



Child Protection Policy

All children have the right to be completely secure from both the fear and reality of abuse, and we at Little Learners Childcare are committed to protecting all the children in our care from harm and aim to give them the best possible start in life.

Our overall arching aims when working with children are to prevent the risk of child abuse, protect children where we have reason to believe a child to be suffering abuse and support children who have been abused or neglected.

At Little Learners Childcare we value each child as an individual. Staff are aware of British Values and Prevent Duty and reflect them in their everyday practice. Our aim is to provide a safe, healthy and caring environment for all children and consider their welfare as a paramount.

We also aim to promote awareness of the boundaries with regards to personal safety and physical contact and allow children to develop individually with a positive approach, encouraging them to develop a positive self-esteem. We will do this through carefully planned learning experiences and the use of varied resources.

Our staff at Little Learners Childcare will actively listen to children and will never teach them to 'keep secrets'.

We try to provide an environment, which is safe and secure from possible harm. To achieve this aim, we undertake regular Risk Assessments, Health and Safety checks and monitor children's play, attempting to minimize accidents. Each member of staff has an enhanced Disclosure Barring Service (DBS) check, we encourage staff to sign up to the DBS Update service, along with two satisfactory references and has a full induction during their first week of work.

Staff induction includes all health and safety and child protection procedures. Staff, students, and volunteers that are not fully vetted and cleared to be left unsupervised with children always wear a different coloured apron that is not black as a visible reminder that they cannot be

left unsupervised. Staff also attend regular safeguarding training through our Northamptonshire Children's safeguarding board, county council training or other training providers. During our induction period with new employee's, they conduct safeguarding training as part of their induction process. All staff are required to refresh their safeguarding training annually. We have two members of the management team that are train the trainer qualified to deliver different levels of safeguarding training for all staff. Staff receive a certificate at the end of the training session that is not transferable another setting.

All Designated Safeguarding Leads attend DSL training and DSLs when required.

All staff recognise the five main categories of abuse (Physical, emotional, sexual, neglect and Domestic) and are provided relevant training upon their inductions based around this. Staff are trained on:

- What is meant by the term safeguarding
- The factors, situations and actions that could lead or contribute to abuse, harm or neglect
- How to work in ways that safeguard children
- How to respond, record and effectively refer concerns or allegations related to safeguarding in a timely and appropriate manner
- Legislations, national policies, codes of conduct and professional practice in relation to safeguarding
- Roles and responsibilities of practitioners and other relevant professionals in relation to safeguarding.

We ensure that everyone is aware of identifying the warning signs of abuse and neglect such as:

- Significant change in children's behaviour
- Deterioration in children's general well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Children's comments or behaviour which give cause for concern
- Any reasons to suspect neglect or abuse outside the setting for example witnessing domestic abuse or coercive control, experience emotional or physical abuse or subject/risk of Female genital mutilation.
- Inappropriate behaviour displayed by any adult on the premises

Students that attend Little Learners will be in the process of completing an Early Years Qualification. The college will carry out an enhanced Disclosure and Barring Service (DBS) check that we will then check and record their disclosure number on a 'Student Disclosure Check' form. Students will complete a student induction and will follow student guidelines which advise that they will not be left alone, and they will not be responsible for toileting or nappy changes.

Volunteers that join Little Learners are often considering a career in childcare or completing necessary voluntary hours to gain experience. Volunteers are not required to have a Disclosure check as they are not left alone with children and nor responsible for their care.

If an accident does occur at our nursery, we attend to the child with care, and seek medical help and or advice if needed, we would also complete an "Accident Report Form", which we would ask parents/carers to read and sign. We would ask parents/carers to complete and sign an "Injury on Arrival Form" for injuries sustained out of nursery care.

Mobile phones are not permitted in the setting. All staff mobile phones are kept locked away in either their lockers or the staffroom. Staff are able to wear Smart watches but they are not permitted to be used within the nursery environment and must be disconnected from their mobile phones unless in the staff room. Parents/carers are informed that mobile phones should not be used when they collect or drop off their child. All visitors to the setting are asked to leave their bags and/or mobile phones in the office, so that mobile phones never enter the children's rooms. This includes parents/carers on induction sessions and tours of the nursery. The only exception of use of mobile phones is where a professional visitor such as social worker, specialist support worker, trainer is required to use their device in a meeting room to enter detailed reports on the child/staff member.

