



## Safeguarding and Child Protection Policy

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Approved by: Mrs Rodger in conjunction with Essex Local Authority

At the Duckling Nursery we believe that children learn best when they are healthy, safe, secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. We are committed to being a high-quality, welcoming, and safe setting where children can enjoy learning and grow in confidence.

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# 1. Introduction

*‘Every child deserves the best possible start in life and the support that enables them to fulfil their potential.*

*Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.’*

Statutory Framework for Early Years Foundation Stage (DfE, 2023)

This policy is for nursery leaders, staff, parents/carers, volunteers, and the wider setting community. It forms part of the safeguarding arrangements for The Duckling Nursery and should be read in conjunction with the following:

- [Statutory framework for the early years foundation stage](#) (DfE, 2023);
- our Behaviour Policy
- our Staff Code of Conduct
- our Attendance Policy

Safeguarding and promoting the welfare of children (*everyone under the age of 18*) is defined in [Keeping children safe in education](#) (DfE, 2024), as:

- Providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing the 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 all children to have the best outcomes.

We follow a whole-setting approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes, and policies. It is important that our values are understood and shared by all children, staff, parents/carers, volunteers, and the wider setting community. Only by working in partnership, can we truly keep children safe.

## 2. Statutory framework

There is government guidance set out in [Working Together to Safeguard Children \(DfE, 2023\)](#) on how agencies must work in partnership to keep children safe. This guidance places a shared and equal duty on three Safeguarding Partners (the Local Authority, Police and Health) to work together to safeguard and promote the welfare of all children in their area under multi-agency safeguarding arrangements. These arrangements sit under the [Essex Safeguarding Children Board](#) (ESCB). In Essex, the statutory partners are Essex County Council, Essex Police, and three NHS Integrated Care Boards covering the county.

Early years settings have a duty under section 40 of the Childcare Act 2006 to comply with the safeguarding and welfare requirements of the Early Years Foundation Stage, under which settings are required to take necessary steps to safeguard and promote the welfare of young children.

In addition to national statutory guidance, in Essex, all professionals must work in accordance with the [SET Procedures](#).

The Duckling Nursery also works in accordance with the following legislation and guidance (this is not an exhaustive list):

- [Statutory framework for the early years foundation stage](#) (DfE, 2023)
- [Working together to safeguard children](#) (DfE, 2023)
- [What to do if you're worried a child is being abused](#) (HMG, 2015)
- [The Prevent Duty guidance](#) (Home Office, 2015)
- [Effective Support for Children and Families in Essex](#) (ESCB, 2021)
- [Understanding and supporting behaviour - Safe practice for schools](#) (Essex County Council)
- [Children Act](#) (HMG, 1989)
- [Children Act](#) (HMG, 2004)
- [Keeping children safe in education](#) (DfE, 2024)

### 3. Roles and responsibilities

All adults working with or on behalf of children have a responsibility to protect them and to provide a safe environment in which they can learn and achieve their full potential. However, there are key people within settings and the Local Authority who have specific responsibilities under child protection procedures. The names of those in The Duckling Nursery with these specific responsibilities (the Lead Practitioner for Safeguarding and Deputy Lead Practitioner for Safeguarding) are shown on the cover sheet of this document. However, we are clear that safeguarding is everyone's responsibility and that everyone who comes into contact with children has a role to play.

#### The manager

The manager has strategic oversight of our safeguarding arrangements. It ensures that these arrangements operate effectively, as follows:

- we have appropriate policies in place;
- our staff receive the right training to keep children safe, including regular safeguarding and child protection updates, at least annually, to provide them with the relevant skills and knowledge to keep our children safe;
- we have a named practitioner who takes lead responsibility for safeguarding children, and two deputies to provide cover when the lead practitioner is absent (their names are on the front page of this policy);
- all adults who work with children at The Duckling Nursery undergo safeguarding and child protection training at induction as appropriate, which is regularly updated;
- The Duckling Nursery contributes to inter-agency working, in line with statutory and local guidance;
- information is shared and stored appropriately and in accordance with statutory requirements;
- The manager is trained in safer recruitment and we have safer recruitment and selection procedures in place that help to deter, reject, or identify people who might abuse children;

- we meet statutory responsibilities to check adults working with children;
- visitors and volunteers are required to sign in on arrival and are appropriately supervised in the Duckling Nursery and agree to our safeguarding visitors agreement when signing in.

## Designated Lead Practitioner for Safeguarding

Our Designated Lead Practitioner for Safeguarding is responsible for liaison with local statutory children's services agencies, including Essex Social Care and other agencies as required. The Lead Practitioner provides support, advice, and guidance to staff on an ongoing basis, and on any specific safeguarding issues as required.

