

Chiddingstone Nursery School CIO

Child Protection Policy



Key contact Personnel in Chiddingstone Nursery

Designated Safeguarding Lead (DSL) Nursery Leader/Ofsted representative/Trustee	Mrs Jill McCoy	07879 276921/01892 871315 mccoy.chiddnursery@gmail.com 01892 870339 Chidd School pm
Deputy Designated Safeguarding Lead Deputy Leader/SENCO	Mrs Megan Downing	07939 932871 downing.chiddnursery@gmail.com
Committee Designated Safeguarding Lead (DSL) Joint Chairperson/Trustee	Mrs Wendy Madgwick	01732 832802 / 07900 245847 Wendyloo75@yahoo.com 01892 870339 Chidd school am

This is a core policy that forms part of the induction for all staff and Management Committee. It is a requirement that all members of staff and Management Committee have access to this policy and sign to say they have read and understood its contents.

This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance and procedures.

This policy has been impact assessed by Jill McCoy in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Written by	Jill McCoy
Ratified on behalf of Management Committee	July 2022 September 2021
Date for Review	July 2023
Signed – Chair of Management Committee	
Signed – Nursery Leader	

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What to do if you have a welfare concern in Chiddingstone Nursery

Why are you concerned?

- For example
 - Something a child has said e.g. allegation of harm
 - Child's appearance – may include unexplained marks as well as dress
 - Behaviour change
 - Witnessed concerning behaviour

Act immediately and record your concerns. If urgent, speak to DSL first.

- Follow the settings procedure
 - Reassure the child
 - Clarify concerns, using open questions if necessary (**TED: Tell, Explain, Describe**)
 - Use child's own words, record facts not opinions
 - Sign and date your records
 - Seek support for yourself if required from DSL (J McCoy)

Inform the Designated Safeguarding Lead

Mrs Jill McCoy, Nursery Leader 01892 871315/ 01892 870339 / 07879 276921
or Mrs Wendy Madgwick, Management Committee 01732832802 / 07900245847

Designated Safeguarding Lead

- Consider whether the child is at immediate risk of harm e.g. unsafe to go home
- Access the Kent Safeguarding support level guidance document and procedures:
www.kscmp.org.uk
- Refer to other agencies as appropriate e.g. Internal or community services, early help open access, LADO, Police or Request for Support for integrated children's services
- If unsure then consult with Area Safeguarding Officer for Sevenoaks 03301651240 or Local authority social worker at the Front Door.

If you are unhappy with the response

Staff:

- Seek advice from the Area Education Safeguarding Officer Ian Watts for North East on 03000 414302 or the Central Duty Team for an urgent CP issue on 03000 411111 (outside office hours 03000419191)
- Follow Whistleblowing Procedures

Children and Parents/Carers:

- Follow setting complaints procedures

Record decision making and action taken in the child's child protection/safeguarding file

Monitor

Be clear about:

- What you are monitoring e.g. behaviour trends, appearance etc.
- How long you will monitor
- Where, how and to whom you will feedback and how you will record

Review and Request further support (if necessary)

At all stages the child's circumstances will be kept under review
The DSL/Staff will request further support if required to ensure the **child's safety is paramount**

1. Child Focused Approach to Safeguarding

'Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right.' (EYFS 2021)

1.1 Introduction

- The Management Committee of Chiddingstone Nursery CIO believes that all those directly involved with our nursery have an essential role to play in making it safe and secure. Our nursery aims to create the safest environment within which every child has the opportunity to achieve their full potential and we take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care.
- Chiddingstone Nursery School CIO recognise our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and children) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.
- Chiddingstone Nursery School CIO believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- Staff working with children at Chiddingstone Nursery School CIO will maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff will always act in the best interests of the child and if any member of our community has a safeguarding concern about any child or adult, they should act and act immediately.
- As part of the safeguarding ethos of the nursery we are committed to:
 - Maintaining children's welfare as our paramount concern;
 - Providing an environment and culture in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to;
 - Developing appropriate and positive relationships between children and the adults that care for them;
 - Providing suitable support and guidance so that children have a range of appropriate adults who they feel confident to approach if they are in difficulties;
 - Using learning opportunities to increase self-awareness, self-esteem, assertiveness and decision making. This is so that young children develop a range of contacts and strategies to ensure their own protection and understand the importance of protecting others;
 - Working with parents/carers to build an understanding of the nursery's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations;
 - Ensuring all staff have regular and appropriate training (including induction) to enable them to recognise the signs and symptoms of abuse and ensure they are aware of the setting's procedures and reporting mechanisms;
 - Monitoring children who have been identified as 'in need' including the need for protection, keeping confidential records which are stored securely and shared appropriately with other professionals.

- Developing effective and supportive liaison with other agencies.
- The procedures contained in this policy apply to all staff, including and trustees, committee temporary and or cover staff and volunteers.
- **Chiddingstone Nursery CIO adheres to the KSCMP Safeguarding Children Procedures. The full KSCMP procedures document and additional guidance relating to specific safeguarding issues can be found on the KSCMP website: www.kscmp.org.uk**

1.2 Policy Context

- The Chiddingstone Nursery CIO Child Protection policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes;
 - DfE guidance 'Keeping Children Safe in Education' (2021) (KCSIE)
 - Working Together to Safeguard Children (2018) (WTSC)
 - Framework for the Assessment of Children in Need and their Families (2000)
 - Kent and Medway Safeguarding Children Procedures (Online)
 - Ofsted: Education Inspection Framework
 - The Early Years Foundation Stage Framework (2021) EYFS
- Staff working with children at Chiddingstone Nursery CIO will maintain an attitude of 'it could happen here' where safeguarding is concerned.
- This policy has been implemented to ensure compliance with section 3, the safeguarding and welfare requirements of the EYFS.
- Chiddingstone nursery is currently operating in response to coronavirus (Covid-19), however, our safeguarding principles in accordance with KCSIE 2021 and related government guidance remain the same. We will continue to follow government guidance and will amend this policy, as necessary.
- We acknowledge that some members of our community may return to the nursery having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. We will work with local services (such as health and the local authority) to ensure necessary services and support are in place to support children and their families.

1.3 Definition of Safeguarding

- Working Together to Safeguard Children (2018) states that safeguarding and promoting the welfare of children is defined as:
 - protecting children from maltreatment;
 - preventing impairment of children's mental and physical health or development;
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
 - Taking action to enable all children to have the best outcomes.
- It also reminds us that safeguarding ***“is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play.”*** (WTSC). Everyone should consider wider environmental factors in a child’s life that may be a threat to their safety and/or welfare.

- The setting acknowledges that this policy will incorporate a range of specific safeguarding issues including (but not limited to):
 - Abuse and neglect
 - Bullying (including cyberbullying)
 - Children and the court system
 - Children Missing Education (CME)
 - Children with family members in prison
 - Child missing from home or care
 - Child Sexual Exploitation (CSE)
 - Child Criminal Exploitation (CCE)
 - Contextual Safeguarding (Risk outside the family home)
 - Country Lines and gangs
 - Domestic Abuse
 - Homelessness
 - Drugs and alcohol misuse
 - Fabricated or induced illness
 - Faith abuse
 - Female Genital Mutilation (FGM)
 - Forced marriage
 - Gangs and youth violence
 - Gender based abuse and violence against women and girls
 - Hate
 - Mental Health
 - Missing children and adults
 - Online Safety
 - Peer on Peer Abuse
 - Preventing radicalisation and extremism
 - Private fostering
 - Relationship abuse
 - Serious Violence
 - Sexual violence and sexual harassment between children
 - Human trafficking and modern slavery
 - So-called honour based abuse including female genital mutilation(FGM) and forced marriage
 - Nude and semi-nude image sharing, aka Youth produced/involved sexual imagery or “Sexting”
 - Upskirting

- Annex A of ‘Keeping Children Safe in Education’ (KCSIE) contains important additional information about specific forms of abuse and safeguarding issues. Staff at Chiddingstone nursery who work directly with children will read this annex

- If staff have any concerns about a child’s welfare, they should act on them immediately. They should follow this child protection policy and speak to the Designated Safeguarding Lead (or deputy).

