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Safeguarding and Child Protection Policy

1. Commitment

Imago Venues and Loughborough University fully recognises the contribution it can make to support and protect children and adults who attend Loughborough University Nursery.

The welfare of children and vulnerable adults is of paramount importance. Loughborough University Nursery Board of Trustees is committed and accountable for the governance of the Nursery and have overall responsibility for the Safeguarding Policies, Procedures and practises. Loughborough University nursery is committed to promoting good practice in relation to safeguarding and to developing best practice within the nursery.

The aim of the policy is to safeguard and promote the welfare, safety and health of children and vulnerable adults by fostering an honest, open, caring and supportive climate and a culture of safety. The welfare of children and vulnerable adults is of paramount importance. We recognise that practitioners are in positions of trust and are aware of the need to monitor the behaviour of those with this power dynamic.

2. Introduction

Loughborough Campus Nursery will work with children, parents, carers and the community to ensure the rights and safety of children and to give them the very best start in life. Children have the right to be treated with respect and to be safe from any abuse in whatever form. We are committed to building a culture of safety in which all children are protected from abuse and harm. We recognise, working with babies and infants, that we have a responsibility to hear and act on the child's voice and act as their advocate. To this end we will:

- Always listen to children according to their ages and stages of development, protecting them from maltreatment.
- Ensure children's good health and development.
- Create an environment to encourage children to develop a positive self-image.
- Work to enable children to have optimum life chances and to enter adulthood successfully.
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development.
- Provide a safe and secure environment for all children.

We recognise our responsibility under section 157 of the Education Act 2002 to have arrangements in place to safeguard and promote children's welfare. Through the day-to-day contact with children and direct work with families, practitioners at the Nursery have a crucial role to play in noticing indicators of possible abuse and neglect and responsibility to refer concerns to the relevant contact within the nursery, Imago Venues, and Children's Social Care provision, Ofsted and the Police.



Our prime responsibility is the welfare and wellbeing of all children in our care. As such, we believe we have a duty to the children, parents, carers and staff to act quickly and responsibly in any instance that may come to attention. Practitioners work as part of a multi-agency team where needed in the best interests of the child and need to be competent and capable to do so.

All staff must be familiar with their own role and responsibilities to act swiftly upon any suspicions or concerns they may have about any child or member of staff in a committed, confident and competent manner.

This policy has been developed to ensure that all staff providing a service for children and families are able to respond to concerns in line with the nursery, Imago Venues, local and national agendas.

3. Context

In developing this policy due regard has been given to the following legal framework and guidelines:

- The Children's Act 1989 and 2004
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children March 2010
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- LSCB Policy and Procedure <http://lrsb.org.uk/>
- Statutory Framework for the Early Years Foundation Stage
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/488745/EYFS_handbook_2016_-_FINAL.pdf
- Imago Venues Safeguarding policy
- Loughborough University Safeguarding policy

4. Scope

This is the Loughborough University Nursery child protection and safeguarding policy and procedures. The nursery is committed to working together and sharing information in order to safeguard the interests and wellbeing of children and vulnerable adults and will work collaboratively with Imago venues and Loughborough University.

For the purposes of this Policy and Procedure the nursery defines a child as a person who is under the age of 18. The fact that a Child has reached 16 years of age, is living independently or is in Further/Higher Education does not change his or her status for the purpose of this Policy and Procedure.

5. Principles

This policy is underpinned by four main principles: prevention, procedure, supporting vulnerable children and ensuring suitable people work with children.

