



## Safeguarding & Welfare

**Designated Safeguarding Officer:** Verity Maclean **Designated Safeguarding Lead:** Michelle Hardy

**Deputy Designated Safeguarding Lead:** Natasha Shipley

**Supervising Designated Safeguarding Lead:** Meng Beynon

### Policy Statement

Caterpillar Nursery LTD is committed to safeguarding children and young people and will do this by putting their right to be '*strong, resilient and listened to*' at the heart of all our activities. We are dedicated to upholding three key commitments, upon which all policies and procedures across the organisation have been produced to provide a consistent and coherent strategy for safeguarding children and young people in all services provided. Our three key commitments are:

1. We are committed to building 'a culture of safety' in which children and young people are protected from abuse and harm in all areas of its service delivery. This is regardless of Gender, Religion, Race, Disability or Socio-Economic background.
2. Caterpillar Nursery is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in '*What to do if you are worried a child is being abused*' (HMG 2015) and '*No Secrets (updated by the Care Act 2014)* and *Working Together 2024*. We also understand and recognise that some children are additionally vulnerable due to the impact of discrimination, previous experiences, their level of dependency, communication needs or other issues.
3. We are committed to promoting awareness of child abuse issues and empowering children and young people through its curriculum, promoting their right to be '*strong, resilient and listened to*'.

All Staff members, Trustees, Directors and Volunteers are required to read and sign this policy prior to commencing work at Caterpillar Nursery and after the policy has been reviewed. This policy will be reviewed annually, unless there have been changes in legislation, an incident or guidance which suggests the need for an interim review. This Policy is readily accessible to Staff and volunteers and is available to view on our website. It is also shared with parents each term, with a paper copy available on request.



## **Aims:**

Caterpillar Nursery will meet our commitment to keeping children safe by undertaking the following actions:

- We will provide all staff with the necessary information to enable them to meet their safeguarding and child protection responsibilities.
- We will ensure that good safeguarding practice remains consistent throughout all areas of service delivery by providing training, auditing and development.
- We will demonstrate the settings commitment regarding safeguarding and child protection to the children in our care, parents and other partners.
- We will continue to contribute to the settings Quality Assurance portfolio.
- Remain up to date with current legislation, training and policies.

## **Safeguarding Terms:**

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment; preventing the impairment of children's mental or physical health and development; ensuring that every child can 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.

### **Child Protection is Part of Safeguarding**

Child protection refers to the processes undertaken to protect children who have been identified as suffering or are at risk of suffering, significant abuse.

Working Together to Safeguard Children 2023 defines Safeguarding, promoting the welfare of children and child protection as:

- *Providing help and support to meet the needs of children as soon as problems emerge*
- *Protecting children from maltreatment, whether that is within or outside the home, including online*
- *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*
- *Promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children*
- *Effective safeguarding means practitioners should understand and be sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families' lives.*



## Safeguarding Statement

Caterpillar Nursery ensures that Safeguarding and promoting the welfare of children is an integral part of everything we do in the setting by undertaking the following actions:

- Upholding and meeting our duty to safeguard children and promote the welfare of **all** children in the setting.
- Being responsible for working in partnership with parents and carers and other organisations where appropriate to identify any concerns about a child's welfare and take action to address them.
- Recognising that safeguarding is **everyone's** responsibility.
- Having a Designated Safeguarding Lead, Deputy Designated Safeguarding Lead and Supervising Designated Safeguarding Lead whom are responsible for liaison with local statutory children's service agencies, and
- Ensuring that all adults work together to safeguard and promote the welfare of children.
- Being committed to building a 'culture of safety' in which children are respected and protected from abuse and harm.
- Creating an open safeguarding culture by ensuring that the 'voice' of the child is captured. All children are listened to, valued and respected, supported; with their wishes and feelings being considered when deciding what action to take and what services to provide.
- Being registered with Operation Compass to ensure that out of hours and during holiday periods, DSL & DDSL are contactable.

## Policy Principles:

- Safeguarding is everyone's responsibility
- The Setting has a duty to safeguard and promote the welfare of all children
- All Staff have an equal responsibility to act on concerns or disclosures that may suggest a child is at risk of harm at home, in the community or in the setting.
- All staff should know how to act upon a safeguarding concern.
- We will maintain an attitude of '**it could happen here**' where safeguarding is concerned.
- We will take action to keep children safe from harm and protect them.
- We will work in partnership with other agencies and other professionals to keep children safe from harm and protect them.
- We will always act in the best interests of the child.



### **Who This Policy Applies to:**

- All staff within the setting
- Volunteers and other professionals visiting the setting
- Trustees, Directors and Governors
- Students on placement

### **How This Policy Will Be Shared:**

- Given to staff at induction.
- In staff meetings
- On the Safeguarding Noticeboard
- On the setting's website.
- A copy will be emailed to parents each term.
- Trustees and Directors will be given a copy on appointment.

