



Elmore Kindergarten

Safeguarding Policy

To be Adopted: August 2020

Review date: March 2021

1. Definition of Safeguarding and Child Protection

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Specifically, safeguarding means: protecting children from abuse and maltreatment, preventing harm to children's health or development, ensuring that children grow up with the provision of safe and effective care and taking action to enable all children and young people to have the best possible outcomes. (NSPCC, 2018)

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child. (NSPCC, 2018)

The intention of Elmore Kindergarten's Safeguarding Policy is to:

- Protect all children who use our services.
- Provide all staff with the overarching principles that guide our approach to safeguarding and child protection.

Elmore Kindergarten believes that a child or young person should never experience abuse of any kind and takes responsibility for promoting welfare and safety across our organisational activities and operations. We understand our duty to keep children and young people safe in all aspects of our practice and are committed to promoting a safeguarding culture which protects everyone.

2. Safeguarding Statement

Elmore Kindergarten recognises that:

- The welfare of the child is paramount (Children Act 1989) and whilst we intend to work in partnership with parents and families, we will ensure that the child is the main focus at all times.
- Working in partnership with children, young people, their parents, carers, extended families and external agencies is essential in promoting welfare and safety.
- All children regardless of age, disability, special educational need, racial heritage, religious beliefs, sexual orientation or identity (or that of their parents), residency status or any other characteristic have a right to equal protection from all types of harm and/or abuse.
- Some children are particularly vulnerable because of either their current life circumstances or previous life experience, or that of their parents.
- Some children are additionally vulnerable due to a special educational need, communication need including those with English as an additional language or their level of dependency. The criteria for those considered vulnerable is not exhaustive and Elmore Kindergarten acknowledges our responsibility to consider each child and young person's vulnerability on an individual basis.
- Sharing information with outside agencies such as those in the medical profession, second settings and social care services where appropriate is key to ensuring a multi- faceted approach to safeguarding.

Elmore Kindergarten will seek to keep children and young people safe by:

- Promoting an inclusive culture where every child matters.
- Listening to them.
- Valuing and respecting their views, opinions, beliefs, values and behaviours.
- Appointing a Company Safeguarding Lead.
- Appointing a Designated Safeguarding Lead in each nursery with a Deputy Lead.
- Adopting child protection and safeguarding practices through procedures and policies for all staff.
- Understanding our reporting criteria in relation for all types of child abuse and additional reporting responsibilities in relation to particular types of child abuse and ensuring that the staff team are aware of such reporting responsibilities.
- Developing and implementing a clear structure of safeguarding referral.
- Providing effective management for staff through supervision, support, training and quality assurance measures.
- Safer recruitment for all staff.
- Safe and secure storage of information.
- Sharing information about safeguarding, child protection and good practice with children, parents, staff via our website, Family, policies and procedures and one to one discussions.
- Using our 'Safeguarding Procedures' to share concerns and relevant information with external agencies and where appropriate involving parents and carers.
- Using our procedures to manage and report any allegations against staff.
- Creating and maintaining a culture of equal opportunity and managing via our policies and procedures any events of discrimination or bullying which may occur.
- Creating and maintaining a culture which promotes the difference between professional and personal relationships to ensure that the barriers between the two do not become blurred.
- Ensuring that we provide a safe physical environment for our children and staff applying compliance measure in accordance with the law and regulatory guidance.

3. Identifying Risks to the Safety and Welfare of Children

Risks may arise from many different sources and can be categorised in a number of different ways. Here we have outlined some of the potential risks to be aware of:

- Someone that the child knows and who is in close physical proximity
- Remote and occasionally anonymous (the internet – especially for older children)
- Other children through bullying or it may come from adults, including early year's educators or other professionals.
- A risk to welfare may also manifest itself through a child's mental wellbeing and happiness.

4. The Four Main Types of Abuse

Physical Abuse

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

Signs, Symptoms and Indicators of Physical Abuse

Children may often display bumps, bruises and grazes as minor accidents and falls easily occur during day-to-day activities, so there isn't necessarily one specific indicator that a child is being physically abused.

