



Safeguarding Children and Child Protection Policy

Our setting will work with children, parents, and the community to ensure the rights and safety of children and to give them the very best start in life. The protection of children is our first priority. At all times the child's needs are paramount and we must have a priority over these of anyone else have a duty and responsibility as carers to protect all children in the nursery.

The management and staff have a legal duty to protect children from physical, sexual, emotional and neglectful abuse.

If a staff member suspects that a child is being abused, he or she will contact the Nursery Designated Safeguarding Lead who will investigate the concerns and take any necessary steps in line with the mentioned guidelines. A Safeguarding Children Mission Statement is displayed on the parent's notice board.

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

What is Safeguarding?

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- *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 2018).

What is Child Protection?

Child protection is the single aspect of safeguarding children that is focussed on protecting a child who is suffering from, or has the potential to suffer from, significant harm. Significant harm can include maltreatment, abuse and neglect, pre-meditated abuse, a single traumatic event or an accumulation of events that damage the child's physical and/or psychological development.



The key commitments of Tender Care Nursery policy for safeguarding children.

- Tender Care Nursery is committed to building a ‘culture of safety’ in which children are protected from abuse and harm in all areas of its service delivery.
- Tender Care Nursery is committed to responding promptly and appropriately to all incidents in accordance with the procedures that are set down in **‘What to do if you are worried if a child is being abused’ (2015)**. This is stored in the nursery office. A copy has now been attached to the end of the policy for further reading.
- Tender Care Nursery is committed to promoting awareness of child abuse issues throughout its training and learning programme for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Staff and Volunteers

- Our designated persons who co-ordinate safeguarding and child protection issues are shown below;

SETTING	DESIGNATED LEAD	DEPUTY LEAD
Canterbury Tender Care	Liz Francis	Saleha Islam

- In the event of this person being unavailable there is signage on the parent’s board for whom parents and staff can refer their concerns to. There is also a designated safeguarding lead and deputy each day displayed on so parents, staff, visitors, volunteers and students know who is available.
- Our designated consultant MASH TEAM (Multiagency Safeguarding Hub)

We ensure all staff and parents are made aware of our safeguarding policies and procedures.

- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out ‘enhanced disclosure’ checks with the Disclosure and Barring Service before posts can be confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We follow safer recruitment practices including obtaining references and all staff employed to work with children will have enhanced criminal record checks from the



Disclosure and Barring Service (DBS) before being able to carry out intimate care routines or have unsupervised contact with children.

- We will obtain enhanced criminal records checks (DBS) for volunteers in the setting. Volunteers and visitors will never have unsupervised access to children.
- All staff will receive initial basic child protection training during their induction period.

Ongoing suitability of staff is monitored through:

- supervisions
- peer observations
- annual declaration of staff suitability
- safeguarding competencies
- regular review of DBS using the online update service.

Recognising Child Abuse

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff are required to have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

- **Physical Abuse:** This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.
- **Sexual Abuse:** This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.
- **Emotional abuse:** Varying degrees of emotional abuse is present in virtually all child protection incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill-treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.
- **Neglect:** Neglect is the persistent failure to meet a child's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of child.

Other child protection concerns

Staff are also aware of other child protection concerns that are present in today's day and age and particularly in the Croydon borough – these include;

- Bullying, Cyber bullying
- County Lines
- Trafficking
- Fabricated Illness
- Peer on Peer – including physical, sexting, initiation, sexual violence and harassment.



- Missing Children
- Gangs and Youth Violence
- Forced Marriage

Female Genital Mutilation

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003. It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons. At Tender Care all staff are made aware of the possibility of a girl being at risk of FGM as a result of religious beliefs, nationality and other unusual events that could lead to FGM e.g. a child being taken out of the setting for six weeks or more by parents or relatives.

Staff members who suspect FGM must inform the safeguarding lead who will then decide of referral to MASH. In line with the mandatory reporting duty any staff members or management who notice that a child has been subject to FGM through daily nursery care procedures (such as nappy changing) or are told verbally must inform the safeguarding lead or management and call the police immediately on 101.

FGM Helpline: 08000283550

Radicalisation

Under the Counter-Terrorism and Security Act 2015 we have a duty to safeguard at risk or vulnerable children under the Counter-Terrorism and Security Act 2015 to have “due regard to the need to prevent people from being drawn into terrorism and refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support). Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism. It’s a gradual process so young people who are affected may not realise what’s happening.

