

Safeguarding Children/Child Protection Policy

EYFS: 3.4-3.18, 3.19, 3.21,
3.22

THE DESIGNATED SAFEGUARDING OFFICER

1. **Catherine Gardner** – the lead practitioner, in her absence
2. **Joan Caton** – deputy lead practitioner and early years education worker (*both Catherine Gardner and Joan Caton are trained at the appropriate level and one of whom will be present during nursery opening hours*) in her absence
3. **Alison Ruddock** – trustee and nominated person, in her absence
4. **Ann Mason** – Manager of Whittington Park Community Association

Contact telephone numbers

Local authority children's social care team:

- Where concerns about child's welfare – contact integrated working team - 020 7527 4368
- Where concerns about child suffering significant harm – contact children's social care referral and advice – 020 7527 7400
- Emergency Duty Team (out of hours) – 020 7226 0992

Local authority Designated Officer (LADO) - 020 7934 9714

Ofsted - 0300 123 1231

London Safeguarding Children Board – 020 7934 9714

Islington Safeguarding Children Board – 020 7527 4209

Non-emergency police – 101

Emergency police - 999

Government helpline for extremism concerns - 020 7340 7264

Islington Channel/Prevent Team – 020 7527 8066

Early Years Safeguarding Team: Gwen Fitzpatrick – Tel 020 7527 5629. Mobile 07825098286 or Amanda Joy – Tel 020 7527 3154

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1. INTRODUCTION

Safeguarding is:

- *Promoting the welfare, well-being and opportunities of children*
- *Agencies addressing children's needs at an early stage rather than when serious problems have developed*
- *Ensuring that risks of harm to children's welfare are minimised by protecting children from maltreatment, abuse or neglect*
- *Ensuring that every child has the opportunity to fulfil his/her potential*
- *Engaging the community in safeguarding children by raising community awareness and community involvement. This means increasing public awareness of risks to children and what measures can be taken to protect them.*

Islington Safeguarding Children's Board 2017

At Whittington Park Community Nursery we work with children, parents (for the purposes of this policy this includes carers), external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form. We believe that the care, safety and welfare of the child is paramount.

All children have the right to be safe from harm and abuse. We are committed to remaining alert to, and identifying early, any signs of abuse. We will work with children, parents/carers, and the community, to ensure the rights and safety of children and to give them the very best start in life. We provide support and early help for families, working in partnership with local services – such as children's centres - in order to help them to provide a safe and secure home environment for their children.

All parents and carers (and other service users) will be provided with a copy of the safeguarding children and child protection policy and related policies (such as that on British Values) when starting at the nursery, and will be able to discuss this with nursery staff. They will also be notified of any updates.

We introduce key elements of keeping children safe into our planning to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and that they develop an understanding of why and how to keep safe. We ensure that this is carried out in a way that is developmentally appropriate for the children. Parents, staff and all other stakeholders must understand that child protection is the responsibility of us all. When a referral is made it is done because the nursery is following statutory procedures and ultimately ensuring the safety of its children.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality and British Values policies for further information).

Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014
- Working together to safeguard children 2015
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015.
- Prevent Duty Guidance 2015
<https://www.gov.uk/government/publications/prevent-duty-guidance>
- Inspecting Safeguarding in Early Years Education and Skills Settings 2016
- What to do if you are worried a child is being abused: Advice for practitioners 2015
- Female Genital Mutilation: guidelines to protect children and women 2014
- Safeguarding Children and Young People: The RCGP/NSPCC Safeguarding Children Toolkit for General Practice (August 2014)

Local safeguarding guidance and procedures:

- London Safeguarding Children Board - <http://www.londonscb.gov.uk>
- Islington Safeguarding Children Board - <http://www.islingtonscb.org.uk/> ("ISCB")
- London Borough of Islington ("LBI") Early Years Safeguarding and Child Protection Procedures and Guidance
[http://www.islington.gov.uk/publicrecords/library/Education-and-skills/Information/Guidance/2011-2012/\(2012-03-03\)-PVI-BKLT-201211.pdf](http://www.islington.gov.uk/publicrecords/library/Education-and-skills/Information/Guidance/2011-2012/(2012-03-03)-PVI-BKLT-201211.pdf)

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

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

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

2. POLICY INTENTION

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children, including those with special educational needs
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling. (In this regard please refer to our policy on British Values for more information.)
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

The nursery is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to nature of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

The nursery aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour. **All staff and designated safeguarding officers are to receive regular updates on safeguarding at least annually.**
- Both designate safeguarding officers (Catherine Gardner and Joan Caton) will receive the appropriate level of training, one of whom, will be present during nursery opening hours. **This will be every two years with annual updates**

- As part of their induction – **all students and volunteers are required to know and understand the safeguarding policy and to undertake safeguarding training online.**
- Ensure staff understand how to identify early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures. **All staff, volunteers and students must complete prevent training** preferably the government’s online training <https://www.elearning.prevent.homeoffice.gov.uk>. Staff are also advised to complete the Channel Awareness training - http://course.ncalt.com/Channel_General_Awareness/01/index.html
- Ensure that all staff feel confident and supported to act in the best interests of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the London Safeguarding Children Board and the Islington Safeguarding Children Board
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Ensure that children are never placed at risk while in the charge of nursery staff
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or working on the nursery premises, including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the London and Islington Safeguarding Children Boards.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group.