Our Lead Practitioner and Deputy Lead Practitioner attend a Level 3 safeguarding training course to enable them to identify, understand and respond appropriately to signs of possible abuse and neglect. They also ensure that everyone in The Duckling Nursery (including temporary staff, volunteers, visitors, and contractors) is aware of our child protection procedures and that they are always followed.

## All staff

Everyone in The Duckling Nursery has a responsibility to provide a safe environment in which our children can learn. We recognise that any child may benefit from early help and all our staff members are aware of the Essex [Early Help](#) procedures and our role in it. They are aware of signs of abuse and neglect so they are able to identify children who may need help or protection.

All staff members are aware of and follow our procedures (as set out in this policy) and are aware of how to make a request for support to Essex Social Care if there is a need to do so. Staff understand that, if they have any concerns about a child's welfare, they must act on them immediately and speak with the Lead Practitioner or Deputy Lead Practitioner – they do not assume that others have taken action.

Our staff understand that children may not always feel able or know how to tell someone that they are being abused, perhaps because they are embarrassed, or they may not always recognise that they are being abused. We recognise there are many factors which may impact on our children's welfare and safety and understand safeguarding in the wider context (contextual safeguarding). We also understand that abuse, neglect, and safeguarding issues are rarely 'stand-alone' events and that, in most cases, multiple issues will overlap.

Our staff will always reassure children who report abuse or are victims of abuse that they are taken seriously and that they will be supported and kept safe. We will never make a child feel ashamed for reporting abuse, nor make them feel they are causing a problem.

## 4. Types of abuse/specific safeguarding issues

Information about abuse and harm including examples of specific safeguarding issues is set out below. Further information about types of abuse and harm is given in:

- [What to do if you're worried a child is being abused: Advice for practitioners](#) (HMG, 2015); and
- [Keeping children safe in education](#) (DfE, 2024).

**Abuse** is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. A child may be abused by an adult or adults or another child or children – the four categories of abuse are:

- **Physical** - may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces, illness in a child
- **Emotional** - the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development
- **Sexual** - forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children
- **Neglect** - persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development

## Harmful sexual behaviour

It is normal for some children to display sexualised behaviour towards other children as they develop. However, harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children, and which may be harmful or abusive (derived from Hackett, 2014). It may also be referred to as sexually harmful behaviour or sexualised behaviour. HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children, or adults. It is harmful to the children and young people who display it, as well as those it is directed towards.

We understand that children can experience HSB in various settings, including at a childcare/education setting, at home (or at another home), online or in public a place - for example, in toilets, changing areas, or outside spaces such as play areas, or when travelling home.

We understand that, if a child's sexual behaviour is not developmentally appropriate or expected for their age, it is important to respond quickly, before the behaviour becomes harmful to that child or other children. We recognise HSB may also be a sign that a child has suffered their own trauma or abuse and we will respond to ensure they receive the right help at the right time to address the concerning behaviour.

## Domestic abuse

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence, or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can also happen between adults who are related to one another and can include physical, sexual, psychological, emotional, or financial abuse.

Being exposed to domestic abuse in childhood is child abuse and can have a significant and lasting impact. Children may experience domestic abuse directly, but they can also experience it indirectly. Either can have a serious effect on a child's behaviour, brain development and overall wellbeing, and also compromise the child's basic need for safety and security.

In Essex, the [Southend, Essex and Thurrock Domestic Abuse Board \(SETDAB\)](#) is responsible for designing and implementing the Domestic Abuse Strategy and provides advice, guidance and resources to support work around domestic abuse.

## Risk in the community

We understand that safeguarding incidents and behaviours can be associated with factors outside a child's home or The Duckling Nursery. All staff are aware of contextual safeguarding and we are therefore mindful of whether wider environmental factors present in a child's life are a threat to their safety and/or welfare. We always consider relevant information when assessing any risk to a child and will share it with other agencies when appropriate, to support better understanding of a child and their family. This is to ensure that our children and families receive the right help at the right time.

## Emotional wellbeing

Children's personal, social, and emotional development (PSED) is crucial for them to lead healthy and happy lives and is fundamental to their cognitive development. We understand that a child's positive wellbeing is vital and that poor wellbeing can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. We recognise that where children have suffered abuse or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood.

## Prevention of radicalisation

Children can be vulnerable to radicalisation and extremism in the same way they are vulnerable to other safeguarding issues. Keeping Children Safe in Education (DfE, 2023) defines the following:

- **Extremism:** the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces
- **Radicalisation:** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups
- **Terrorism:** an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, or ideological cause.

