



Setting's Name:	Morning Star Nursery & Morning Star Educational Centre
Designated Child Protection Officer:	Beverleigh Bossman Signature:
Deputies Designated Child Protection Officer:	Fiona Asare Devaniah Johnson Signatures:
Date Last Reviewed:	17 th February 2024
Date of Next Review:	17 th February 2025

Key Contacts

Nursery Staff	
Designated Child Protection	Beverleigh Bossman
Designated Child Protection Deputy Lead	Fiona Asare Davaniah Johnson
Nominated Child Protection	Silva Spaccarelli Tanysha Allen
LOCAL AUTHORITY CONTACTS	
Early Help Advice Line	020 8489 4470 020 8489 4533
Local Authority Designated Officer Sharon Ackbersingh	020 8489 2968 / 1031/5432/3205 LADO@haringey.gov.uk
Haringey Safeguarding Children's Partnership	020 8489 3145 hscp@haringey.gov.uk

Introduction

Morning Star Educational Centre recognizes and acknowledges our statutory responsibilities towards children in our care and we are committed to providing a safe, happy and secure environment for them.

All staff, including volunteers and students has an active part in protecting children from harm. It is all employee's responsibility to safeguard children. You must therefore provide notification should you receive any convictions, cautions, court orders, reprimands or warnings since the date of your last DBC Clearance with any setting or since joining our setting whichever is later.

You must also inform us of any changes to your health that may impact upon your ability to work with children or any change to your own circumstances that we should be aware of.

Practitioners who work with children in this nursery will read this policy within the framework of:

- Keeping children safe in education: statutory guidance for schools and colleges (September 2020)
- Working Together to Safeguard Children (July 2018) statutory guidance
- London Child Protection Procedures, 5th Edn.(2015)
- Information Sharing (2015)
- What to do if you're worried a child is being abused (2015)
- Children Act 2004
- Education Act 2002
- Children and Families Act 2014
- Haringey Safeguarding Children Partnership (HSCP – replaces LSCB)
- Dealing with Allegations of Abuse against Teachers and other staff (DfE 2011)
- GDPR and the Data Protection Act 2018. Data Protection Toolkit for Schools
- Prevent Duty <https://www.government/publications/protecting-children-fromradicalisation-the-prevent-duty>
- Information Sharing: Advice for Practitioners 2018. DfE
- Sexual Violence and Sexual Harassment Between Children in Schools and Colleges (guidance document) May 2018

The aims of this policy are:

To support the child's development in ways that will foster security, confidence and independence.

To raise the awareness of staff of the need to safeguard children and of their responsibilities in identifying and reporting possible abuse.

To provide a systematic means of monitoring children known or thought to be at risk of harm.

To emphasize the need for good communication between all members of staff.

To ensure that all staff are aware of procedures for reporting abuse.

All staff is required by law to complete satisfactory Criminal Records Bureau (CRB) checks and disclosure and health declaration.

To ensure that all staff attend basic Child Protection training as a condition of employment

As a nursery, Morning Star believes in supporting all aspects of children's development and learning, and keeping children safe.

Morning Star would renew DBS every three years and also completed declaration would be added to every single file for each staff.

We understand that emotional and social aspects of learning create a foundation for all learning. If child has been supported to understand, express and resolve their feelings, they may not have the ability to share with other children, resolve the small conflicts that arise in day to day life, or concentrate on learning. Their frustrations may cause a range of antisocial, disruptive, overly complaint or withdrawn behaviour.

All staff will work to ensure that:

Children feel listened to, valued and respected

Staff are aware of indicators of abuse and know how to share their concerns appropriately

All paid and unpaid staff are subject to rigorous recruitment procedures

All paid and unpaid staff are given appropriate support and training

- All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information parents and their child with other agencies.
- Staff play a crucial role in helping to identify welfare concerns, and indicators of possible abuse or neglect, at an early stage. **Morning Star Educational Centre & Morning Star Nursery** is committed to referring those concerns via the Designated Child Protection Officer to the appropriate organisation, normally local authority children's social care, contributing to the assessment of a child's needs and, where appropriate, to ongoing action to meet those needs.

In order to ensure children are adequately protected, we will ensure that:

- All staff recruitment and interviews are undertaken by management team who have attended Safer Recruitment Training
- All references of potential employees (paid/unpaid) are taken up and all qualifications verified

- Disclosure and Barring Services and barred lists checks, references and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- staff have an up-to-date knowledge of safeguarding issues, are alert to the signs and symptoms of abuse, and understand their professional duty to ensure safeguarding concerns are reported to the local authority children's social work team or the NSPCC.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
- Volunteers do not work unsupervised.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - the date the disclosure was obtained; and details of who obtained it.

DBS information is complete (carried out by the Morning Star and held on a single Central Record, SCR) for all members of staff (including management members and volunteers, regular visitors) and relevant staff information recorded on file

- Disqualification by Association checks are carried out annually to ensure staff are suitable to work with children.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, court orders, reprimands and warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision (see above questions), or have had orders made in relation to care of their children.
- Morning Star Educational Centre and Morning Star Nursery CPO will notify the Disclosure and Barring Service of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting.

- Security steps are taken to ensure that Sunrise have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
- Any personal information is held securely and in line with data protection requirements and guidance from the ICO
- The designated person in the setting has responsibility for ensuring that there is an adequate e-safety policy in place
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to the children's social worker services, the LADO, Ofsted or RIDDOR.
- Ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- We have a designated child protection officer (CPO) who attends multi-agency training at least once every two years
- All staff are trained in basic Child Protection awareness every three years
- All staff have read and understand the Child Protection Policy and are aware of the indicators of child abuse and how to respond to concerns or disclosures of abuse by children
- All children, young people and their families are familiar with the Child Protection Policy
- The child protection policy is reviewed on an annual basis by the CPO and staff.

Procedures

In line with LEA and London Child Protection Procedures' Morning Star Educational Centre will ensure that designated child protection officer Beverleigh Bossman.

All members of staff develop their understanding of the signs and indicators of abuse.

All members of staff know how to respond to a child who discloses abuse.

Due to daily contact with the children all staff are in a position to observe and report any signs and symptoms of physical, sexual, emotional abuse and neglect.

Morning Star procedures will be regularly reviewed and updated

Responsibilities

The **Beverleigh Bossman** Designated Child Protection Officer is responsible for:

Adhering to the Haringey Local Safeguarding Children Board, Child Protection Procedures, LEA and Early Years' Service Procedures with regard to referring a child if there are concerns about possible abuse. In her absence, **Georgina Bossman** and **Beverleigh Bossman** shall act in all matters of child protection. Usually, the CPO is also the named person who responds to [allegations](#) made against members of staff.