3. SAFEGUARDING CONCERNS – ABUSE AND NEGLECT

“Abuse and neglect are forms of maltreatment – a person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Child welfare concerns may arise in many different contexts, and can vary greatly in terms of their nature and seriousness. Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger, including, via the internet. In the case of female genital mutilation, children may be taken out of the country to be abused. They may be abused by an adult or adults, or another child or children.”

What to do if you're worried a child is being abused 2015

- <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Indicators and types of abuse and neglect

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree, and staff should respond appropriately.

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child including bruising, marks or other signs of possible abuse or neglect, or conflicting reports from parents or staff in relation to these.
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes in children's behaviour;
- Deterioration in children's well-being;
- Children's comments which may cause concern;
- Any reason to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images (EYFS 2017)

The Four Main Types of Abuse

1. PHYSICAL ABUSE

Action needs to be taken if staff has reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or

reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the lead practitioner or deputy.

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

Female genital cutting or mutilation

This type of physical abuse is practised as a “ traditional cultural ritual” by certain communities and there is now more awareness of its prevalence in some communities in England, including its effect on the child and any other siblings involved. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, normal procedures should be followed in the same way as other types of physical abuse. All known cases of FGM MUST be reported to the police. All concerns must be reported to CSCT. All staff are advised to complete the government’s online training on FGM awareness - <https://www.fgmelearning.co.uk>

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

2. SEXUAL ABUSE

Action needs to be taken if the staff member has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. Also, the child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child’s behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and

assessed as a whole. If a child starts to talk openly to an adult about abuse they may be experiencing the procedure below will be followed.

3. EMOTIONAL ABUSE

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

4. NEGLECT

Action should be taken if the staff member has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Monitoring attendance of children

Although it is not compulsory for children to attend the early years setting, under our safeguarding responsibilities, we are required to monitor children's attendance and patterns of absence. If a child is not going to attend a session, we ask parents/carers to share the length and reason for the absence. The information will enable us to monitor illnesses that occur across the setting. The management of the setting is required to monitor all absences in order to safeguard children, and demonstrate this

during inspections, so please help our team by letting us know of any planned or unplanned absences as soon as possible.

Special cases – see end of document

Further information on signs of abuse can be found on Islington Safeguarding Children Board's website at <http://www.islingtonscb.org.uk/key-practice-guidance/Pages/Sample-policy-documents.aspx>

4. PROCEDURES

Procedures to follow if you suspect that a child is at risk of harm.

All staff have a statutory duty to notify agencies if we have concerns about children's safety and welfare (Working Together to Safeguard Children 2015).

All staff at the nursery are aware that they must record and report concerns immediately to the:

- **Named Designated Safeguarding Officer for Child Protection:**

- 1. Designated Safeguarding Officer**

Catherine Gardner – Tel: 0207 281 1987

- 2. In her absence, contact Deputy Designated Safeguarding Officer:**

Joan Caton – Tel: 0207 281 1987

The Procedure for recording and reporting concerns can be found later in this policy.

Advice & Guidance on Safeguarding Issues can be discussed with:

Early Years Safeguarding Advisor: Gwen Fitzpatrick on: Tel 020 7527 5629; Mobile 07825098286. Email: gwen.fitzpatrick@islington.gov.uk or Amanda Joy: Tel 020 75273154. Email: Amanda.joy@islington.gov.uk

- If none of the above staff are available you **must** contact **Children's Services Contact Team (CSCT) Referral and Advice on 020 7527 7400** or the **Disabled Children's Team on 020 7527 7400, or Emergency Duty Team 020 7226 0992** (evenings and weekends).
- Where there is a concern about a child's welfare or wellbeing, or a concern that a child is in need of protection, this **must be raised with your Designated Officer and recorded** on an incident form (appendix 1)

- The designated officer should telephone urgently the CSCT on **020 75277400** or out of hours to the Emergency Duty Team on **020 7226 0992**
- This should be followed using Islington Children's Services request for service form (Appendix 4) **as soon as possible within 24 hours** and emailed to cstreferrals@islington.gov.uk or via GSCX: CSCT@islington.gcsx.gov.uk or DisabledChildren.Team@Islington.gov.uk
- Any concerns and your intention to refer to CSCT should be discussed with parents **unless it is a case of suspected sexual abuse or doing so would place the child at risk of immediate danger or risk of serious harm (see details below)**
- Once completed, concern forms are kept confidential and secure, in the child's file in a locked filing cabinet.
- Any member of staff can have a consultation with Children's Services Contact Team (CSCT) on 020 7527 7400 (Referral and Advice) without giving family identity.
- Concerns are always discussed with parents and carers **unless this would put a child at further risk of serious harm (see details below).**
- We know that when we have concerns about a child's welfare we need to:
 - Focus on the needs of the child - their physical and emotional welfare
 - Be sensitive, taking into account individual families circumstances
 - **Talk it over** – with the Designated Safeguarding Officer or in his/her absence, the Deputy Safeguarding Officer (or in their absence, other such person as indicated previously above), who may seek advice from CSCT, or the Early Year's Safeguarding Advisor.
- Unless we are advised otherwise by Children's Social Care the concerns are shared with parents.
 - *The flowchart for 'Making a child protection referral to Children's Social Care' is displayed in the nursery and is attached to this policy. (Appendix 5)*
- The Safeguarding policy is accessible to all parents and carers.