However, please speak to your Designated Safeguarding Lead if:

- A child often has injuries, and/or those injuries aren't where you typically expect them.
- There is a pattern of injuries on certain days or particular times of the week/month/year.
- The parent's explanation of the injury doesn't match the injury, or you don't feel comfortable with their explanation.

Set out below are some of the possible signs which may help staff recognise if a child is being physically abused.

Bite Marks

- * Usually oval or circular in shape.
- * Visible wounds, indentations or bruising from individual teeth.

Fractures or Broken Bones

- * Fractures to the ribs or the leg bones in babies.
- * Multiple fractures or breaks at different stages of healing.

Other Injuries and Health Problems

- * Scarring.
- * Effects of poisoning such as vomiting, drowsiness or seizures.
- * Respiratory problems from drowning, suffocation or poisoning.

Babies & Younger Children

- * Appearing limp as though comatose.
- * Respiratory problems.
- * Seizures.
- * Vomiting.
- * Unusual responses - irritable, poor feeding, lethargic, unresponsive.

Bruising

- * The head, ear, stomach, back and buttock areas.
- * Defensive wounds such as the forearm, upper arm, back of the leg, hands or feet.
- * Clusters of bruises on the upper arm, outside of the thigh or on the body.
- * Bruises which also have dots of blood under the skin.
- * Bruised scalp and swollen eyes from hair being pulled violently.
- * Bruises in the shape of a hand or an object.

Burns or Scalds

- * Can be caused by hot liquids, hot objects, flames, chemicals or electricity.
- * On the hands, back, shoulders or buttocks; scalds may be on lower limbs, both arms and/or legs.
- * A clear edge to the burn or scald.
- * Sometimes in the shape of an implement for example, a circular cigarette burn.
- * Multiple burns or scalds.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person. It may include not giving the child opportunity to express their views, deliberately silencing them or "making fun" of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. This may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Signs, Symptoms and Indicators of Emotional Abuse

Emotional abuse may be passive when a parent or carer does not provide the necessary level of love, support and interaction that a child needs or active abuse when a parent or carer deliberately and premeditatedly causes emotional harm to a child

Emotional abuse can involve any of the following:

- Humiliating or constantly criticising a child.
- Shouting at a child, threatening a child or calling a child names.
- Making the child the subject of jokes or using sarcasm to hurt a child.
- Blaming or scapegoating.
- Making a child perform degrading acts.
- Pushing a child too hard or not recognising their limitations.
- Exposing a child to distressing events or interactions such as domestic abuse or drug taking.
- Failing to promote a child's social development.
- Persistently ignoring them.
- Being absent.
- Never showing any emotions in interactions with a child – this is also known as emotional neglect.
- Children can show different emotions for a variety of reasons; hunger, tiredness, a change in routine, changes at home and therefore it can sometimes be difficult to identify if a child is being emotionally abused. Set out below are some of the possible signs which may help staff recognise if a child is being physically abused.

Babies and young children who are being either passively or actively emotionally abused may:

- Be over-affectionate towards strangers or people they don't know or haven't known for long.
- Lack confidence or become wary or anxious.
- Not appear to have a close relationship with their parent especially when dropped off or collected from nursery.
- Be aggressive or nasty towards other children and animals.
- Becoming withdrawn, clingy, anxious or suddenly behaving very differently.
- Becoming aggressive.
- Problems sleeping.
- Eating disorders.
- Soiling of clothes.
- Obsessive behaviour.

Sexual Abuse

Necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). "Sexual

abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children”

Signs, Symptoms and Indicators of Sexual Abuse

Set out below are some of the possible signs which may help staff recognise if a child is being sexually abused.

Children who are sexually abused may:

- Stay away from certain people.
- Avoid being alone with people.
- Appear frightened to socialise with others especially adults.
- Show sexual behaviour which is inappropriate for their age.
- Use sexual language or know information that you would not expect them to.
- Sore genitals and anus.
- Unusual discharge.
- Copy what’s happening to them in role play situations.