### **How We Will Ensure the Policy is Understood:**

- All trustees, directors, employees and volunteers are required to read this policy and confirm they have done so in writing.
- All trustees, directors, staff and volunteers should confirm in writing that they have understood the safeguarding policy.
- The DSL will ensure that all employees, trustees and directors understand the settings' safeguarding policies and procedures. This will be done through supervisions staff training, staff meetings, quizzes and 'hot spot' questioning.

### **Overall Responsibility for implementing this Policy**

The registered provider and the Designated Safeguarding Lead (DSL) has the overall responsibility to ensure that this policy is implemented effectively. The registered provider will access safeguarding training to ensure that they are able to understand the safeguarding requirements and support the DSL. Supervision opportunities will be provided for the DSL.

Section 3.4 of the EYFS 2025 for group and school-based providers states:

*In every setting, a practitioner must be designated to take lead responsibility for safeguarding children. The Lead Practitioner is responsible for liaison with local statutory children's services, agencies and with local safeguarding partners. All practitioners must be alert to any issues of concern in the child's life at home or elsewhere.*



### **The role of the Designated Safeguarding Lead (DSL) includes:**

- Taking the lead on safeguarding in the setting.
- Ensuring that they are up to date on Warwickshire Safeguarding Policies and Procedures.
- Ensuring that records and referrals are detailed, accurate, complete and secure.
- Ensuring that all staff have up to date safeguarding knowledge and training.
- Monitoring and updating the Safeguarding Children and child protection policy and procedures in line with new legislation.
- Ensuring that all staff and management are updated on new legislation.
- Supporting colleagues, including trustees/directors regarding their safeguarding responsibilities.
- Working in partnership with other agencies.
- Making requests/referrals for support the Children's Services if appropriate (but any member of staff can make a request/referral).
- Attend Safeguarding meetings with other agencies and produce a report that provides information about the child and any concerns/progress to date.

**The DSL, Deputy DSL or Supervising DSL will always be available or contactable when the setting is in operation.**

**ADDITIONAL INFORMATION THE DSL'S ROLES AND RESPONSABILITIES CAN BE FOUND IN THE DSL JOB DESCRIPTION.**

### **The Key Person**

Every child in the setting has been allocated a **Key Person**.

Their role includes:

- Helping the children in their key group feel safe and secure at the setting.
- Ensuring that every child's care is tailored to meet their individual needs.
- Helping the child to become familiar with the setting.
- Building a relationship with their parents and any other carers, offering support as necessary to help safeguard children.
- Discussing the child's interests and needs, progress, and any concerns with the parent/carer on both informal and formal basis.



## **British Values**

We actively promote British Values throughout all opportunities and experiences that we provide for the children.

These values are broadly labelled as:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect for and tolerance of those with different faiths and beliefs.

This means that we teach the children to:

- Be kind, helpful and respectful of others.
- Compromise and be tolerant of others.
- Understand that others have different views and live different lives.
- Listen to and respect others.

We act as positive role models and demonstrate these values in interactions with both adults and children.

## **Partnership with Parents**

Caterpillar Nursery is committed to working in partnership with parents to uphold every child's right to being safe. We will discuss any concerns about a child with their parent/carer unless to do so would place the child at risk of further harm.



## **Recognising Signs of Child Abuse**

To ensure that children are protected from harm, we need to understand what types of behaviour constitutes abuse and neglect. The DSL will ensure that all staff understand their responsibilities in being alert to indicators of abuse, and their responsibility for referring any concerns to the DSL.

All staff are trained to be alert to signs and/or indicators of abuse and neglect which may include:

- Significant changes in children's behaviour.
- Deterioration in children's general wellbeing.
- Unexplained bruising, marks or signs of abuse or neglect.
- Children's comments which give cause for concern.
- Any reasons to suspect neglect or abuse from outside with setting.
- Inappropriate behaviour displayed by other members of staff, or any person working with children. This may include inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.

## **Additional Vulnerabilities**

Staff are trained to understand that there can be additional vulnerabilities for some children including:

- Babies under the age of one year.
- Children in Care and Children Previously in Care.
- Children with Special Educational Needs and/or Disabilities.

## **Children in Care (CIC) and Previously Children in Care (PCIC)**

A child in care is a child who is cared for by the Local Authority if a court has granted a care order to place a child in care, or a council's children's services department has cared for the child for more than 24 hours.

There are several reasons why children and young people enter care:

- The child's parents might have agreed to this – for example if they are too unwell to look after their child or if their child has a disability and needs respite care.#
- The child could be an unaccompanied asylum seeker, with no responsible adult to care for them.
- Children's Services may have intervened because they felt the child was at risk of significant harm.

Additional information can be found in the **Looked After Children** Policy

## **Children with Special Educational Needs and/or Disabilities**



All staff understand the additional vulnerabilities that may affect children with special educational needs and/or disabilities.

Children with Special Educational Needs and/or Disabilities can be particularly vulnerable to abuse due to the often-complex nature of their needs which mean:

- They may have a range of carers who they do not know well.
- They may have intimate care needs.
- They may require the administration of medication or invasive procedures.
- They may have limited communication abilities which means they cannot disclose if abuse is happening to them.