1.4 Related Safeguarding Policies

- Chiddingstone nursery CIO will review this policy at least annually. The policy will be revised following any national or local policy updates, any local child protection concerns and/or any changes to our procedures.

- We are aware that safeguarding is fundamental to the welfare of all children in our care. This policy is therefore one of a series in the setting’s integrated safeguarding portfolio and should be read in conjunction with the policies as listed below:
 - Achieving Positive Behaviour which includes Anti-Bullying
 - Online Safety, Social Media, Mobile and Smart Technology Policy and Procedure.
 - GDPR Data Protection and Information Sharing Policy and Procedure
 - Image Use Policy and Procedure
 - Nappy Changing Policy and Personal Care
 - Health and Safety Policy and General Standards
 - Risk Management Policy and Assessments Procedure
 - First Aid and Administering Medicines Policy
 - Procedure following an accident
 - Recording and reporting Accident and Incident Policy
 - Managing Allegations Against Staff
 - Code of Conduct for Staff/Behaviour (including Acceptable Use of Technology or ‘AUP’)
 - Safer Recruitment, Staffing, Employment and Induction Policy
 - Whistle-Blowing Policy

Supporting Guidance (to be read and followed alongside this document)

- “Safeguarding Disabled Children – Practice Guidance” - DOH, 2009
 - “Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings” - Safer Recruitment Consortium, May 2019
 - “What to do if you are worried a child is being abused” – DfE, March 2015
 - KSCB document: “Safe Practice with Technology – Guidance for Adults who Work with Children and Young People”
 - KCC The Education People- Safeguarding Children and Child Protection – “Induction Leaflet Guidelines for Early Years Staff”
 - KCC The Education People- Guidelines for “Safeguarding Record Keeping”
 - KCC The Education People- Advice notes - “Dealing with Disclosures”
 - Early Years Foundation Stage 2021 Welfare Requirements
- **These documents can be found in:-**
 - ***Yellow box files in the in the nursery office labelled SAFEGUARDING***
 - ***Blue EYFS folder holder in nursery office***
 - ***Yellow folder labelled ONLINE SAFETY in the nursery office.***
 - ***Induction leaflet included in Staff Welcome Pack in the Employment files.***

1.5 Policy Compliance, Monitoring and Review

- Chiddingstone nursery CIO will review this policy at least annually (as a minimum) and will update it as needed, so that it is kept up to date with safeguarding issues as they emerge and evolve, including lessons learnt. The policy will be revised following any significant national events or local policy updates, any local child protection concerns and/or any changes to our procedures.
- All staff (including temporary staff and volunteers) will be provided with a copy of this policy and part one of KCSIE. All safeguarding documents are stored in the safeguarding child protection file on the nursery computer and emailed to all staff to read and sign when read.

- Parents/carers can obtain a copy of the Child Protection Policy and other related policies on request. A child and parent friendly policy is available in the nursery entrance hall. Additionally, our policies can be viewed via our website.
- The policy forms part of our development plan and will be reviewed annually by the Trustees/Committee which has responsibility for oversight of safeguarding and child protection systems.
- The Designated Safeguarding Lead and manager will ensure the Trustees/Committee regular reporting on safeguarding activity and systems. They will not receive details of individual children's situations or identifying features of families as part of their oversight responsibility.

2. Key Responsibilities

2.1 Leadership and Management

- The trustees and management committee have a strategic responsibility for our safeguarding arrangements and will comply with their duties under legislation.
- The trustees and management committee have regard to the EYFS 2021 and KCSIE 2021 guidance and will ensure our policies, procedures and training is effective and complies with the law at all times.
- The trustees and management committee will ensure that the Designated Safeguarding Lead is supported in their role and is provided with sufficient time so they can provide appropriate support to staff and children regarding any safeguarding and welfare concerns.
- Mrs McCoy and the registered trustees/committee will ensure that our child protection and safeguarding policies and procedures are understood and followed by all staff.

2.2 Designated Safeguarding Lead (DSL)

- The EYFS 2021 states; *'a practitioner must be designated to take lead responsibility for safeguarding children in every setting'*. Chiddingstone Nursery School CIO have appointed an appropriate qualified and experienced Designated Safeguarding Lead (DSL) Mrs McCoy to fulfil this role in our setting.
- Chiddingstone Nursery CIO Management Committee, whose responsibility it is to ensure all legal requirements are met have read and will follow the relevant safeguarding guidance as applicable to the nursery, including the EYFS and KCSIE 2021 and have appointed an appropriately qualified and experienced Designated Safeguarding Lead (DSL) to fulfil this role in our nursery. They are committed to ensuring that the DSL is properly supported in being able to carry out this role fully, including providing them with appropriate time and resources away from other job commitments.
The appointed Designated, lead is Mrs McCoy and she is also the registered person for Ofsted on the trustees committee and nursery Leader.
- The DSL Mrs Jill McCoy, Nursery Leader has overall responsibility for the day to day oversight of safeguarding and child protection systems in the nursery. The nursery Deputy DSL, Mrs Megan Downing, is trained to the same standard as the DSL. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead

responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated.

- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. Deputy DSLs will be trained to the same standard as the DSL. The DSLs training will be updated formally at least every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.
- The DSL (and deputies) will be provided with sufficient time so they can provide appropriate support to staff and children regarding any new safeguarding and welfare concerns following Covid-19. This may include handling of referrals to integrated social care and working with other agencies where appropriate.
- It is the role of the DSL to;
 - Act as the central contact for all staff to discuss any safeguarding concerns
 - Maintaining a confidential recording system for safeguarding and child protection concerns;
 - Co-ordinating safeguarding action for individual children within the nursery, including making referrals as necessary;
 - When supporting children with a social worker or looked after children the DSL should have the details of the child's social worker and the name of the virtual school head in the authority that looks after the child (with the DSL liaising closely with the designated teacher)
 - Liaising with other professionals in all agencies, including social services, police and health colleagues; in line with WTSC 2018 and KCSIE 2021.
 - Keeping apprised of any updates in policy and practice as agreed by Kent Safeguarding Children Board (via the Education Safeguarding Team);
 - Being a source of support, advice and guidance to any other nursery staff, both paid and voluntary, on an ongoing basis and on any specific safeguarding issue as required;
 - Ensuring all staff, visitors and volunteers are aware of the nursery's policies and procedures and their responsibilities in relation to safeguarding children;
 - Ensuring all staff, both paid and voluntary, have received appropriate and up to date child protection training and relevant updates in line with recommendations within EYFS 2021 and KCSIE 2021
 - Ensure that locally established procedures are in place by the three safeguarding partners (KSCMP) including referrals, are followed, as necessary.
 - Being available during setting hours for staff to discuss any safeguarding concerns.
 - Ensure adequate and appropriate DSL cover arrangements in response to any closure and out of hours and at/or out of term activities.
 - Ensuring their own training is kept up to date by attending appropriate Designated Safeguarding Lead training every 2 years (as stipulated by the KSCMP) and accessing updates, at least annually, through a variety of methods including Safeguarding newsletters, Case reviews, e-bulletins, Under 5 magazine information to keep up with any developments relevant to their role;
 - Represent or ensure the nursery is appropriately represented at multi-agency safeguarding meetings in particular strategy discussions, child protection conferences and core groups;
 - Managing and monitoring the setting's role in multi-agency plan for a child.
 - Staff have a known signal to make other staff aware when a disclosure is taking place.
 - All committee members to complete basic safeguarding training.