Neglect

Neglect is the ongoing failure to meet a child’s basic needs and is the most common form of child abuse. Basic Needs can be categorised into four main areas:

1. Physical Neglect – where a child’s basic needs for food, clothing, shelter or supervise a child to ensure their safety is not met.
2. Educational Neglect – where a child’s parent does not ensure that they receive a suitable education.
3. Emotional Neglect – where a child’s needs for love, care and attention is not met. This can also translate into the definition of emotional abuse as above.
4. Medical Neglect – where a child is not taken the doctor or dentist, or medical advice is ignored.

Signs, Symptoms and Indicators of Neglect

Set out below are some of the possible signs which may help staff recognise if a child is being neglected.

Poor Appearance and Hygiene

A child may:

- Be smelly or dirty.
- Have unwashed clothes.
- Have unsuitable or inadequate clothing.
- Appear hungry or overfed.
- Have frequent and untreated nappy rash.

Health and Development Problems

A child may have:

- Untreated injuries, medical or dental issues.
- Repeated accidental injuries caused by lack of supervision.
- Recurring illnesses or infections.
- Not been given appropriate medicines.
- Missed medical appointment for immunisations.
- Skin sores, rashes, flea bites, scabies or ringworm.
- Thin or swollen tummy.
- Tiredness.
- Not reaching developmental milestones.

Housing and Family Issues

A child may be:

- Living in an unsuitable home environment – animal mess, no heating.
- Left alone for a long time.
- Taking on the role of carer for other family members including siblings.

It's important to remember that some children may suffer more than one type of abuse. Staff must be sensitive to signs of abuse, particularly in children with limited or non-verbal communication.

5. Disclosure

If you're in a situation where a child discloses abuse to you, there are a number of steps you can take.

- Listen carefully to the child. Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the child to 'shut down', retract or stop talking.
- Let them know they've done the right thing. Reassurance can make a big impact to the child who may have been keeping the abuse secret.
- Tell them it's not their fault. Abuse is never the child's fault and they need to know this.
- Say you believe them; a child could keep abuse a secret in fear they won't be believed. They've told you because they want help and trust you'll be able to help them.
- Don't talk to the alleged abuser. Confronting the alleged abuser about what the child's told you could make the situation a lot worse for the child.
- Explain what you'll do next. If age appropriate, explain to the child you'll need to report the abuse to someone who will be able to help.
- Don't delay reporting the abuse – the sooner the abuse is reported after the child discloses, the better. Report this to your Designated Safeguarding Lead (DSL) as soon as possible, so details are fresh in your mind and action can be taken quickly.
- Never promise not to tell anyone.

6. Grooming

What is Grooming?

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know – for example a family member, friend or professional. Groomers may be male or female and of any age. Many children and young people do not understand that they have been groomed or that what has happened is abuse. Groomers sometimes spend a long time gaining a child's trust and that of their family, so they can spend time alone with the child. Sometimes people who work with children may use the same approach with colleagues in the workplace.

Groomers may gain trust by:

- Pretending to be someone they are not, for example saying they are the same age online.
- Offering advice to the child.
- Displaying a level of understanding to the child.
- Buying gifts for the child.
- Giving the child attention.
- Using their professional position or reputation.
- Taking the child on trips, outings or holidays.

They may also use:

- Secrets and intimidation to control a child to make them feel ashamed or guilty.

- Online social networks with older children.

Signs, symptoms and Indicators of Grooming

It can be difficult to identify if a young child is being groomed. The general signs, symptoms and indicators of abuse referenced in this policy are perhaps the best indicator. Groomers often go to great lengths not to be identified.

If an older child is being groomed, they may:

Be very secretive, especially with regards to what they are doing online.

- Have older boyfriends or girlfriends.
- Go to unusual places to meet friends.
- Acquire new things such as clothes or mobile phones that they can't or won't explain.
- Have access to drugs and alcohol.

7. Indirect Abuse/Domestic Abuse

What is indirect/domestic abuse?