5.1 Prevention

- Safeguarding children is paramount. We ensure all staff and parents/carers are made aware of our safeguarding policies and procedures at induction, through the website and information on display in the setting at the first point of contact



- We promote child-centred practice, which places the welfare of the child at the centre of all we do and is essential in creating a whole-setting protective ethos.
- Safeguarding policy and procedures identifies practises to prevent harm to children. It identifies the roles and responsibilities for the Board of Trustees Principle Safeguarding Lead, Designated Safeguarding Officers and all other staff (see appendix1)
- We ensure each child is assigned a key person who is responsible for supporting and monitoring individual children's wellbeing.
- We establish and maintain strong partnerships between the practitioner and families to be able to provide support and advice and identify any concerns.
- We prevent the use of mobile devices within the Nursery, smart watches are not to be used within nursery unless on the grounds of a medical condition. If permission is granted staff sign a declaration to state, the appropriate use of the smart watch. These have the potential to be used inappropriately.
- Imago Venues outline in their Managing Personal Relationships at Work that business interests are maintained at all times. This includes a declaration form which staff who have a personal relationships sign.

5.2 Procedures

- Robust procedures for the identifying and reporting cases and suspected cases of abuse and managing disclosures including allegations against a member of staff.
- Ensure staff understand their role and responsibilities to multi-agency and internal policy and procedure including how to report concerns of abuse of children or adults using appropriate systems including understanding of consent, information sharing and confidentiality and how to use the whistle blowing procedures.
- A robust procedure for electronic devices and digital images.
- Sharing Safer working practice for adults working with young children at Loughborough University Nursery.

5.3 Ensuring Suitable People work with children

Loughborough University Nursery ensure that suitable people work with children by having effective safer recruitment systems in place to ensure that practitioners and any other person who is likely to have regular contact with children (including those working or volunteering on the premises) are safe to do so. Recruitment is managed in partnership with Imago Venues in the following ways:

- Robust recruitment and selection procedure with measures that help to deter, reject and identify people who might abuse children, or who are otherwise unsuited to work with children.
- A culture of vigilance by undertaking enhanced DBS check for all staff who work directly or have unsupervised contact with children. This includes support staff who regularly undertake duties on the premises from other Imago Venues departments. staff and volunteers, whose suitability has not been checked, including a criminal records check, do not have unsupervised contact with children being cared for.



- The nursery is under an obligation to notify the DBS if it decides to terminate employment, as a result of suspected abuse or harm or risk of abuse or harm.
- The nursery will provide all the relevant information in references for a member of staff about whom there have been concerns about child protection / inappropriate conduct. Cases in which an allegation has been proven to be unsubstantiated, unfounded, false or malicious will not be included in employer references. A history of repeated concerns or allegations which have all been found to be unsubstantiated, malicious etc. will also not be included in a reference.
- The nursery has an open safeguarding ethos regularly addressing safeguarding responsibilities during staff meetings and fostering an ongoing culture of vigilance. All new staff and volunteers receive a safeguarding induction and are briefed on the code of conduct for adults working with children. At return-to-work interviews, staff appraisals and supervisions, staff are given the opportunity to disclose any convictions, cautions, court orders, reprimands and warnings which may have arisen and affect their suitability to work with children.
- In line with statutory requirements, interview panels for Nursery staff will have at least one member who has undertaken safer recruitment training either online or by attending the local authority one day Safer Recruitment training course.
- The nursery completes an induction of Action student volunteers to raise awareness of safeguarding best practice, policy and procedure.
- A robust procedure is in place in the event of an allegation against a member of staff including in the event of a disqualification of a person employed by Loughborough University Nursery.
- Implementation of the Leicestershire Safeguarding Competency Framework to support practitioners and monitor professional development to be able to undertake their safeguarding roles and responsibilities in a committed, confident and competent manner.
- A training strategy which has a flexible approach, acknowledges different types of learning and development, and ensures practitioners gain valid learning experiences.
- Ensure Safeguarding training is updated every three years or more frequently in accordance with best practice.

5.4 Supporting vulnerable children

Safeguarding children is everyone's business. It is vital that practitioners who work directly with children, are able to identify concerns, and be expected to contribute to the assessment of the child's developmental needs and the adult's parenting capacity, have the necessary knowledge and skills to do so. Practitioners must be able to:

- Identify the difference between what is meant by safeguarding and child protection as defined by Working Together 2010.