The [Counter-Terrorism and Security Act](#) (HMG, 2015) placed a duty on childcare providers and schools. Under section 26 of the Act, childcare providers and schools are required, in the exercise of their functions, to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the **Prevent Duty**.

Channel is a national programme which focuses on providing support at an early stage to people identified as vulnerable to being drawn into terrorism. Prevent referrals may be passed to a multi-agency Channel panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. A representative from an educational setting may be asked to attend the Channel panel to help with this assessment. An individual's engagement with the programme is entirely voluntary at all stages.

## So-called 'Honour Based Abuse'

So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast flattening.

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. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

## Female Genital Mutilation

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Information about FGM is available on the [National FGM Centre](#) website.

## Forced marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived cultural practices as a way to coerce a person into marriage.

The Forced Marriage Unit has published statutory guidance and multi-agency guidelines, which are available on the [GOV.UK](#) website. The Forced Marriage Unit can also provide advice and information: call 020 7008 0151 or email [fmf@fcdo.gov.uk](mailto:fmf@fcdo.gov.uk).

## Breast Flattening

Breast flattening is the process during which young pubescent girls' breasts are ironed, massaged, flattened and/or pounded down over a period of time (sometimes years) in order for the breasts to disappear or delay the development of the breasts entirely.

Information about breast flattening is also available on the [National FGM Centre](#) website.

# 5. Children potentially at greater risk of harm

We recognise that some children may potentially be at greater risk of harm and require additional help and support. These may be children with a Child in Need or Child Protection Plan, those in Care or previously in Care or those requiring wellbeing support. We work with Social Care and other appropriate agencies to ensure there is a joined-up approach to planning for these children and that they receive the right help at the right time.

The Duckling Nursery also understands that children with special educational needs (SEN) and/or disabilities can face additional safeguarding challenges. Barriers can exist when recognising abuse and neglect in this group of children. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability, without further exploration
- that they may be more prone to peer group isolation than others



- the potential to be disproportionately impacted by things like bullying, without outwardly showing signs
- communication difficulties in overcoming these barriers

We recognise that children with SEND may require additional help and support to ensure they are appropriately safeguarded.

## 6. Procedures

The Duckling Nursery works with key local partners to promote the welfare of children and protect them from harm. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans which provide additional support (through a Child In Need or a Child Protection plan).

All staff members have a duty to identify and respond to suspected/actual abuse or disclosures of abuse. Any member of staff, volunteer or visitor to the Duckling Nursery who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred, **must** report it immediately to the Lead Practitioner (or, in their absence, the Deputy).

All action is taken in accordance with the following guidance:

- Essex Safeguarding Children Board guidelines - the SET (Southend, Essex and Thurrock) Child Protection Procedures (ESCB, 2022)
- Statutory framework for the early years foundation stage (DfE, 2024)
- Keeping Children Safe in Education (DfE, 2024)
- Working Together to Safeguard Children (DfE, 2023)
- Effective Support for Children and Families in Essex (ESCB)
- PREVENT Duty - Counter-Terrorism and Security Act (HMG, 2015)

This is the action we will take at the Duckling Nursery if there is a child protection concern:

1. Where there is **risk of immediate harm**, concerns will be **referred by telephone** to the Children and Families Hub and/or the Police.
2. **Less urgent concerns** or **requests for support** will be sent to the Children and Families Hub via [Essex Effective Support](#).
3. We may also **seek advice** from Essex Social Care or another appropriate agency about a concern if we are unsure how to respond to it.

Wherever possible, we will share any safeguarding concerns, or an intention to refer a child to Children's Social Care, with parents/carers. However, we will not do so where it is felt that to do so could place a child at greater risk of harm or impede a criminal investigation. If it is necessary for another agency to meet with a child in the Duckling Nursery, we will always seek to inform parents or carers, unless we are advised not to by that agency. On occasions, it may be necessary to consult with the Children and Families Hub and/or Essex Police for advice on when to share information with parents/carers.

All staff understand that, if they continue to have concerns about a child, or feel a concern is not being addressed or does not appear to be improving, they should press for re-consideration of the case with the Lead Practitioner.

If, for any reason, the Lead Practitioner (or Deputy) is not immediately available, this will not delay any appropriate action being taken. Safeguarding contact details are displayed in the Duckling Nursery to



ensure that all staff members have access to urgent safeguarding support, should it be required. Any individual may refer to Social Care where there is suspected or actual risk of harm to a child.

When new staff, volunteers or regular visitors join The Duckling Nursery, they are informed of the safeguarding arrangements in place, the name of the Lead Practitioner (and Deputy) and how to share concerns with them.