Indirect abuse occurs when a child is in the same house as someone else who is being harmed. This type of abuse is often connected to Domestic Violence where a child witnesses one of their parents or siblings being abused. Please be aware that domestic abuse can seriously harm children.

Children can experience indirect abuse/domestic abuse in a variety of ways, they may:

- See abuse taking place.
- Hear the abuse happening.
- See injuries and/or distress.
- Become hurt if they are nearby or trying to stop the abuse.

Signs, symptoms and Indicators of Indirect/ Domestic Abuse

It can be difficult to tell if domestic abuse is happening, because it usually takes place in the family home and abusers can act very differently when other people are around.

Children who witness domestic abuse may suffer from the signs, symptoms and indicators shown under emotional abuse, but may also:

- Become aggressive.
- Display anti-social behaviour.
- Suffer from depression or anxiety.

8. Female Genital Mutilation (FGM)

What is FGM?

Female genital mutilation (FGM) comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons.

FGM is mostly carried out on young girls between infancy and age 15. FGM has no health benefits, and it harms girls and women in many ways. It involves removing and damaging healthy and normal female genital tissue and interferes with the natural functions of girls' and women's bodies.

Effects of FGM:

Immediate complications can include:

- Severe pain
- Excessive bleeding (haemorrhage)
- Genital tissue swelling
- Fever

- Infections e.g., tetanus
- Urinary problems
- Wound healing problems
- Injury to surrounding genital tissue
- Shock
- Death

Long-term consequences can include:

- Urinary problems (painful urination, urinary tract infections)
- Vaginal problems (discharge, itching, bacterial vaginosis and other infections)
- Menstrual problems (painful menstruations, difficulty in passing menstrual blood, etc.)
- Scar tissue
- Sexual problems
- Increased risk of childbirth complications (difficult delivery, excessive bleeding, caesarean section, need to resuscitate the baby, etc.) and new-born deaths
- Need for later surgeries
- Psychological problems (depression, anxiety, post- traumatic stress disorder, low self-esteem, etc.)

Why is FGM carried out?

The reasons why female genital mutilations are performed vary from one region to another as well as over time and include a mix of socio-cultural factors within families and communities.

The most commonly cited reasons are:

- Where FGM is a social norm, the social pressure to conform to what others do and have been doing, as well as the need to be accepted socially and the fear of being rejected by the community, are strong motivations to perpetuate the practice. In some communities, FGM is almost universally performed and unquestioned
- FGM is often considered a necessary part of raising a girl, and a way to prepare her for adulthood and marriage
- FGM is often motivated by beliefs about what is considered acceptable sexual behaviour. Where it is believed that being cut increases marriageability, FGM is more likely to be carried out
- In most societies, where FGM is practised, it is considered a cultural tradition, which is often used as an argument for its continuation

Signs, Symptoms and Indicators that FGM may have been carried out on a child

Before FGM takes place, a child may talk about:

- A special holiday
- A special celebration
- Someone special coming to stay
- “Becoming a woman”

After FGM takes place, a child may:

- Have difficulty walking, standing or sitting
- Spend longer going to the toilet
- Appear withdrawn, anxious or upset
- Have a change in behaviour
- Complain of tummy ache
- Show other symptoms as detailed in sexual abuse above

What should you do if you FGM has taken place?

FGM has been a criminal offence in the United Kingdom since 1985 and since 2003 it is also a criminal offence for UK nationals or permanent UK residents to take their child abroad to have FGM carried out.

Under Section 74 of the Serious Crime Act 2015 amended the Female Genital Mutilation Act 2003, it is a legal duty for people working with children to contact the police, if:

1. They are informed by a girl under the age of 18 that she has undergone an act of FGM

or

2. They observe physical signs that an act of FGM may have been carried out on a girl under the age of 18

This mandatory reporting is in addition to the usual reporting of child abuse as per the safeguarding communication flow chart detailed in this policy.

9. Breast Ironing

What is Breast Ironing?

