



**The Apple Trust Nursery**

**CHILD PROTECTION  
POLICY & PROCEDURES**

**Revised September 2021**

**(This document replaces the previous The Apple Trust Nursery Policy &  
Procedures Dated 2016)**

## **CONTENTS**

The Apple Trust Safeguarding Children Statement	Page 3
1. Introduction	Page 4
2. The Framework	Page 4
3. Definitions	Page 4
4. Designated Safeguarding Officer	Page 6
5. Consent	Page 6
6. How to respond to child abuse or the suspicion of abuse	Page 6
7. What to do if a child talks to you about abuse or neglect	Page 7
8. Immediate action to ensure a child's safety	Page 7
9. Making a referral	Page 8
10. Information required	Page 10
11. Confidential records of concern	Page 10
12. Recruitment	Page 10
13. Safer practice when working with children	Page 13
14. Allegations against staff	Page 14
15. Whistle blowing (confidential reporting)	Page 16
16. Mobile Phones, Photographs and Internet Safety	Page 17
17. Compromised Care	Page 18
18. Prevent Duty	Page 19
19. Useful Contact Information	Page 20
Additional Resources	Appendix One
KSCB Model: Nursery Flowchart of Referral Process	Appendix Two
KSCB Model: Allegations against Staff Members	Appendix Three

## CHILD PROTECTION STATEMENT

### FOR The Apple Trust Nursery

#### AIMS

The Apple Trust aims to:

Create an environment which encourages a positive self image, regardless of race, language, religion, culture, ability or home background; help children establish and keep satisfying relationships within the families, with other children and adults; to encourage children to develop a sense of autonomy independence and confidence.

#### **Our objectives are:**

***To advance the education of children and young people resident in the area, in particular but not exclusively through the provision of nursery, day and after-school care services and***

***To provide recreational and leisure time facilities for people resident in the area with the objects of improving their condition of life arising by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances.***

The staff of The Apple Trust believe that children must be safeguarded at all times and able to develop to their full potential. We want to work with children, their parents and carers to ensure the safety of children and promote their welfare to give them the very best start in life.

- We believe every child and young person should be valued, safe and happy. We want to make sure that children we have contact with know this.
- We want children who use or have contact with this nursery to enjoy what we have to offer in safety.
- We want parents and carers who use or attend our nursery to be supported to care for their children in a way that promotes their child's health and well being and keeps them safe.
- We will achieve this by having an effective nursery Child Protection Policy & Procedure and by following Knowsley Safeguarding Children Board's Procedures Manual; the national guidance from "What To Do If You're Worried A Child Is Being Abused" (2015) and "Working Together to Safeguard Children" (2018)
- If we discover or suspect a child is suffering harm we will notify Knowsley Children's Social Care through the Multi Agency Safeguarding Hub (MASH) Tel:- 0151 443 2600 (outside office hours, we will contact the Emergency Duty Team on 443 2600) or the Police on 0151 709 6010 so that the child can be protected if necessary. We will then complete a Knowsley Safeguarding Children Multiagency Referral form (MARF). If the child does not live in Knowsley we will refer to the contact numbers listed at the end of this policy.
- This Child Protection Policy Statement and Child Protection Procedures apply to all staff, trainees, volunteers and users of The Apple Trust and anyone carrying out any work for us or using our premises.
- We will review our Child Protection Policy and Procedures annually to make sure they are still relevant and effective.

Signed: \_\_\_\_\_  
Chair of Trustees

Date

## 1. INTRODUCTION:

This Child Protection Policy & Procedure of The Apple Trust replaces the previous policy dated September 2018. This document is available to all parents, carers and users of the nursery. It is intended to be used by all trustees, managers, staff, students, trainees and volunteers. All managers, staff, students, trainees and volunteers are expected to know and understand these policies and procedures. "Providers must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues" (EYFS 2017;3.6)

This Child Protection Policy & Procedure must be read in conjunction with:-  
Knowsley Safeguarding Children Board (KSCB) Safeguarding Children Procedures Manual  
<https://www.knowsleyscb.org.uk/professionals/multi-agency-procedures/>

## 2. THE FRAMEWORK\*

This Child Protection Policy and Procedure has been developed in line with the following legislation and guidance.

