

## Safeguarding and Child Protection Policy

At Shofar we work with children, parents, 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 support the children within our care, protect them from maltreatment and we have strict procedures in place. 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.

You must report any concerns of safeguarding and child protection to either **Sharon Lee** or **Tashi Ungar** or **Daniella Jackson** in her absence.

### **Legal framework and definition of safeguarding**

- 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 2006
- Childcare Act 2006
- Children Act 1989 and 2004
- Counter- Terrorism and Security Act 2015-Prevent Duty

This policy outlines the aims of safeguarding and the welfare of the children in our care by:

- 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').*

### **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
- Follow our staff recruitment policy to ensure that all adults employed at Shofar have undergone the appropriate checks. (see staff recruitment policy)
- 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
- Practitioners will understand their obligations regarding the "Prevent Duty" and will embed this practice into the setting. Staff will understand the risk of radicalisation and will be able to act accordingly, ensuring the duty is implemented effectively.
- Share information with other agencies as appropriate.

**Shofar Daycare Nursery** Sternberg Centre, East End Road, N3 **Call us: 020 8346 3453**

admin@shofardaycarenursery.org.uk [www.shofardaycarenursery.org.uk](http://www.shofardaycarenursery.org.uk)

Registered office as above. Shofar Daycare Nursery is a company limited by guarantee registered in England and Wales no: 9395603 and registered as a charity in England and Wales no. 1160802

Shofar is aware that abuse does happen in our society and have been trained in the signs and symptoms of abuse. Our practitioners have a duty to protect and promote the welfare of children.

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.

The nursery aims to:

- Keep the child at the centre of all we do
- We will 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
- Will endeavour to make sure that all staff feel confident and supported to act in the best interest 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.
- Ensure that our Trustees attend safeguarding training and that they are kept informed of changes to local/national procedures.
- Ensure that staff feel able to disclose information about a work colleague to their manager if they believe that this person has behaved in a way that a child has or may be harmed, possibly committed a criminal offence, or behaves in a way that indicates they are unsuitable to work with children. (See also Whistle Blowing Policy). The manager will then contact Barnet's MASH (Multi agency Safeguarding Hub Local Authority Designated Officer) to inform them of this allegation and a full investigation into this allegation will be made.
- If a child discloses anything to you, you must write it down, reassure them but do not promise them anything such as 'you will make it better or you won't tell anyone.' The written account must be scribed as the children has spoken to you. You must sign and date it.
- You **MUST** report the disclosure straight away to Sharon, or Tashi and then Daniella in her absence and give them the written report. No staff member other than them must get in contact with social services.
- Sharon, (Tashi or Daniella in Sharon's absence) will get in touch with the relevant agencies
- Do not share disclosure with other staff unless necessary and you must wait for permission from senior staff
- Ensure that children are never placed at risk while in the charge of nursery staff
- 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

**Internet safety:**

At Shofar we are aware that the internet has a daily influence on modern life and we are aware that our young children we care for will be able to work an iPad. We have iPad's within our setting which will mainly be used by our staff for tracking observations on the children's online journals. We have one iPad that is for the children's use, children will never be left alone whilst using the iPad and will be monitored when using it.

It is made clear to staff that they may not use their mobile phones during their work day except in their lunch break. Mobile phones must be kept in their lockers or in the box in the main office. (Please read mobile phone policy for more information.)

**Toilet Protocol:**

As we are a day nursery there will be times when we need to assist children of all the ages on the toilet.

- Staff must inform another member of staff when they are going to the toilets to help a child.
- They must always ask the child if they would like some help.
- The changing tables in the baby and toddler room are in clear view of other staff members and will inform the other staff in the room if they are changing a nappy. (Please read nappy procedure for more information) – Doors must be kept open.

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.