The CPO as a senior member of staff with the authority and seniority will carry out the functions of the role.

CPO Responsibilities

- Refer suspected abuse and neglect to the First Response Service
- If there are concerns that a child may be at risk of immediate harm the police should be contacted by dialing 999.
- Report [allegations](#) made against members of staff to the Local Authority Designated Officer or LADO and Ofsted
- Develop and update the [Child Protection and other safeguarding policies](#), ensuring that staff and children/families/parents are aware of them
- Provide support and advice to all members of staff within the setting regarding child protection concerns
- Keep the Manager informed about any issues that arise
- Ensure that cover is provided for the role when absent from the setting
- Ensure that a child's child protection file is copied for the new educational establishment when a child moves educational settings, and that this file is transferred securely and separately from the main pupil file.
- Ensure that all staff receive appropriate [Child Protection and Safeguarding Training](#), and maintain training records
- Cooperate with any requests for information from the local authority, such as Child Protection training returns and self-evaluative forms for safeguarding and child protection, in compliance with Section 11, Children Act 2004
- We have a Whistle Blowing Policy in place

Other Staff's Responsibilities

It is the responsibility of all other members of staff to ensure that all safeguarding concerns, both minor and serious, are reported to the CPO as soon as reasonably possible.

The CPO may have other information regarding a child, young person or their family of which other staff may not be aware. Minor concerns may take on greater significance within the wider context of knowledge of a child or family that the CPO may have.

- **Recognising Abuse**

Safeguarding and promoting the welfare of children is defined in Working Together to Safeguard Children (2018) as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

'Significant Harm'

The Children Act 1989 introduced the concept of **significant harm** as the threshold that justifies compulsory intervention in family life in the best interests of children, and gives local authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

Ill treatment or the impairment of health or development, including for example, impairment suffered from seeing or hearing the ill treatment or another.

Development: Physical, intellectual, emotional, social or behavioural development.

Health: Physical or mental health.

Ill treatment: Includes sexual abuse and all forms of ill treatment which is not physical.

Threshold for Significant Harm: There are no absolute criteria on which to rely on, significant harm can be caused by on traumatic event or a compilation of events that interrupt or change the child's physical or psychological development.

Categories of Abuse:

Physical

Sexual

Emotional

Neglect

The Assessment Process

Social Services will undertake an assessment of any child about whom there are concerns. All professionals involved with the child are expected to contribute towards the assessment. Social Services must meet the following mandatory timescales for assessment:

Response to a referral of a child 1 day

Completion of initial assessment 7 days

Completion of core assessment 35 days

There is a range of possible outcomes for any assessment. Social Services may decide that no further action needs to be taken if the child is not in need of services. The case may be referred to another service.

For children who have been placed on the Child Protection Register, the case will be allocated to a social worker and ongoing services will be provided to assist the child.

These services will be regularly reviewed. Morning Star Educational Centre Staff may be asked to contribute their knowledge of the child's behaviour or situation to the review process.

Child Protection Conferences are central to procedures and social services will decide at an early stage whether a conference is necessary.

A Child Protection Conference brings together the family and professionals involved with the child and provide them with an opportunity. To exchange information, analyse and weigh up the level of risk to the child, and make recommendations for action.

SIGNS AND SYMPTOMS

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, bite marks, bruises found in unusual places (such as inside the thigh area, around the groin, behind the ears and around the eyes) 'frozen awareness', the child looks very alert but sits very still, as if waiting for the next attack, flinching away from you when you are in a perfectly normal situation.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Female genital mutilation is a form of physical abuse.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development:

- It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- It may include not giving the child opportunities 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. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. This can also occur when a child is a young carer for a parent who is disabled, has mental health problems or misuses alcohol or drugs.
- It may involve seeing or hearing the ill-treatment of another – for example where there is fighting or violence in the home.
- It may involve serious bullying (including via electronic media), causing children frequently to 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.

Sexual abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching

outside of clothing. Stained underclothes, bruising on the chest/breast, inner thighs or buttocks can be indicators to of a child who is being sexually abused.

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. Frequent headaches and stomach pains, sudden changes in behaviour allegations or disclosures, genital/anal soreness, sexually transmitted infections. Bedwetting, alluding to secrets that cannot be revealed. Unusual sexual knowledge or behaviour including words, play and drawing, unwilling to undress, withdrawal or regressive behaviour.

Child sexual exploitation:

Involves children receiving something, example (food, drugs, alcohol, cigarettes, affection, gifts and money) in exchange for sexual activity. This doesn't always include physical contact and can occur via the use of technology. Indicators (as well as the above) unexplained gifts, substance misuse, and regular absence from school.

Neglect

Neglect is the 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.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
 - protect a child from physical and emotional harm or danger;
 - ensure adequate supervision (including the use of inadequate caregivers); or
 - ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

All staff dealing with any form of child abuse must always bear in mind the possibility of there being a genuine reason for an injury.

Examples are: Bruising can be a Mongolian spot caused by haemophiliac or leukaemia.

Failure to thrive may be caused by coeliac disease, food allergy or Cystic Fibroses.

Broken bones may be the result of Brittle bones disease, copper deficiency or genuine accident.

Responding to disclosure

Listen to the child and let him/her tell her/his story in their own time and way.

Control your feelings of anger and disgust; these are perfectly natural, but the child might believe that you are angry and disgusted at them

Do not tell the child that you might need to tell other people.

Try not to panic. Keep calm and reassure the child that he/she has done nothing wrong. Your concerns must record on the appropriate concern form which is kept in a confidential file in the office (see the attached sheet for guidance).

Any suspicions should be voiced privately to the deputy Manager/Manager who will take over relevant procedures (i.e. inform Social Services).

Discussions should take place discreetly and out of the child's hearing.

Parents/Carers should not normally be informed at this stage as this may jeopardise the investigation and the safety of the child.

Staff must remember their professional responsibility to confidentiality; this will help to protect the child as their evidence may be needed in a Court of Law at a later date.

Remember:

It is never your decision alone how to respond to concerns-but it is always your responsibility to share concerns, no matter how small.

Make a written record as soon as possible after the vet, noting:

- a. Name of child
- b. Date, time and place
- c. Who else was present
- d. What was sad/What happened/ What you noticed...Speech, behaviour, mood, drawings, games
- e. Or appearance
- f. If child or parent spoke, record their words rather than your interpretation
- g. Analysis of what you observed and why it is a cause for concern

Extremism

Vocal or active opposition to fundamental British values, including democracy, respect and tolerance of different faiths and beliefs. Also included in the definition of extremism is calling for the death of members of the armed forces.