- Children Act (1989) (2004)
- Knowsley Helping Children to Thrive Model 2020
- What to do if you're worried a child is being abused (2015)
- Working Together to Safeguard Children (2018)
- Childcare Act 2006
- DfE Keeping Children Safe in Education
- Knowsley Safeguarding Children Board Procedures Manual (revised June 2020)
- Safeguarding Disabled Children Practice Guidance (DCSF 2009)
- Early Years Foundation Stage (Revised 2017)

\* For further information, please see Additional Resources Appendix One at end of this document

## 3. DEFINITIONS:

Early Years providers have a duty under section 40 of the childcare Act 2006 to comply with the welfare requirements of the early years foundation stage (EYFS). Early years providers must ensure that:

- They are alert to any issues of concern in the child's life
- They have and implement a policy and procedures to safeguard children. This must include an explanation of the action to be taken when there are safeguarding concerns about a child and in the event of an allegation being made against a member of staff. The policy must also cover the use of mobile phones and cameras in the setting; that staff complete safeguarding training that enables them to understand their safeguarding policy and procedures, have up-to-date knowledge on safeguarding issues; and recognise signs of potential abuse and neglect
- They have a practitioner who is designated to take lead responsibility for safeguarding children within each early years setting and who must liaise with local statutory children's services as appropriate. This lead must also complete child protection training.

**Safeguarding and promoting the welfare of children** is defined for the purposes of this guidance as:

- Protecting children from maltreatment;
- Preventing impairment of children's mental and physical 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.

## **Keeping Children Safe in Education (2021)**

### **Abuse and Neglect – Extract from Working together to Safeguard Children (2018)**

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

#### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision including the use of inadequate care-givers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape, buggery or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Female Genital Mutilation**

Female Genital Mutilation, FGM, is a collective term for procedures which include the removal or partial removal of the external female genitalia for non- medical purposes.

- It is sometimes referred to as 'cutting', 'initiation' or 'female circumcision' and had been illegal in the UK since 1985
- It is extremely painful
- FGM can have serious on-going physical and emotional health consequences
- It is considered to be a form of child abuse under the areas of physical abuse and emotional abuse
- FGM is illegal and can be preformed on a child who is unable to resist or give informed consent.

FGM isn't linked to any religious expectations, it is a culture-specific practice and social norm practiced by families for a number of reasons, often thought to be essential for a girl to become a 'proper woman' and to be 'marriageable'.

There are of course tensions for families in the UK that are from countries where FGM is common practice and perceived as a part of being female.

Some may justify Female Genital Mutilation for:

- Tradition
- Family honour
- Hygiene
- Fear of exclusion from communities

While respect for families' culture and tradition is important, cultural considerations and sensitivities should not override the professional need to take action to protect a child in your setting.

### **Procedure to be followed if it is discovered that a female has undergone FGM**

Professionals and volunteers in most agencies have little or no experience of dealing with FGM and it is acknowledged that encountering FGM for the first time can cause people to feel shocked, upset, helpless and unsure of how to respond appropriately to ensure that a child, and/or a mother/any female adult, is protected from harm or further harm.

However, FGM is a form of child abuse and violence against woman and girls, and therefore should be dealt with as part of existing child protection structures, policies and procedures. Where it is discovered that a girl has undergone FGM, a child protection referral will be made in accordance our usual safeguarding procedures.

If we identify that a female is under 18 has had FGM we have a duty to report following our Knowsley processes and under the Serious Crime Act (2015) to the police via the non-emergency number 010.

If it felt that a child is in immediate danger: dial 999.

Signs & Symptoms to look out for children “at risk” of FGM

- Father comes from a community that is known to practice FGM
- Mother/Family may have limited contact with people outside family
- It is known that the mother has FGM
- Family does not engage with professionals (health, school, other)
- Parent say that they or a relative will take the child abroad for a prolonged period of time
- Childs spoken about a holiday to her country of origin or another where the procedure is practiced
- Child has confided that she is to have a “special procedure” to “become a woman” or to be “more like her mum/sister/aunt” etc

Signs & Symptoms to look out for if FGM is suspected

- Child regularly attends GP appointments, has frequent Urinary Tract Infections (UTI'S)
- Increased emotional and physiological needs e.g withdrawals, depression or significant changes in behaviour
- Child talks about pain/discomfort between legs
- Child has difficulty walking, sitting for long periods of time- which wasn't a problem previously

## **Peer on Peer abuse**

**All** staff should be aware that children can abuse other children (often referred to as peer on peer abuse). This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence, 8 such as rape, assault by penetration and sexual assault;
- sexual harassment, 9 such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- upskirting, typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; 10 which
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

**Keeping Children Safe in Education (2021)**

**(Safeguarding action may also be needed to protect children from other forms of abuse not listed here, additional links for information can be found in Appendix One)**

#### **4. DESIGNATED SAFEGUARDING Officer (There is a Designated Safeguarding Officer available at all times when the setting is open)**

The Manger is the Designated Safeguarding Officer for The Apple Trust Nursery. This position is currently held by Jacqui Houghton. The deputy Safeguarding Officers are Heather Fuller, Jane Cardwell, Rhona Richardson, Suzanne Williams. If you are unsure who they are, please ask any member of staff.