**Indicators of child abuse**

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

## **Types of abuse:**

### **Physical**

- This may establish itself through bruising or markings on the skin this maybe obvious to spot however they could appear in places on the body that are not easily seen.
- The child could display aggressive and physical behaviour towards other children and or staff. They could become very withdrawn and reluctant to join in with peers.
- They may have a tendency to wet or soil themselves on a regular basis.
- They could begin to take risks which show a lack of concern for their own safety.
- Female genital mutilation, circumstances of which must be reported.

### **Emotional**

- The child could appear very distressed, very tearful, could be very introvert and quiet.
- Unwilling to play with other children.
- They may show a reluctance to go home with their parents and be much disengaged with their parents. Children could have very few, if any, friends.

### **Neglect and or poor parenting (is the most common form of abuse)**

- A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care.
- Children who suffer neglect are often suffers of other forms of abuse, neglect is dangerous and can cause long term damage.
- They may be very underweight or very over weight.

### **Sexual**

- They may avoid being left alone with people such as a family member or friend.
- They may seem frightened of a person or reluctant to socialise with them.
- They may very often use language or know information of an inappropriate age.
- They may be reluctant to change in front of others.

### **Bullying, including online bullying and prejudice- based bullying**

- The child could appear very distressed, very tearful, could be very introvert and quiet.
- Unwilling to play with other children.
- They may show a reluctance to go home with their parents and be much disengaged with their parents. Children could have very few, if any, friends

### **Racist, disability and homophobic or transphobic abuse.**

- The child could appear very distressed, very tearful, could be very introvert and quiet.
- Unwilling to play with other children.
- They may seem frightened of a person or reluctant to socialise with them.
- They may very often use language or know information of an inappropriate age.
- They may show a reluctance to go home with their parents and be much disengaged with their parents. Children could have very few, if any, friends

### **Gender- based violence against women and girls**

- The child could appear very distressed, very tearful, could be very introvert and quiet.
- Unwilling to play with other children.
- They may show a reluctance to go home with their parents and be much disengaged with their parents. Children could have very few, if any, friends

### **Radicalisation and/or extremist behaviour**

- They may very often use language or know information of an inappropriate age
- They may be off nursery for long periods of time / unexplained absences.
- They may be violent towards other.

### **Child sexual exploitation and trafficking**

- They may avoid being left alone with people such as a family member or friend.
- They may seem frightened of a person or reluctant to socialise with them.
- They may very often use language or know information of an inappropriate age.
- They may be reluctant to change in front of others.

### **The impact of new technologies on sexual behaviour, for example 'sexting' and accessing pornography**

- They may avoid being left alone with people such as a family member or friend.
- They may seem frightened of a person or reluctant to socialise with them.
- They may very often use language or know information of an inappropriate age.
- They may display inappropriate behaviour such as touching others inappropriately.

### **Substance misuse**

- They may be tired or not as alert as usual.
- The child could appear very distressed, very tearful, could be very introvert and quiet.
- The child could be very active and all over the place. (different to usual |)

### **Domestic violence**

- The child could appear very distressed, very tearful, could be very introvert and quiet.
- Unwilling to play with other children.
- They may seem frightened
- They may very often use language or know information of an inappropriate age.
- They may show a reluctance to go home with their parents and be much disengaged with their parents. Children could have very few, if any, friends

### **Female genital mutilation**

- being introvert,
- not attending nursery for a length of time,
- Presenting with sudden flu-like symptoms, which could be due to an infection.
- Other signs to look out for are if a child has returned from holiday and is complaining of tummy ache or hesitant about going to the toilet.

### **Fabricated or induced illness**

- The child could appear very distressed, very tearful, could be very introvert and quiet.
- Sick / tummy ache or fever
- Generally unwell

### **Recording suspicions of abuse and disclosures**

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or Designated Safeguarding Co-ordinator<sup>1</sup> (DSCO). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any other witnesses
- Name of the person to whom any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

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

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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 interests 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 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.