5.CHILD PROTECTION REFERRALS

Disclosure of abuse – What to do?

Recording and reporting

If a child makes a disclosure of abuse the following actions are to be taken:

1. React calmly so as not to frighten or deter the child

2. Listen carefully to what the child tells you without interrupting and take it seriously
3. Avoid asking questions. Use the child's language or vocabulary for clarification.
4. Do not stop a child / young person who is freely recalling significant events. Allow them to continue at their own pace.
5. Offer comfort bearing in mind the age and needs of the child
6. If the child has disclosed sexual abuse, ask them when it happened but nothing more. Whether a child is asked this question will depend upon the child's age and understanding.
7. Tell them that they were right to tell you and it was not their fault and they are not bad
8. Tell them who you are going to tell so that they can be made safe – children may fear that what they have said will be passed on to everyone and they need to know that this will not be the case
9. Do not be tempted to give false reassurances to the child but tell them that you will do your best to protect or help them.
10. Do not promise the child complete confidentiality, as this promise cannot be kept
11. Ensure the safety of the child / young person
12. As soon as possible take care to record in writing what was said, using the child's own words on a **Blank incident/concern form – Appendix 1**. Only record factual information, with clear, objective evidence of what you have seen or heard.
13. Record the date, time, setting, any names mentioned, to whom the information was given and other people present. Sign and date the record.
14. A separate record must be recorded for each concern.
15. Record any subsequent events and actions, including parent/carer's feedback, on a new concern form.
16. All concern/incidents should also be logged as completed on the **concerns recording and tracking form** for a particular child **Appendix 2** for cross-reference
17. Carefully draw and describe in writing, any mark you have seen, on the body map on the second page of the incident form
Use this map to:

- a) provide a written description,
 - b) draw a visual picture of the type of injury (for example, show the difference between an alleged slap mark, possibly showing finger marks, versus a smaller more defined mark or bruise, possibly caused by child falling on a toy);
 - c) to identify the exact site of injury, especially on the face, soft tissues and other parts of the body, more likely to be involved in non-accidental injuries.
- 18.** It is not your responsibility to decide if a child has been abused. Any disclosure **must be raised immediately** with the **Designated Safeguarding Officer** or in their absence, the Deputy and followed through appropriately.
- A child may recall former abuse once in a safe situation. Although they may be under no current threat to their safety, any disclosure must be raised with the Designated Safeguarding Officer immediately and followed through appropriately.
 - **You may also have concerns about a child's welfare where there has not been any disclosure or allegation.** In the best interests of the, these concerns should be raised with the Designated Safeguarding Officer and followed through appropriately. Recording concerns in writing and raising issues with the Designated Safeguarding Officer, is a key tool to safeguarding and protecting children.
- 19.** **The Designated Safeguarding Officer or in their absence, the Deputy, will complete the Concerns Tracking Sheet and Islington Children Services Request for Service Form (Appendix 4)**
- 20.** All records of concerns are to be recorded on the LBI referral to CSCT Concerns Recording and Tracking sheet by the Designated Safeguarding Officer or Deputy and **filed confidentially in a locked cupboard.**
- 21.** The Designated person to whom the concern is being reported must record the ***date and time*** when the form is received and a summary of actions following up reporting this concern.
- 22.** Internal sharing of information will be limited to sharing information with staff where it will demonstrably benefit a child and will generally be in a "need to know basis". All emails, notes of phone and other conversations actions, sharing information and contact or attempted contact with other agencies etc. should be logged in the chronology – **Appendix 3 – this will also be filed confidentially in a locked cupboard.**
- 23. All referrals to Children's Social Care must also be copied to the Early Year's Safeguarding Advisor, Alison Ruddock as the designated person and in her absence the Manager of WPCA.*

6. WORKING IN PARTNERSHIP WITH PARTNERS/CARERS

The Nursery is committed to developing and maintaining a culture of openness and honesty and to working in partnership with parents to ensure the best interest of children and their families.