Cameras and tablets are used sensitively to capture observations of the children, they are kept in the office at night and taken out of the rooms each day. Cameras and tablets are not left in sight when they are not in use, and they never leave the nursery building without the nursery manager's permission. We use digital cameras and tablets and print all photos at the nursery. Cameras and tablets can be taken on outings but are checked in on their return- should a camera be lost the Designated Safeguarding Lead (DSL) of the setting will be informed immediately. The setting also has a mobile phone for use on walks and outings in emergencies.

We have an operations Manager who oversees the designated safeguarding leads at the nursery ensuring that safeguarding audits are

up to date, policies, risk assessments are all in line with current legislation.

The named Designated Safeguarding Leads (DSLs) and Children who are Looked After (CLA) Officers for Little Learners Childcare are:

The following outlines the role of the DSL and CLA Officer;

- To respond to queries, concerns and problems
- To be available and give advice on all Child Protection/safeguarding matters
- To support staff
- To maintain confidentiality at all times
- To liaise with other agencies such as the multi agency safeguarding hub
- To make referrals when necessary
- To attend Child Protection conferences
- To keep all records in a secure location
- To support looked after children in our setting and assess how we can best promote their welfare and stability in our setting
- To ensure the Child Protection policy and procedures are in line with the local Safeguarding Children Board procedures
- To ensure staff keep up to date with regular training.
 - All staff - annually
 - Designated safeguarding lead - every one to two years

A concern about a child

All members of staff have a responsibility to put the children's welfare first in any situation. Staff members **MUST** respond to any disclosure or concern sensitively and record them accurately, reporting them to the DSL swiftly, considering confidentiality. The DSL then has the responsibility of looking into these concerns and seeking outside support and advice if necessary.

Should there be a cause for concern, in most cases the concerns will be raised with the parents/carers via the DSL before contacting the multi

agency safeguarding hub, but in some cases, where it is feared that the child will not be safe, the parents/carers will not be informed. After speaking to the multi agency safeguarding hub, the nursery will act under their instruction. Parents and families will be treated with respect in a non-judgmental manner whilst investigations are carried out in the best interests of the child.

If it is an emergency and a child is believed to be in immediate danger, left alone or missing, the police must be called and/or the ambulance service directly on 999.

If a child is believed to be at immediate RISK, MASH must be called on **0300 126 7000** and a telephone referral made, subsequently you will be required to put this in writing using Report a concern - Help and protection for children (nctrust.co.uk).

If there is no immediate danger to the child, you will be required to establish the level of need and risk before action is taken. The THRESHOLDS and PATHWAYS document will help you do this using the vulnerability matrix.

If you need further advice about the levels of need and whether to make a referral, please contact MASH (Multi agency safeguarding hub):

OUT of HOURS (6.00pm - 8.00am)

Telephone- 01604 626938

A concern about a staff member, volunteer or student:

In the event of an allegation against a member of staff, volunteer or student the DSL must be informed immediately. This includes if a staff member has behaved in a way that has harmed, or may have harmed, a child; possibly committed a criminal offence against children, or related to a child; or behaved towards a child or children in a way that indicates they may pose a risk or harm to children through any of the five categories of abuse (physical, emotional, Domestic, sexual or neglect).

We will not undertake any investigation into an alleged incident concerning a member of staff until we have taken advice from the Designated Officer (Formally LADO)

Depending on the severity of the allegation the member of staff member/volunteer/student may be suspended from work pending an investigation, assigned to other duties and/or supervised at all times OFSTED will be informed immediately of the allegation and the action we are taking.

This procedure is not an indication of guilt, but is simply to protect children whilst an investigation takes place.

At Little Learners Childcare, we understand our responsibility to meet the Safeguarding Vulnerable Groups Act 2006. This includes a duty to make a referral to the Disclosure and Barring Service where a member of staff's dismissal (or would have been, had the person not left the setting first) because they have harmed or put a child at risk of harm. This is also the procedure if allegations are made of serious harm/abuse even if it is not committed at the setting.

If you need to contact the Designated Officer (formally LADO regarding an allegation about an adult (staff member) the within 24 hours a Designated officer (DO) referral form will need to be completed by downloading the DO referral form and emailing over to MASH@nctrust.co.uk.

If you have a question for the designated officer (DO) then please contact using LADOConsultations@NCTrust.co.uk or telephone Andy Smith - 07850 854309 / Sian Edwards 07738 636449 / Francesca Hamilton 07443 348415 and complete a Designated officer consultation and advice form.

Ensure that you notify OFSTED about a significant change or event.

The telephone number for the NSPCC whistle blowing adviceline is displayed in staff areas.