The Designated Safeguarding Officer is the key person to whom **ALL** concerns, suspicions or allegations of abuse **MUST** be reported. They will also be responsible for induction of all staff, students, trainees and volunteers; identifying and meeting their developmental and training needs in relation to safeguarding. They will liaise closely with staff and their line managers to ensure the consistent implementation of policy and practice.

The Designated Safeguarding Officer is available for support and guidance and should be the first point of contact for staff and volunteers who have concerns about a child's welfare. Information and / or concerns **MUST** be shared with the Designated Safeguarding Officer within 24 hours. If not available the Deputy Designated Safeguarding Officer should be informed.

#### **5. Consent/Sharing information**

Where possible, we will seek the consent of a parent or carer prior to sharing information by making a referral and we will ask for a signature on our referral documents. However, consent of a parent or carer is not required to make a referral in relation to safeguarding and protecting a child when to do so would place a child at increased risk of significant harm.

Where the sharing of information is vital to protect a child, the issue of confidentiality is secondary to the child's need for protection. Staff have a professional duty to safeguard and promote the welfare of children and to share information with appropriate agencies if they believe the child is suffering or likely to suffer significant harm. We will ensure that parents have a clear understanding of the duty placed on all childcare practitioners.

**Working Together to Safeguard Children 2018** states practitioners should:

- Share information early
- With no fear
- Not assume that someone else will do it

**Create a culture of information sharing!**

#### **Government guidance – The seven golden rules to sharing information;**

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.



2. Be open and honest with the individual (and/or family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

## 6. HOW TO RESPOND TO CHILD ABUSE OR THE SUSPICION OF ABUSE

If any member of staff, students, trainees or volunteers has a concern about a child they **must** seek advice from their Designated Safeguarding Officer

The purpose of consultation is to discuss concerns in relation to a child and decide what action is necessary. Staff may become concerned about a child who has spoken to them about abuse; because of their observations or because of information about that child.

Children who are unable to share their concerns, for example babies, very young children and some children with additional needs/disabilities, form strong attachments to those who care for them through the effective implementation of our key person system.

It is good practice and quite natural to ask a child why they are upset, or how a cut, bruise or other injury was caused, or respond to a child wanting to talk. This can help clarify vague concerns and result in appropriate action. However, staff **must not** directly question the child about abuse (see Section 7 – What to do if a Child talks to you about abuse or neglect.)

The Designated Safeguarding Officer will consult externally with Knowsley Multi Agency Safeguarding Hub (MASH) in the following circumstances:

- When they remain unsure after internal consultation as to whether child protection concerns exist
- When there is disagreement as to whether child protection concerns exist
- When they are unable to consult promptly or at all with the Early Years Nominated Safeguarding Officer (See Early Years flow chart)
- When the concerns relate to any member of the nursery Trustees.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Children's Social Care or the Police should progress.

## 7. WHAT TO DO IF A CHILD TALKS TO YOU ABOUT ABUSE OR NEGLECT

It is recognised that a child may seek an adult out to share information about abuse or neglect or talk spontaneously individually or in groups when a member of staff is present. In these situations staff must:

- Stay Calm
- Listen carefully to the child, and do **NOT** directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Keep this safe and confidential as it may be needed later as evidence.
- Use the child's own words where possible.
- Tell the child that you will need to share this information and why (if the child is at an appropriate age)

Staff will reassure the child by:

- Telling them what you are going to do next.
- Explaining that you will need to get help to keep the child safe.
- Practitioners **MUST NOT** ask the child to repeat his or her account of events to anyone.

Further advice and guidance can be found at <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/what-to-do-child-reveals-abuse/>

## 8. IMMEDIATE ACTION TO ENSURE A CHILD'S SAFETY

Immediate action may be necessary at any stage of involvement with children and families.

We will take appropriate action to safeguard child/ren in our care.

If emergency medical attention is required this will be secured by calling an ambulance (dial 999). If a child is in immediate danger the police will be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.

## 9. MAKING A REFERRAL

A referral involves giving Children's Social Care or the Police information about concerns relating to a child or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action. The setting's Designated Safeguarding Officer will complete the Knowsley Safeguarding Children Multi Agency Referral form (MARF) and send it to the Multi Agency Safeguarding Hub (MASH) within 24 hours of a telephone referral.

**Early Help Assessment** - The Early Help Assessment application form is a tool to enable early and effective assessment to consider the needs of the child and the family. It is a holistic consent-based needs assessment framework which records, in a single place and in a structured and consistent way, every aspect of a child's life, family and environment. However, the Early Help Assessment is not a referral form, although it may be used to support a referral or specialist assessment.

In order to ensure the effectiveness of the Early Help Assessments nursery staff will;

- Participate in Early Help Assessment training
- Develop effective links with other services and agencies
- Work in partnership with children, young people and their families

Support is available from the Early Help Assessment team to complete the form and they can be contacted 443 2879/443 2873

In certain cases the level of concern will lead straight to a MASH referral without external consultation being necessary. Parents/carers will be informed if a referral is being made except in the circumstances where:

- Sexual abuse is suspected
- Organised or multiple abuse is suspected
- Fabricated or Induced Illness (FII), (previously known as Munchausen Syndrome by proxy) is suspected
- Contacting parents/carers would place the child at increased risk of harm.