Explanation of the Safeguarding responsibilities of the Nursery:

- During the settling in process, the lead practitioner explains to parents and carers, that the setting has a duty to report concerns about children's safeguarding, to Children's Social Care.
- Additional opportunities to explain this statutory duty and to remind parents of the importance of reporting all marks, bruises and accidental injuries to their Key person, need to be raised regularly, e.g. in termly letters to parents and during meetings, about progress reports or transition.
- When staff identify a concern, this is discussed with the parent/carer and parents are informed if a referral to Children's Social Care is to be made **unless it concerns a case of suspected sexual abuse and/or this would put a child at further risk of serious harm.**
- Staff are required to talk the concern through with the Designated Safeguarding Officer or in her absence, her Deputy (or other DSO as indicated), to agree who will be best placed to meet the parent/carer and what exactly will be said.
- All confidential discussions with parents must be held in a private space.
- If a parent or carer reports an accident which occurred out of the Nursery, this must be recorded on an **accident at home form** and signed by the parent.
- All staff are reminded to only record factual information, with clear objective evidence.
- All disclosures of any abuse from children, such as hitting, need to be responded to professionally and without prejudice.
- The main focus is on what has been seen or observed by asking the parent/carer about the concern in a straightforward and non-judgmental way. For instance if the concern is about an injury: "that's quite a nasty bump on his head, do you mind telling me how it happened?" It is important to be sensitive and approach the conversation without making assumptions.
- It is important to remind the parent of our statutory duty to ask this type of question, in order to ensure children's welfare and well-being.
- During the discussions, staff must maintain positive interaction and active listening to what the parent/carer says.
- Parents may appear nervous, because it is stressful to be questioned like this. But does the explanation seem reasonable and is it consistent with what you have noticed? Make a note of exactly what was said as soon as possible.
- After the meeting - talk it over again with the Designated Safeguarding Officer or Deputy to agree whether the issue is resolved or needs further action.
- Advice should be taken from the Early Year's Safeguarding Advisor.
- If it shows evidence of abuse requiring follow up action OR if there have been previous concerns, then Children's Social Care will need to be informed and they will advise on continued liaison with parents/carers.

➤ **All referrals to Children's Social Care must also be copied to the Early Years Safeguarding Advisor.**

Suspected sexual abuse or child in immediate danger

- **In cases of suspected sexual abuse and cases where a child would be in immediate danger or at risk of significant harm if taken home again by the parents/carers, Children's Social Care must always be contacted first, *not the parents*.**
They will advise on next steps of action.
 - **Children's Services Contact Team on 020 7527 7400** (Referral and Advice Team) or
 - **020 7226 0992 (Emergency Duty Team: evenings and weekends).**
- This should be followed using Islington Children's Services request for service form (Appendix 4) **as soon as possible within 24 hours** and emailed to cstreferrals@islington.gov.uk or via GSCX: CSCT@islington.gcsx.gov.uk or DisabledChildren.Team@islington.gov.uk.
- Send a copy of the referral form to Gwen Fitzpatrick, Early Years Safeguarding Advisor: gwen.fitzpatrick@islington.gov.uk
- Targeted and Specialist Children & Families Service will decide what to do and inform referrer

Support to Families

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCB, ISCB and LBI with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

7. CHILDREN WITH SPECIAL EDUCATIONAL NEEDS OR DISABILITIES

The risks to disabled children or children with special educational needs (SEN) may be increased by:

- their need for practical assistance and physical dependency, including intimate care, which may be delivered by a number of different carers;
- by possible communication difficulties and lack of access to strategies to keep themselves safe, or
- by the increased risk that they may be socially isolated.
- Staff members who work with children in any capacity must be particularly aware of and sensitive to how the effects of abuse or harm may present, and

be able to pick up on any changes in behaviour or presentation that might indicate a concern.

- Concerns should be shared immediately with the Designated Safeguarding Officer or in their absence, the Deputy.
- Staff will have important information about individual children's presentation, their levels of understanding and how best to communicate with them.
- All staff working with children with special educational needs or disabilities will receive appropriate training to enable them to meet the needs of these children appropriately and to recognise and report any concerns.
- Advice can be obtained from the **Disabled Children's Team on 0207 527 3366**

8. ROLE OF THE DESIGNATED SAFEGUARDING OFFICER

It is the role of the Designated Safeguarding Officer to act as a source of support and guidance on all matters of child protection and safeguarding within the setting. In the absence of the Designated Safeguarding Officer, staff should report any concerns to the Deputy who will act in accordance with this policy and ISCB procedures and will report back to the Designated Safeguarding Officer.

The Designated Safeguarding Officer is responsible for:

- Liaising with the LBI Early Years Designated Safeguarding Advisor and Children's Social Care as appropriate
- Ensuring that all staff receive appropriate child protection training so that they are up to-date with current legislation, policy and practice and are able to respond sensitively and appropriately to any child protection concerns.
- Ensuring that all staff, volunteers and students new to the setting receive induction training to enable them to understand and adhere to the setting's policies
- Ensuring that they are fully up to date with their safeguarding and child protection training
- Ensuring that child protection referrals are made using the format agreed by Islington Children's Social Care or the format required by other boroughs if the child is not an Islington resident
- Ensuring they are up to date with information disseminated by the Local Authority and Ofsted
- Ensuring the setting's child protection and safeguarding policies and procedures are maintained, up-to-date and are disseminated and adhered to by all staff
- Ensuring that safeguarding and welfare of the children are always on the agenda at the setting and central to the setting's ethos

9. CONFIDENTIALITY AND "NEED TO KNOW" BASIS

Information should not be kept private between a parent and a staff member. Where there are significant issues around a child's welfare, wellbeing or protection, these must always be passed onto the Designated Safeguarding Officer or Deputy.