- **The welfare and safety of children are the responsibility of ALL staff in the setting and ANY concern for a child's welfare MUST be reported to the DSL.**

2.3. Members of staff

- The EYFS 2021 requires providers *'to take all necessary steps to keep children safe and well'* and accordingly, everyone involved in the care of young children has a role to play in their protection. All members of staff in Chiddingstone Nursery CIO are part of the wider safeguarding system for children and are in a unique position to observe any changes in a child's behaviour or appearance.
- **All members of staff have a responsibility to:-**
- Provide a safe environment in which children learn
- Be aware of the indicators of abuse and neglect so that they can identify cases of children who may need help or protection.
- Know what to do if a child tells them that he or she is being abused or neglected and understand the impact abuse and neglect can have upon a child
- Be able to identify and act upon indicators that children are, or at risk of developing mental health issues.
- Be prepared to identify children who may benefit from early help
- Understand the early help process and their role in it
- Understand the nursery safeguarding policies and systems
- Undertake regular and appropriate training which is regularly updated
- Be aware of the local process of making referrals to children's social care and statutory assessment under the Children's Act 1989
- Know how to maintain an appropriate level of confidentiality
- Reassure children who report concerns that they are being taken seriously, and that they will be supported and kept safe.

2.4 Children

Children have a right to:

- Feel safe, be listened to, and have their wishes and feelings taken into account.
- Confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.
- Receive help from a trusted adult.
- Learn how to keep themselves safe, including online.

2.5 Parent/carers

Parent/carers have responsibility to:

- Understand and adhere the relevant nursery policies and procedures.
- Talk to their children about safeguarding issues with their children and support the nursery in their safeguarding approaches.
- Identify behaviours which could indicate that their child is at risk of harm including online.
- Seek help and support from the nursery or other agencies.

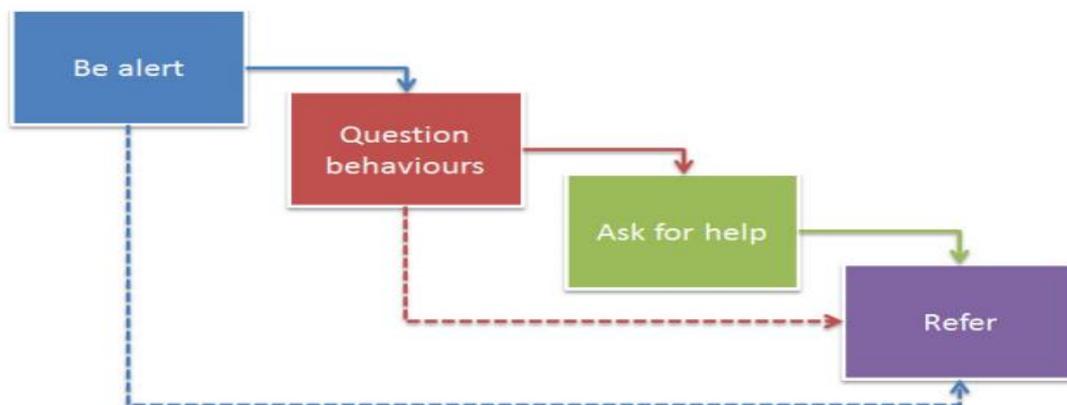
3. Child Protection Procedures

3.1. Recognising Indicators of Abuse and Neglect

- All staff in Chiddingstone nursery CIO are made aware of the definitions and indicators of abuse and neglect as identified by Working Together to Safeguard Children (2018), EYFS 2021 and Keeping Children Safe in Education 2021. This is outlined locally within the Kent Support Levels Guidance.
- Chiddingstone nursery CIO recognises that when assessing whether a child may be suffering actual or potential harm there are four categories of abuse:

There are four categories of abuse:

- Physical abuse
 - Sexual abuse
 - Emotional abuse
 - Neglect
- All members of staff are expected to be aware of and follow this approach if they are concerned about a child: What to do if you are worried a child is being abused 2015



- Members of staff are aware that concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. The indicators of child abuse and neglect can vary from child to child. Children develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child.
- It is important to recognise that indicators of abuse and neglect do not automatically mean a child is being abused however all concerns should be taken seriously and explored by the DSL on a case by case basis.
- Chiddingstone Nursery CIO recognises abuse, neglect, and safeguarding issues are rarely standalone events and cannot always be covered by one definition or one label alone. In many cases, multiple issues will overlap with one another, therefore staff will always be vigilant and always raise concerns with a DSL
- Children may report abuse happening to themselves, their peers or their family members. All reports made by children to staff will be taken seriously and will be responded to in line with this policy.
- Parental behaviour's may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.

- Safeguarding incidents and/or behaviours can be associated with factors outside the nursery and/or can occur between children offsite or involve children's family members.
- Children can be at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.
- Technology can be a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face and in many cases, abuse will take place concurrently via online channels and in daily life. Children can also abuse their peers online.
- Chiddingstone Nursery CIO recognises that some children have additional or complex needs and may require access to intensive or specialist services to support them.
- By understanding the indicators of abuse and neglect, we can respond to problems as early as possible and provide the right support and services for the child and their family.
- In all cases, if a staff are unsure, they will always speak to the DSL(or deputy)

3.2. Responding to Child Protection Concerns

- If staff are made aware of a child protection concerns, they are expected to:
 - Listen carefully to the concern and be non-judgmental.
 - Only use open questions to clarify information where necessary, e.g. who, what, where, when or Tell, Explain, Describe (TED)
 - Not promise confidentiality as concerns will have to be shared further, for example, with the DSL and potentially Integrated Children's Services.
 - Be clear about boundaries and how to report will be progressed.
 - Record the concern in line with the nursery record keeping requirements
 - Inform the DSL (or deputy) as soon as practically possible
- The DSL or a deputy should always be available to discuss safeguarding concerns. If in exceptional circumstances, a DSL is not available, this should not delay appropriate action being taken. Staff should speak to Mrs Downing Deputy DSL or Mrs Wendy Madgwick the committee safeguarding representative and/or take advice from Education Safeguarding Service or via consultation with a social worker from the Front Door. In these circumstances, any action taken will be shared with a DSL as soon as is practically possible.
- Chiddingstone Nursery will respond to concerns in line with the Kent Safeguarding Children Multi-Agency Partnership procedures (KSCMP).
 - The full KSCMP procedures and additional guidance relating to reporting concerns and specific safeguarding issues can be found on their website: www.kscmp.org.uk
 - Specific information and guidance to follow with regards to accessing Early Help and Preventative Services and/or Children's Social Work Services as part of Integrated Children's Services (ICS) in Kent can be found here:

- Where a child is suffering, or is likely to suffer from harm, or is in immediate danger, a 'request for support' will be made immediately to Integrated Children's Services (via the 'Front Door') and/or the police, in line with KSCMP procedures.
 - Chiddingstone Nursery CIO recognise that in situations where there are immediate child protection concerns for a child as identified in line with Support Level Guidance, it is NOT to investigate as a single agency, but to act in line with KSCMP guidance which may involve multi-agency decision making.
 - The DSL may seek advice or guidance from their Area Education Safeguarding Officer from the Education Safeguarding Service before deciding next steps.
 - They may also seek advice or guidance from a social worker at the Front Door service who are the first point of contact for Integrated Children's Services (ICS).
- In the event of a request for support to the Front Door being necessary, parents/carers will be informed and consent to this will be sought by the DSL in line with guidance provided by KSCMP and ICS. Parents/carers will be informed of this, unless there is a valid reason not to do so, for example, if to do so would put a child at risk of harm or would undermine a criminal investigation.
- All staff are aware of the process for making request for support referrals for statutory assessments under the Children Act 1989, along with the role they might be expected to play in such assessments.
- Where it is identified a child may benefit from Early Help support (as provided by ICS), the DSL (or deputy) will generally lead as appropriate and make a request for support via the Front Door.
 - The DSL will keep all early help cases under constant review and consideration will be given to escalating concerns to the Front Door or seeking advice via the Education Safeguarding Service if the situation does not appear to be improving or is getting worse.
- If, after a request for support or any other planned external intervention, a child's situation does not appear to be improving or there is a concern regarding decisions made, the DSL will consider following [KSCMP escalation procedures](#) to ensure their concerns have been addressed and, most importantly, that the child's situation improves. DSLs may request support with this via the Education Safeguarding Service.

3.3 Record Keeping

- Staff will record any safeguarding concern, discussions and decisions and reasons for those decisions, will be recorded in writing that they have about a child on the nursery's safeguarding incident/concern form (with a body map if injuries have been observed) and pass them without delay to the DSL.
- **Incident/Welfare concern forms are kept in the yellow safeguarding file situated in the top draw of the lockable filing cabinet in the nursery office. Also in the register holder outside the office.**
- If members of staff are in any doubt about recording requirements, they should discuss their concerns with the DSL.