Radicalisation

Radicalisation the process when someone has their vulnerabilities or susceptibilities exploited towards crime or extremist acts-most often by a third party who have their own agenda.

Recognising Radicalisation / Extremism

- Out of character changes in dress, behaviour and peer relationships
- Secretive behaviour
- Losing interest in friends and activities
- Showing sympathy for extremist causes

- Glorifying violence
- Possessing illegal or extremist literature

Getting Help and Prevention

- If you have any concerns that your child may be being influenced by others, get help – talk to someone you can trust
- If you feel there is a risk of a child leaving the country, consider what precautions you could take to prevent travel. You should also consider what access your child has to savings accounts or gifts of money from family and friends.

Supporting Children

Morning Star recognizes that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth. We recognize that a child in these circumstances may feel helpless and humiliated. We recognize that the setting may provide the only stability in the life of a child who is being abused or is at risk from harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal, aggressive or withdrawn. Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying. Promoting a caring, safe and positive environment within the setting. Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

Confidentiality

The following two points are important:

The DCPO will disclose any information about an abused child on a need to know basis only. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

Confidential helpline

The Haringey Early Help Team provides a confidential helpline to prevent British nationals from travelling to conflict zones: You can contact them daytime on 020 8489 4470 and out of hours on 02084890000; www.haringey.gov.uk/children-and-families/early-help

You can also contact Crime stoppers anonymously on 0800 555 111

Anyone with concerns for the safety or wellbeing of a child or young person can contact:

- Haringey Council's Children and Young People's Service:
020 8489 1000

- If there is an immediate threat of harm to others or information

On imminent travel contact the police on 999 or the Anti -Terrorist

Hotline on 0800 789 321.

Supporting Staff

We recognize that staff working in the setting who are involved with a child who has suffered, or may be at risk of harm, may find the situation stressful or upsetting

We will support such by providing opportunity to talk through their anxieties with DCPO and seek further support as appropriate, including relevant and up to date training.

Allegations against staff

Allegations of abuse can be made by children and they can be made by other concerned adults.

All allegations against staff or volunteers should be immediately brought to the attention of the Manager.

Persons to be notified

All allegations against the manager must be brought to the attention of LADO and Haringey Early Years' Service.

In all cases, the LADO (Local Authority Designated Officer), who is one of the Child Protection Advisers, should be notified. The named LADO is Shauna McAllister (she, her, hers) LADO). Her contact details are: 020 8489 2968 07966 159 686 lado@haringey.gov.uk shauna.mcallister@haringey.gov.uk the named contact for Haringey Early Years is Nick Hewlett and his contact details are: 02084892145/0758097405, nick.hewlett@haringey.gov.uk.

Ofsted should be informed of any allegation or concern made against a member of staff in any day care establishment for children. Ofsted should also be invited to take part in any subsequent strategy meeting or discussion.

The Manager should take the following actions:

- Ensure that the child reporting the allegation is safe and away from the member of staff against whom the allegation is made
- Contact the LADO in Haringey immediately
- Contact the parents/carers of the child, following advice from the LADO
- Suspend the member of staff or review his/her working arrangements, pending the investigation, following advice from the LADO
- Attend strategy meetings convened by the LADO and act upon the decisions made at these meetings

Suspension should be considered when:

- There is a cause to suspect a child is at risk of significant harm or
- The allegation warrants investigation by the police or
- The allegation is so serious that it might be grounds for dismissal

Any disciplinary investigation should be carried out once the child protection investigation has been completed.

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, [we/I] will notify the **Disclosure and Barring Service of relevant information**, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

The full details of the Morning Star Nursery's disciplinary procedures to be followed in cases of allegation against staff can be found in the Staff Handbook and Allegation against staff policy.

Visitors

- No visitors, including trades people, should be allowed to wander around the premises unaccompanied when children are present
- Staff should be alert to strangers frequently waiting outside a venue with no apparent purpose.
- Children should not be collected by people other than their parents unless written notification has been received in advance;
- If a child is not collected after a session it is reasonable to wait approximately half an hour for a parent or carer to arrive. If the parent or carer cannot be contacted, staff should contact the First Response Service.

Supporting Nursery Provision

Many other aspects of nursery provision support the aims of this policy. Nurseries play an important role in making children aware both of behaviour towards them that is not acceptable, and of how they can help keep themselves safe.

The PSE curriculum provides opportunities for children and young people to learn about keeping safe. Discussions about personal safety and keeping safe can reinforce the message that any kind of violence is unacceptable, let children know that it is acceptable to talk about their own problems, and signpost sources of help.

Use of Force, Restraint and Positive Handling

The law forbids members of staff from using any degree of physical contact that is deliberately intended to punish a pupil, or that is primarily intended to cause pain or injury or humiliation.

Staff are allowed to use reasonable force to control or restrain pupils under certain circumstances. In some circumstances, authorised members of staff can restrain pupils in order to protect them and others. For more information, see our [Positive Handling Policy](#).

Any concerns or allegations that a member of staff may have acted inappropriately should be brought to the Manager immediately, in confidence. The Manager, in turn, will contact the Local Authority Designated Officer (LADO).

Staff Conduct

In order to protect children and members of staff, we encourage staff to follow our professional code of conduct. This covers appropriate dress, the use of appropriate boundaries, social contact outside setting (including on social networking sites), the receiving and giving of gifts and favouritism, and the safe use of technology.

- Being alone with the child / young person
- Physical contact / restraint
- Social contact outside setting / appropriate boundaries
- Gifts & favouritism
- Behaviour management
- Intimate care
- Safe use of technology (Security / Internet / mobile phones / digital images of children, etc)

Whistle-blowing Policy

Introduction

The whistle-blowing policy is intended to cover other serious concerns that fall within the Public Interest Disclosure Act 1998. We are committed to running our business with honesty and integrity and within the restraints of the law. As such whilst legislation protects you from suffering a detriment at work if you take a matter to a relevant outside body, we would hope that you would feel able to bring any concerns you may have to the attention of the Manager or a Member of the Management Committee with confidence that any such concern would be dealt with appropriately and swiftly and without any fear of reprisal, even if your belief of wrongdoing turns out to be unfounded as the result of a thorough investigation.

Whistle Blowing is the everyday term used to describe a disclosure made to someone in authority alleging corruption, malpractice or wrongdoing on the part of another person. In employment whistle blowing refers to an employee (“whistle blower”) making a disclosure about a colleagues conduct in the course of employment, or about employer’s practices.