However, inability to inform parents for any reason will not prevent a referral being made. It would then become a joint decision with Children's Social Care about how and when the parents should be approached and by whom.

If the concern is about abuse or risk of abuse from someone not known to the child or child's family, we will make a telephone referral directly to the police and advise the parents.

If the concern is about abuse or risk of abuse from a family member or someone known to the child, we will make a telephone referral to Children's Social Care. See Appendix 2 for The Apple Trust Nursery **REFERRAL FLOW CHART** which shows what happens when a referral about concern is made.

## 10. INFORMATION REQUIRED

Staff will be prepared to give as much of the following information as possible (though we recognise that in emergency situations all of this information may not be available). The fact that we do not have some information should not stop a referral being made.

- Name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the child/family e.g.: GP, Health Visitor, School.
- The nature of the concern; and foundation for them.
- An opinion on whether the child may need urgent action to make them safe.
- Their view of what appears to be the needs of the child and family.
- Whether the consent of a parent with parental responsibility has been given to the referral being made.

We will confirm this information in writing within 24 hours to Children's Social Care. We will provide this information as an assessment using the Knowsley Safeguarding Children Multi Agency Referral form (MARF). We expect to have an acknowledgement of this written referral within one working day. If we have not received an acknowledgement of this referral in three working days, we will contact Children's Social Care directly.

Further relevant information about the child will be shared with Children's Social Care directly or on request. If a decision was taken that there are no concerns under the Children Act 1989 (Section 47) and we dispute this decision, we would follow the Escalation Policy Resolution Pathway (4.26 KSCB Multi-Agency Safeguarding Children Procedures).

## **11. CONFIDENTIAL RECORDS OF CONCERN**

All of our records in respect of the children, young people, their parents and / or carers are kept confidential in a secure place. Information will usually only be shared with the parents or carers consent. Staff have a professional duty to safeguard and promote the welfare of children and to share information appropriately within and between agencies, if they believe the child is suffering or likely to suffer significant harm.

We will retain confidential information in relation to concerns in a secure place for (child's DOB) + 25 years in compliance with Information and Data Security: Guidance for Knowsley Schools (Version 4.0).

## **12. RECRUITMENT**

**The Apple Trust Nursery** takes every possible step to prevent unsuitable people from working with children and follows Knowsley Safeguarding Children Board's Safer Recruitment Guidance. When interviewing potential staff we ensure:

- There is an open recruitment process
- A member of the interview panel has received Safer Recruitment training
- There should be a minimum of 2 people on the recruitment panel
- There is a rigorous interview
- That we verify the applicants identity and any academic or vocational qualifications claimed
- That references are taken up by direct contact with referees
- Evidence of the date of birth and address of the potential employee is sought
- That an enhanced disclosure via the Disclosure and Barring Service is provided before they start employment

The need for an enhanced disclosure is made clear on the application form, job advert and any other information provided about the post. All applicants will complete an application form enabling each of them to have the same opportunity to provide information about themselves which can assist in identifying any gaps in employment.

In any interview the panel will explore:

- The candidates attitudes, motivation and behaviour toward children and young people
- Their ability to support the nursery's agenda for safeguarding and promoting the welfare of children
- Any gaps in the candidates employment history and
- Any concerns or discrepancies arising from the information provided by the candidate and / or a referee

A job offer will only be made subject to the necessary checks being satisfactory.

Following appointment, all staff will be given a job description that clearly states their role and responsibilities in relation to safeguarding children, a contract of employment will be required to work a probationary period. All new staff will receive a full induction to the setting and will be given the opportunity to read all the settings policies and procedures and will sign to agree to abide by these.

***'Providers must tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). Providers must not allow people whose suitability has not been checked, including through a DBS check, to have unsupervised contact with children being cared for.'***  
(EYFS 2017 3.11)

**Practitioners at The Apple Trust Nursery will be expected to complete an annual declaration stating that there have not been any changes in their personal circumstances since their last CRB/DBS disclosure.**

### **Disqualification**

If we become aware of relevant information which may lead to disqualification of an employee, we will take appropriate action to ensure the safety of children. We would not continue to employ that person and will take the appropriate action and notify Ofsted as soon as reasonably practicable in accordance with EYFS (2017 3.14)

### **Disqualification by association**

If we become aware that a childcare practitioner who works at our setting or the registered provider is living in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed we will take appropriate action as this could result in the childcare worker also being disqualified. (EYFS 2017 3.15)

We will inform Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided.