- Records will be completed as soon as possible after the incident/event, using the child's words and will be signed and dated by the member of staff. Child Protection records will record facts and not personal opinions and a body map will be completed if injuries have been observed
- If there is an immediate safeguarding concern the member of staff should consult with a DSL before completing the form as reporting urgent concerns takes priority.
- Child protection records will include a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved and details regarding any action taken, decisions reached and the outcome.
- Child protection records will be kept confidential and stored securely. Child protection records will be kept for individual children and will be maintained separately from all other records relating to the child in the setting. Child protection records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL.
- All child protection records will be transferred in accordance with data protection legislation to the child's subsequent setting, under confidential and separate cover as soon as possible. Child Protection files will be transferred securely to the new DSL, separately to the child's main file, and a confirmation of receipt will be obtained.
- In addition to the child protection file, the DSL will also consider if it would be appropriate to share any information with the DSL at the new setting in advance of a child leaving, for example, information that would allow the new setting to continue to provide support.
- Where the setting receives child protection files, the DSL will ensure key staff such as the special educational needs co-ordinator (SENCO) will be made aware of relevant information as required.

3.4 Multi-Agency Working

- Chiddingstone Nursery CIO recognises and is committed to its responsibility to work within the KSCMP multi-agency safeguarding arrangements. The leadership team and DSL will work to establish strong and co-operative local relationships with professionals in other agencies in line with statutory guidance.
- Chiddingstone Nursery CIO recognises the importance of multi-agency working and is committed to working alongside partner agencies to provide a coordinated response to promote children's welfare and protect them from harm. This includes contributing to KSCMP processes as required. Such as, participation in relevant safeguarding multi-agency plans and meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings or other early help multi-agency meetings.

3.5 Confidentiality and Information Sharing

- Chiddingstone Nursery CIO recognises our duty and powers to hold, use and share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity as per statutory guidance outlined within WTSC 2018 and KCSIE 2021

- All staff must be aware that they cannot promise confidentiality in situations which might compromise a child's safety or wellbeing.
- The manager or DSL will disclose relevant information about a child with staff on a 'need to know' basis.
- All members of staff must be aware that whilst they have duties to keep any information confidential in line with Staff code of conduct confidentiality, they also have a professional responsibility to be proactive in sharing information as early as possible to help identify, assess, and respond to risks or concerns about safety and welfare of children: this may include sharing information with the DSL and with other agencies as appropriate. All staff are aware they cannot promise confidentiality in situations which might compromise a child's safety and wellbeing.
- Chiddingstone Nursery CIO has an appropriately trained Data Protection Officer (DPO) as required by the General Data Protection Regulations (GDPR) to ensure that we are compliant with all matters relating to confidentiality and information sharing requirements.
Mrs N Lingham
- The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.
- DfE Guidance on Information Sharing (2018) provides further detail. **This is kept in the Data Protection file in the lockable red cupboard**

3.6 Complaints

- All members of the community should feel able to raise and report any concerns about children's safety or potential failures in our safeguarding regime. The nursery has a **Complaints Procedure** available to parents/carers, children and members of staff and visitors who wish to report concerns or complaints. This can be found in the complaints file in the top draw of the lockable filing cabinet in the nursery office and in the policy and procedure file in the entrance hall.
- Whilst we encourage members of our community to report concerns and complaints directly to us, we recognise this may not always be possible. Children, young people, and adults who have experienced abuse in education settings can contact the NSPCC Report Abuse in Education helpline on 0800136663 or via email: help@nspcc.org.uk
- Staff can access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 08000280285 (8.00am to 8.00pm Monday to Friday) or email help@nspcc.org.uk
- The management team at Chiddingstone Nursery CIO will take all concerns reported to the nursery seriously and all complaints will be considered and responded to in line with the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with in line with section 8 of this policy.
- All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific **Procedures for Managing Allegations**

against Staff policy. This can be found in the policy and procedure file in the entrance hall.

4. Specific Safeguarding Issues

- Chiddingstone Nursery CIO is aware of a range of specific safeguarding issues and situations that can put children at greater risk of harm. Whilst some of these issues may be more likely to involve older children, early years children may still be at risk at harm, for example where there are concerns involving family members.
- Where staff are unsure how to respond to specific safeguarding issues, they should follow the processes as identified in part 3 of this policy and speak with the DSL or a deputy.

4.1. Peer on Peer Abuse

- All members of staff at Chiddingstone Nursery CIO recognise that children are capable of abusing their peers and that it can happen both inside and outside of the nursery and online.
- Chiddingstone Nursery CIO recognises that peer on peer abuse can take many forms, including but not limited to:
 - Bullying, including cyberbullying, prejudice-based and discriminatory bullying
 - abuse in intimate personal relationships between peers
 - physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
 - sexual violence and sexual harassment
 - consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
 - causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
 - upskirting (which is a criminal offence), which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
 - initiation/hazing type violence and rituals
- Chiddingstone Nursery CIO believes that abuse is abuse and it will never be tolerated or dismissed as “banter”, “just having a laugh”, “part of growing up” or “boys being boys” as this can lead to a culture of unacceptable behaviours and an unsafe environment for children.
- Chiddingstone Nursery CIO recognises that even if there are no reported cases of peer on peer abuse, such abuse is still likely to be taking place.
- All staff have a role to play in challenging inappropriate behaviours between peers. Staff recognise that that some peer on peer abuse issues may be affected by gender, age, ability and culture of those involved, i.e. for gender based abuse, girls are more likely to be victims and boys more likely to be perpetrators.
- Chiddingstone Nursery CIO want children to feel able to confidently report abuse and know their concerns will be treated seriously. All allegations of peer on peer abuse will

be reported to the DSL and will be recorded, investigated, and dealt with in line with associated policies, including child protection, anti-bullying and behaviour. Children who experience abuse will be offered appropriate support, regardless of where the abuse takes place.

- In order to minimise the risk of peer-on-peer abuse, Chiddingstone Nursery CIO will:
 - Implementing a robust anti-bullying policy, providing age/ability appropriate education.
 - All allegations of peer on peer abuse will be recorded, investigated and dealt with in line with the settings associated policies, including child protection, anti-bullying and behaviour.
 - Alleged victims, perpetrators and any other child affected by peer on peer abuse will be supported:
- Alleged victims , perpetrators and any other affected by peer on peer abuse will be supported by:
 - Taking reports seriously, listening carefully, avoiding victim blaming, providing appropriate pastoral support, working with parents/carers, reviewing educational approaches, and in cases of sexual assault, informing the police and/or Front Door.
 - All victims will be taken seriously and offered appropriate support, regardless of where the abuse takes place.
- Staff and leadership are mindful that some peer on peer abuse issues may be affected by gender, age, ability and culture of those involved. (i.e for gender based abuse, girls are more likely to be victims and boys more likely to be perpetrators) however, all peer on peer abuse is unacceptable and all reports will be taken seriously.

4.1 Child on Child Sexual Violence or Harassment

- When responding to concerns relating to child on child sexual violence or harassment, Chiddingstone Nursery CIO will follow the guidance outlined in Part Five of KCSIE 2021 and the DfE '[Sexual Violence and Sexual Harassment Between Children in Schools and Colleges](#)' guidance.
- Chiddingstone Nursery CIO recognises sexual violence and sexual harassment can occur between two children of any age and sex. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children and can occur online and face to face (both physically and verbally). Sexual violence and sexual harassment is never acceptable.
- All victims of sexual violence or sexual harassment will be reassured that they are being taken seriously and that they will be supported and kept safe. A victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment or be made to feel ashamed for making a report.
- When there has been a report of sexual violence or harassment, the DSL will make an immediate risk and needs assessment which will be considered on a case-by-case basis which explores how best to support and protect the victim and the alleged perpetrator (and any other children involved/impacted).
 - The risk and needs assessment will be recorded and kept under review and will consider the victim (especially their protection and support), the alleged perpetrator, and all other children and staff and any actions that are required to protect them.