We recognize that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns about the attitude or actions of colleague.

The legal position

Employees and workers who make a 'protected disclosure' are protected from being treated badly or being dismissed as a result of the disclosure. The Act offers protection to any person who makes a disclosure relating to the following:

- serious offences:-
- Criminal Offenses
- Risk to health and Safety
- Failure to comply with a legal obligation
- A miscarriage of justice
- Abuse of a child
- Environment damage

For a disclosure to be protected it must be made to an appropriate body. For example, disclosing a health and safety issue to the Health and Safety Executive is likely to be protected, but not if the concern was disclosed to the media.

Organization procedures

We are committed to the highest possible standards of operation. In line with that commitment we encourage you to consider raising the matter with the Manager or a Member of the Management Committee before taking the matter to an outside body. We will take all such concerns seriously and you will have no need to fear victimization, subsequent discrimination or disadvantage. All such concerns raised will be thoroughly investigated and appropriate action taken accordingly.

Safeguarding complainants

We recognise that the decision to report a concern can be a difficult one to make and we will support you during the process. We will not tolerate any harassment or victimization (including informal pressures) and will take appropriate action to protect you when you raise a concern to us in good faith.

Every effort will be made to keep the identity of the whistle blower who makes a disclosure under this policy confidential, at least until a formal investigation is under way. In order to ensure that a fair investigation can take place the whistle blower will also be expected to keep the fact that they have raised a concern, the nature of the concern and the identity of those involved confidential. It may be that during an investigation, disciplinary or legal proceedings that the Preschool no longer maintains the whistle blowers confidentiality. If that does occur then the Preschool will endeavour to notify the whistle blower in advance.

Untrue allegations

If you make an allegation that is not corroborated by the investigation, no action will be taken against you. If, however, you knowingly raise a false allegation, or raise an allegation maliciously, or for personal gain; disciplinary action may be taken against you, and dependent upon the circumstances, it may be treated as Gross Misconduct.

Procedure

STEP 1

Put your concerns in writing giving names, dates and places where possible. Please include the reason why you are particularly concerned with the situation.

STEP 2

You should normally raise your concerns with your line Manager. However, there may be situations where this is not appropriate e.g.

- You believe the manager may be implicated in the malpractice - The manager is closely connected with the person(s) implicated in your concerns - You have previously raised your concerns informally with the manager and nothing has been done.

In such situations, you must raise your concerns directly with a member of the management committee. You will find contact details for all members of the management committee in the office next to Blue Room.

STEP 3

The management committee will lead any internal investigations into a concern raised.

Where concerns are raised directly with an external organization the committee will comply with the relevant policies and procedures (including response times)

STEP 4

We will provide a written response to the complainant within 14 days outlining the outcome of the investigation and any actions taken as a result of it. Depending on the nature of the concern and the method by which it is raised we may need longer to investigate the matter thoroughly. Where this is the case we will notify you of expected timescales and progress in writing.

Where the complainant is not satisfied with the outcome and actions implemented and you have expressed this, you can **contact OFSTED on 0300 123 1231**.

Where you find it necessary to raise your concerns directly with an outside body, your disclosure is only protected where it is raised with the appropriate body e.g. HSE for Health and Safety concerns and the Local Authority Designated Officer for Safeguarding Concerns.

Suspension should be considered when:

- There is a cause to suspect a child is at risk of significant harm or
- The allegation warrants investigation by the police or
- The allegation is so serious that it might be grounds for dismissal

Any disciplinary investigation should be carried out once the child protection investigation has been completed.

Visitors

No visitors, including tradespeople, should be allowed to wander around the premises unaccompanied when children are present

Staff should alert to strangers frequently waiting outside a venue with no apparent purpose

Children should not be collected by people other than their parents unless written notification has been received in advance

If a child is not collected after a session it is reasonable to wait approximately half an hour for a parent or carer to arrive. If the parent or carer cannot be contacted, staff should contact the First Response Service.

Supporting Nursery Provision

Many other aspects of nursery provision support the aims of this policy. Nurseries play an important role in making children aware both of behaviour towards them that is not acceptable, and of how they can help keep themselves safe.

The PSE curriculum provides opportunities for children and young people to learn about keeping safe. Discussions about personal safety and keeping safe can reinforce the message

that any kind of violence is unacceptable, let children know that it is acceptable to talk about their own problems, and signpost sources of help.

Use of Force, Restraint and Positive Handling

The law forbids members of staff from using any degree of physical contact that is deliberately intended to punish a pupil, or that is primarily intended to cause pain or injury or humiliation.

Staff are allowed to use reasonable force to control or restrain children under certain circumstances. In some circumstances, authorised members of staff can restrain children in order to protect them and others. For more information, see our Positive Handling Policy.

Any concerns or allegations that a member of staff may have acted inappropriately should be brought to the Manager immediately, in confidence. The Manager, in turn, will contact the Local Authority Designated Officer (LADO).

Self-Conduct

In order to protect children and members of staff, we encourage staff to follow our professional code of conduct. This covers appropriate dress, the use of appropriate boundaries, social contact outside setting (including on social networking sites), the receiving and giving of gifts and favouritism, and the safe use of technology.

Being alone with the child/ young person

Physical contact/ restraint

Social contact outside setting/ appropriate boundaries

Checking the behaviour of adult- for example inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities

Inappropriate attention, behaviour or sharing of images

Intimate care, all concerns will be treated in confidence and where appropriate, every effort will be made not to reveal the Whistle-blower's identity.

Safe use of technology (Security/ internet/ mobile phones/ digital images of children.

Staff Suitability Declaration

It is all employees' responsibility to safeguard children. You must therefore provide notification should you receive any convictions, cautions, court, reprimands or warnings since the date of your last DBS clearances with the Morning Star or since joining us whichever is later. You must also inform us of any changes to your health that may impact upon your ability to work with children or any changes to your own circumstances that we should be aware of.

Disqualification by Association

All employees are required to provide relevant information about a person who lives in the same household as them, who may have influence over the employee working with children and who may therefore pose a risk to children i.e. "by Association"

You are therefore required to disclose:

Details of any order, determination, conviction, or other ground for disqualification from registration under the childcare (Disqualification) Regulations 2009. You are required to

declare whether anyone living in your household is disqualified from working with children under the childcare Act 2006. This covers the following offences:

Offences against a child

Against an adult (e.g. rape, murder indecent assault, actual bodily harm etc.)