**See over for key list for professionals working with children and families in Barnet if you have any concerns about a child:**

Policy reviewed September 2020

Next review date September 2021

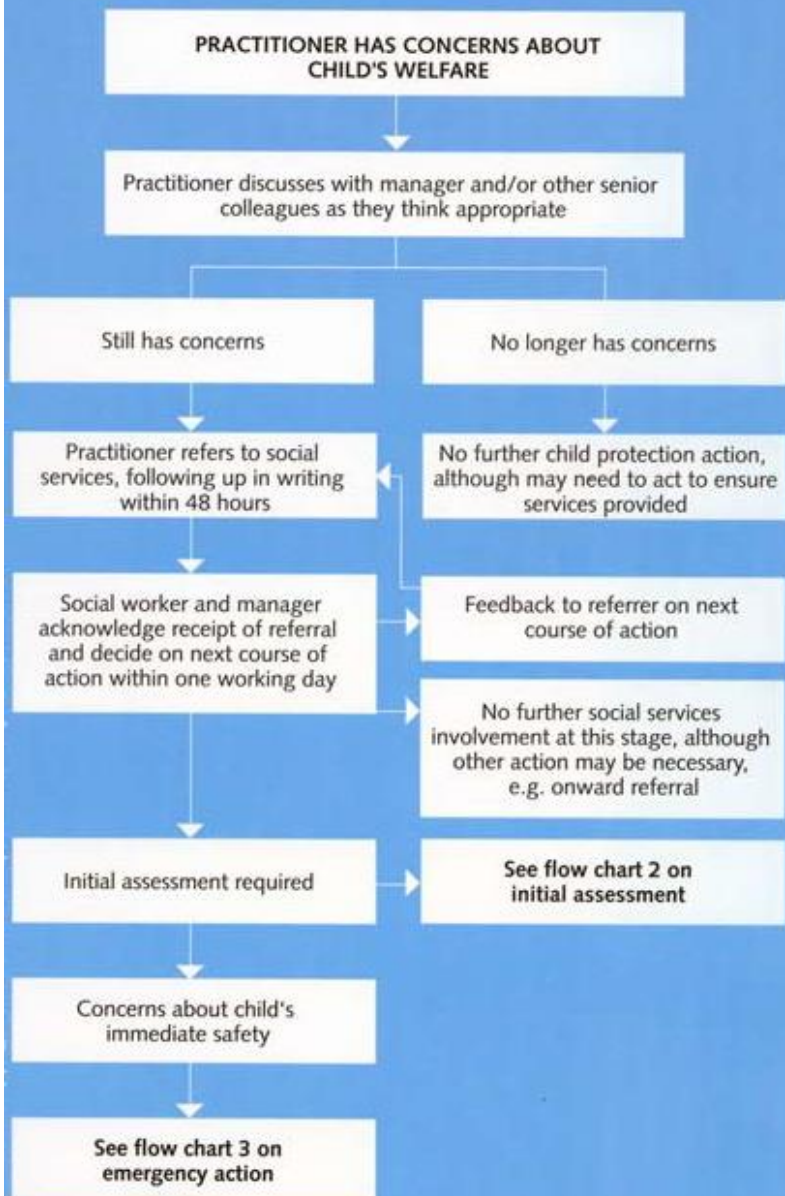


Sharon Lee  
Headteacher of Shofar

# What To Do

If You're Worried A Child Is Being Abused

## A FLOW CHART FOR REFERRAL



Source: *What To Do If You're Worried A Child Is Being Abused*, DH et al, 2003.

## Key contact list for professionals working with children and families in Barnet

If you have any concerns about a child:

**(Sharon Lee will make the decision to call one of these professional and in her absence Tashi Ungar and then Irene Garcia- Shofar staff and volunteers should refer any concerns to these individuals.)**

**Multi-agency Safeguarding Hub (MASH)**

**Tel: 020 8359 4066**

Operating Hours:

**Secure Fax: 0871 594 8766**

9am – 5.15pm Monday to Thursday

**Email: [mash@barnet.gov.uk](mailto:mash@barnet.gov.uk)**

9am – 5pm Friday

**Barnet’s Multi-agency Safeguarding Hub (MASH)**

**Tel: 020 8359 4066**

(To report or discuss allegations against staff in the setting)

**Out of Office Hours Emergency Social Care Service**

**Tel: 020 8359 2000**

(Including out of hours Child Protection Referrals)

The Barnet Council Emergency Service Controller will take initial details and contact the appropriate out of hours officer.