- Recognise types of abuse and recognise some of the signs and indicators for each category of abuse, which also includes signs and indicators on Child Sexual Exploitation, risks around the use of technology, and Domestic Abuse.
- Identify factors that increase children's vulnerability, for example: disability, age, looked after status etc.
- Maintain a child focus including supporting the 'Voice of the Child' and that this is being recognised and represented.

The Designated Safeguarding Leads must have the necessary knowledge, skills and expertise to be able to seek and take advice from a child protection specialist when managing complex cases from the local Social Care Team.

The keyperson must ensure that children's attendance is monitored regularly and, where the reason for a child's absence is not known, ensure this is followed up, in particular where a child is absent due to an extended holiday, or does not return from an extended holiday.

We are committed to working to prevent violent extremism. If concerns are raised regarding radicalisation of children or families, advice will be sought in line with the Government's Prevent Duty. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf

Records, Monitoring and Transfer

Where kept, child protection records are stored securely, with access confined to specific staff, eg Designated Safeguarding Leads and keyperson.

Child protection records are reviewed regularly by the DSLs/PSL to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals and ensuring these are acted upon.

When children transfer to other institutions their safeguarding records are also transferred. Safeguarding records will be transferred separately from other records and best practice is to pass these directly to a Designated Safeguarding Lead in the receiving school or nursery, with any necessary discussion or explanation and to obtain a signed and dated record of the transfer. In the event of a child moving out of area and a physical handover not being possible then the most secure method should be found to send the confidential records to a named Designated Safeguarding Lead and a photocopy kept. Files requested by other agencies e.g. Police should be copied.

Dealing with Safeguarding concerns

It is the remit of Social Services and/or the Police and not anyone connected with the nursery to investigate safeguarding concerns.

Safeguarding concerns may include concerns regarding a child or an adult's welfare, health or safety, or concerns that the child or adult is being abused or harmed or is at risk of abuse or harm ("safeguarding concerns").

- If a child or vulnerable adult raises a safeguarding concern, e.g. that they are being abused or harmed, or any individual identifies such a concern, the matter should be reported to the Designated Safeguarding Lead without delay, using the Safeguarding concern form in



Appendix. Agree with the person what action should be taken, by whom and when it will be reviewed.

- If in any doubt as to whether a safeguarding concern should be reported, a report should be made to the Designated Safeguarding Lead in any event.
- If the Designated Safeguarding Lead considers that the child or adult who is vulnerable is being abused or harmed or at risk of abuse or harm, s/he may make a referral to social services or the police as appropriate. They will agree what action should be taken, by whom and when it will be reviewed. This action will be recorded on the Safeguarding concern form
- If the Designated Safeguarding Lead is not available, then the Senior Early Years Educator acting on their behalf will be contacted. If the safeguarding concern involves a concern against the Safeguarding designated officer or Head of Nursery, then the member of staff to be contacted is the Principle Lead Safeguarding Officer.
- If a member of staff other than the Designated Safeguarding Lead makes a referral to Social Services or the Police, then they must notify the Designated Safeguarding Lead that a referral has been made as soon as reasonably practicable. Member of staff should not wait for the Designated Safeguarding Lead to be present to make the referral if the child is at immediate risk of harm.
- The Designated Safeguarding Lead will consult Social Services Emergency Duty Team to determine whether the allegation warrants further investigation.
- The Nursery may liaise with the local safeguarding board as appropriate.
- If a matter arises where a nursery staff member is considered to pose a safeguarding risk, as above the nursery will not investigate allegations of abuse but will report this to Social Services and to LADO. An appropriate risk assessment will be carried out on the advice of the safeguarding authorities and in conjunction with the relevant institution.

Appendix 1

Roles and Responsibilities

The Principal Safeguarding Lead provides a Strategic Lead across Loughborough University Nursery to ensure plans and targets for safeguarding are embedded at a strategic level.

The Designated Safeguarding Leads for child protection is Mrs Caroline Farley (Head of Nursery) and Mrs Sue Hart who are responsible for responding appropriately to decisions on immediate safety issues and risk assessments in relation to staff/children.