The date of the order, determination or conviction, or the date when the other ground for disqualification arose;

Information about the body or court which made the order, determination or conviction, and the sentence (if any) imposed;

Child Protection Training

The CPO will keep detailed records of all staff's child protection training and will issue reminders when training updates are required. It is good practice to include a safeguarding and child protection agenda item in all staff meetings.

All paid and unpaid members of staff, undertake single- agency, basic awareness child protection training once every three years.

In addition, the designated members of staff will undertake multi agency training every two years.

Implementation, Dissemination & Review Strategies

This policy is reviewed annually by the CPO and staff.

All members of staff read and agree to the child protection policy before the start of their employment.

All children and their families will be made read and agree to the policy before enrolment. It is important for families to be aware of actions staff may take if there are any concerns for a child's safety, and for them to understand that they might not be consulted before action is taken. Knowing about child protection procedures ahead of time helps parents to engage better in the process, meaning that change is more likely to take place.

Copies of this) are easily accessible in the following areas:

- Reception-Parent's notice board
- Office- Staff copy

All children and their families will be made read and agree to policy before enrolment. It is important for families to be aware of actions staff may take if there are any concerns for a child's safety, and for them to understand that they might not be consulted before action is taken. Knowing about child protection procedures ahead of time helps parents to engage better in the process, meaning that change is more likely to take place.

Prevention

Morning Star recognize that our setting play a part in the prevention of harm to children. We will foster an ethos of support in this setting by providing children with clear lines of communication feel cared for, secure, listened to and are encouraged to communicate with staff within the setting.

Morning Star establishes and maintains ethos where children feel secure and are encouraged to talk are always listened to.

Ensure that all children know there is an adult in the setting whom they can approach if they are worried or in difficulty.

Include in the play/ curriculum opportunities which equip children with the skills that they need to stay safe from harm and to know to whom they should turn for help.

Safe Practice

Safer Recruitment

[Safeguarding Children and Safer Recruitment in Education \(2007\)](#) outlines Safer Recruitment processes in education settings. At least one member of staff on every recruitment panel has undertaken training in [Safer Recruitment](#).

Safer Recruitment processes aim to:

1. Deter potential abusers by setting high standards of practice and recruitment.
2. Reject inappropriate candidates at the application and interview stages
3. Prevent abuse to children by developing robust policies and agreeing on safe practice

Haringey has developed [Practice Guidance on the recruitment and selection of staff](#)

Responding to disclosure

Listen to the child and let him/her tell her/his story in their own time and way.

Control your feelings of anger and disgust; these are perfectly natural, but the child might believe that you are angry and disgusted with them.

Do tell the child that you might need to tell other people.

Try not to panic. Keep calm and reassure the child he/she has done nothing wrong.

- Your concerns must record on the appropriate concern form which is kept in a confidential file in the office (see the attached sheet for guidance).
- Any suspicions should be voiced privately to the deputy Manager/Manager who will take over relevant procedures (i.e. inform Social Services).
- Discussions should take place discreetly and out of the child's hearing.

Staff must remember their professional responsibility to confidentiality; this will help to protect the child as their evidence may be needed in a Court of Law at a later date.

Remember:

It is never your decision alone how to respond to concerns- but it is always your responsibility to share concerns, no matter how small.

Make a written record as soon as possible after the vet, noting:

- a. Name of child
- b. Date, time and place
- c. Who else was present
- d. What was said /what happened/ what you notices...speech, behaviour, mood, drawings, and games
- e. or appearance
- f. If child or parent spoke, record their words rather than your interpretation
- g. Analysis of what you observed and why it is a cause for concern

Staff Conduct

In order to protect children and members of staff, we encourage staff to follow our professional code of conduct. This covers appropriate dress, the use of appropriate boundaries, social contact outside setting (including on social networking sites), the receiving and giving of gifts and favouritism, and the safe use of technology.

- Being alone with the child / young person
- Physical contact / restraint
- Social contact outside setting / appropriate boundaries
- Gifts & favouritism
- Behaviour management
- Intimate care

Welfare and Safeguarding

Computer, Mobile and Social networking Policy.

Policy Statement

To ensure the safety and welfare of the children in our care we operate a computer, mobile phone and social networking policy.

We believe the staff should maintain a professional approach at all times during working hours and continue to keep up the nursery's good reputation out of nursery. 21 | Morning Star Educational Centre Health & Safety Policies Reviewed on 13/09/2019 Next Review: 13/09/2020

This policy focuses on the use of work computers, mobile phones, restrictions required when staff are accessing social network sites and parents request for baby sitting and also other social events.

E-Mail, Internet, Mobile Phones and Cameras Policy

The purpose of the internet and E mail policy is to provide a framework to ensure that there is continuity of procedures in the usage of the internet and Email within the company. The internet and E-mail systems have established themselves as an important communications facility within the company and have provided us with contact with professional and academic sources throughout the world. Therefore to ensure that we are able to utilise the system to its optimum we have devised a policy that provides maximum use of the facility whilst ensuring compliance with the legislation throughout. Morning Star Educational

Centre reserves the right to examine or remove any files that are not suitable to be held on the system. Also we reserve the right to visit all Internet sites visited.

Internet

Where appropriate, duty authorised staff are encouraged to make use of the internet as part of their official and professional activities. Attention must be paid to ensuring that publicized information has relevance to normal professional activities before material is released in the company name. Where personal views are expressed a disclaimer stating that this is the case should be clearly added to all correspondence. The intellectual property right and copyright must not be compromised when publishing on the internet. The availability and variety of information on the internet has meant that it can be used to obtain material reasonably considered to be offensive. This use of the internet to access and/or distribute any kind of offensive material, or material that is not work-related leaves an individual liable to disciplinary action which could lead to dismissal.

The following are forbidden to do at the nursery:

- Use of the computer system to access inappropriate or offensive material that would be deemed as unacceptable at the Nursery.
- Use for gambling is forbidden.
- Copyright laws must be kept and if images have been used the appropriate permission must be abided by.
- Other users file may not be accessed without their permission.
- Files may not be accessed without the appropriate permission and computer discs/pen drives will not be used without permission.
- Permission needs to be asked before the Internet is in use
- Email correspondence will be directed to the directed person who have been approved and messages sent will be polite and of an appropriate nature.

Email

The use of the email system is encouraged as its appropriate use facilitates efficacy. Used correctly it is a facility that is of assistance to employees. Inappropriate use however causes many problems including distract and time wasting and legal claims. The procedures sets out the company's position on the correct use of the Email system.