Breast ironing or breast flattening originates mainly from Cameroon and parts of Africa and involves pounding or massaging the breasts with hot objects including spatulas, rocks and hammers. The reasons for this practice relate to the desire to keep female children “childlike” therefore protecting them from unwanted male attention, rape and early pregnancy which would shame the family. Some children have breast ironing carried out by their female relatives including their mothers as a way of protecting them from forced or arranged marriage when they are young.

The effects of breast ironing are far reaching and include:

- Abscesses
- Issues with breast feeding
- Mental health including depression
- Links to increased risk of breast cancer

Concerns have been raised that breast ironing is taking place in African communities in the United Kingdom and therefore it has been included in statutory guidance relating to “Honour Violence”. Managers are to be aware of risk according to information held by their Local Safeguarding Children Board.

10. Radicalisation, Extremism and the Prevent Duty Guidance

Elmore Kindergarten understands the responsibility placed on us by Section 20 of the Counter Terrorism and Security Act 2015 as a childcare provider to prevent children being drawn into extremism and terrorism through the process of radicalisation, as per the Prevent Duty Guidance 2019.

All staff have a statutory duty to:

- Prevent all children being drawn into any type of terrorism
- Identify those who may be particularly vulnerable to radicalisation
- Take action in the event of any concerns about a child

Elmore Kindergarten commits to place the British Values at the core of everything we do in our nurseries on a daily basis, these include Democracy, Rule of Law, Individual Liberty & Mutual Respect and Tolerance.

All of our Senior Staff complete training on Counter Terrorism, the Prevent Duty and British Values. It can be difficult to recognise when a view of the child or the family becomes extreme and the signs, symptoms and indicators of abuse can be hard to spot. However, we have outlined some of the possible signs which may help staff recognise.

Younger children may:

- Copy behaviour which they see at home
- Isolate themselves
- Choose only to play with certain groups of children or interact with certain staff members
- Have a noticeable change in behaviour

Older children may:

- Isolate themselves from friends and family
- Talk as though from a scripted speech
- Be unwilling or unable to discuss their views
- Demonstrate a sudden disrespectful attitude towards others
- Show increased levels of anger
- Become secretive, especially around internet use

Reporting

There are no mandatory reporting procedures under the Prevent Duty Guidance, 2019. However, if you believe a child is at risk from radicalisation, please follow our safeguarding procedures and seek advice and guidance from the Local Authority Safeguarding Team.

11.Fabricated and Induced Illness or Injury (FII)

What is FII?

Fabricated or induced illness (FII) is a rare form of child abuse which occurs when a parent or carer, usually the child's biological mother, exaggerates or deliberately causes symptoms of illness in their child. FII can involve children of all ages, but the most severe cases are usually associated with children under five.

FII is also known as "Munchausen's syndrome by proxy" (not to be confused with Munchausen's syndrome, where a person pretends to be ill or causes illness or injury to themselves)

Signs, Symptoms and Indicators of FII

FII covers a wide range of symptoms and behaviours involving parents seeking healthcare for a child who is not unwell and is perfectly healthy, including:

- Extreme neglect to induce illness
- Exaggeration of or inventing symptoms
- Deliberate injury to the child (included under the definition of physical abuse)
- Manipulation of test results to suggest the presence of illness – for example, by putting glucose in urine samples to suggest the child has diabetes
- Deliberately induces symptoms of illness – for example, by poisoning a child with unnecessary medication or other substances

12. Child Trafficking and Modern Slavery

What is child trafficking and modern slavery?

Child trafficking and modern slavery are child abuse; children are recruited, moved or transported and then exploited, forced to work or sold. Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the United Kingdom to another.

Children are trafficked for:

- Child sexual exploitation*
- Benefit fraud
- Forced marriage
- Domestic enslavement such as cleaning, cooking and childcare
- Forced labour in factories or on farms
- Criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs and bag theft
- Child sexual exploitation (CSE) is a type of sexual abuse. Children in exploitative situations and relationships may receive 'something' such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them.