In the absence of the Designated Safeguarding Lead a Senior Early Years officer be delegated this responsibility.

1.1 General



All adults working with or on behalf of children have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the nursery.

Adults' responsibilities include:

- Undertaking relevant training in safeguarding procedures and ensuring that their knowledge is kept up to date as recommended by the local authority.
- Acting as a point of contact when identifying safeguarding concerns, receiving information and recording those concerns.
- Acting upon concerns as appropriate in the circumstances, e.g. recording incidents and referring to the Designated Safeguarding Lead.
- Implementation of this Policy and Procedure.

Board of Trustees

In accordance with the Statutory Guidance "Keeping children safe in education" July 2015, the Board of Trustees will ensure that:

- The Nursery has a child protection/safeguarding policy, procedures and training in place which are effective and comply with the law at all times. The policy is made available publicly.
- The Nursery operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. Furthermore, the Head of Nursery and other staff involved in the recruitment process have undertaken Safer Recruitment Training.
- There are procedures for dealing with allegations of abuse against members of staff, and volunteers.
- There is a senior member of the nursery who is designated to take lead responsibility for dealing with child protection (the "Designated Safeguarding Lead") and there is always cover for this role.
- The Designated Safeguarding Lead undertakes effective Local Authority training (in addition to basic child protection training) and this is refreshed every two years.
- The Principle Safeguarding Lead and all other early year's staff and volunteers who work with children undertake appropriate training which is regularly updated (at least every three years in compliance with the LSCB protocol); and that new staff and volunteers who work with children are made aware of the nursery's arrangements for child protection and their responsibilities. The Local Authority leaflets, "Safer working in Education Settings" and Safeguarding everybody business will be used in induction.
- Any deficiencies or weaknesses brought to the attention of the Board of Trustees will be rectified without delay.
- *The Chair of the Board of Trustees* Spencer Grayson deals with any allegations of abuse made against the Principle Safeguarding Lead, in liaison with the Local Authority Allegations Manager (LADO).
- Effective policies and procedures are in place and updated annually including a behavior "code of conduct" for staff and volunteers. Safeguarding arrangements take into account the procedures and practice of the local authority and the Local Safeguarding Children Board (LSCB).

1.2 Principal Safeguarding Lead – Board member



The Designated Safeguarding Board member Spencer Grayson will act as the Principal Safeguarding Lead (PSL) and will ensure that:

- The policies and procedures adopted by the Board of Loughborough University Nursery are effectively implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the Safeguarding Leads and other staff to discharge their responsibilities, including taking part in training, recruitment and contributing to the reporting of incidents where necessary.
- Allegations of abuse or concerns that a member of staff (including volunteers) or adult working at the nursery may pose a risk of harm to a child or young person are notified to the Local Authority Allegations Manager.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner.
- All staff are made aware that they have an individual responsibility to pass on safeguarding concerns and that if all else fails to report these directly to Children's Social Care Services or the Police.
- Ensuring that provision is made across the organisation for guidance and training for all students and staff whose roles and responsibilities include regular contact with children or potentially vulnerable adults, appropriate for their role, to include induction training, policy and procedures and related guidance and Code of Conduct.

1.3 Designated Safeguarding Lead -Head of Nursery and Deputy

The responsibilities of the Designated Safeguarding Leads (DSL) are found in Annex B of "Keeping children safe in education" and include:

Provision of information to the LSCB/Local Authority on safeguarding and child protection in compliance with section 14B of the Children Act 2004.