### **Induction for all staff**

After appointment, The Apple Trust Nursery will provide an induction programme for all staff (paid or unpaid), regardless of previous experience. The purpose of this induction will be to:

- Provide training about **The Apple Trust Nursery** policies and procedures;
- Support individuals in a way that is appropriate to their role;
- Provide opportunities for a new member of staff to discuss any issues or concerns about their role or responsibilities and
- Enable the person's line manager, supervisor or mentor to recognise any concerns about the person's ability or suitability at the outset and address them immediately.

The content and nature of the induction process will vary according to the role and previous experience. However, in all cases as far as safeguarding and promoting the welfare of children is concerned the induction programme will include information about, and written statements of:

- Policies, procedures and statements in relation to safeguarding and promoting the welfare of children;
- How and with whom to raise concerns;
- Other relevant procedures, e.g. disciplinary, capability, allegation management and whistle blowing.
- The requirement to inform the provider of any changes in their personal circumstances that could affect their suitability to work with children.

**Any new staff to the setting will have to have a relevant DBS certificate before being left unsupervised with children. Furthermore we will not allow staff to begin employment at our setting until a DBS application has been completed and submitted.**

**All new staff will complete Knowsley Early Years Safeguarding Induction Booklet as their initial safeguarding awareness training.**

Information will be provided about **The Apple Trust Nursery** supervision and appraisal system, when it will take place and its purpose. *‘Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues’.* (EYFS 2017 3.21).

All staff will be provided with the opportunity to engage in appropriate training and professional development, including Safeguarding Children training, relating to the nature and level of responsibility of their position.

**Further information can be found at** <https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment>

### **13. SAFER PRACTICE WHEN WORKING WITH CHILDREN**

It is essential that care is taken to minimise the possibility for abuse, misunderstanding and misinterpretation. False allegations are rare but general good practice will help to prevent them. The following list includes behaviour that staff, students, trainees or volunteers working with children must never:

- Engage in rough or sexually provocative games;
- Make sexual comments;
- Invite or allow children into their home;
- Give a child a lift in their car (unless it is part of their job);
- Let allegations, made by anyone, go unacknowledged, unresolved or not acted upon
- Take photographs of any child without their parents or carers expressed permission
- Use of personal electronic recording devices including mobile phones in the setting (see section 16)
- Administer corporal punishment to a child in their care

**NB.** *‘A person will not be taken to have used corporal punishment (and therefore will not have committed an offence), where physical intervention was taken for the purposes of averting immediate danger of personal injury to any person (including the child) or to manage a child’s behaviour if absolutely necessary. Providers, including childminders, must keep a record of any occasion where physical intervention or restraint is used, and parents and/or carers must be informed on the same day, or as reasonably practicable’.*

**EYFS 3.52 (2017)**

Any such incidents will be reported to the setting Manager or Designated Safeguarding Officer who will document the details of the incident and inform the Early Years Nominated Safeguarding Officer. Knowsley’s Nominated Safeguarding Officer is Alistair Scott (443 5301/07810 053531) in Alistair’s absence please report to Stephanie Maloney (07810053297).

Although on some occasions it may be necessary for practitioners to be alone with children e.g. during sleep times or school pick ups, this practice will be well planned, risk assessed and kept to a minimum.

**The Apple Trust** is committed to making sure that staff, students, trainees or volunteers are aware of the potential for misunderstanding when touching children. If it is an accepted part of an activity, touching will be appropriate to the situation and follow accepted guidelines. Consoling a child who is upset, administering first aid or supporting a participant in an activity is acceptable and necessary behaviour. At times children need to be cuddled, encouraged, held and offered physical reassurance. Intimate care routines throughout the day are essential to children's basic needs. Good quality practice in early years encompasses a full understanding of child protection. (Reference settings Intimate Care Policy). However, staff, students, trainees or volunteers will endeavour to minimise any possible misunderstanding of their actions.

All staff at The Apple Trust Nursery nursery are expected to follow the guidance and standards set out in the setting's **Staff Behaviour Policy**.

Settings that deliver Out of School Provision:

The Apple Trust Nursery staff, leaders and managers recognise that children and young people are capable of abusing their peers and this risk is covered in the behaviour policy for this provision.

#### **14. ALLEGATIONS AGAINST STAFF**

An allegation is not the same as a complaint. If there is a complaint about a member of staff, this will be dealt with under **The Apple Trust** Complaints Procedure.

*“Experience shows that children can be subjected to abuse and exploitation by those who work with them in any context. They have been found to be vulnerable in all organisational settings including social care, education, health care, the leisure industry and in faith communities. These Procedures relate to any person who works with children, whether a professional, staff member, foster carer or volunteer”.* **Extract from Knowsley Safeguarding Children Board Procedures Manual (Revised June 2020 5.1)**

Procedures are in place to manage concerns or allegations of this nature in a robust and effective way to keep children safe. All allegations will be taken seriously, approached with an open mind, and not driven by pre-conceived opinions about whether a child has or has not been harmed.