Signs, Symptoms and Indicators of Child Trafficking and Modern Slavery

It can be really difficult to spot a trafficked child; however they may show the following signs:

- Reluctant to talk to you or may have a prepared story to explain their life as taught by the traffickers
- They don't understand that they are victims
- Find it too hard to talk about their experiences – often children may suffer from Post-Traumatic Stress Disorder
- Feel guilty and confused by the abuse they have suffered

If you think any children, older siblings or young parents are at risk of any of the above, or feel they have already been affected, then please make your Designated Safeguarding Lead aware.

13. County Lines

What is County Lines?

There is currently no legal definition, but County Lines is basically a form of exploitation, including child exploitation. County Line gangs use children and other vulnerable people to move drugs and money to and across areas using traditional gang culture as well as targeted and specific grooming of individuals including children. Once caught up in county lines, both adults and children are at risk of extreme physical and/or sexual violence, gang recriminations and trafficking. Families and individuals including children are being taken advantage of due to their naivety, inexperience and desire to belong or earn money and can easily be groomed into selling and transporting drugs.

How are children being exploited?

Criminals are deliberately targeting vulnerable children. Gangs groom children into trafficking their drugs for them with promises of money, phones, friendship and belonging. In reality, children are then controlled using threats, violence and sexual abuse. The effects of this are that they live in fear and continue being exploited as they feel that they have no way to leave and live a different life – so they must keep doing what the gang wants. They, themselves are then considered criminals, when in fact they have been groomed and exploited to carry out such criminal behaviour when they do not have the age or understanding that they have been exploited.

What are the signs of criminal exploitation and county lines?

- Returning home late, staying out all night or going missing
- Being found in areas away from home
- Increasing drug use, or being found to have large amounts of drugs on them
- Being secretive about who they are talking to and where they are going
- Unexplained absences from school, college, training or work
- Unexplained money, phone(s), clothes or jewellery
- Increasingly disruptive or aggressive behaviour
- Using sexual, drug-related or violent language you wouldn't expect them to know
- Coming home with injuries or looking particularly dishevelled

What are the likely outcomes for those involved in County Lines?

The risk to a child, young person, and their family and friends, as a result of experiencing criminal exploitation can include but is not limited to:

- Physical injuries: risk of serious violence and death
- Emotional and psychological trauma
- Sexual violence: sexual assault, rape, indecent images being taken and shared as part of initiation/revenge/punishment, internally inserting drugs
- Debt bondage- young person and families being 'in debt' to the exploiters; which is used to control the young person.
- Neglect and basic needs not being met
- Living in unclean, dangerous and/or unhygienic environments
- Tiredness and sleep deprivation: child is expected to carry out criminal activities over long periods and through the night
- Poor attendance and/or attainment at school/ college/university
- Tragically the young people exploited through 'county lines' can often be treated as criminals themselves and the grooming and exploitation they have been subjected to is missed.

If you feel someone is being by exploited or associated with county lines you should

- Call the local police on 101 or in an emergency 999
- If you would rather remain anonymous, you can contact the independent charity Crime stoppers on

14.Information Sharing and Elmore Kindergarten Paperwork

Elmore Kindergarten understands that sharing information is an essential part of our responsibility to safeguard and promote the welfare of all children. We know that practitioners play a significant role in identifying, understanding and recording safeguarding issues at an early stage, and then appropriately sharing this information.

Therefore, Elmore Kindergarten aims to adhere to the frameworks laid out in the 2015 Government Publication; Information sharing advice for practitioners providing safeguarding services to children, young people, parents and carers, specifically the seven golden rules to sharing information.