Radicalisation is a form of harm. The process may involve:

- Being groomed online or in person
- Exploitation, including sexual exploitation
- Psychological manipulation
- Exposure to violent material and other inappropriate information
- The risk of physical harm or death through extremist acts

The Manager and Deputy have Prevent and Channel training and make staff aware of the signs to look out for with regards to children being drawn into terrorism all staff complete Channel and prevent training within 4 weeks of commencing employment with Tender Care.

For Channel referrals or for more information, please contact: **Haydar Muntadhar Prevent Manager** Haydar.Muntadhar@croydon.gov.uk Channel@croydon.gov.uk

07562 438898



Breast ironing/flattening

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear, or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage.

Breast Ironing/Flattening is a form of physical abuse and can cause serious health issues such as:

- Abscesses
- Cysts
- Itching
- Tissue damage
- Infection
- Discharge of milk
- Dissymmetry of the breasts
- Severe fever.

Any concerns about a child or family, will be reported to the children's social care team in the same way as other types of physical abuse.

Peer-on-peer abuse

We are aware that peer-on-peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse or sexual abuse. We will report this in the same way we do for adults abusing children, and will take advice from the appropriate bodies on this area; to support for both the victim and the perpetrator, as they could also be a victim of abuse. We know that children who develop harmful sexual behaviour have often experienced abuse and neglect themselves.

Fabricated illness

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. The parent or carer may seek out unnecessary medical treatment or investigation; they may exaggerate a real illness and symptoms or deliberately induce an illness through poisoning with medication or other substances or they may interfere with medical treatments. Fabricated illness is a form of physical abuse and any concerns will be reported, in line with our safeguarding procedures.

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

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through



violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation (*Keeping children safe in education, 2022*).

Child sexual exploitation (CSE)

CSE is where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into **sexual** activity. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology and may be without the child's immediate knowledge such as through others copying videos or images they have created and posted on social media.

Signs and symptoms include:

- Physical injuries such as bruising or bleeding
- Having money or gifts they are unable to explain
- Sudden changes in their appearance
- Becoming involved in drugs or alcohol, particularly if it is suspected they are being supplied by older men or women
- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong)
- Using sexual language beyond that expected for their age or stage of development
- Engaging less with their usual friends
- Appearing controlled by their phone
- Switching to a new screen when you come near the computer
- Nightmares or sleeping problems
- Running away, staying out overnight, missing school
- Changes in eating habits
- Talk of a new, older friend, boyfriend or girlfriend
- Losing contact with family and friends or becoming secretive
- Contracting sexually transmitted diseases.

Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people. Some of the following can be indicators of CCE:

- Children who appear with unexplained gifts or new possessions;



- Children who associate with other young people involved in exploitation;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education.

If staff have any concerns regarding CSE or CCE, they will be reported in the usual way.

County Lines

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

Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Signs and indicators to be aware of include:

- Changes in the way young people you might know dress
- Unexplained, sometimes unaffordable new things (e.g. clothes, jewellery, cars etc.)
- Missing from home or schools and/or significant decline in performance
- New friends or relationships with those who don't share any mutual friendships with the victim or anyone else
- May be carrying a weapon
- Receiving more texts or calls than usual
- Sudden influx of cash, clothes or mobile phones
- Unexplained injuries
- Significant changes in emotional well-being
- Young people seen in different cars/taxis driven by unknown adults
- Young people seeming unfamiliar with your community or where they are
- Truancy, exclusion, disengagement from school
- An increase in anti-social behaviour in the community
- Unexplained injuries
- Gang association or isolation from peers or social networks.

Cuckooing

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered or curtains closed for long periods, family not



being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home. If we recognise any of these signs, we will report our concerns as per our reporting process.

Contextual safeguarding-

As young people grow and develop they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

As part of our safeguarding procedures we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

Forced marriage

A forced marriage is defined as 'a marriage in which one, or both spouses, do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual and emotional pressure.'

Where incidents of forced marriage are shared by our own staff, students or volunteers, we will respect confidentiality at all times and not share information without their permission. However, we will share this information without permission in cases of child protection, or where we believe there is an immediate risk of serious harm to the person involved.

Honour based abuse (HBA)

HBA is described as 'incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.' (*Keeping children safe in education*, 2022). Such abuse can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their 'honour' code. It is a violation of human rights and may be domestic, emotional and/or sexual abuse such as being held against their will, threats of violence or actual assault. It often involves wider family networks or community pressure and so can include multiple perpetrators.