## 7. Working with other partners to keep children safe

It is the responsibility of the Lead Practitioner to ensure The Duckling Nursery is represented at, and that a report is submitted to, any statutory meeting called for children at The Duckling Nursery or previously known to us. Where possible and appropriate, any report will be shared in advance with parent(s)/carer(s). The member of staff attending the meeting will be fully briefed on any issues or concerns the Duckling Nursery has and be prepared to contribute to the discussions.

If a child is subject to a Care, Child Protection or a Child in Need plan, the Lead Practitioner will ensure the child is monitored regarding their attendance at the Duckling Nursery, emotional wellbeing, EYFS progress, welfare, and presentation. If the setting is part of the core group, the lead practitioner will ensure the Duckling Nursery is represented, provides appropriate information, and contributes to the plan at these meetings. Any concerns about the Child Protection plan and/or the child's welfare will be discussed and recorded at the core group meeting, unless to do so would place the child at further risk of significant harm. In this case the Lead Practitioner will inform the child's key worker immediately and then record that they have done so and the actions agreed.

## 8. Training

The Lead Practitioner and Deputies undertake Level 3 Child Protection training every two years. All staff receive appropriate child protection training at least annually, in line with ESCB expectations.

In addition, all staff and other adults working with children in The Duckling Nursery receive safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Records of any child protection training undertaken are kept for all staff.

## 9. Information sharing and confidentiality

Sharing information is a key part of safeguarding work and decisions about how much information to share, with whom and when, can have a profound impact on a child's life. Effective information sharing can help to ensure that a child receives the right help at the right time and can prevent a concern from becoming more serious and difficult to address.

Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information, where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life, would not prevent sharing information where there are real safeguarding concerns. Fears about sharing information cannot (and will not) stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect.

Staff at The Duckling Nursery will never guarantee confidentiality to anyone (including parents/carers, or children) about a safeguarding concern, nor promise to keep a secret. In accordance with statutory requirements, where there is a child protection concern, this must be reported to the Lead Practitioner (or Deputy) and may require further referral to and subsequent investigation by appropriate authorities.

Information on individual child protection cases may be shared by the Lead Practitioner (or Deputy) with other relevant staff members. This will be on a 'need to know' basis only and where it is in the child's best interests to do so.

Where a child is attending another setting at the same time as attending the Duckling Nursery, we may, where appropriate, link with the other setting. Wherever possible, we will inform parents/carers of our intention to do this, unless to do so would place the child at further risk.

## 10. Child protection records

**Well-kept records are essential to good child protection practice.** The Duckling Nursery is clear about the need to record any concern held about a child or children within our setting and when these records should be shared with other agencies.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse will record it as soon as possible, noting:

1. what was said or seen
2. if appropriate, using a body map to record
3. giving the date, time, and location

**All records will be dated and signed and will include the action taken, then presented to the Lead Practitioner (or Deputy) who will decide on appropriate action and record this accordingly.**

Any records relating to child protection are kept on an individual child protection file for that child (which is separate to any other child file). All our accident forms are now completed and signed on tapestry and are kept in a confidential digital file for each child. If necessary, these can be downloaded as a pdf if they need sharing with another agency. All paper-based child protection records are stored securely and confidentially in a locked filing cabinet until the child transfers to another educational setting.

Where a child transfers from The Duckling Nursery to another setting or school, their child protection records will be forwarded to the new educational setting. These will be marked 'Confidential' and for the attention of the Lead Practitioner at the new setting (or in the case of a school, the Designated Safeguarding Lead), with a return address on the envelope so it can be returned to us if it goes astray. We will obtain evidence that the paperwork has been received by the new setting, and then destroy any copies held in The Duckling Nursery. Where appropriate, the Lead Practitioner may also contact the new setting in advance of the child's move there, to enable planning so appropriate support is in place when the child arrives.

Where a child joins The Duckling Nursery, we will request child protection records from the previous educational setting (if applicable, and if none are received).

Where a child is attending another setting at the same time as The Duckling Nursery, we will share any child protection records where appropriate and where it is in the best interests of the child. We will link with other settings when there is a need to so and we will be transparent with parents when we do so (unless to do so would place a child at further risk of harm).

## 11. Allegations about members of the workforce

All staff members are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are outlined in our Staff Code of Conduct. All staff are regularly reminded of this through updates and training, and are also informed about our Whistleblowing Policy.