- Reports will initially be managed internally by the setting and where necessary will be referred to Integrated Children's Services and/or the Police.
 - The decision making and required action taken will vary on a case by case basis, but will be informed by the wishes of the victim, the nature of the alleged incident (including whether a crime may have been committed), the ages and developmental stages of the children involved, any power imbalance, if the alleged incident is a one-off or a sustained pattern of abuse, if there are any ongoing risks to the victim, other children, adult students or setting staff, and, any other related issues or wider context.
- If at any stage the DSL is unsure how to proceed, advice will be sought from the Education Safeguarding Service.

4.3 Nude and/or Semi-Nude Image Sharing by Children

The term 'sharing nudes and semi-nudes' is used to mean the sending or posting of nude or semi-nude images, videos or live streams of/by young people under the age of 18. Creating and sharing nudes and semi-nudes of under-18s (including those created and shared with consent) is illegal which makes responding to incidents complex.

The UKCIS guidance outlines how all educational settings should respond to incidents and should be read and understood by DSLs working with all age groups, not just older learners.

- Chiddingstone Nursery CIO recognises that consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as youth produced/involved sexual imagery or "sexting") can be a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy).
- When made aware of concerns involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos by children, staff are advised to:
 - Report any concerns to the DSL immediately.
 - Never view, copy, print, share, store or save the imagery, or ask a child to share or download it – this may be illegal. If staff have already viewed the imagery by accident, this will be immediately reported to the DSL.
 - Not delete the imagery or ask the child to delete it.
 - Not say or do anything to blame or shame any children involved.
 - Explain to child(ren) involved that they will report the issue to the DSL and reassure them that they will receive appropriate support and help.
 - Not ask the child or children involved in the incident to disclose information regarding the imagery and not share information about the incident with other members of staff, the child(ren) involved or their, or other, parents and/or carers. This is the responsibility of the DSL.
- DSLs will respond to concerns as set out in the non-statutory UKCIS guidance: [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#) and the local [KSCMP](#) guidance. When made aware of a concern involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos:
 - the DSL will hold an initial review meeting to explore the context and ensure appropriate and proportionate safeguarding action is taken in the best interests of any child involved. This may mean speaking with relevant staff and the children involved as appropriate.

- parents and carers will be informed at an early stage and be involved in the process to best support children, unless there is good reason to believe that involving them would put a child at risk of harm.
- All decisions and action taken will be recorded in line with our child protection procedures.
- a referral will be made to ICS and/or the police immediately if:
 - the incident involves an adult (over 18).
 - there is reason to believe that a child has been coerced, blackmailed, or groomed, or there are concerns about their capacity to consent, for example, age of the child or they have special educational needs.
 - the image/videos involve sexual acts and a child under the age of 13, depict sexual acts which are unusual for the child's developmental stage, or are violent.
 - a child is at immediate risk of harm owing to the sharing of nudes and semi-nudes.
- The DSL may choose to involve other agencies at any time if further information/concerns are disclosed at a later date.
- If DSLs are unsure how to proceed, advice will be sought from the Education Safeguarding Service.

4.4 Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

- Chiddingstone Nursery CIO recognises that 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.
- If staff are concerned that a child may be at risk of CSE or CCE, immediate action should be taken by speaking to the DSL or a deputy.

4.5 Serious Violence

- All staff are made aware of the indicators which may signal children are at risk from or are involved with serious violent crime. These may include unexplained gifts or new possessions, increased absence, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries.
- Any concerns regarding serious violence will be reported and responded to in line with other child protection concerns.
 - The initial response to child victims is important and staff will take any allegations seriously and work in ways that support children and keep them safe.

4.6 So-Called Honour Based Abuse

- So-called 'honour'-based abuse (HBA) encompasses 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.

- All forms of HBA are abuse (regardless of the motivation) and concerns should be responded to in line with section 3 of this policy. Staff will report any concerns about HBA to the DSL (or a deputy).

4.7 Preventing radicalisation

- Chiddingstone Nursery CIO is aware of our duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), to have “due regard to the need to prevent people from being drawn into terrorism”, also known as the Prevent duty and the [specific obligations](#) placed upon us as an education provider regarding risk assessments, working in partnership, staff training, and IT policies.
- Chiddingstone Nursery CIO recognises that children are vulnerable to extremist ideology and radicalisation and staff will be alert to changes in children’s behaviour which could indicate that they may be in need of help or protection.
- Staff will report any concerns to the DSL (or a deputy), who is aware of the [local procedures](#) to follow.

5 Supporting Children Potentially at Greater Risk of Harm

- Whilst all children should be protected, some groups of children are potentially at greater risk of harm.

5.1 Safeguarding Children with Special Educational Needs and Disabilities (SEN)

- Chiddingstone Nursery CIO acknowledges that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges and barriers for recognising abuse and neglect.
- Chiddingstone Nursery CIO recognises that children with SEND may face additional communication barriers and experience difficulties in managing or reporting abuse or challenges. Children with SEND will be appropriately supported to communicate and ensure that their voice is heard and acted upon.
- All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour, mood changes or injuries and not to assume that they are related to the child’s disability. Staff will be mindful that children with SEND or certain medical conditions may be disproportionately impacted by behaviours such as abuse or bullying, without outwardly showing any signs.
- Members of staff are encouraged to be aware that children with SEND can be disproportionately impacted by safeguarding concerns, such as exploitation, peer group isolation or bullying including prejudice-based bullying.
- To address these additional challenges, our setting will always consider implementing extra support and attention for children with SEND. The DSL will work closely with the SENCO Mrs Megan Downing to plan support as required.

5.2 Children Requiring Mental Health Support

- All staff will be made aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff are aware of how children's experiences, for example where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, can impact on their mental health, behaviour and education.
- Staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.
- If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL or a deputy.

5.3 Children who need a Social Worker

- The DSL will hold details of social workers working with children in the setting so that decisions can be made in the best interests of the child's safety, welfare, and educational outcomes.
- Where children have a social worker, this will inform setting decisions about their safety and promoting their welfare, for example, responding to unauthorised absence and provision of pastoral and/or academic support.

5.4 Looked after children, previously looked after children and care leavers

- Chiddingstone Nursery CIO recognises the common reason for children becoming looked after is as a result of abuse and/or neglect and a previously looked after child also potentially remains vulnerable.
- Where a child is looked after, the DSL will hold details of the social worker and the name of the virtual school head in the authority that looks after the child.
- Where the setting believes a child is being cared for as part of a private fostering arrangement (occurs when a child under 16 or 18 if the child is disabled is cared for and lives with an adult who is not a relative for 28 days or more) we have a duty to recognise these arrangements and inform the Local Authority via the front door.

6 Online Safety

The EYFS 2021 recommends settings access the UK Council for Internet Safety (UKCIS) 'Safeguarding children and protecting professionals in early years settings: online safety considerations' guidance.

- It is essential that children are safeguarded from potentially harmful and inappropriate material or behaviours online. Chiddingstone Nursery CIO will adopt a whole setting approach to online safety which will empower, protect, and educate children and staff in their use of technology and establish mechanisms to identify, intervene in, and escalate any concerns where appropriate.

- Chiddingstone Nursery CIO identifies that the breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:
 - Content: being exposed to illegal, inappropriate or harmful content. For example pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
 - Contact: being subjected to harmful online interaction with other users. For example peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
 - Conduct: personal online behaviour that increases the likelihood of, or causes, harm. For example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying.
 - Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams.
- Chiddingstone Nursery CIO will ensure online safety is reflected in all relevant policies. Online safety is considered as a running and interrelated theme when devising and implementing our policies and procedures, and when planning our curriculum, staff training, the role and responsibilities of the DSL and parental engagement.
- Chiddingstone Nursery CIO recognises that technology, associated devices, and the risks and harms related to it, evolve and change rapidly. The setting will carry out an annual review of our approaches to online safety, supported by an annual risk assessment which considers and reflects the risks our children face.
- The nursery Leader and DSL will be informed of online safety concerns by the IT manager, as appropriate. The nursery leader and DSL for safeguarding will report on online safety practice and incidents, including outcomes, on a regular basis to the wider management committee.