- Liaison with the Principle Safeguarding Lead, in the first instance, and the Local Authority on any deficiencies brought to the attention of the Board of Directors and how these should be rectified without delay.
- Referral of cases of suspected abuse to Specialist Services First Response Children's Duty (and/or Police where a crime may have been committed);
- Act as a source of support, advice and expertise within the Loughborough University Nursery.
- Ensure each member of staff has access to and understands the nursery safeguarding policy, especially new or part-time staff.
- Ensure all new and existing staff (including student volunteers) have induction and regular training covering child protection and staff behavior and are able to recognise and report any concerns immediately they arise and to give Part 1 of "Keeping children safe in education" to all staff (see Appendix).
- Keep detailed, accurate and secure written records of concerns and referrals.
- Obtain access to resources and effective training for all staff and attend refresher training courses every two years.
- Where children leave the Nursery, ensure their child protection file (where one exists) is handed to the Designated Safeguarding Lead and signed for in the new school/nursery as soon as possible.



- Maintain and monitor child protection records, including monitoring and acting upon individual concerns, patterns of concerns (e.g. children who repeatedly go missing) or complaints, in accordance with the section on “Records, Monitoring and Transfer” below.



Appendix 2

Procedure to follow in cases of possible, alleged or suspected abuse, or serious cause for concern about a child

1.Contents

The Local Safeguarding Children Board Procedures contain the inter-agency processes, protocols and expectations for safeguarding children. (Available on LSCB website www.lrsb.org.uk). The Designated Safeguarding Lead is expected to be familiar with these, particularly the referral processes.

- It is important that all parties act swiftly and avoid delays.
- Any person may seek advice and guidance from the First Response Children's Duty Professionals Consultation Line, particularly if there is doubt about how to proceed. Any adult, whatever their role, can take action in his/her own right to ensure that an allegation or concern is investigated and can report to the investigating agencies.
- Written records, dated and signed, must be made to what has been alleged, noticed and reported, and kept securely and confidentially.
- In many cases of concern there will be an expectation that there have already been positive steps taken to work with parents and relevant parties to help alleviate the concerns and effect an improvement for the child. This is appropriate where it is thought a child may be in need in some way and require assessment to see whether additional support and services are required. An example might be where it is suspected a child may be the subject of neglect. In most cases the parents' knowledge and consent to the referral are expected, unless there is reason for this not being in the child's interest. However, there will be circumstances when informing the parent/carer of a referral that might put the child at risk, and in individual cases advice from Children's Social Care will need to be taken.

2.1 Individual Staff/Volunteers/Other Adults – main procedural steps

- When a child makes a disclosure, or when concerns are received from other sources, **do not** investigate, ask leading questions, examine children, or promise confidentiality. Children making disclosures should be reassured and if appropriate at this stage should be informed what action will be taken next. Treat it seriously, reassure the child.
- Do not promise confidentiality, as you will have to pass the information on.
- Write the child's own words as far as possible – do not ask leading questions; ask 'what happened?' and listen to the child, do not investigate, interrogate or question the child – the authorities must do this.
- As soon as possible write a dated, timed and signed note of what has been disclosed or noticed, said or done and report to the Designated Safeguarding Lead and the Senior Early Years Educator in the room.
- If the concern involves the conduct of a manager, company director or DSL, the PSL must be informed.
- If the allegation is about the PSL, the information should normally be passed to the Chair of the Board of Directors or the Local Authority Allegations Manager (LADO).
- If appropriate inform the child what action you have taken.

2.2 Designated Safeguarding Lead – main procedural steps



- Begin a case file which will hold a record of communications and actions to be stored securely (see Section on Records, Monitoring and Transfer).
- Where initial enquiries do not justify a referral to the investigating agencies, inform the initiating adult and monitor the situation. If in doubt, seek advice from the First Response professionals Consultation line.
- Share information confidentially with those who need to know.
- Where there is a child protection concern requiring immediate, same day, intervention from Children's Social Care (Priority 1), the First Response Children's Duty should be contacted by phone. Parents should be informed and consent sort for this action being taken and an explanation why. In the event the child will be placed at risk of immediate harm consent would not be needed. Written confirmation should be made within 24 hours on the LSCB Agency Referral Form to Children's Social Care. All other referrals should be made using the online form (see link <http://lrsb.org.uk/childreport>).
- If it appears that urgent medical attention is required arrange for the child to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents must be informed that the child has been taken to hospital.
- Exceptional circumstances: If it is feared that the child might be at immediate risk on leaving Nursery, take advice from the First Response Professionals Consultation line (for instance about difficulties if the session/activity has ended, or on whether to contact the police. Remain with the child until the Social Worker takes responsibility. If in these circumstances a parent arrives to collect the child, the member of staff has no right to withhold the child, unless there are current legal restrictions in force (eg a restraining order). If there are clear signs of physical risk or threat, First Response Children's Duty should be updated and the Police should be contacted immediately.