- Important and relevant information shared by the parent/carer is passed onto the Designated Safeguarding Officer and the key person.
- Incidents or disclosures should be shared with the Designated Officers
- Any further safeguarding issues will be shared with the team or to the whole staff, if appropriate

10. CHILDREN HARMING OTHER CHILDREN

- It is part of our duty of care that we make sure that children are protected from harm from other children.
- In an early years setting with children under aged five years, biting, pushing, scratching and hitting may all occur at times
- Please refer to the **Positive Behaviour Policy** for managing these incidents. It is very important that if you think a child is targeting another child, you raise this issue with the Designated Safeguarding Officer or Deputy, immediately.
- In recording and reporting incidents it is important that the identity of the child who hurt the other child is not disclosed.
- This is part of our duty of confidentiality to all children and families. If a parent asks who has hurt their child, please show your understanding of their upset, anger, or pain, but explain that we are not able to share this information.
- Refer to the Nursery Lead Practitioner if necessary.

11. TRAINING

All members of staff will regularly access appropriate safeguarding training (depending on their level of responsibility) as advised by the Islington Safeguarding Children Board and ensure their knowledge is up to date on safeguarding issues. All staff and leaders must receive regular updates on safeguarding – at least annually.

All staff must complete Safeguarding and Child Protection training. This is completed through the induction process for all staff, students and volunteers. **All staff should attend Safeguarding Children training every 3 years and an update annually.** Designated Officers must ensure staff are notified of any updates or changes in legislation. **Both the Lead and Deputy Lead Practitioner (Designated Safeguarding Officers) must receive safeguarding training at an appropriate level (every two years), and this must be updated annually.**

Staff must follow the settings safeguarding policies and procedures and respond appropriately to any signs of possible abuse.

The nursery expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

12. **VETTING, BARRING AND SAFE RECRUITMENT**

We understand our duties in relation to the Safeguarding Authority procedures. The **Disclosure and Barring Service** (DBS) is responsible for the disclosure of criminal records (previously CRBs) and for barring. We have a duty to meet any requirements of the DBS including the following:

- A person who is barred by the DBS from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups.
- An organisation that knowingly employs a barred individual to work with children or vulnerable adults will also be breaking the law.
- If a member of staff or volunteer is dismissed because they have harmed a child or vulnerable adult, or would have been dismissed if they not left, we must refer this information to the DBS
- All staff, volunteers and students are required to have a current DBS. In addition, they must complete a “Living with disqualified persons” form annually.

Please also see our policy on safer recruitment in relation to other duties.

13. **NO LONE WORKING**

Our policy is to provide a secure and safe environment for all children. We respect the ratios set out in the EYFS statutory guidance and do not allow lone working – (so staff should be in sight of each other). This means that, except for emergencies, no member of staff, or any other adult working with the nursery’s children should work alone with children on nursery premises or during outings. In the case of an emergency, we only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers or students to be alone with children, or any other adult who may be present in the nursery, regardless of whether or not they have a DBS clearance. *Please see our policy on Supervision of Children, Ratios and Lone Working.*

14. **ALLEGATIONS AGAINST A MEMBER OF STAFF/STUDENT/VOLUNTEER**

The Nursery has an overarching duty to protect children from abuse and keep children safe. Wanting to support a colleague or finding it difficult to believe what you have heard or seen must come second to that.

- Allegations of abuse against a member of staff/student/volunteer must be passed on to the Designated Safeguarding Officer immediately

- They will liaise with:
 - the Nominated Person (Alison Ruddock) and in her absence
 - the WPCA Manager – Ann Mason,
 - Early Years Safeguarding Advisor: **Gwen Fitzpatrick: Tel 020 7527 5629** and
 - the **Local Authority Designated Officer (LADO)** (020 7527 8102) who will manage any allegation in line with agreed protocols and procedures through the online referral process <https://seuresurvey.islington.gov.uk/selectsurvey/TakeSurvey.aspx?SurveyID=n2M0m92>. This will be in accordance with 'Working Together to Safeguard Children 2015' and the London Safeguarding Children Board www.londonscb.gov.uk

- In the case of allegations made about the Designated Safeguarding Officer, these should be reported to:
 - the Nominated Person (Alison Ruddock: Tel 020 7272 1847) and in her absence
 - the Manager of WPCA (Tel 020 7272 1847) and
 - the **Early Years Safeguarding Advisor Gwen Fitzpatrick**
 - and **Local Authority Designated Officer (LADO) – within one working day** through the online referral process. <https://seuresurvey.islington.gov.uk/selectsurvey/TakeSurvey.aspx?SurveyID=n2M0m92>
 - **In a case of an allegation about a manager – then this can be reported directly to the LADO.**

Before contact – where possible initial information should be collated including:

- Date and time of disclosure, exact words spoken by child/staff member/parent/volunteer
 - The name of the person to whom the concern was reported
 - Names of others present
 - Wider relevant knowledge or background information
- **The LADO must be informed immediately or at latest within one working day through the online referral process -** <https://seuresurvey.islington.gov.uk/selectsurvey/TakeSurvey.aspx?SurveyID=n2M0m92>. **Otherwise by phoning Tel 020 7527 8102 or email – lado@islington.gov.uk**