6.1 Policies and Procedures

- The DSL has overall responsibility for online safety within the setting but will liaise with other members of staff, for example the IT manager as necessary.
- The DSL will respond to online safety concerns reported in line with our child protection and other associated policies, including our Online Safety, Social Media, Mobile and Smart Technology Policy and Procedure.
 - Internal sanctions and/or support will be implemented as appropriate.
 - Where necessary, concerns will be escalated and reported to relevant partner agencies in line with local policies and procedures.
- Chiddingstone Nursery CIO uses a wide range of technology. This includes computers, laptops, tablets and other digital devices, the internet, our learning platform, internet and email systems.
 - All setting owned devices and systems will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.
- Chiddingstone Nursery CIO recognises the specific risks that can be posed by mobile and smart technology, including mobile phones, cameras and wearable technology. In accordance with the EYFS 2021 Chiddingstone Nursery CIO has appropriate online safety, social media, mobile and smart technology policy, and image use policies in

place, which are shared and understood by all members of the community. These policies can be in the policy file in the entrance hall and also on our website.

6.2 Appropriate Filtering and Monitoring

- Chiddingstone Nursery CIO will do all we reasonably can to limit staff and children's exposure to online risks through setting provided IT systems and will ensure that appropriate filtering and monitoring systems are in place.
 - If children or staff discover unsuitable sites or material, they are required to:
 - Turn the device over/ turn the device away from view
 - Turn the smart board screen off
 - Report the concern/incident immediately to DSL, Deputy DSL, or IT Manager
 - Record the incident on an online safety incident form including the URL if possible
 - Confiscate any devices which contain illegal/inappropriate material to preserve evidence
 - All users will be informed that use of our systems can be monitored, and that monitoring will be in line with data protection, human rights, and privacy legislation.
 - Filtering breaches or concerns identified through our monitoring approaches will be recorded and reported to the DSL who will respond as appropriate.
 - Any access to material believed to be illegal will be reported immediately to the appropriate agencies, such as the [Internet Watch Foundation](#) and the police.
 - When implementing appropriate filtering and monitoring, Chiddingstone nursery CIO will ensure that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.
- Chiddingstone Nursery CIO acknowledges that whilst filtering and monitoring is an important part of our online safety responsibilities, it is only one part of our approach to online safety.
 - Children will use appropriate search tools, apps and online resources as identified following an informed risk assessment.
 - Children's internet and technology use will be directly supervised by staff.
 - Children will be directed to use age appropriate online resources and tools by staff.

6.3 Information Security and Access Management

- Chiddingstone Nursery CIO is responsible for ensuring an appropriate level of security protection procedures are in place, in order to safeguard our systems as well as staff and children. Further information can be found in our online safety, social media, mobile and smart technology policy, AUP, and staff code of conduct.
- Chiddingstone Nursery CIO will review the effectiveness of these procedures periodically to keep up with evolving cyber-crime technologies.

6.4 Staff Training

- Chiddingstone Nursery CIO will ensure that all staff receive online safety training as part of induction and that ongoing online safety training and update for all staff will be integrated, aligned and considered as part of our overarching safeguarding approach.

6.5 Educating Learners

- Chiddingstone Nursery CIO will ensure a comprehensive response is in place to enable all children to learn about and manage online risks effectively as part of providing a broad and balanced age appropriate curriculum.

DSLs and IT manager may access UK Council for Internet Safety (UKCIS) 'Education for a Connected World Framework' and DfE 'Teaching online safety in school' guidance.

6.6 Working with Parents/Carers

- Chiddingstone Nursery CIO will build a partnership approach to online safety and will support parents/carers to become aware and alert of the potential online benefits and risks for children by:
 - Providing leaflets with online safety advice and guidance
 - Dedicated online safety section on our website
 - Online safety messages communicated via Parentmail

6.7 Remote Learning

Specific guidance for DSLs and managers regarding remote learning is available at DfE: Safeguarding and remote education during coronavirus (COVID-19) and The Education People: Remote Learning Guidance for SLT.

- Chiddingstone nursery CIO will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.
- All communication with children and parents/carers will take place using setting provided or approved communication channels; for example, setting provided email accounts and phone numbers and/or agreed systems e.g, Microsoft 365 Teams and Tapestry
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Remote learning will take place in line with existing behaviour principles as set out in our staff code of conduct and Acceptable Use Policies.
- Any issues experienced at home and concerns should be reported to the setting and will be responded to in line with our child protection and other relevant policies.
- When delivering remote learning, staff will follow our Remote Learning Acceptable Use Policy (AUP)
 - Parents/carers will be made aware of what their children are being asked to do online, including the sites they will be asked to access.
 - Parents/carers will be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented at home.

7 Staff Engagement and Expectations

7.1 Awareness, Induction and Training

All members of staff have been provided with a copy of part one of 'Keeping Children Safe in Education' 2021 which covers safeguarding information for staff. DSLs and trustees have read the entire document. Members of staff have signed to confirm that they have read and understood Part One and these confirmation forms are stored in staff personal files.

- The DSL will ensure that all new staff and volunteers (including temporary staff) receive safeguarding and child protection training including online safety to ensure they are aware and understand the nursery's internal safeguarding policy and procedures and reporting mechanisms as part of their induction. Leaflets and a list of nursery policies and procedures to be read are provided in the staff handbook as part of the induction process.
- All staff members (including volunteers and temporary staff) will receive appropriate safeguarding and child protection training to ensure they are aware of a range of safeguarding issues. This training will take place at least annually and will include online safety.
- This training will enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. This may include:
 - significant changes in children's behaviour;
 - deterioration in children's general well-being;
 - unexplained bruising, marks or signs of possible abuse or neglect;
 - children's comments which give cause for concern;
 - any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) Female Genital Mutilation;
 - inappropriate behaviour displayed by other 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.
- **Recognise** potential safeguarding and child protection concerns involving children and adults (colleagues, other professionals and parents/carers)
- **Respond** appropriately to safeguarding issues and take action in line with this policy
- **Record** concerns in line with the settings policies
- **Refer** concerns to the DSL and be able to seek support external to the setting if required
- The staff training will include nursery responsibilities, the setting child protection procedures, online safety, safe working practice and external reporting mechanisms.
- All staff members (including temporary staff) will receive regular safeguarding and child protection updates including KCC e bulletins, Under 5 magazine updates, case reviews, staff meetings, and cascade training (as required, but at least annually) to provide them with relevant skills and knowledge to safeguard children effectively.
- All staff members (including temporary staff) will also be made aware of the nursery expectations regarding safe and professional practice via the staff behaviour policy (or

code of conduct) and Acceptable Use Policy (AUP) which is provided and discussed as part of the induction process.

- The nursery recognises the expertise which members of staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis. Opportunity is therefore provided for all staff to contribute to and shape safeguarding arrangements and the safeguarding policy the draft policy will be emailed to the committee and staff as part of the review process.
- Other safeguarding policies, for example the setting Code of Conduct and Acceptable Use Policy, are also sent to staff for their feedback before ratification by the trustees.

7.2 Safer Working Practice

- All members of staff (including temporary staff and volunteers) are required to work within clear guidelines on Safe Working Practice / the nursery's Code of Conduct and Acceptable Use Policy.
- The DSL will ensure that all staff and volunteers (temporary staff and volunteers) have read the child protection policy and are aware of our expectations regarding safe and professional practice via the staff code of conduct and Acceptable Use Policy (AUP).
- Children may make allegations against staff in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, all staff should take care not to place themselves in a vulnerable position regarding child protection or potential allegations. For example, it is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- Full advice and guidance can be found in **Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings** (May 2019) which can be found in the yellow box labelled SAFEGUARDING in the nursery office.
- Staff should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should familiarise themselves with advice and professional expectations outlined in **Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings, Chiddingstone Nursery's Online Safety Policy and Acceptable Use Policy and Safe Practice with Technology – Guidance for Adults who Work with Children and Young People**
- All staff will be made aware of the expectations relating to use of mobile technology within the setting, including mobile phones and cameras. Staff will adhere to relevant setting policies including staff behaviour policy, Acceptable Use Policies, Image Use and Mobile Technology.
- Staff will be made aware of the setting behaviour management and physical intervention policies. Staff will manage behaviour effectively to ensure a good and safe educational environment and will have a clear understanding of the needs of all children. Physical interventions and/or use of reasonable force will be in line with our agreed policy and procedures and national guidance.