Loughborough University Nursery Safeguarding delegated roles and responsibilities.

Origins: Caroline Farley Head of Nursery
Date 15.06.2023

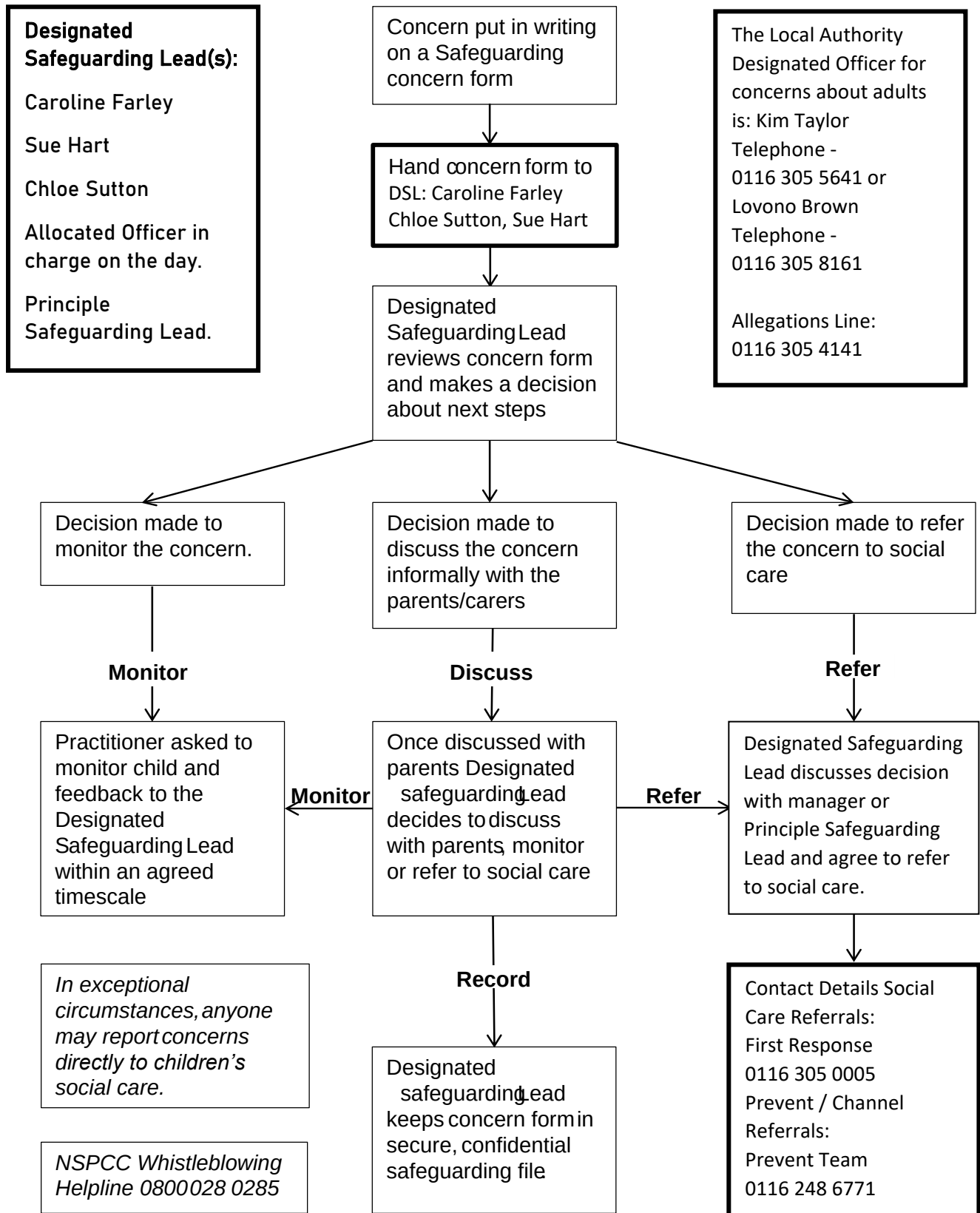
Role	Responsibility	Delegated
Principal Safeguarding Lead	Provides a Strategic Lead across Loughborough University Nursery to ensure plans and targets for	Spencer Graydon Imago CEO Nominated person