**The Apple Trust Nursery** will act on any and all allegations and will follow the guidelines of the Knowsley Safeguarding Children Board Procedures Manual Revised June 2020 (5.1) in responding to an allegation that a member of staff 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.
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.



**This may be in connection with the person's employment or voluntary activity, or where:**

- Concerns about inappropriate behaviour displayed by members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
- Concerns arise about the person's behaviour with regard to his/her own children;
- Concerns arise about the behaviour in the private or community life of the individual, a partner, member of the family or other household member.

**There may be up to 3 strands in considering a concern or an allegation:**

- A police investigation of a criminal offence
- Enquiries and assessment by Children's Social Care (**Local Authority Designated Officer**) about whether a child or young person is in need of services
- Consideration by an employer of disciplinary action in respect of the individual

In **The Apple Trust Nursery** the **Designated Safeguarding Officer** is responsible for handling allegations against members of staff. He/She should be advised of any allegations and will treat the matter seriously, avoid asking leading questions and keep an open mind.

The **Designated Safeguarding Officer** will make a written record of the information (where possible in the child or adult's own words) including:

- When the alleged incident took place (time and date);
- Who was present;
- What happened;
- Sign and date the written record;

**If the allegation is made against the Designated Safeguarding Officer, the matter will be reported immediately to the Chair of Trustees. (See Early Years Allegations flow chart (YELLOW))**

The **Designated Safeguarding Officer** ***will not*** investigate the matter by:

- Interviewing the accused person, the child (unless s/he received the allegation/complaint) or any potential witness

and ***will***:

- Obtain the written details of the allegation, signed and dated by the person receiving the allegation/complaint;
- Countersign and date the written details;
- Record any other information and names of any potential witnesses;
- Record discussions about the child and/or member of staff, any decisions made, and the reason for these decisions

Should the allegation meet the specific criteria laid down by Knowsley Safeguarding Children Board, the **Designated Safeguarding Officer** will follow **Knowsley Allegation Management Procedure for Daycare and Out of School Registered Settings (see YELLOW flowchart)** and report it to the Early Years Nominated Officer, the Local Authority Designated Officer (LADO) and Ofsted within 1 working day. **The Apple Trust** will work in partnership with the relevant agencies in accordance with Knowsley Safeguarding Children Board's Procedures Manual.

**Ofsted will be informed of any allegations of serious harm or abuse by any person living, working, or looking after children on the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). The Designated Safeguarding Officer will also notify Ofsted of the action taken in respect of the allegation. These notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.**

Compliance with these procedures will help ensure that allegations of abuse are dealt with appropriately and are consistent with a thorough and fair process.

#### **Underlying principles:**

- The welfare of the child is paramount
- Adults about whom there are concerns will be treated fairly and honestly and will be provided with support
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people.

**If this organisation removes an individual (paid worker or unpaid volunteer) from the setting (or would have, had the person not left first) because the person poses a risk of harm to children, we will make a referral to the Disclosure and Barring Service.**

(Guidance taken from 'Working Together to Safeguard Children' 2018)

## **15. Whistle Blowing Policy (Sometimes known as confidential reporting)**

### **The Apple Trust Policy:**

The statutory guidance Working Together to Safeguard Children, updated in 2018, makes clear that all organisations that provide services for, or work with children, must have appropriate whistle blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed by the setting.

This is consistent with the requirements of Early Years Foundation Stage Safeguarding and Welfare Requirements (2017) and with the Public Interest Disclosure Act 1998 (PIDA).

## **Definition.**

Whistle blowing inside the work place is defined as the reporting by workers or ex-workers of wrong doing such as malpractice, mismanagement, a breach of health and safety law or any other illegal or unethical act either on the part of management, the Governing Body, Trustees or by fellow employees. Workers may include volunteers, contractors and outside agencies or others.

Workers are often the first to realise that there may be something seriously wrong within their setting. This policy makes it clear that if anyone wants to raise any concern, they can do so with confidence and without having to worry about being victimised, discriminated against or disadvantaged in any way as a result.

**The Apple Trust** has a Whistleblowing Policy full details of which are available in the company policy file. The Public Interest Disclosure Act 1998 (PIDA) applies to almost all workers and employees who ordinarily work in Great Britain. Though it is not the only relevant legislation, it is key to protecting those who raise concerns within the workplace.

**The Apple Trust** is committed to providing the highest possible standard of childcare services. We expect employees, and others that we deal with, who have serious concerns about any aspect of the nursery's work, to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis. All staff have a legal duty to pass on any concerns involving the safeguarding or protection of children to **the Designated Safeguarding Officers or deputies** and if the concern is about **that** person they should report the concern to **Malcolm Rogers, Chair of Trustees**, and the **Early Years Nominated Officer. (See Knowsley Allegation Management YELLOW flow chart)** This policy document confirms that staff will be able to express their concerns without fear of being victimised, or penalised in any way.