Procedures-Authorised Use

a) Unauthorized or inappropriate use of the Email system may result in disciplinary action which could include summary dismissal.

b) The Email system is available for communication and matters directly concerned with the legitimate business of the company. Employees using the E-mail system should give particularly attention to the following points:

I. All comply with company communication standards

II. Email messages and copies should only be sent to those for whom they are particularly relevant;

III. Email should not be used as a substitute for face to face communication or telephone contact. Flame mails (i.e.-mails that are abusive) must not be sent. Hasty messages sent without proper consideration can cause upset, concerns or misunderstanding;

IV. If email is confidential the user must ensure that the necessary steps are taken to protect confidentiality. The company will be liable for infringing copyright or any defamatory

information that is circulated either within the company or to external users of the system;
and

V. Offers or contacts transmitted by E-mail are as legally binding on company as those sent on paper.

The company will not tolerate the use of the Email system for unofficial or inappropriate purposes, including;

I. Any messages that could constitute bullying, harassment or other detriment;

II. Personal use (e.g. social invitations, personal messages, Facebook, jokes cartoons, chain letters or other private matters);

III. Online gambling

IV. Accessing or transmitting pornography;

V. Transmitting copyright information and/or any software available to the user; or

VI. Posting confidential information about other employees, the company or its customers or suppliers.

Telephone calls/Mobile phones

Telephones are essential for our business. Incoming personal telephone calls are allowed only in the case of emergency. Outgoing call can only be made with the prior permission of the line manager. Personal phones should be switched off during working hours.

- Only the managers' mobile phone should be used to ensure the business is running efficiently and effectively.
- All mobile phones on the premises must be locked away whilst on a working shift and can only be used in a designated area during lunch times which is the staff room. This must be kept away from children.
- You may only be able to access your mobile phone during working hours if an emergency occurs however you need to obtain permission from your manager.
- Staff must ensure that managers have up to date parental information and that staff make their family aware of emergency work telephone numbers. This is the responsibility of individual staff members.
- If on a nursery trip/or visit staff should avoid using their personal mobile phones and only use the nursery phone whenever possible.
- No photographs should be taken of the children from any personal mobile phones.
- Parents/career should be advised that under no circumstances should they use their mobile phone on the Nursery premises. This includes taking pictures with their mobiles conversation on the mobile phone.
- The designated nursery mobile phone does not have camera or internet

Facility.

Social Networking

Staff need to be made apparent that the relationship between parents and staff should remain professional at all times. Therefore the nursery recommends that staff make access to their social network private. This will ensure that the professional boundaries between staff and Parents should be kept professional at all times. Staff should not accept any friend requests from parents/ careers that attend the nursery unless they know them in a personal capacity.

- Staff should not also mention any of the children that attend the Nursery on their social networking profile. (i.e. BB, Facebook, Twitter ,Myspace)
- Staff must under no circumstances publish any photographs of the children on their online profiles.
- Staff under no circumstances should publically humiliate or disrespect the nursery, including comments about other staff members, parents, children and other professionals in contact with Nursery.
- Avoid commenting on photos that could be construed to have an impact on your own professional judgment.

Voyeurism (Offences) Act 2019

Voyeurism (Offences) Act 2019 which criminalise the act of ‘up skirting’. The Criminal Prosecution Service (CPS) defines ‘up skirting’ as a colloquial term referring to the action of placing equipment such as a camera or mobile phone beneath a person’s clothing to take a voyeuristic photograph without their permission. It is not only confined to victims wearing skirts or dresses and equally applies when men or women are wearing kilts, cassocks shorts or trousers. It is often performed in crowded public places, for example on public transport or at music festivals, which can make it difficult to notice offenders.”

Babysitting and Social Events

Situations such as babysitting and social events and completely independent and the nursery takes no responsibility for these measures, however staff need to ensure they have a clear understanding of professional boundaries.

Staff must be able to make a division between home/social situations and their professional safeguarding and welfare duty to the children.

If an any Staff/Volunteer/Parent does not feel that they can discuss any concerns with DCPO they should contact Ofsted on 0300 123 1231

**Ofsted National Business Unit
Piccadilly Gate
Store Street
Manchester
M1 2WD**

YOU MUST ADHERE TO THE CONFIDENTIALITY POLICY AT ALL TIMES.

Please ensure you speak to the manager Georgina Bossman for further clarification for any part of this policy.

At **Morning Star** we regard to the **Fundamental British Values of Democracy**, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs, which are implicitly embedded in the **2014 Early Years Foundation Stage**. This is alongside our awareness of the need to prevent people from being drawn into terrorism, according to the **Counter Terrorism and Security Act 2015**.

Prevent Duty

We comply with the requirements of the Prevent Duty Guidance and its aim to protect children from radicalization, extremism and being drawn into gangs and terrorism. Morning Star is aware of the **Government PREVENT Strategy** which aims to protect children from terrorism and radicalization and how we incorporate the strategy into safeguarding procedures.

Morning Star understand that the **PREVENT** strategy, will require early years providers to identify any children in our care or provision known to us who considered to be at risk of being involved in terrorism or radicalized and refer them to the **Local Authority/ Prevent Officer: 0208489 3884**

British Values- alongside the PREVENT Strategy, the Government has stated that all early years providers must teach children about and actively promote fundamental British Values. Ofsted will judge how effectively British values are taught during inspections. Fundamental British values include: **Democracy, the Rules of Law, Individual Liberty and Mutual Respect and Tolerance of different Faiths and Beliefs and must be taught in age appropriate ways.**

Promoting British Values at Morning Star Educational Centre

The DfES has recently reinforced the need “to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.”

The government set out its definition of British values in the 2011 Prevent Strategy, and these values have been reiterated by the Prime Minister this year. At Morning Star Educational Centre these values are reinforced regularly and in the following ways:

Democracy:

We listen to children’s and parents’ voice. Our school behaviour policy is clear that children are expected to contribute and co-operate, taking into account the views of others.

The Rule of Law:

We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules) that they are there to protect us, that everyone has a responsibility and that there are consequences when rules are broken. 26 | Morning Star Educational Centre Health & Safety Policies Reviewed on 19/06/2016 Next Review: 30/06/2017

Individual Liberty:

Within the Nursery, children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school we educate and provide boundaries for young children to make choices safely, through our provision of a safe environment and empowering teaching. Children are encouraged to know, understand and exercise their rights and personal freedoms.

Mutual Respect:

Part of our Nursery ethos and behaviour policy has revolved around Core Values such as 'Respect', and children are modelled this by caring, sharing and listening to others. The staff help children to understand how to respect by talking about how actions/words can affect others.