	safeguarding are embedded at a strategic level.	
Designated Safeguarding Lead	Responsible for responding appropriately to decisions on immediate safety issues and risk assessments in relation to staff/children.	Caroline Farley Head of Nursery Chloe Sutton Deputy Manager
Managing an allegation against a company director or the Principle Safeguarding Lead	To act as lead officer when an allegation or suspicion that a person working with children has: • behaved in a way that has harmed a child, or may have harmed a child; • possibly committed a criminal offence against or related to a child; • or behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.	Laurence McCarthy Imago Chair for Board of Trustees
Managing an allegation against The Head of Nursery or Deputy Manager	As above	Spencer Graydon Principle Safeguarding Lead
Managing an allegation against a member of staff or volunteer	As above	Caroline Farley Head of Nursery HR
Maintaining the Single Central Record	To ensure that identity, qualification and DBS checks have been completed and recorded	Nursery Admin and Imago HR
Updating Safeguarding policy and procedure	Review and update the Safeguarding Policy and Procedure annually	Caroline Farley Head of Nursery



FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD



Appendix 3

1.Process for dealing with allegations against staff (including the Principal Safeguarding Officer and Directors).

These procedures should be followed in all cases in which there is an allegation or suspicion that a person working with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- or behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

1.2 Individual Staff/Volunteers/Other Adults who identify or receive the allegation:

- Write a dated and timed note of what has been disclosed or noticed, said or done.
- Report immediately to the DSL or PSL.
- Pass on the written record.
- If the allegation concerns the conduct of the PSL, report immediately to the Chair of the Board of Directors (TBC).
- Pass on the written record.

1.3 Principal Safeguarding Officer

- If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.
- Before taking further action notify and seek advice from the LADO Allegations Manager, Safeguarding on the same day.
- You may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation.
- Report to First Response Children's Duty if the Allegations Manager so advises or if circumstances require a referral concerning a child.
- Inform the Head of Human resources at Imago Venues and discuss what actions may be needed e.g. redeployment, suspension whilst the investigation is taking place and who will liaise with the staff member involved. Seek on going advice from HR regarding employment issues
- Inform Ofsted of the incident and actions taken.