This **Whistleblowing Policy** is intended to encourage and enable employees to raise serious concerns within the nursery rather than overlooking a problem or 'blowing the whistle' outside. At the same time, it is also a disciplinary offence to make allegations that are untrue or malicious.

This policy applies to all employees, students, trainees and volunteers working for **The Apple Trust** as well as the parents or carers and young people who use our service. The senior officer for confidential reporting the Designated Safeguarding Officer, Jacqui Houghton. The deputy Safeguarding Officers are Heather Fuller, Jane Cardwell, Rhona Richardson, Suzanne Williams or Malcolm Rogers, Chair of trustees..

## **Confidentiality**

All concerns will be treated in confidence and every effort will be made not to reveal the identity of the whistle blower. However, in order to investigate the matter properly, the investigating officer may need to ask for files or question other employees, so it is impossible to guarantee complete confidentiality.

## 16. Mobile Phones:

- Staff at The Apple Trust Nursery are not allowed to carry/use mobile phones in the setting.
- Staff are able to use the office phone to take or make urgent phone calls.
- They can use their personal mobile phones if on a designated break and as long as they are off site of the premises.
- Mobile phones must be stored safely in staff lockers at all times during the working day.
- Photographs must not be taken of children on any phones, either personal or owned by the setting.
- Any member of staff found to be using a mobile phone on site without permission from the Manager will be subject to disciplinary action.
- Authorisation for the use of a mobile phone during outings outside of the setting will be given by the Manager to comply with Ofsted and Health and Safety regulations.

**Parents/carers and visitors to the setting are also asked not to use their mobile phones whilst on site for health and safety purposes.**

### **Photographs and video filming.**

Practitioners at **The Apple Trust Nursery** often use photographs of children during play as a way of documenting evidence of their learning and development during their time in the setting. However written permission from parents/carers **must** be received before any photographic/video/dvd filming or recording of digital images is undertaken. Once this has been received, photographs will be printed and used to document evidence and then will be deleted from the memory card. Parents/carers must sign this agreement during induction.

### **Internet Safety**

Children will be given access to computers as part of the learning and development opportunities, however this will be under close supervision and controls have been put in place to ensure that children are not exposed to unsuitable material on the internet. The setting have well-developed strategies in place to keep children safe and to support them to keep themselves and others safe.

### **Social Networking sites**

Staff who access social networking sites such as 'Facebook' should be aware that comments made on these sites could have an impact on how parents using the nursery view the staff. Staff should not post anything on the site that could have an impact on the nursery's reputation or could offend any other member of staff, parent or child that uses the service. Staff must remain professional at all times. Failure to comply with the guidance in the Staff Behaviour Policy may result in disciplinary action by the setting.

### **Useful information can be found at NSPCC Share Aware Campaign**

<https://learning.nspcc.org.uk/research-resources/schools/share-aware-teaching>

## **17. Compromised Care.**

### **Alcohol and substances.**

Section 2 of the Licensing Act 1902 states, 'it is a criminal offence to have charge of a child under the age of 7 years in a public place and be drunk and to drive or be in charge of a motor vehicle whilst drunk or under the influence of drugs'.

To ensure the safety and wellbeing of children leaving our care after a session at the setting, we expect that the person authorised to collect children are appropriate to care for the child and are not under the influence of alcohol or other substances.

Where it is apparent that the person collecting the child is not in an appropriate position to care for the child due to alcohol or substance intake, the setting will work with the collector to contact an alternative person to collect and care for the child.

In circumstances that the person collecting the child is unable or unwilling to nominate an alternative carer to collect and care for the child and is insistent that they intend to remove the child from the care of the staff at the setting, then the staff will make a judgement about the likely harm to the child and will refer the issue to the appropriate service.

Whilst nursery practitioners do not have the power to refuse access or removal of the child by a parent/carer, they will take immediate action to ensure the safety of the child is adequate. Staff will contact either the police or Children's Social Care Team depending on the severity and significance of harm that the child is likely to suffer.

Where the person collecting a child is intending to drive a car whilst under the influence of alcohol or substances the police will be called immediately to remove the child from harm and a report will be made to Children's Social Care.

Staff at the Apple Trust Nursery understand and respond to concerns that may place children at risk such as Domestic Abuse, Child Sexual Exploitation, Female Genital Mutilation, Substance Misuse and are aware of the support available to them. The setting is involved in 'Operation Encompass' working in partnership with the Police and Early Years to support children and families who are affected by Domestic Abuse. Further information and training around these types of abuse are available on Knowsley Safeguarding Board website on [www.knowsleyscb.org.uk](http://www.knowsleyscb.org.uk)

## **Prevent Duty**

The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism.