Please familiarise yourself with the process:

The seven golden rules to sharing information

1. Remember that the GDPR 2018 and human rights law are not barriers to information sharing, they simply provide a framework to ensure that personal information is shared appropriately
2. Be open and honest with the individual (and/ or their family where appropriate) from the outset. Explain why, what, how and with whom information will, or could be shared with, and seek their agreement, unless it is unsafe or inappropriate to do so

3. Seek advice from other practitioners if you have any doubt about sharing the information concerned, without disclosing the identity of the individual where possible
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You can share information without consent if there is good reason to do so e.g. if their safety is at risk.
5. Always consider the safety and well-being of the individual when sharing information, and others who may be affected by their actions
6. Necessary, proportional, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose, shared only with individuals who need to have it, that it's accurate and up to date, shared securely and in a timely fashion
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose

15.The Safeguarding File

As soon as a Designated Safeguarding Lead (DSL) is alerted to a safeguarding concern of any kind a safeguarding file will be created online in SharePoint where information can be securely held. The safeguarding file is used for logging, monitoring, collating and storing information about a child.

What constitutes a 'concern' for one child may not be a 'concern' for another. The Designated Safeguarding Lead must always remember that needs may be different depending on the individual circumstances. Therefore, please use professional judgement when making decisions relating to sharing information.

16.Court Orders

If a Court Order names or affects a child for any reason, the Business Manager should be made aware. The Nursery Manager must strictly follow the rules set out in the Court Order, irrespective of requests by family members or outside agencies.

Elmore Kindergarten understands the importance of the safe recruitment of staff. We are committed to employing the very best individuals who are suitable to work with children in our care.

This is achieved by:

- Clear, consistent and robust interview process
- Reference collection and reviewing employment history
- All staff will complete an Enhanced Disclosure and Barring Service (DBS) check
- Review identification
- Check all staff have a Right to Work in the United Kingdom
- Review professional qualifications and completion of the Elmore Kindergarten Induction Programme

Once recruited, all employees must:

Attend Safer Recruitment training (only applicable to senior management). Complete a declaration during their Performance Management meetings twice a year which enables them to work with children – any changes to circumstances must be discussed with the Nursery Manager.

17.How to Respond to Safeguarding Allegations

The safety and wellbeing of the children is of paramount importance. In the event of allegation against a member staff, please report this to your Designated Safeguarding Lead. The staff member in question will be asked to leave the building immediately.

18.Children who may be Particularly Vulnerable

Whilst all children are vulnerable to harm, some children may have increased risk of abuse. This could be due to a range of individual, societal and economic issues.

The following list details all children who we believe to be particularly vulnerable, but this list is not exhaustive. In fact, any child could be considered more vulnerable than another for whatever circumstance – this should also be included on Busy Bees Vulnerable Persons Register:

- Disabled or have Special Educational Needs
- Children “looked after” by the Local Authority
- Children who have previously been “looked after” by the Local Authority
- Privately fostered children
- Affected by domestic abuse
- Affected by substance misuse/drug use
- Affected by mental health issues including self-harm and eating disorders.
- Affected by poor parenting
- At risk of Fabricated or Induced Illness
- At risk of gang and youth violence
- Part of an asylum-seeking family
- Live transient lifestyles
- LGBT (lesbian gay bisexual transgender)
- Living in chaotic and unsupportive home situations
- Do not have English as a first language

19.How can we Help Children Keep Themselves Safe?

We have an important role to help children keep themselves safe and support them to do so in age appropriate techniques, this includes:

- Placing Human Rights and British Values at the heart of everything we do
- Supporting children to have a positive sense of self through using their own voice
- Understanding emotions through stories and songs
- Helping them to form positive relationships with others

20.Additional Relevant Policies

Further Elmore Kindergarten and Government policies can be accessed in the Parent Hub section of our website - www.elmorekindergarten.com

	Broomhill Nursery	Ecclesfield Nursery	Middlewood Nursery	Frecheville Nursery
Lead Safeguarding	Hollie Snape – Ecclesfield Nursery			
Nursery Designated Safeguarding Lead (DSL)	Amy Chisell Manager	Hollie Snape Manager	Donna Fletcher Manager	Julie Gascoigne Manager

Additional Supporting Staff	Ellie McNeil Senior EYP	Lauren Camm Deputy Manager Danielle Stancil Lead Senior EYP Chelsea Codd Lead Senior EYP	Jemma Flanagan Deputy Manager	Emma Parkin Deputy Manager
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