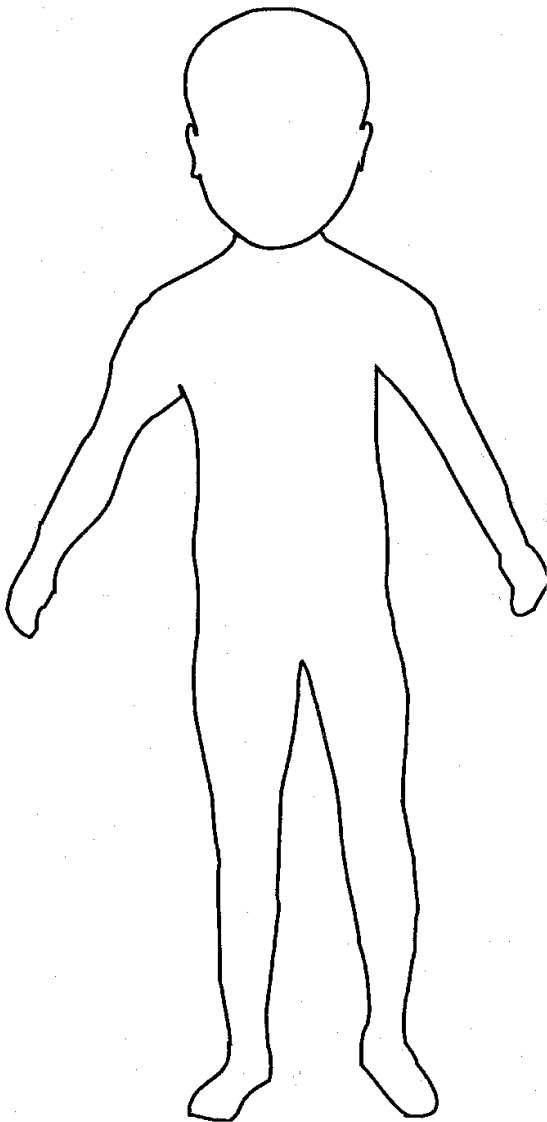
Name of Pupil:

Date of Birth:

Name of Staff:

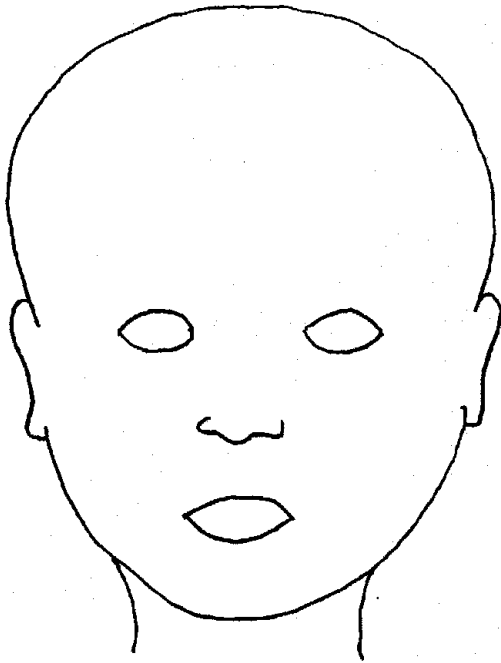
Job title:

Date and time of observation:

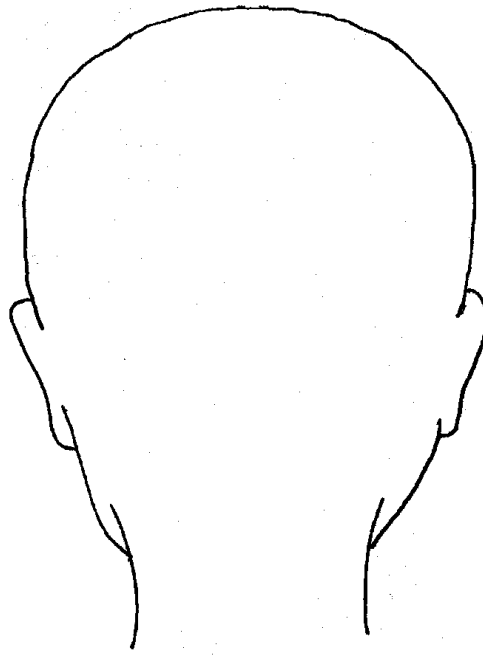


Name of pupil:

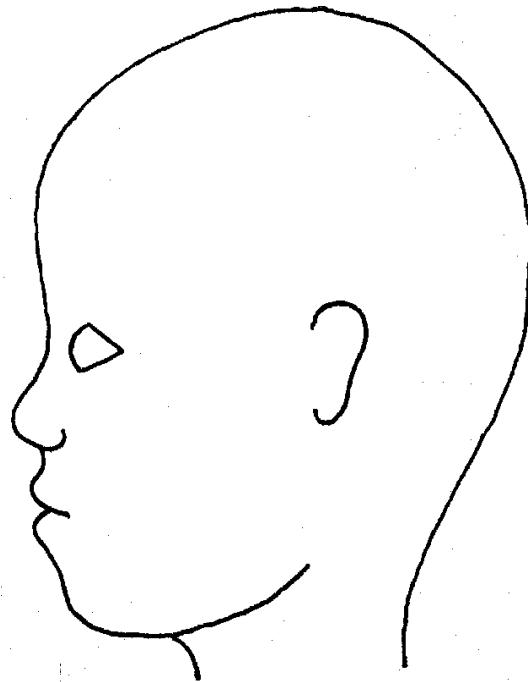
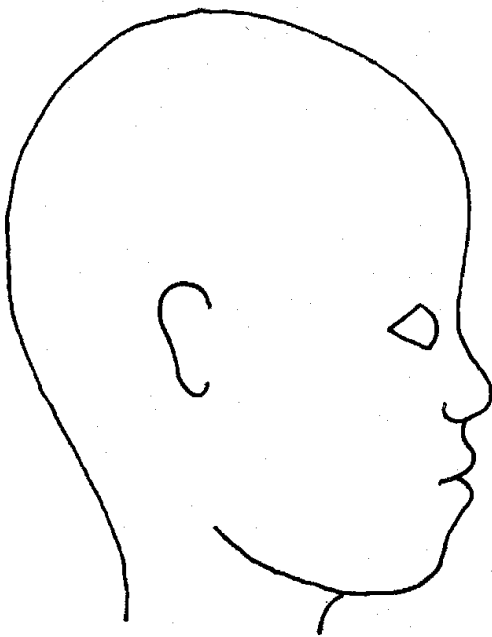
Date and time of observation:



FRONT

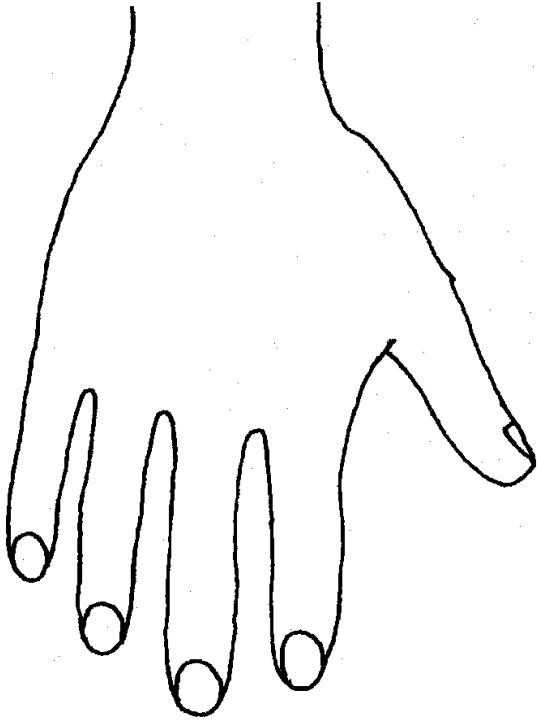


BACK

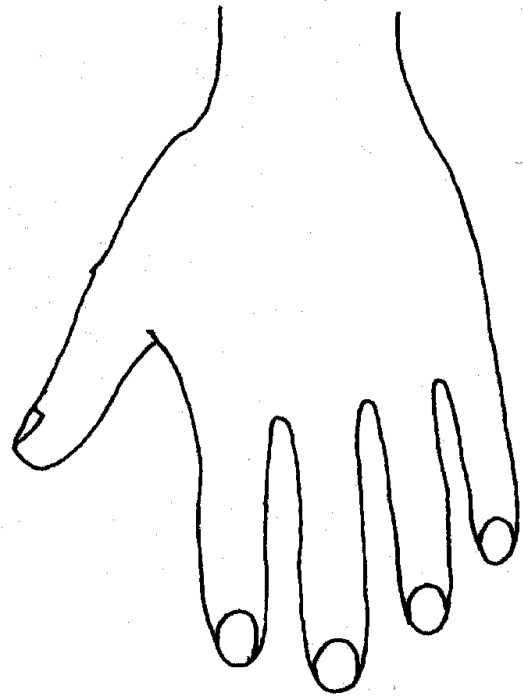


Name of pupil:

Date and time of observation:



**RIGHT
BACK**

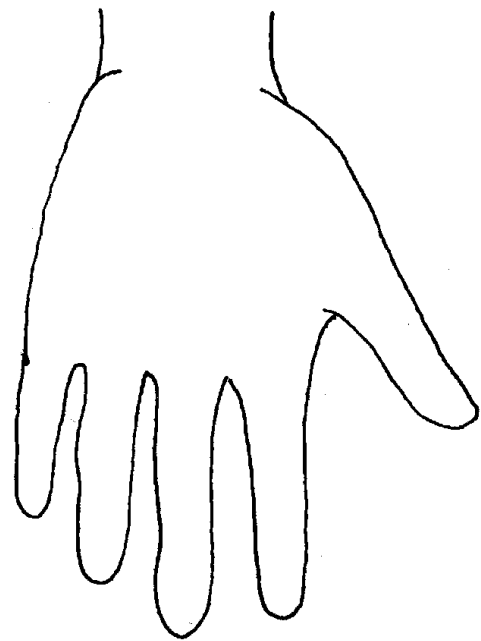


LEFT



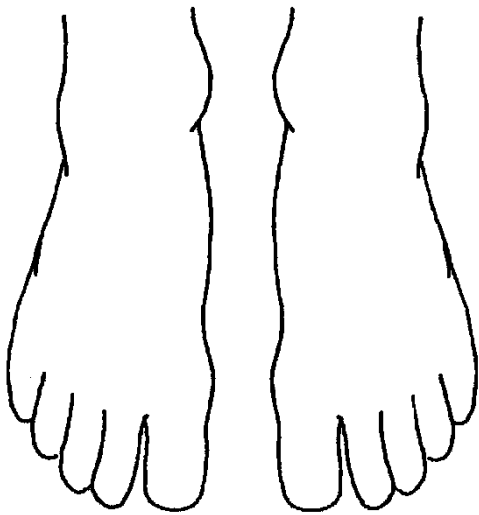
Name of Pupil:

.....

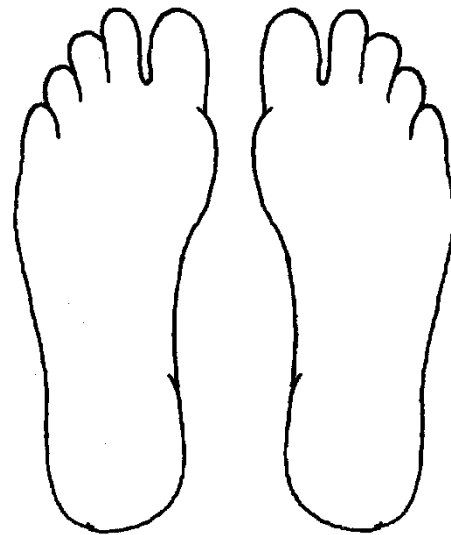


Date and time of
observation:

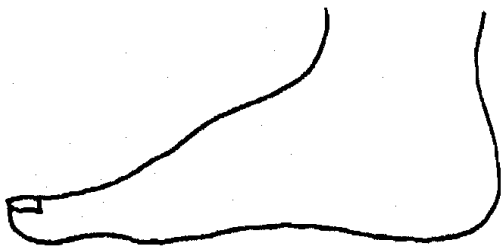
.....