 - The LADO will decide on the appropriate course of action and advise e.g. if suspension should take place

 - If the LADO advises the allegation should then be referred to CSCT: 02075277400 (csctreferrals@islington.gov.uk)

 - This should be followed within 24 hours by an Islington Children's Services Request Form (Appendix 4) and emailed to cstreferrals@islington.gov.uk or

via GSCX:CSCT@islington.gcsx.gov.uk or
DisabledChildren.Team@islington.gov.uk

- Children's Social care contacts the setting on how to proceed
- The staff member may be suspended
- ***Ofsted must be informed within 24 hours of any allegation concerns made against a member of staff. The completed safeguarding and child protection form(s) must be sent by email to: enquiries@ofsted.gov.uk***

The flowchart for managing 'allegations against a member of staff' is displayed in the nursery. It is also attached to this policy – Appendix 6.

- The Safeguarding policy is accessible to all parents and carers.
- It is the responsibility of all staff to share concerns about the actions or attitudes of colleagues with the Lead Practitioner who will deal with the concerns appropriately.
- If any worker is concerned that no action is being taken, it is their responsibility to report the matter directly to the Early Years Designated Safeguarding Advisor or the LADO.
- This often difficult issue is discussed at staff meetings and during supervision on a regular basis so that all staff understand what is meant by the term 'whistle-blowing' and their responsibilities with regards to it, and are able to raise concerns with the Nursery Manager/lead practitioner. **Please also see our policy on whistle-blowing**
- In all cases, even when the allegation does not need further investigation, there should be a review of procedures and policies following the investigation.
- The members may be removed from working with children on-site or off site depending on the circumstances. This doesn't imply that the allegations are proven.
- **All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities**
- Unfounded allegations will result in all rights being reinstated
- **Founded allegations will be passed on to the relevant organisations including the local authority children's social care team (Children's Social Care Team in Islington) and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will also be notified immediately of this decision.**

The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated

- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re-investigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Employees must give management details of any incident, order, determination, conviction or any other possible issue which may impact on their suitability to work with children.
- Staff and volunteers can contact the organization Public Concern at Work for advice relating to the whistleblowing – <http://pcaw.org.uk>. If they feel that the organization has not acted adequately in relation to safeguarding, they can also contact the NSPCC whistleblowing helpline – <https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

Living with disqualified persons

- Employees, students or volunteers must inform management if they are living in the same household as someone who has been barred from working with children (DBS) or disqualified from working with children under the Childcare Act 2016. ***This will be checked when they start working/attending the setting and also on an annual basis.***
- If any such event should lead to disqualification, appropriate action will be taken to ensure the safety and wellbeing of children in the setting.
- Details will be forwarded to Ofsted (section 76 Childcare Act 2006) who, in certain circumstances, may consider a waiver of the disqualification in line with relevant legislation. The LADO will also be informed where applicable.
- Staff subject to an allegation have the right to consult their trade union or professional body

Boundaries and good practice

All staff should have a clear understanding of good professional practice and boundaries in order to safeguard children and themselves. What constitute appropriate good professional practice and boundaries is regularly discussed and revisited during staff meetings.

Good professional practice and boundaries include:

- Raising concerns about poor or unsafe practice in relation to children to the Designated Member of Staff
- Reporting allegations made by a child immediately to the Designated Safeguarding Officer or Deputy.
- In the case of allegations made about the Nursery Manager/Lead Practitioner, these should be reported to the Early Years Safeguarding Advisor and the Local Authority Designated Officer (LADO).
- Being mindful of the need to maintain clear professional boundaries with parents and service users and ensure confidentiality of information about children and families attending the setting.
- **No staff should baby-sit/work for parents or carers in a private capacity**

15. POSITIVE BEHAVIOUR POLICY

Please refer to the Nursery's Promoting Positive Behaviour Policy

Remember that:

- There may be occasions when a child is a danger to others or themselves, when time to think and moving to a quiet space is used.
- It is never acceptable to hit, smack, shake, pull or to threaten any of these actions to child whilst you are at work in the nursery.
- It is also not acceptable for a parent/carer or any other adult to do this in the nursery (please report this concern to the Designated Safeguarding Officer if this happens).

Bullying

We know that children feel happy if they are safe and secure. It is all staff and parents' responsibility to foster an anti-bullying ethos in the nursery. Incidents of bullying will be investigated and treated seriously and action will be taken to stop the bullying.

16. EARLY HELP

- Early help will be considered for a child and family as soon as it is identified they would be likely to benefit from support.
- *“Early help can mean taking action at an early stage in a child’s life or it can mean taking action at an early stage in the development of a problem. It is about stepping in as early as possible either at the first signs of a problem or before a problem becomes apparent to prevent that problem from getting worse” (Early Help for Islington Families 2012).*
- Early help can be offered through the Nursery where parents can sign-posted and referred to a range of services including health, benefits and housing advice, parenting support and guidance, for example at local Children’s Centres.
- Where a child and family would benefit from coordinated support from more than one agency an inter-agency assessment will be offered. These early help

assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment. Referrals for Early Help should be made on Islington Children Services request for Service Form (Appendix 4).