- Staff will adhere to relevant policies including staff code of conduct, mobile phone policy, image use policy, Acceptable Use Policies, and Social Media.

7.3. Supervision and Support

- The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a child's safety or welfare.
- The nursery will ensure that members of staff are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage (EYFS) 2021.
- The trustees of Chiddingstone Nursery CIO recognise regular, planned, and accountable supervision, which is a two-way process, offers support and develops the knowledge, skills and values of an individual, group or team. We see its purpose is to monitor the progress of professional practice and to help staff to improve the quality of the work they do, thus improving outcomes for children as well as achieving agreed objectives. Supervision also provides an opportunity to discuss sensitive issues including the safeguarding of children and any concerns raised about an individual or colleague's practice.
- The nursery will ensure all members of staff and volunteers will receive regular and planned supervision sessions. Uninterrupted time will be set aside to ensure any supervision sessions effective for both practitioner and management to ensure that:
 - All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
 - All staff are supported by the DSL in their safeguarding role.
 - All members of staff have regular reviews of their own practice to ensure they improve over time.
- Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.
- The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union, the Education Support Partnership or other similar organisations directly.

8. Safer Recruitment and Allegations

8.1 Safer Recruitment and Safeguarding Checks

- Chiddingstone Nursery CIO is committed to ensure that all steps are taken to recruit staff and volunteers who are suitable to fulfil the requirements of their roles, are safe to work with our children and have their welfare and protection as the highest priority.
- The Trustees of Chiddingstone Nursery CIO are responsible for ensuring that the nursery follows safe recruitment processes outlined within guidance, including accurate maintenance of the staff records/Single Central Record (SCR). The SCR is a list of staff, volunteers and proprietor/trustees/committee members and includes appropriate information which may include:
 - Dates of recruitment;
 - References;

- Identity checks;
 - Criminal records check reference number, including date and details of who completed it;
 - Eligibility to work in the UK checks;
 - Other essential key data.
- The nursery will obtain an enhanced check by Disclosure and Barring Services (DBS) in respect of every person aged 16 and over (including for unsupervised volunteers, and supervised volunteers who provide personal care) who:
 - works directly with children;
 - lives on the premises on which the childcare is provided and/or;
 - works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).
 - An additional criminal records check (or checks if more than one country) will also be made for anyone who has lived or worked abroad.
 - The Trustees of Chiddingstone Nursery CIO are responsible for ensuring that the nursery adopts an application, vetting and recruitment process which places safeguarding at its centre, regardless of whether an employee or a voluntary role.

The Trustees of Chiddingstone Nursery CIO will ensure that the manager, other senior staff responsible for recruitment and one member of the Governing Body complete accredited Safer Recruitment Training in line with government requirements.

- We are also committed to supporting the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009. www.gov.uk/government/uploads/system/uploads/attachment_data/file/414345/disqualification-guidance_Feb_15_3_.pdf
- The Trustees of Chiddingstone Nursery CIO are aware of the requirements to make appropriate checks regarding the disqualification status of all staff, including volunteers and temporary staff.
- We advise all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions, reprimands and warnings.
- We will ensure that all staff and volunteers have read and signed the staff code of conduct and understand that their behaviour and practice must be in line with it.

8.2 Allegations made against/concerns raised in relation to Staff and Volunteers

- Chiddingstone Nursery CIO recognises that it is possible for any member of staff, including volunteers, contractors, agency and third-party staff (including supply staff) and visitors to behave in a way that:
 - Indicates they have harmed a child, or may have harmed a child;
 - Means they have committed a criminal offence against or related to a child;
 - behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or

- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Chiddingstone Nursery CIO has an allegation against staff policy and Procedure. This can be found in the policy file in the entrance hall. Website

- As part of our approach to safeguarding, the setting adopts an open and transparent culture in which all concerns are dealt with promptly and appropriately. All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the nursery safeguarding regime. The Trustees at Chiddingstone Nursery CIO will take all concerns or allegations received seriously.
- Allegations should be referred immediately to the manager who will contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member.
- Where managers are unsure how to respond to a concern about a member of staff, advice will be sought via the Local Authority Designated Officer (LADO) Enquiry Line and/or the Education Safeguarding Service
- In the event of allegations of abuse being made against the SLT, staff are advised that allegations should be reported to the next senior management who will contact the LADO.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the leadership team.
- All members of staff are made aware of the settings Whistleblowing procedure. It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.
- Staff can access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally.
 - Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email help@nspcc.org.uk.

Chiddingstone Nursery CIO has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person.

- Chiddingstone Nursery CIO has a duty to inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations. Notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made and are aware that to not do so would be an offence.

9. Domestic Abuse

- The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021. The Act introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be “personally connected” (as defined in section 2 of the 2021 Act). Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio economic status, sexuality or background and domestic abuse can take place inside or outside of the home. The government will issue statutory guidance to provide further information for those working with domestic abuse victims and perpetrators, including the impact on children. 131 All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Young people can also experience domestic abuse within their own intimate relationships. This form of peer on peer abuse is sometimes referred to as ‘teenage relationship abuse’. Depending on the age of the young people, this may not be recognised in law under the statutory definition of ‘domestic abuse’ (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support. The Act’s provisions, including the new definition, will be commenced over the coming months.

Operation Encompass

- Operation Encompass operates in all police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead) in school before the child or children arrive at school the following day. This ensures that the school has up to date relevant information about the child’s circumstances and can enable immediate support to be put in place, according to the child’s needs. Operation Encompass does not replace statutory safeguarding procedures. Where appropriate, the police and/or schools should make a referral to children’s social care if they are concerned about a child’s welfare. More information about the scheme and how schools can become involved is available on the Operation Encompass website.

National Domestic Abuse Helpline

- Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones. It also has a form through which a safe time from the team for a call can be

booked. Additional advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

- NSPCC- UK domestic-abuse Signs Symptoms Effects
- Refuge what is domestic violence/effects of domestic violence on children 132
- Safe lives: young people and domestic abuse.
- Domestic abuse: specialist sources of support - GOV.UK (www.gov.uk) (includes information for adult victims, young people facing abuse in their own relationships and parents experiencing child to parent violence/abuse)
- Home: Operation Encompass (includes information for schools on the impact of domestic abuse on children.

10. Opportunities to teach Safeguarding

- Chiddingstone Nursery CIO recognises that children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with adults caring for them. Our nursery will provide a welcoming, safe and stimulating environment where children can enjoy learning and growing in confidence.
- We recognise that early year's nursery's play an essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.
- Chiddingstone Nursery CIO will provide age appropriate educational opportunities to enable early years children to develop self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that they have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others, including online.
- Chiddingstone Nursery CIO recognise that a one size fits all approach may not be appropriate for all children, and a more personalised or contextualised approach for more vulnerable children, victims of abuse and some SEND children might be needed.
- Systems have been established to support the empowerment of children to talk to a range of staff. Children at Chiddingstone Nursery CIO will be listened to and heard and their concerns will be taken seriously and acted upon as appropriate.

11. Physical Safety

- Staff will be made aware of the behaviour management and physical intervention policies, and any physical interventions and/or use of reasonable force must be in line with our agreed policy and procedures and national guidance.

11.1 The Use of Premises by Other Organisations N/A

- Where services or activities are provided separately by another body using the setting facilities/premises, the manager and the trustees will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection, and that relevant safeguarding checks have been made in respect of staff and volunteers. If this assurance is not achieved, an application to use premises will be refused.

- Safeguarding requirements will be included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises. Failure to comply with this will lead to termination of the agreement.