Keeping Children Safe in Education (DfE 2024) and the SET procedures (ESCB 2022) set out the procedures in respect of allegations against an adult working with children (in a paid or voluntary capacity). These procedures should be followed where an adult has:

- behaved in a way that has harmed a child, or may have harmed a child and/or
- possibly committed a criminal offence against or related to a child, and/or
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

Any concerns about an adult in the Duckling Nursery should be reported to the Manager or the Deputy Manager, who will then decide how to take this forward. In some cases, it might not be clear whether an incident constitutes an allegation. If this is the case, it will be necessary for us to explore the concerns to establish some facts – this initial fact-finding is not an investigation, it is to clarify information and to direct our response to the concern raised.

Where an allegation against an adult in the Duckling Nursery is received, and it is felt that any of the above criteria apply, the SET procedures (ESCB, 2022) require this to be reported to the Essex Workforce Allegations Team at LADO@essex.gov.uk. This should be done by the Manager or Deputy Manager within one working day (or sooner via 03330 139797 if immediate safeguarding is required). Where the concern is about the Manager, it should be reported direct to the Proprietor. In the event of an allegation relating to the conduct and behaviour of an agency member of staff, we will liaise with the agency, while following due process, to facilitate a joint investigation or enable the agency to move this forward.

In accordance with the Statutory framework for the early years foundation stage (DfE, 2024), we will also inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations. We will make these notifications as soon as reasonably practicable, but within 14 days of the allegations being made. We are aware that not complying with these requirements without reasonable excuse is committing an offence.

Staffing matters are confidential and the Duckling Nursery operates within a statutory framework around Data Protection. We do not share information about any individual staff member with anyone other than any appropriate statutory agency.

## 12. Physical intervention and use of reasonable force

Our Behaviour Policy sets out our approach to behaviour for all children and also for those with more challenging or harmful behaviour. We recognise there are some children who have needs that require additional support and a more personalised approach and we always consider all behaviour, and our response to it, in the context of safeguarding.

There are occasions when staff will have cause to have physical contact with children for a variety of reasons, this may include:

- to comfort a child in distress (*appropriate to their age and individual specific needs identified through a risk assessment*);
- to direct a child;
- for curricular reasons (*for example during physical activity, or when we are using music*);
- in an emergency, to avert danger to the child or others.

The term 'reasonable force' covers a broad range of actions used by staff that involve a degree of physical contact to control or restrain children. There are circumstances when it is appropriate for staff to use reasonable force to safeguard children, such as guiding a child to safety. 'Reasonable' means using no more force than is needed. The Duckling Nursery works in accordance with statutory and local guidance on the use of reasonable force and recognises that where intervention is required, it should always be considered in a safeguarding context.

## 13. Whistleblowing

All members of staff and the wider setting community should be able to raise concerns about poor or unsafe practice and feel confident any concern will be taken seriously by the leadership team. We have 'whistleblowing' procedures in place and these are available in the Duckling Nursery Whistleblowing Policy. However, for any member of staff who feels unable to raise concerns internally, or where they feel their concerns have not been addressed, they may contact the [NSPCC whistleblowing helpline](https://www.nspcc.org.uk/whistleblowing) on: 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) or by email at: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

Parents/carers or others in the wider setting community with concerns can contact the NSPCC general helpline on 0808 800 5000 (24-hour helpline) or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

## 14. Online Safety

Technology forms part of the statutory framework for the Early Years Foundation Stage; computer skills are key to accessing learning. All staff in The Duckling Nursery are aware of the risks to children online, and understand that any child can be vulnerable, and that their vulnerability can vary according to age, developmental stage, and personal circumstances. We help our children to begin to learn how to use technology safely, and to be safe online. We will engage with our parents/carers about online safety to support them in keeping their children safe at home when using technology.

## 15. Use of mobile phones and smartwatches

We acknowledge that mobile phones are often the only means of contact available and can be helpful in supporting safeguarding arrangements in settings, including when on outings. In The Duckling Nursery, when mobile phones are used, this is underpinned by a risk assessment and operated within a clear framework, so everyone understands their responsibilities in ensuring phones are used safely.

We will ensure that staff **personal** mobiles:

- are locked securely in the Nursery safe in the storage cupboard and will be switched off or on silent whilst staff are on duty;
- are never used to take pictures of any children attending the setting;
- are never used to take photographs, video, or audio recordings within the Duckling Nursery building or garden or on the Writtle Infant School premises;
- are not used to contact parents/carers or children except in the event of an emergency;
- are not used by visitors within the Duckling Nursery building or garden;
- Are only checked when having their break away from the children so long as no children are present.

The Duckling Nursery phone is a mobile phone with no camera capability that can only call and text. It is always kept on the Nursery premises and only used in working hours. The only exception is when we go on our summer outing or local visits where there is no one in the Nursery during working hours when children are in our care.