- A lead professional will be identified from within the agencies engaged in coordinated support for the child and family. This could be the nursery lead practitioner, a family support worker, key person, health or other professional.
- Referrals for early help assessments through targeted family support at the link Children's Centre can be made by a range of professionals or parents can self-refer directly to the Children's Centre. If a referral is made to Children's Services Contact Team and it doesn't meet the threshold for statutory intervention but it is thought the child and family would benefit from early help the referral will be passed to early years targeted family support to offer a service to the families.
- A range of tools can be used to help identify whether the threshold for intervention has been reached including;
 - **The ISCB Neglect toolkit 2013 - for assisting in the identification of child neglect** - <http://www.islingtonscb.org.uk/key-practice-guidance/Pages/Neglect.aspx>
 - **ISCB Threshold Document, Continuum of Help and Support 2014** - provides information on the levels of need and gives examples of some of the indicators that a child or young person may need additional support - <http://www.islingtonscb.org.uk/SiteCollectionDocuments/LBI%20Threshold%20Document%20final%2004.04.2014.pdf>

17. LINKS WITH OTHER POLICIES AND PROCEDURES

All staff, students, agency and bank staff and volunteers are given basic information about safeguarding and child protection policy and procedures *before* they start any work with children.

On-going training and professional development, as well as induction procedures all facilitate staff to develop an appropriate understanding of:

- Attachment and the role of the key person
- Settling in processes
- Managing intimate care and toileting needs
- Positive behaviour strategies
- Children's personal, social and emotional development
- How children communicate
- British Values and Prevent
- Health and Safety (including emergency evacuation)
- Equalities

18. E-SAFETY AND USE OF DIGITAL DEVICES

E-Safety

Our nursery is aware of the growth of internet use and the advantages this can bring. However it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within the nursery we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly
- Using approved devices to record/photograph in the setting
- Never emailing personal or financial information
- Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk/)
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices
- Ensuring children are supervised using internet devices
- Using tracking software to monitor suitability of internet usage (for older children)
- Integrating e-safety into nursery daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online and in a way that is developmentally appropriate
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends' in a way that is appropriate to their age and stage of development.

Staff who use the nursery's ICT and communications systems must also:

- must use it responsibly and keep it safe
- must maintain safe professional boundaries with parents.
- This includes not giving their personal email address to nursery users or
- befriending nursery users on social networks such as Facebook.
- **must treat as confidential any passwords** provided to allow access to ICT equipment
- must report known breaches of this policy, including any inappropriate images or other material which may be discovered on the nursery's ICT systems
- must comply with any ICT security procedures governing the use of systems in the nursery including anti-virus measures
- must ensure that it is used in compliance with this policy
- We encourage staff and families to complete a free online e-safety briefing which can be found at <http://moodle.ndna.org.uk/>
- More guidance on e-safety for children can be found at Islington Early Years Safeguarding and child protection procedures and guidance <http://www.childnet.com> and www.thinkuknow.co.uk and <http://www.plymouth.gov.uk/pscbonlinesafetytoolkitearlyyears>

Please also see our E-safety policy.

Mobile Phones and Social Networking

Please see our separate policy on this

Cameras, mobile phones, tablets and recording device policy

Please see our separate policy on this

19. EXTREMISM – THE PREVENT DUTY

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police. Islington is a priority area and the prevent lead can provide guidance and support. This may be a cause for concern relating to change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care. Further information on how the nursery can help prevent children being drawn into terrorism in accordance with **the Prevent Duty can be found in the policy on British Values.**

20. SAFEGUARDING AND VULNERABLE ADULTS

We have a responsibility to prevent the abuse of adults (Safeguarding Vulnerable Groups Act 2006) and will therefore refer to the following for guidance and procedures:

- Islington Council Policy and Procedure on Safeguarding Vulnerable Adults
- Islington Safeguarding Adults Partnership- Quick Guide to Safeguarding Adults

Staff are aware that any concerns can be referred to adult social services <http://directory.islington.gov.uk/kb5/islington/directory/service.page?id=oqjimcd0aLC>

21. SPECIAL CASES

Domestic violence

Domestic violence is defined by the Government (2013) as:

“Any incident or pattern of incidents of controlling, coercive or 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. This can encompass, but is not limited to, the following types of abuse:

- *psychological*
- *physical*
- *sexual*
- *financial*

- *emotional*”

Seeing or overhearing violence to another person in the home has adverse effects on a child’s development or welfare. In families where there is domestic violence, children are at increased risk of being physically and sexually abused. If there are any concerns about domestic violence in the household/family of any child at the nursery, the normal safeguarding procedures should be followed and by contacting the Children Services Contact Team on 020 7527 7400.

The “Hidden Harm” agenda and other parental factors

The setting also takes into account the “hidden harm” agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk such as social exclusion, domestic violence (above), radicalisation, mental or physical illness and parent’s learning disability.

<https://www.gov.uk/government/publications/amcd-inquiry-hidden-harm-report-on-children-of-drug-users>

Honour Based Violence

The definition of so-called “honour based violence” is: a crime or incident, which has or may be committed to protect or defend the honour of the family and /or community’. Honour based violence cuts across all cultures and communities.