RIGHT TOP LEFT



RIGHT BOTTOM LEFT



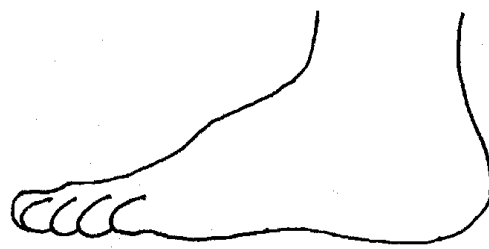
RIGHT INNER



LEFT inner



**RIGHT
OUTER**

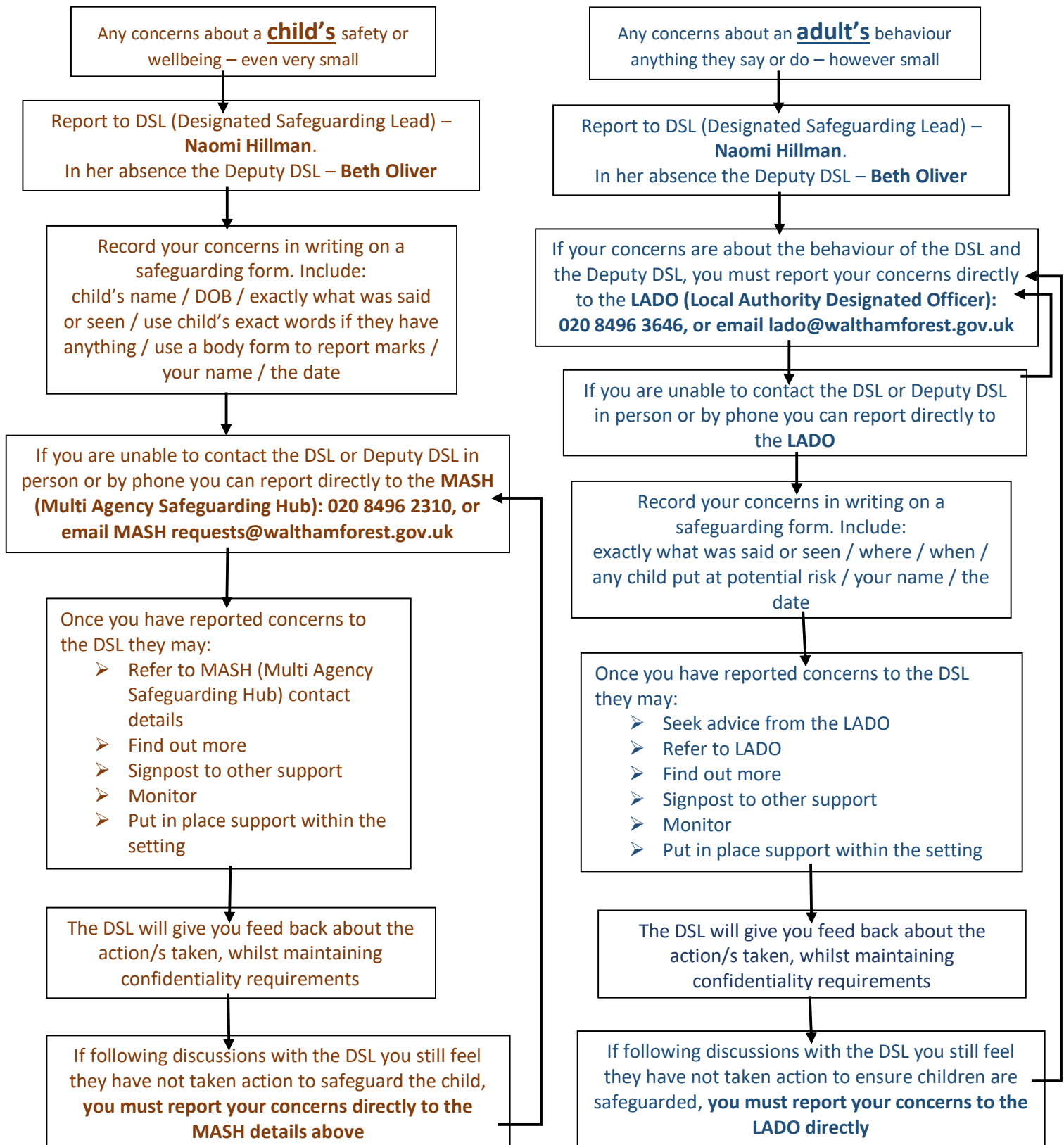


LEFT outer

Printed Name,
Signature and Job title
of staff:

Safeguarding reporting processes for all adults, staff and volunteers at Wood St Nursery

a paper copy of our safeguarding policy is on top of the piano in the big hall and electronically on our website



DSL Designated Safeguarding Lead: Naomi Hillman; **Deputy DSL:** Beth Oliver.

In work hours: 07721 008 995, admin@woodstnursery.co.uk

Out of work hours: Naomi – 07952 975889, naomi@electricowl.co.uk, Beth – 07799 365184, oliverelizabeth8@gmail.com