**CAF Team**

**Tel: 020 8359 4405**

CAF Coordinator

**Email: [e-caf@Barnet.gov.uk](mailto:e-caf@Barnet.gov.uk)**

**Web: [www.barnet.gov.uk/caf-practitioner-info](http://www.barnet.gov.uk/caf-practitioner-info)**

**Consultation Line (9.30am - 11.30am Tuesday and Wednesday) Tel: 020 8359 4336**

This number is available for consultation, advice or when you just want to talk over a situation and case names are not required.

**This number is not for referrals.**

**Head of Service, Safeguarding Division**

**Tel: 020 8359 7604**

(The Safeguarding Division monitors and promotes best practice in relation to children who are receiving a social care service, promotes Safeguarding work within the wider community and handles all allegations by children against people in a position of trust)

**Allegations against professionals working in a position of trust with children in Barnet should be made to:**

**Mash / Investigation Officer**

**Tel: 020 8359 4066**

**Police Child Abuse Investigation Team (8am-6pm)**

**Tel: 020 8733 5070**

At all other times-contact this number where the controller will take initial details and contact the appropriate out of hour’s officer.

**Tel: 020 8200 1212**



### **Private Fostering**

For general enquiries about Private Fostering Contact **Tel: 020 8359 5315**

Barnet Kinship and Permanence Team **Email:**[Dutykinship&permanency@Barnet.gov.uk](mailto:Dutykinship&permanency@Barnet.gov.uk)

To make a Private Fostering Referral contact the Referral and Assessment Team

(Contact details above)

### **Barnet Safeguarding Children Board**

*Business Manager*

For advice and information about training, policies and procedures **Tel: 020 8359 4540**

*Barnet Safeguarding Children Board Administrator*

**Tel: 020 8359 7959 / 4519**

**Web:** [www.barnetscb.org](http://www.barnetscb.org)

**Email:** [barnetscb@barnet.gov.uk](mailto:barnetscb@barnet.gov.uk)

For further guidance for professionals who are working with children and families in Barnet who may have a concern about a child, young person or unborn child can be found in:

[Barnet Children's Service CAF and Social Care Thresholds: A Guide for Practitioners in The Children's Workforce.](#)

**Designated Nurse NHS Barnet Clinical Commissioning Group**

**Tel 020 8216 2332**

For safeguarding advice and consultation for health colleagues

**07887 63369**

**If there is a concern about the risk of radicalisation contact local police force or dial 101.**

The DFE has a dedicated helpline (020 7340 7264) to enable staff to raise concerns relating to extremism directly, or in a non-emergency situation. E-mail [counter.extremism@education-gsi.gov.uk](mailto:counter.extremism@education-gsi.gov.uk)

## Recording for Safeguarding Concerns

<u>Incident Form</u>	
Name of child:	
Date:	Time:
Location:	
Description of Incident <i>(write exactly what happened, in correct order with no judgements or assumptions).</i>	
Other witness/ witnesses to incident <i>(please give full names)</i>	
Name of person recording information	
Signature of person recording information	
Date	

**Key points:**

- Feel confident and competent
- Use paraphrasing-repeat back what the child has said in their own words, as a question.
- Tell the child you are writing things down because what they are saying is very important.
- Record the words they use to describe the concern and actions esp. what they point to
- Attach any evidence (child's drawing, writing, adult observation etc)
- Ask WHO, WHAT, WHEN, HOW OR CAN YOU TELL ME MORE BUT NOT WHY OR WHAT DID YOU DO.
- Avoid feelings, stay with facts
- Respect the child: Don't pressurise – allow two or three minutes and offer alternatives.
- Praise and affirmation is essential