We will ensure that if staff choose to wear smart watches within the Nursery, that they are:

- turned onto airplane mode when they are in contact with children;
- never used to take images or recordings of any kind;
- only checked when they are having their break away from any children so long as no children are present.

## 16. Use of cameras, photography and images

Most people who take or view photographs or videos of children do so for acceptable reasons. However, due to cases of abuse to children through taking or using images, we must ensure that we have safeguards in place.

To keep our children safe, we will:

- obtain consent from parents/carers for photographs or video recordings to be taken, used, or published (for example, on our website, on tapestry or on promotional materials or on displays);
- ensure that only the setting's amazon fire tablets are used when photographing or videoing children;
- ensure that children are appropriately dressed if photographs or videos are to be taken;
- ensure that children's names are not displayed alongside any photographs in a public space;
- ensure that personal devices including cameras, mobile phones, tablets, smart watches, or other such technology are not used to take photographs, video, or audio recordings in The Duckling Nursery without prior explicit written consent from the setting;
- ensure that all images are stored securely within the nursery and digital images are password protected.
- ensure where professional photographers are used that the appropriate checks, such as those with the Disclosure and Barring Service, references and parental consent are obtained prior to photographs being taken.

## 17. Attendance

Repeated and unexplained absence from the setting can be a concern for a number of reasons:

- it is a potential indicator of abuse or neglect
- it can significantly impact on a child's progress and /or wellbeing

As part of safeguarding and Health and Safety procedures, we keep a daily record of the names of the children being cared for on the premises and their hours of attendance. This data is used to identify patterns of absence as they emerge, to ensure any concerns are identified and addressed at an early stage.

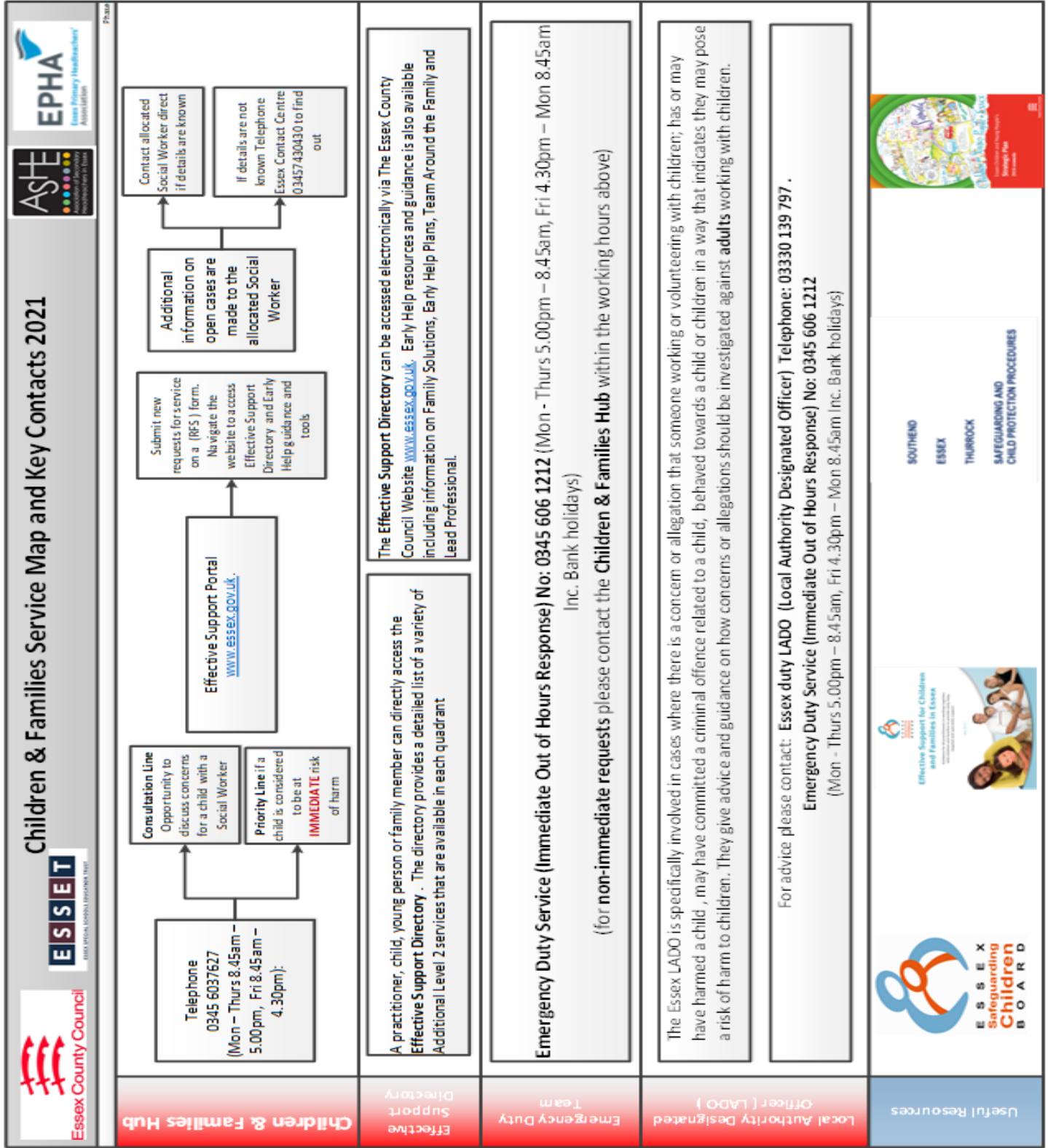
We ask parents to inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day so the nursery management are able to account for a child's absence.