From 1<sup>st</sup> July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015. All bodies must have regard to the statutory guidance. Protecting children from the risk of radicalisation should be seen as part of the childcare providers wider safeguarding duties, protecting children from harm.

General safeguarding principles apply to keeping children safe from the risk of radicalisation. Staff at The Apple Trust nursery understand when it is appropriate to make a referral to the Channel programme. Any concerns will be reported to The Multi agency Safeguarding Hub (MASH) who are responsible for co-ordinating what is to be done by local agencies for the purposes of safeguarding and promoting the welfare of children in their local area. The Apple Trust nursery staff have all accessed training available) to raise awareness of radicalisation, extremism and the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. They will report any concerns as usual through the Early Years Nominated Officer. Training can be accessed at: ([http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html))

### **Process to follow:**

Report any concerns to Designated Safeguarding Officer/Manager



Record information and contact Early Years Nominated Officer  
Alistair Scott on 0151 443 5301 / 07810053531 or the Early Years Locality Manager  
Area 1 Gail Ross 07795497439; Area 2 Stephanie Maloney 07810053297  
Area 3 Linda Malone 0771786240



Contact Knowsley Multi agency Safeguarding Hub (MASH) on 0151 443 2600



In an emergency contact the Police on 0151 709 6010

## 18. USEFUL CONTACT INFORMATION

### Knowsley Children's Social Care through The Multi agency Safeguarding Hub (MASH)

Monday – Friday, 9am - 5pm T: 0151 443 2600

#### Out of Office Hours:

Emergency Duty Team T: 0151 443 2600

Merseyside Police  
Monday-Friday, 9am-5pm  
Child Protection Unit T: 0151 777 6539  
Out of Hours T: 0151 709 6010

Knowsley Local Authority Designated Officer (LADO) T: 0151 443 3928  
or 443 4077

Knowsley Safeguarding Children Board T: 0151 443 4311  
Email: [www.knowsleyscb.org.uk](http://www.knowsleyscb.org.uk)

Ofsted T: 03001231231

#### Knowsley Early Years Nominated Officer

Alistair Scott M: 078100535

#### Deputy Officer:

Area 1 Gail Ross M: 07795497439

Area 2 Stephanie Maloney M: 07810053297

Area 3 Linda Malone M: 07717868240

#### For concerns about a child outside of Knowsley:

Liverpool - Careline T: 0151 233 3700

Halton Duty Officer T: 0151 907 8305  
Out of Hours T: 0345 0500 148

Sefton Plus T: 0845 140 0845 (Option 3)  
Out of Hours T: 0151 920 8234

St Helens Contact Centre T: 01744 671 290  
Out of Hours T: 0845 0500 148

## ADDITIONAL RESOURCES

## APPENDIX ONE

Full copies of all legislation and guidance are available via the Internet. Some sites offer a wider range of information in relation to children and are of great value to parents and carers, staff, students, trainees and volunteers.

Knowsley Safeguarding Children Board has an excellent site that offers not only links to all relevant legislation and guidance but specific information about local and regional developments. [www.knowsleyscb.org.uk](http://www.knowsleyscb.org.uk)

Knowsley Safeguarding Children Board Procedures Manual  
<https://knowsleyscb.proceduresonline.com/index.htm#>

Early Years Foundation Stage provides information about setting standards for Learning, Development and Care for children from birth to five. This includes welfare requirements to safeguard and promote the welfare of young children.  
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

National Day Nurseries Association (paid membership is required for full access to all areas of the website) <http://www.ndna.org.uk/>

Children Act 1989  
<https://www.legislation.gov.uk/ukpga/1989/41/contents/data.pdf>

Children Act 2004  
<https://www.legislation.gov.uk/2004/31/contents>

Childcare Act 2006  
[https://www.legislation.gov.uk/ukpga/2006/21/pdfs/ukpga\\_20060021\\_en.pdf](https://www.legislation.gov.uk/ukpga/2006/21/pdfs/ukpga_20060021_en.pdf)

Framework for the Assessment of Children in Need and their Families" (2000).  
<https://bettercarenetwork.org/sites/default/files/Framework%20for%20the%20Assessment%20of%20Children%20in%20Need%20and%20Their%20Families%20-%20Guidance%20Notes%20and%20Glossary.pdf>

What to do if you're worried a child is being abused (2015)  
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Working Together to Safeguard Children (2018)  
<http://www.gov.uk/government/publications/working-together-to-safeguard-children--2#history>

FGM  
<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/female-genital-mutilation-fgm/>  
Further help and support can also be accessed from the NSPCC FGM Helpline on 0800 028 3550 or email: [fgmhelp@nspcc.org](mailto:fgmhelp@nspcc.org)