A concern about the Designated Safeguarding Lead, Nursery Manager and/or Registered Provider:

If any concerns are raised regarding the Registered Provider, Nursery Manager or DSL the Operations Manager must be informed immediately. If a staff member does not feel comfortable reporting concerns to the Operations Manager they can speak to the Designated Officer (Formerly LADO) at the multi agency safeguarding hub.

The Designated Officer must be informed before any investigation is undertaken and the nursery must follow their instructions/advice
OFSTED will be informed immediately of the allegation and the action being taken

Disqualification through association:

Staff members are required to complete a 'Suitability Declaration' to ensure that they are not living in the same household with unsuitable people. This is completed prior to a staff member joining Little Learners Childcare or on their first day at the latest. It is then repeated annually

or when a change of address occurs. A staff member may be disqualified if they live in the same household as another person who is disqualified.

Storage of records:

Any written records made, shall be kept confidentially on file and will be destroyed with a paper shredder, after a minimum of 21 years.

Safeguarding

At Little Learners Childcare, we monitor, observe and assess all children's learning and development, and note any particular behavioural or emotional concerns on an child protection form or chronology depending on the severity.

All members of staff are aware of sexual exploitation, female genital mutilation, child criminal exploitation including county lines, domestic violence, private fostering, abuse perpetrated by other children (child-on-child) additional barriers that exist for recognising abuse in children with SEND, honour-based violence, forced marriage. All staff are aware of the guidelines for safeguarding children from this as well as any physical signs of concern or a disclosure from a child.

We see it as our responsibility to protect the welfare of all children, families, staff and visitors to our setting. In connection with protecting children's welfare staff are fully aware of the Prevent Duty Guidance and they understand their role as practitioners with this. Staff understand the importance of ensuring they have an understanding of what radicalisation means and the terms 'extremism' and 'terrorism', this is clearly identified in our risk assessment. We take this responsibility seriously and do not tolerate any abuse towards anybody within our setting, whether physical or verbal, actual or threatening. Should anybody pose a threat to anybody within the setting, they will be asked to leave, if it is a member of staff displaying threatening behaviour or actual physical or verbal abuse, it will be considered gross misconduct and will be dealt with appropriately.

We promote equality and are committed to ensuring that anti - discriminatory practice is evident in everything that we do, we recognise that some children are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs or for those who may not be ready to make a disclosure.

Should a parent/carer or family member of a child attending our setting, display this behaviour, we reserve the right to ask the family to withdraw

the child from our care with immediate effect. This is to ensure the best interests and welfare of children, families and staff within our setting.

Looked after children:

We understand that looked after children may be very vulnerable and will often need that extra bit of attention and care to support them through a very uncertain period of time. It is important for looked after children to feel safe, secure and most of all cared for in our setting with a sense of belonging and stability. It is also important to pay special attention to the child's learning journey, ensuring we can build up a thorough picture of the child, this is because looked after children usually move between care placements and it is important for us to know the child well and pass on vital information to new carers, as well as providing a sense of self and memories for the child as they grow older.

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more. Private fostering is something we are aware of, to keep up to date with changes we ask parents about legal responsibility at parents evenings, when we review children's details. We also ask for a copy of the child's birth certificate on registration.

E-safety:

We promote e-safety within our setting both for children and staff. Staff are responsible for the use of digital cameras and the smart tablet. These need to be returned to the main office at the end of each day and are locked in a secure cabinet. They are also signed in and out on our checklist. Nursery children do use the internet for research purposes and this is carefully supervised (See E-Safety Policy)

Parent's consent is required for images to be used for our social media pages, publications or displays.

Contact via email is only allowed when using the nursery's allocated email address.

Our staff are informed on their first day of employment, through their induction about acceptable use of social media, the risks posed and confidentiality.

For further information and advice about how to recognise child abuse, we have provided detailed information sheets and guidance for our staff, available in every room in the health and safety files, to ensure staff are always clear on what to do, should they have cause for concern. Staff should regularly familiarise themselves with these additional guidelines, to effectively protect and promote children's welfare.

Safer recruitment:

As a setting we are committed to safeguarding and promoting the welfare of all children and young adults within our care. As part of this we have a separate Safer recruitment policy that details our aims when recruiting new individuals within the company, inline with statutory guidance including the EYFS, keeping children safe in education (KCSIE) and the equality act 2010.

Our Safeguarding Children Policy cross references to many other of our policies such as SEN/Disabilities, Guidelines for Child Protection, safer recruitment Health and Safety, Behaviour Management, Equality and Inclusion, Complaints Procedure, Non-Collected Child, E-Safety and Whistle-Blowing

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Signed by: H.White