If a child has not arrived at nursery the parents will be contacted to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family.

If contact cannot be established, we will assess if it is appropriate to contact relevant authorities, including the police, in order for them to investigate further. Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the Local Authority children's social care team to ensure the child remains safe and well.

# Appendix A:

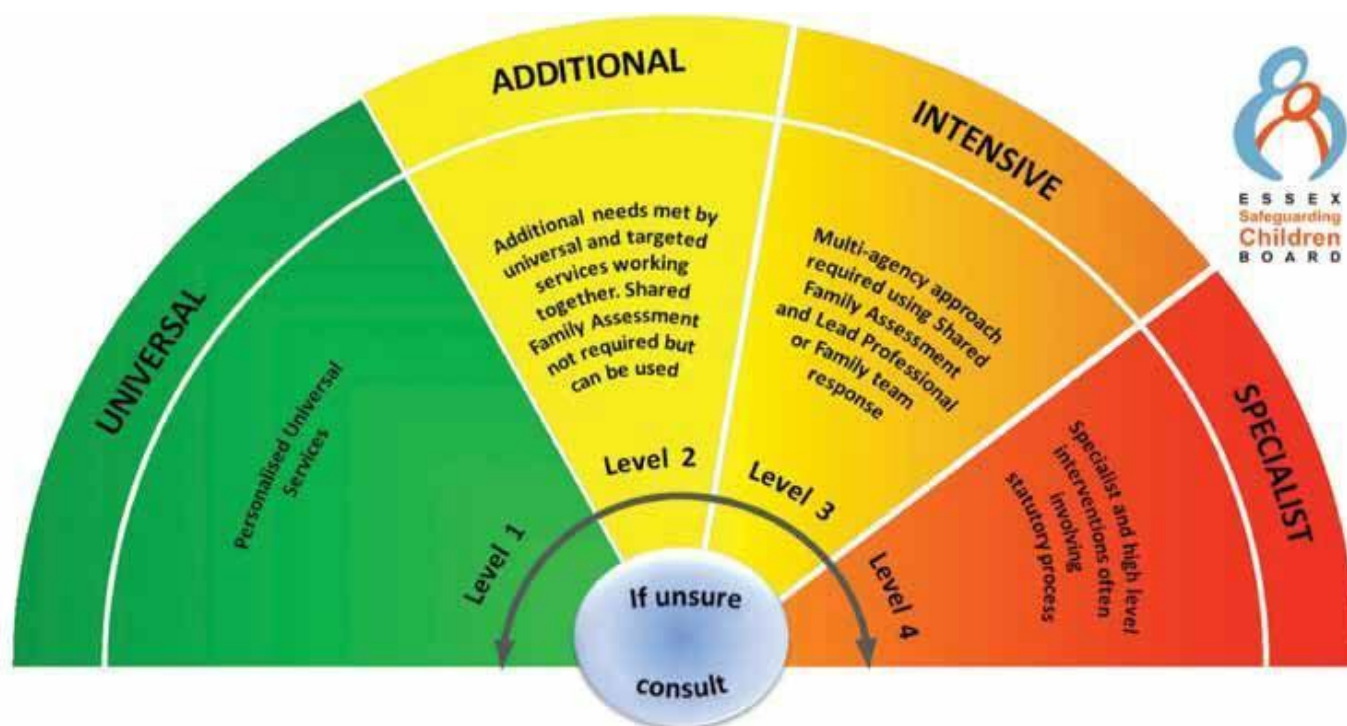
## Children and Families Service Map and Key Contacts





## Appendix B:

### Essex Windscreen of Need and levels of intervention



All partners working with children, young people and their families will offer support as soon as we are aware of any additional needs. We will always seek to work together to provide support to children, young people and their families at the lowest level possible in accordance with their needs.