Tolerance of those of Different Faiths and Beliefs:

At Morning Star Educational Centre we recognise that the personal development of children, spiritually, morally, socially and culturally plays a significant role in their learning and achievement.

We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try different foods from other cultures and we encourage parents/careers to participate and support our multi-cultural events.

Appendices

1. Key Contacts in Child Protection
2. Staff acknowledgement form
3. Parent acknowledgement form

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- **Voyeurism (Offences) Act 2019**
- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

Further guidance

Keeping children safe in education: statutory guidance for schools and colleges
(September 2019)

- Working Together to Safeguard Children (July 2018) statutory guidance
- London Child Protection Procedures, 5th Edn.(2015)
- Information Sharing (2015)
- What to do if you're worried a child is being abused (2015)
- Children Act 2004
- Education Act 2002
- Children and Families Act 2014
- Haringey Safeguarding Children Partnership (HSCP – replaces LSCB)
- Dealing with Allegations of Abuse against Teachers and other staff (DfE 2011)
- GDPR and the Data Protection Act 2018. Data Protection Toolkit for Schools
- Prevent Duty <https://www.government/publications/protecting-children-fromradicalisation-the-prevent-duty>
- Information Sharing: Advice for Practitioners 2018. DfE
- Sexual Violence and Sexual Harassment Between Children in Schools and Colleges

(guidance document) May 2018

Appendix 1: Key Contacts in Child Protection

Children's Social Care

- [First Response Service](#): 020 8489 4592 / 5652 / 5762 / 2110
- Emergency Out of Hours Duty Team (5pm - 9am weekdays and weekends): 020 8348 3148
- Child Protection Advisors: 020 8489 5426 / 7976 / 5462 / 1061
- Local Authority Designated Officer (LADO): 020 8489 1406
- [Private Fostering](#): 0800 634 0480
- [Disabled Children's Team](#) : 020 8489 3672 / 3675
- [Children in Care Services](#)
 - [Looked After Children \(Fostering\)](#): 020 8489 3754
 - [Adoption Service](#): 0208 489 4610
 - [Leaving care](#): 020 8489 5800
 - [Education for Children in Care](#): 020 8489 3767

Metropolitan Police

- Child Abuse Investigation Team: 020 8345 2246
- Control Room (Reporting Missing Children): 020 8345 1212
- Emergencies: 999

NHS Haringey

- Designated Nurse for Child Protection: 020 8442 5409
- Designated Doctor for Child Protection: 020 7405 9200 ext. 5137 or 07795 665 706
- Named Nurse for Child Protection: 020 8489 3096 or 07970 269 539
- Named Doctor for Child Protection: 020 8448 5540 or 07795 665 706

Education Services

- **Early Years Team: 0208489 3498**

Haringey Local Safeguarding Children Board

- 48 Station Road, London N22 7TY
Email: lscb@haringey.gov.uk
Tel: 020 8489 1472 Alcohol & Drug Support
- [In-Volve Haringey](#) : 020 8493 8525
- [Narcotics Anonymous](#) : 0300 999 1212
- [Alcoholics Anonymous](#) : 0845 769 7555
- [Al Anon & Al A Teen](#): 020 7403 0888

Domestic Violence Support

- [National Domestic Violence Helpline](#): 0808 2000 247 (24 hrs.)
- [Haringey Police Community Safety Unit](#) : 020 8345 1941
- [Haringey Victim Support](#) : 020 8888 9878
- [Hearthstone - Haringey Domestic Violence Advice & Support Centre](#) : 020 8888 5362
Monday to Friday 10am - 4pm
- Emergencies: 999

Young Carers Support

- [NCH Haringey Young Carers Project](#) : 020 82117764

Radicalization Confidential helpline

The Active Change Foundation (ACF) provides a confidential helpline to prevent British nationals from travelling to conflict zones: **020 8539 2770**

You can also contact Crime stoppers anonymously on **0800 555 111**

Anyone with concerns for the safety or wellbeing of a child or young person can contact:

- Haringey Council's Children and Young People's Service: **020 8489 1000**
- If there is an immediate threat of harm to others or information on imminent travel contact the police on 999 or the Anti-Terrorist Hotline on **0800 789 321**.

Further sources of support and information

School – if you have a concern, please talk to your child's class teacher or another person in the school that you trust as soon as possible. They will be able to help and can access support for you and your child.

Useful websites

- www.internetmatters.org

Information, advice and resources that can be used to help children stay safe online

- www.ceop.gov.uk

CEOP works with child protection partners across the UK and overseas to identify the main threats to children and coordinates activity against these threats to bring offenders to account, protecting children from harm online and offline

- www.bbc.co.uk/webwise

Information and support for safe use of the internet

For further advice on cyber safety visit:

- www.childline.org.uk
- www.cybersmile.org
- www.childnet.com

A staff member has a concern about the safety or welfare of a child
(This may be due to something observed by the adult or due to something the child says)

Record the concern on the reporting form - appendix 3

Hand the form to the Designated Lead Person **Beverleigh Bossman**



The Designated Lead Person checks school records and seeks advice from Children's Social Care/Early Help

Does the child's file show other similar concerns?

Is the family known to Children's Social Care?



The Designated Lead Person will either

Make a referral to Children's Social Care via Early Help

Discuss the concern with parents and file the concern for future reference

Appendix 3 –Record of Concern

RECORD OF CONCERN

PLEASE PASS WITHOUT DELAY TO Beverleigh Bossman DESIGNATED STAFF Georgina Bossman Fiona Asare Devaniah Johnson

FOR SAFEGUARDING

Child's Name :		
Group:		
Child's DOB :		
Male/Female :	Ethnicity:	Statement : Y/N
Date and Time of Concern :		
Your Account of the Concern : (what was said, observed, reported and by whom)		
Additional Information : (your opinion, context of concern/disclosure)		

Your Response :

(what did you do/say following the concern)

Your Name :

Your Signature :

Your Role in Nursery:

Date and Time of this Recording :