The perceived immoral behaviour which could precipitate a murder include: Inappropriate make-up or dress; the existence of a boyfriend; kissing or intimacy in a public place; rejecting a forced marriage; pregnancy outside of marriage; being a victim of rape; interfaith relationships; leaving a spouse or seeking divorce.

A child who is in a family where a sibling or parent is at risk of honour based violence is at significant risk of harm and /or neglect, and may also suffer significant emotional harm through the threat of violence or witnessing violence directed towards a sibling or member of the family.

If the child is at risk of honour based violence a child protection referral should be made to Targeted and Specialist Children and Families Service, or Islington and Camden’s police’s Child Abuse Investigation Team (CAIT), 020 8733 6495/4286. If the child is in immediate danger ring 999.

Statement on spirit possession or witchcraft

Spirit possession is when parents, families and the child believe that an evil force has entered a child and is controlling them; the belief includes the child being able to use the evil force to harm others. A child may suffer emotional, physical and sexual abuse and neglect if they are labelled and treated as being possessed with an evil spirit. Significant harm may occur when an attempt is made to ‘exorcise’ or ‘deliver’ the evil spirit from the child. Dismissing the belief may be harmful to the child involved.

Professionals should consult with their designated safeguarding children professional and make a referral to Children's Social Care, 020 7527 7400.

For supplementary guidance please refer to:

Safeguarding Children from Abuse Linked to a Belief in Spirit Possession:
<http://webarchive.nationalarchives.gov.uk/20130401151715/http://www.education.gov.uk/publications/eOrderingDownload/DFES-00465-2007.pdf>

Private Fostering

Private fostering is an arrangement where a child or young person under the age of 16 (or under 18 if they are disabled) is looked after full time for more than 28 consecutive days by an adult who is not their:

- Parent, step parent or legal guardian
- Grandparent
- Brother or sister
- Aunt or uncle

The arrangement is made between the child's parents and the private foster carer whose responsibility is the day to day care of the child.

Some common examples of private fostering. Private fostering often occurs where;

- A teenager who isn't getting on with their parents goes to live with a friend's family
- Parents pay someone to care for their children while they are away working or studying
- Children are sent from abroad to live
- Children are placed with a family friend or relative as a result of parental separation, divorce, arguments at home, or a parent being hospitalised.

Please contact Islington's Children's Services Contact Team, 020 7527 7400, csctreferrals@islington.gov.uk for advice and to make a referral.

Sexual exploitation

Children at risk of sexual exploitation or who are being sexually exploited are a vulnerable group. All agencies need to work together to identify and protect them.

Sexual exploitation of children and young people involves situations and relationships where they, or a third person or persons, receive something which could be food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money, as a result of them performing sexual activities and/or others performing sexual activities on them. Children are often groomed for future sexual exploitation.

Children can be trafficked for sexual exploitation. Unaccompanied minors, disabled children, looked after children and those involved in gangs, or on the fringes of gangs, are at increased risk of sexual exploitation.

Child sexual exploitation can occur through the use of technology without the child's immediate recognition. For example, being persuaded to post sexual images on the internet/mobile phones, without immediate payment or gain.

In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common. Involvement in exploitative

relationships are in the main characterised by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

If you think a child is at risk of sexual exploitation or is being sexually exploited you must make an immediate referral to Islington's Children's Services Contact Team, 020 7527 7400, csctreferrals@islington.gov.uk

Early, child, forced marriage and force-feeding

Other harmful traditional practices include:

- Early, child and forced marriage
- Force-feeding – a harmful traditional practice that is based on families wanting to ensure their child are “getting enough to eat”. It can have detrimental medical, physical and psychological effects on the child.
- Breast ironing or breast flattening

Further guidance can be found at: <http://www.islingtonscb.org.uk/key-practice-guidance/Pages/Harmful-Practices.aspx>

22. MANAGEMENT OF DATA

Please refer also to our policy on confidentiality

The Data Protection Act 1998 (the Act) applies to anyone who handles or has access to information concerning individuals. Everyone in our setting has a legal duty to protect the privacy of information relating to individuals. The Act sets standards (eight data protection principles), which must be satisfied when processing personal data (defined as information that will identify a living individual). The Act also gives rights to the people the information is about i.e. subject access rights lets individuals find out what information is held about them. The eight principles are that personal data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Held no longer than is necessary
- Processed in line with individual's rights
- Kept secure
- Transferred only to other countries with suitable security measures.

The quantity and variety of data held on children, families and on staff is always expanding. Whilst this data can be very useful in improving services, data could be mishandled; stolen or misused therefore it is important that all records are handled with sensitivity and in line with the above act.

23. MONITORING AND REVIEW OF SAFEGUARDING AND CHILD PROTECTION

The lead practitioner will review annually any incidents involving safeguarding, reports of concerns, referrals and Early Help with a view to improving this policy and practices and noticing any patterns within the realm of safeguarding and child protection.

This policy was reviewed
20/07/17 & 7/10/17 & 19/03/18