11.2 Site Security

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. We operate within a whole-setting community ethos and welcome comments from children, parents/carers and others about areas that may need improvement as well as what we are doing well.
- Staff and visitors will be expected to adhere to any safety arrangements implemented because of Covid19 restrictions.
- Appropriate checks will be undertaken in respect of visitors and volunteers coming into setting. Visitors will be expected to sign in and out via the office visitors log and to display a visitors badge whilst on site.
- Any individual who is not known or identifiable should be challenged for clarification and reassurance. Visitors will be expected to adhere to any safety arrangements implemented because of Covid19
- The nursery will not accept the behaviour of any individual (parent/carer or other) that threatens security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the site.

12. Local Support

- All members of staff in Chiddingstone Nursery CIO are made aware of local support available:
 - **Contact details for Area Safeguarding Adviser (Education Safeguarding Team)**
 - ***Insert local details here:*** <https://www.theeducationpeople.org/our-expertise/safeguarding/safeguarding-contacts/>
 - ***It is recommended that early years settings include up-to-date and specific contact details for the Area Safeguarding Adviser and admin staff*** 03301651240 mob 0791531800
onlinesafety@theeducationpeople.org
 - **Contact details for Online Safety within the Education Safeguarding Team**
 - 03301 651500 (07789968705)
 - esafetyofficer@theeducationpeople.org (non-urgent issues only)
 - **Contact details for the LADO**
 - Telephone: 03000 410888
 - Email: kentchildrenslado@kent.gov.uk
 - **Integrated Children's Services**
 - Front door: 03000 411111

- Out of Hours Number: 03000 419191
- **Kent Police**
 - 101 (or 999 if there is an immediate risk of harm)
- **Kent Safeguarding Children Multi -agency Partnership (KSCMP)**
 - kscmp@kent.gov.uk
 - 03000 421126
- **Adult Safeguarding**
 - Adult Social Care via 03000 41 61 61 (text relay 18001 03000 41 61 61) or email social.services@kent.gov.uk

NSPCC FGM Helpline (for concerns or advice)

0800 028 3550

fgmhelp@nspcc.org

**for 'known' FGM report directly to the Police (under 18) – FGM Act 2003,
Serious Crime Act 2015**

Prevent Duty

Contact the Police on 101 or email channel@kent.pnn.police.com

Prevent Education Officer

South/East- Jill Allen jill.allen@kent.gov.uk 03000413565

Appendix 1: Categories of Abuse

All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and children.

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 (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Signs that MAY INDICATE Sexual Abuse

- Sudden changes in behaviour and school performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a child minder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

Physical abuse: a form of abuse which 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.

Signs that MAY INDICATE physical abuse

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks

- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.
- Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child 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 a 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, although it may occur alone.

Signs that MAY INDICATE emotional abuse

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention and affection

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

Signs that MAY INDICATE neglect.

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance at School
- Untreated medical problems
- Poor relationship with peers

- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem

Appendix 2: Support Organisations

Additional links can also be found in KCSIE 2021 Annex B and D.

NSPCC 'Report Abuse in Education' Helpline

- [0800 136 663](tel:0800136663) or help@nspcc.org.uk

National Organisations

- NSPCC: www.nspcc.org.uk
- Barnardo's: www.barnardos.org.uk
- Action for Children: www.actionforchildren.org.uk
- Children's Society: www.childrenssociety.org.uk

Support for Staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline
- Harmful Sexual Behaviour Support Service: <https://swgfl.org.uk/harmful-sexual-behaviour-support-service>

Support for Learners

- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- The Mix: www.themix.org.uk
- Shout: www.giveusashout.org
- Fearless: www.fearless.org
- Victim Support: www.victimsupport.org.uk

Support for Adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- The Samaritans: www.samaritans.org
- NAPAC (National Association for People Abused in Childhood): www.napac.org.uk
- MOSAC: www.mosac.org.uk
- Action Fraud: www.actionfraud.police.uk
- Shout: www.giveusashout.org
- Advice now: www.advicenow.org.uk

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk
- Council for Disabled Children: <https://councilfordisabledchildren.org.uk>

Contextual Safeguarding Network

- <https://contextualsafeguarding.org.uk/>

Kent Resilience Hub

- <https://kentresiliencehub.org.uk/>

Substance Misuse

- We are with you (formerly Addaction): www.wearewithyou.org.uk/services/kent-for-young-people/
- Talk to Frank: www.talktofrank.com

Domestic Abuse

- Domestic abuse services: www.domesticabuseservices.org.uk
- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadvice.org.uk
- Mankind: www.mankindcounselling.org.uk
- National Domestic Abuse Helpline: www.nationaldahelpline.org.uk
- Respect Phonenumber: <https://respectphonenumber.org.uk>

Criminal and Sexual Exploitation

- National Crime Agency: www.nationalcrimeagency.gov.uk/who-we-are
- It's not okay: www.itsnotokay.co.uk
- NWG Network: www.nwgnetwork.org

Honour Based Abuse

- Forced Marriage Unit: www.gov.uk/guidance/forced-marriage
- FGM Factsheet:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf
- Mandatory reporting of female genital mutilation: procedural information:
www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information

Peer on Peer abuse, including bullying, sexual violence and harassment

- Rape Crisis: <https://rapecrisis.org.uk>
- Brook: www.brook.org.uk
- Disrespect Nobody: www.disrespectnobody.co.uk
- Upskirting – know your rights: www.gov.uk/government/news/upskirting-know-your-rights
- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Stop it Now! www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Diana Award: www.antibullyingpro.com/
- Bullying UK: www.bullying.co.uk
- Kidscape: www.kidscape.org.uk

Online Safety

- CEOP: www.ceop.police.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- Childnet: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Report Harmful Content: <https://reportharmfulcontent.com>
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Matters: www.internetmatters.org
- NSPCC: www.nspcc.org.uk/online-safety and www.net-aware.org.uk
- Get Safe Online: www.getsafeonline.org

- Parents Protect: www.parentsprotect.co.uk
- Cyber Choices: <https://nationalcrimeagency.gov.uk/what-we-do/crime-threats/cyber-crime/cyberchoices>
- National Cyber Security Centre (NCSC): www.ncsc.gov.uk

Mental Health

- Mind: www.mind.org.uk
- Moodspark: <https://moodspark.org.uk>
- Young Minds: www.youngminds.org.uk
- We are with you (formerly Addaction): www.wearewithyou.org.uk/services/kent-for-young-people/
- Anna Freud: www.annafreud.org/schools-and-colleges/

Radicalisation and hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
- True Vision: www.report-it.org.uk

Children with Family Members in Prison

National information Centre on Children of Offenders (NICCO):
<https://www.nicco.org.uk/>
Centre on Children of offenders (NICCO): <https://www.nicco.org.uk/>

Appendix 3:

Keeping yourself safe when responding to disclosures (the 6 R's – what to do if...)

1. Receive

- Keep calm
- Listen to what is being said without displaying shock or disbelief
- Take what is being said to you seriously
- Note down what has been said

2. Respond

- Reassure the child that they have done the right thing in talking to you
- Be honest and do not make promises you cannot keep e.g. “It will be alright now”
- **Do not promise confidentiality**; you have a duty to refer
- Reassure and alleviate guilt, if the child refers to it e.g. “you’re not to blame”
- Reassure the child that information will only be shared with those who need to know

3. React

- React to the child only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate for full details
- **Do not** ask leading questions; “Did he/she....?” Such questions can invalidate evidence.
- **Do** ask open “TED” questions; Tell, explain, describe
- Do not criticise the perpetrator; the child may have affection for him/her
- Do not ask the child to repeat it all for another member of staff
- Explain what you have to do next and who you have to talk to

4. Record

- Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible
- Do not destroy your original notes
- Record the date, time, place, any non-verbal behaviour and the words used by the child. Always ensure that as far as possible you have recorded the actual words used by the child
- Record statements and observable things rather than your interpretations or assumptions

5. Remember

- Contact the designated safeguarding lead (DSL)
- The DSL may be required to make appropriate records available to other agencies
- KSCB: www.kscb.org.uk

6. Relax

- Get some support for yourself, dealing with disclosures can be traumatic for professionals