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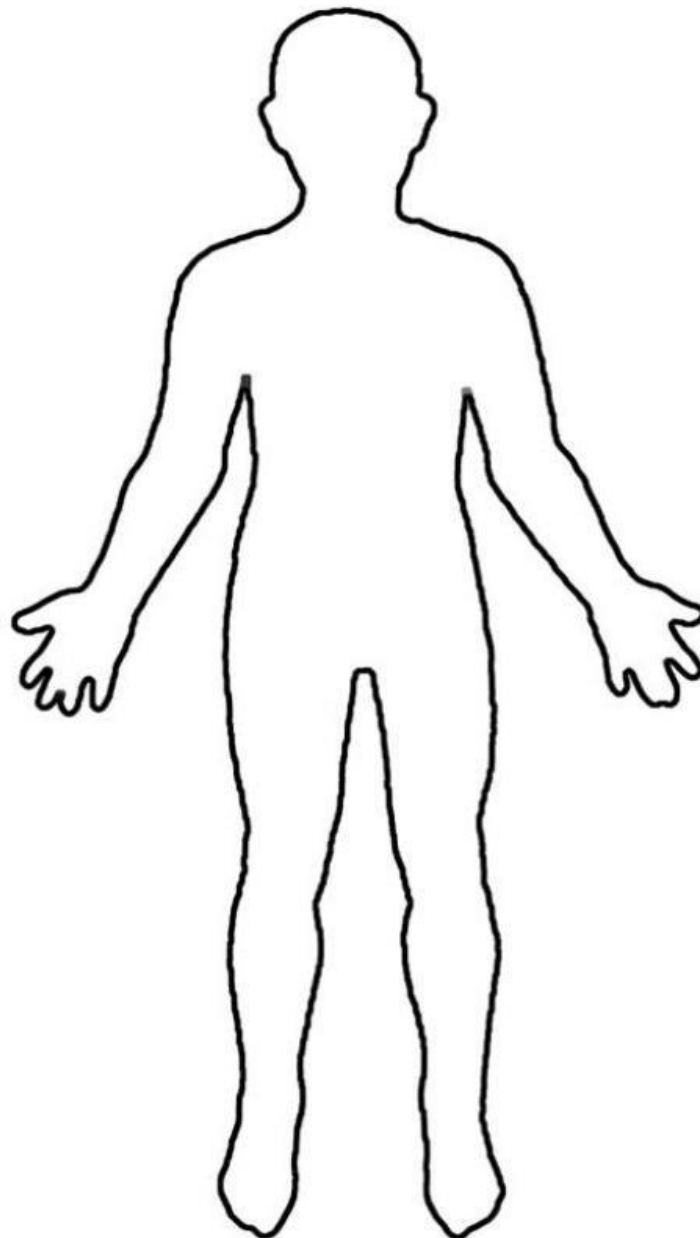
Skin map – used by non-medical staff to assist you in reporting your concerns.
Please highlight:

Front view

Back view

Left

Right



Action: To be completed by the designated person for child protection

THIS IS A DOUBLE-SIDED SHEET

Any discussion to be recorded separately on a note of discussion sheet.

Appendix 2: Staff acknowledgement form

Name

Job Title

I have read this the Child Protection Policies and I understand my role with regards to Child Protection in this setting

Signature

Date

Appendix 4: Parent / Carer acknowledgement form

Morning Star Educational Centre has a child protection policy which means that staff will do everything they can to make sure that all the children in the nursery are free from harm, either in nursery or when the children are away from nursery.

To help staff keep your child safe, every member of staff must have training in child protection at least once every three years, and the nursery has a designated Child Protection Officer who looks into any worries about children in the nursery, and who looks out for children who are thought to be at risk.

The nursery will inform the local authority if there are any significant reasons to be worried about your child's wellbeing. The nursery may become worried about a child if they notice behaviour and mood changes, physical marks, worrying play or social behaviour, or if a family member or a child says something that makes the nursery think that the child might be at risk of harm.

The nursery will usually inform you that they are making a child protection referral, but they are not required to tell you, nor do they need your consent to make a referral

Name of Child	<input type="text"/>
Child's Date of Birth	<input type="text"/>
Name of Parent / Carer (1)	<input type="text"/>
Relationship to Child	<input type="text"/>
I have read this Child Protection Policies and I understand the actions that might be taken if there are any concerns about my child	<input type="checkbox"/>
Signature	<input type="text"/>
Date	<input type="text"/>
Name of Parent / Carer (2)	<input type="text"/>
Relationship to Child	<input type="text"/>

I have read this Child Protection Policies and I understand the actions that might be taken if there are any concerns about my child

Signature

Date

Appendix 5 The Role of the Designated Senior Lead

The Role of the Designated Senior Lead

This role is key to ensure that proper procedures are in place and are followed with respect to child protection issues.

The designated member of staff takes a lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the LA, and working with other agencies.

Areas of responsibility

- Refer cases of suspected abuse or allegations to the relevant agencies
- Act as a source of support, advice and expertise within the school when deciding whether to make a referral by liaising with the relevant agencies
- Liaise with the nursery manager to inform him of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- To recognise how to identify signs of abuse and when it is appropriate to make a referral
- Have a working knowledge of how the HSCP operates, the conduction of a child protection case conference and be able to attend and contribute to these effectively when required to do so
- Ensure each member of staff has access to and understands the school's safeguarding and child protection policy
- Ensure all staff have induction training covering child protection and are able to recognise and report any concerns immediately they arise
- Be able to keep detailed accurate secure written records of referrals/concerns
- Obtain access to resources and attend any relevant training course at least every 2 years

Raising Awareness

- Ensure the Safeguarding Policy and Child Protection Policy is updated and reviewed
- If children leave the nursery, their Child Protection records must be transferred separately from their main student file

Appendix 5 The Role of the Nursery Manager

The Role of the Nursery Manager

Nursery Manager need to:

- Put in place procedures for handling cases of suspected abuse (including allegations against staff and volunteers – refer to the school’s personnel handbook) which are consistent with those agreed by the HSCP
- Liaise with the nominated governor on child protection issues
- Appoint a Designated Senior Lead to co-ordinate procedures within school and liaise with other agencies on suspected abuse cases
- Ensure that the Designated Senior Lead receives appropriate training and support
- Understand the role of the Designated Senior Lead (DSL) member of staff
- Work with the LA to create a safe environment for children at the Nursery.

Appendix 6 COVID 19 information May 2020

PART A – COVID-19 SAFEGUARDING GENERAL GUIDANCE AND INFORMATION

During the Nursery closure due to the pandemic Coronavirus COVID-19, this appendix outlines revised safeguarding and child protection procedures. School is a safe place for children, a place where they access key adults and outside agencies.

Morning Star Nursery will follow DfE guidance:

- if anyone has a safeguarding concern regarding any student they should follow the usual procedures within the Safeguarding Policy and send an email immediately to the Designated Safeguarding Lead or Deputy Safeguarding Lead who are available every day: dbs@hws.haringey.sch.uk and emc@hws.haringey.sch.uk

-

Vulnerable and Key Worker Provision

In line with government guidance, the Morning Star closed to all children, in the nursery setting.

Friday 20th March 2020. This is to enable the nursery to manage the level of infection risk of COVID19.