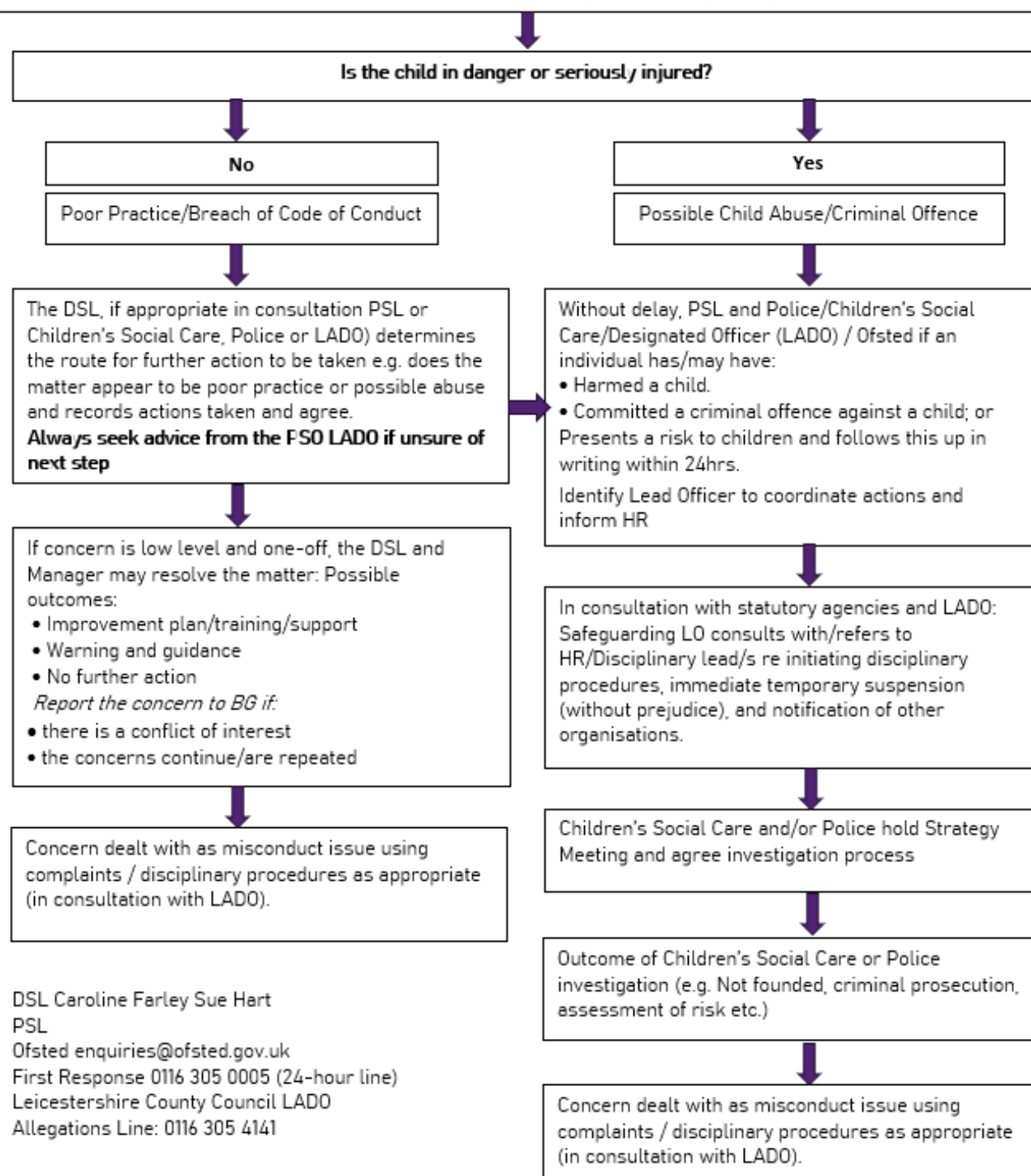
Ongoing involvement in cases:

- Liaison with the Allegations Manager
- Co-operate with the investigating agency's enquiries as appropriate.
- Identify appropriate support for the member of staff.
- Discuss with HR employment issues and possible disciplinary action where the investigating agencies take no further action or if further action is needed such as dismissals.
- Seek advice from the LADO re possible referral to the DBS or NCTL, depending on the outcome.



Outline of Safeguarding reporting procedure concerns about the behaviour about a staff member or volunteer

Concerns arise about the behaviour of a member of staff, or volunteer towards a child/children. (e.g. suspicions or allegations of poor practice or possible abuse) The Designated Safeguarding Lead is informed. The individual is informed an allegation has been made and further advice is being sort. A safeguarding concern form is completed.



DSL Caroline Farley Sue Hart
PSL
Ofsted enquiries@ofsted.gov.uk
First Response 0116 305 0005 (24-hour line)
Leicestershire County Council LADO
Allegations Line: 0116 305 4141

Manager's signature June 2024