Signs and symptoms of HBA include:

- Changes in how the child dresses or acts, such as not 'western' clothing or make-up
- Visible injuries, or repeated injury, with unlikely explanations
- Signs of depression, anxiety or self-harm
- Frequent absences
- Restrictions on friends or attending events.

Where incidents of HBA are shared by our own staff, students or volunteers, we will respect confidentiality at all times and not share information without their permission. However, we will share this information without permission in cases of child protection, or where we believe there is an immediate risk of serious harm to the person involved.



Online Safety

While the growth of internet and mobile device use brings many advantages, the use of technology has become a significant component of many safeguarding issues such as child sexual exploitation and radicalisation.

There are four main areas of risk associated with online safety:

- Content - being exposed to illegal, inappropriate or harmful material such as pornography, fake news, racist or radical and extremist views
- Contact - being subjected to harmful online interaction with other users such as commercial advertising or adults posing as children or young adults
- Conduct - personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images and online bullying
- Commerce - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Report **online safety concerns** to the DSL and to the Child Exploitation and Online Protection Centre (CEOP): <https://www.ceop.police.uk/Safety-Centre/>

Inappropriate content received via email must be reported to the DSL and to the Internet Watch Foundation (IWF): <https://www.iwf.org.uk/>

Child trafficking and modern slavery

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

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

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

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

Signs and symptoms for children include:

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



Adult sexual exploitation

As part of our safeguarding procedures we will also ensure that staff and students are safeguarded from sexual exploitation.

Up skirting/ Down Blousing

Up skirting and down blousing involves taking a picture of someone's genitals or buttocks or other intimate image under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual. This is a criminal offence and any such action would be reported following our reporting procedures.

Child abuse linked to faith or belief (CALFB)

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

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

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

Looked after children

As part of our safeguarding practice we will ensure our staff are aware of how to keep looked after children safe. In order to do this we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved



- Any child protection plan or care plan in place for the child in question.

Please refer to the Looked After Children policy for further details.

Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

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

This should not stop parents taking precious time with their children, by keeping us informed parents can help us to meet our statutory requirements and let us know that children are safe.

If a child has not arrived at nursery within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family. It is a parent's responsibility to keep their emergency contact details updated. If contact cannot be established then we would assess if a home visit is required to establish all parties are safe. If contact is still not established, we would assess if it would be appropriate to contact relevant authorities in order to them to investigate further.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safe and well.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the child's key person makes a dated record of the details of concern and discusses what to do within the setting leader or manager who is acting as the 'designated person'. The information is stored on the children's personal file.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. N.B in some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.



- We ring the Multiagency Safeguarding Hub (MASH) team for advice on **02087266464**, we also refer through the online portal Or the local authority designated child protection officer (LADO) – **Steve Hall** on steve.hall@croydon.gov.uk – **02087266000 ext 24334 Mob: 07825 830328** / **Jane Rowe Assistant Lado** – jane.parr@croydon.gov.uk - **02087266000 ext 24817 Mob: 07716092630** or Lado@croydon.gov.uk

Recording suspicions of abuse and disclosures

Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour, deterioration in general well-being, unexplained bruising, marks or signs of abuse or neglect that member of staff should make an objective record of any observation or disclosure, supported by the nursery manager or designated safeguarding lead (DSL). 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, location
- Exact words spoken by the child (word for word) and non-verbal communication
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including 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).
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Staff should also;

- Listens to the child, offers reassurance and gives assurance that she or he will take action, do not promise to keep it a secret or completely confidential
- Does not question the child, or ask leading questions
- Not make any comments either publicly or in private about the supposed or actual behaviour of a parent, child or member of staff.
- These records are signed and dated and kept in the Child Protection file & file which is kept securely and confidentially, these are shared with the DSL at time of incident so they can act accordingly.

Making a referral to the local authority social care team

- Practitioners take their concern to the Designated Safeguarding Lead, who would then complete the online referral form.
- **For Urgent Action call the Single Point of Contact 0208 255 2888** – (same day intervention by a social worker)
- **For Urgent Action out of Hours call 0208 726 6400** – this is the for the emergency social work service for urgent child protection matters that cannot wait until the next working day



Informing parents

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, expect where the guidance of the Local Safeguarding Children Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

Safe Caring

- All staff understand the setting's child protection procedures and have had appropriate training and guidance in the principles of safe caring. To this end:
- Every effort will be made to avoid instances when members of staff, students, volunteers or parents are left alone with a child other than their own, for their own protection and that of children and young people. There will be 2 adults at all times with children. In an extreme case or emergency that of a member of staff is alone with a child, the door of the room should be kept open and another member of staff should be informed.
- If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully in the Incident Book.
- Staff will never carry out a personal task for children that they can do for themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has a particular need, staff should not accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued.
- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.
- All allegations made by a child against a member of staff will be fully and accurately recorded, including any actions taken, in the Incident Book. In the event of there being a witness to an incident, they should sign the records to confirm this.

Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- We have a copy of **'What to do if you're worried a child is being abused'** for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- If a referral is to be made to the local authority social care department, we act within the areas Safeguarding Children and child Protection guidance in deciding whether we must inform the child's parents at the same time.



Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We would contact the **local authority designated child protection officer (LADO)** – **Steve Hall** on steve.hall@croydon.gov.uk – **02087266000 ext 24334 Mob: 07825 830328** / **Jane Rowe Assistant Lado** – jane.parr@croydon.gov.uk - **02087266000 ext 24817 Mob: 07716092630** or Lado@croydon.gov.uk if any allegation is made against staff, volunteers or anyone working on the premises.
- We respond to any disclosure by children or staff that is abused by a member of staff or volunteer within the setting or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's social care department to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the provider will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and fail miles throughout the process.

Disciplinary action

Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff knows the procedures for reporting and recording their concerns in the setting, all our paperwork has been reviewed and updated in line with our new safeguarding training.
- New staff are required to complete safeguarding training within 4 weeks commencing employment
- Training is refreshed yearly and Managers receive Designated Safeguarding Lead training



Planning

The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listening to and that they develop an understanding of why and how to keep safe.
- Tender Care incorporate a strong ethos of 'British Values' we do this by providing a curriculum which 'actively promote the values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs'.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority. All staff, students and volunteers are bound by confidentiality and any information will not be discussed out of work, or this will become a disciplinary matter.

The Nursery has due regard to the data protection principles as in the Data Protection Act 2018 and General Data Protection Regulations (GDPR)¹. These do not prohibit the collection and sharing of personal information, even without consent if this would put the child at further risk. We will follow the principles around data collection and information sharing, and ensure any information is recorded and shared in an appropriate way.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Care Plan as set by the child's social care worker in relation to the settings designated role and tasks in supporting that child and their family, subsequent to any investigation.

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/information_sharing_advice_practitioners_safeguarding_services.pdf



- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and client access to records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

Support to families

In any circumstance in which the nursery has to operate at reduced capacity - in circumstances like the COVID-19 pandemic - the nursery aims to identify those most at risk from safeguarding concerns or subject to a child protection plan and those with SEN to get priority places within the setting.

Training & Ongoing Knowledge

All employees, long term students or volunteers are required to complete basic Safeguarding Level 1 training online within 4 weeks of commencing with Tender Care. We carry out yearly safeguarding training as part of our INSET days. Adults knowledge is also frequently checked through 6 weekly safeguarding audits, alongside the employees supervisions and on-going suitability, any areas of weakness are identified and action plans are put in place.

Legal framework & Further Guidance

- The Children Act 1989 s47, 2004
- Protection of Children Act 1999
- Data Protection Act 2018
- The Children Act 2006 (Amended 2018)
- Safeguarding Vulnerable Group Act 2006
- Working Together to Safeguard Children 2026
- London Safeguarding Children Procedures 2026
- Sexual Offences Act 2003
- Criminal Justice and Court Services Act 2000
- Human Rights Act 1998
- Race Relations (Amendment) Act 1976, 2000
- Equalities Act 2010
- Female Genital Mutilation Act 2003
- Disability Discrimination Act 1995
- UN Convention on the Right of the Child
- Protection of Freedom Act 2012
- Section 26 of Counter Terrorism and Security Act 2015
- Prevent Duty Guidance 2015
- SEND Code of Practice 2015
- What to do if you're Worried a Child is Being Abused 2015
- Framework for the Assessment of Children in Need and their Families DoH 2000
- Information Sharing: Practitioners Guide HMG 2018
- London Child Protection Procedures 2016 & 2020
- Keeping Children Safe in Education 2020 & 2024
- Children Act 1989 and 2004
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2025
- Inspecting Safeguarding in Early years, Education and Skills settings 2019
- The Serious Crime Act 2015



This policy was adopted on	Signed on behalf of the nursery	Date for review
20/12/2025	Liz Francis – Head of Operations	20/12/2026