Children with **Additional** needs are best supported by those who already work with them, such as Family Hubs or schools and other educational settings, organising additional support with local partners as needed. When an agency is supporting these children, an Early Help Plan and a Lead Professional are helpful to share information and co-ordinate work alongside the child and family.

For children whose needs are **Intensive**, a coordinated multi-disciplinary approach is usually best, involving either an Early Help Plan or a Shared Family Assessment (SFA), with a Lead Professional to work closely with the child and family to ensure they receive all the support they require. Examples of intensive services are children's mental health services and Family Solutions.

**Specialist** services are where the needs of the child are so great that statutory and/or specialist intervention is required to keep them safe or to ensure their continued development. Examples of specialist services are Essex Social Care or Youth Offending Service. By working together effectively with children that have additional needs and by providing coordinated multi-disciplinary/agency support and services for those with intensive needs, we seek to prevent more children and young people requiring statutory interventions and reactive specialist services.

## Appendix C:

### Signs and symptoms of abuse

#### Signs of possible abuse

- **Physical** - children with frequent injuries, unexplained or unusual fractures/broken bones, unexplained bruises, or cuts; burns or scalds; or bite marks
- **Emotional** - children who are excessively withdrawn, fearful, or anxious about doing something wrong; parents/carers who withdraw attention from their child, giving the child the 'cold shoulder'; parents/carers blaming their problems on their child; parents/carers who humiliate their child (eg: name-calling / making negative comparisons)
- **Sexual** - children who display knowledge/interest in sexual acts inappropriate to their age; children who use sexual language/have sexual knowledge that you wouldn't expect them to have; children who ask others to behave sexually/play sexual games; children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections/underage pregnancy
- **Neglect** - children living in a home that is indisputably dirty or unsafe; children who are hungry or dirty; children without adequate clothing (eg: not having a winter coat, shoes); children living in dangerous conditions (eg: around drugs, alcohol or violence); children who are often angry, aggressive or self-harm; children who fail to receive basic health care; parents/carers who fail to seek medical treatment when their children are ill or are injured

## Appendix D:

### Further Information on Types of Abuse

#### Child sexual exploitation (CSE) and Child criminal exploitation (CCE)

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation (*Keeping children safe in education*).

#### County Lines

The National Crime Agency (NCA) defines county lines as gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers live in a different area to the dealers, so drug runners are needed to transport the drugs and collect payment.

Perpetrators often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. A child is targeted and recruited into county lines through schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Signs and symptoms include:

- Changes in dress style
- Unexplained, unaffordable new things (for example, clothes, jewellery, cars etc.)
- Missing from home or school and/or significant decline in performance
- New friends with those who don't share any mutual friendships with the victim, gang association or isolation from peers or social networks
- Increase in anti-social behaviour in the community including weapons
- Receiving more texts or calls than usual
- Unexplained injuries
- Significant changes in emotional well-being
- Being seen in different cars or taxis driven by unknown adults
- A child being unfamiliar with where they are.

#### Cuckooing

Cuckooing is a form of county lines crime. In this instance, the drug dealers take over the home of a vulnerable person in order to criminally exploit them by using their home as a base for drug dealing, often in multi-occupancy or social housing properties.

Signs and symptoms include:

- An increase in people, particularly unknown people, entering or leaving a home or taking up residence
- An increase in cars or bikes outside a home
- A neighbour who hasn't been seen for an extended period

- Windows covered or curtains closed for a long period
- Change in resident's mood and/or demeanour (for example, secretive, withdrawn, aggressive or emotional)
- Substance misuse and/or drug paraphernalia
- Increased anti-social behaviour.

## Child trafficking and modern slavery

Child trafficking and modern slavery is when children are recruited, moved, transported and then exploited, forced to work or are sold.

For a child to have been a victim of trafficking there must have been:

- *Action*: recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation
- *Purpose*: sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs.

Modern slavery includes slavery, servitude and forced or compulsory labour and child trafficking. Victims of modern slavery are also likely to be subjected to other types of abuse such as physical, sexual and emotional abuse.

Signs and symptoms for children include:

- Being under control and reluctant to interact with others
- Having few personal belongings, wearing the same clothes every day or wearing unsuitable clothes
- Being unable to move around freely
- Appearing frightened, withdrawn, or showing signs of physical or emotional abuse.

## Child abuse linked to faith or belief (CALFB)

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi-murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation
- Children's actions are believed to have brought bad fortune to the family or community.

If any of these forms of abuse are suspected, then any concerns must be reported in line with our safeguarding procedures.