Caterpillar Nursery works in partnership with parents and outside agencies to ensure that children's needs are identified and met.

Health Care Plans are in place where necessary and all staff are provided with any training necessary to implement the plan.

Additional information can be found in the **Special Educational Needs & Disabilities** Policy

### **Children Missing from Early Education Settings (CMEE)**

Caterpillar Nursery will promote good attendance within our setting in line with the statutory guidance and will undertake the following:

- Record children's attendance daily, along with any reason given for absence.
- Monitor attendance and look for any patterns of absences that may indicate there is a need for support for the child or family.
- Ensure that up to date contact details are held for parents/carers including mobile numbers and email addresses.
- Hold at least two emergency contact numbers in addition to the above and more contacts if possible.
- Request that parents/carers inform the setting if a child is going to be absent.
- Remind parents/carers that they need to inform us of any changes in contact information.
- Make contact with parents/carers if no communication is received by 9.30am or 1pm.

Caterpillar Nursery will follow the steps set out in the Warwickshire County Council CAMEE Guidance if a child's absence is unexplained or if we are unable to ascertain that a child is safe and well. We will submit a CMEE referral form to Warwickshire's Early Years Quality, Standards and Safeguarding Team if having followed the necessary steps the child is still missing from early education at our setting.

Additional information can be found in the **CME** Policy



## **Responding to Safeguarding or Child Protection Concerns**

- The manager and deputy are the designated person and back-up designated person, responsible for co-ordinating action taken by the setting to safeguard vulnerable children and adults.
- All concerns about the welfare of children in the setting should be reported to the designated person or the back-up designated person.
- The designated person ensures that all practitioners are alert to the indicators of abuse and neglect and understand how to identify and respond to these.
- The setting should not operate without an identified designated person at any time.
- The line manager of the designated person is the designated officer.
- The designated person informs the designated officer about serious concerns as soon as they arise and agree the action to be taken, seeking further clarification if there are any doubts that the issue is safeguarding.
- If it is not possible to contact the designated officer, action to safeguard the child is taken first and the designated officer is informed later. If the designated officer is unavailable advice is sought from their line manager or equivalent.
- Issues which may require notifying to Ofsted are notified to the designated officer to make a decision regarding notification. The designated person must remain up to date with Ofsted reporting and notification requirements.
- Caterpillar Nursery follows procedures from Warwickshire Safeguarding Adults & Children's Board (WSACB) for safeguarding and any specific safeguarding procedures such as responding to radicalisation/extremism concerns. Procedures are followed for managing allegations against staff, as well as for responding to concerns and complaints raised about quality or practice issues, whistleblowing and escalation.

## **Responding to Marks or Injuries Observed**

- If a member of staff observes or is informed by a parent/carer of a mark or injury to a child that happened at home or elsewhere, the member of staff makes a record of the information given to them by the parent/carer on an accident form, which is signed by the parent/carer.
- The member of staff advises the designated person as soon as possible if there are safeguarding concerns about the circumstance of the injury, completing Form C - Green Form.
- If there are concerns about the circumstances or explanation given, by the parent/carer and/or child, the designated person decides the course of action to be taken after reviewing both the accident form & Form C.



- If the mark or injury is noticed later in the day and the parent is not present, this is raised with the designated person.
- If there are concerns about the nature of the injury, and it is unlikely to have occurred at the setting, the designated person decides the course of action required.
- If there is a likelihood that the injury is recent and occurred at the setting, this is raised with the designated person.
- If there is no cause for further concern, a record is made in the Accident Record, with a note that the circumstances of the injury are not known.
- If the injury is unlikely to have occurred at the setting, this is raised with the designated person
- The parent/carer is advised at the earliest opportunity.
- If the parent believes that the injury was caused at the setting this is still recorded in the Accident Record and an accurate record made of the discussion is made on the child's personal file.

## **Responding to Disclosures Made by Children**

When responding to a disclosure from a child, the aim is to get just enough information to take appropriate action.

The practitioner listens carefully and calmly, allowing the child time to express what they want to say.

- Staff do not attempt to question the child but if they are not sure what the child said, or what they meant, they may prompt the child further by saying '*tell me more about that*' or '*show me again*'.
- After the initial disclosure, staff speak immediately to the designated person. They do not further question or attempt to interview a child.
- If a child shows visible signs of abuse such as bruising or injury to any part of the body and it is age appropriate to do so, the key person will ask the child how it happened.
- When recording a child's disclosure on Form C, their exact words are used as well as the exact words with which the member of staff responded.
- If marks or injuries are observed, these are recorded on a body diagram.

Staff must not carry out an investigation; it is the responsibility of the Police and the Local Authority's Children's Services to carry out an investigation if necessary. The DSL will take further action once a record has been made, following Warwickshire's Spectrum of Support Guidance.

## **Recording Concerns**



Caterpillar Nursery uses Warwickshire County Council's pro forma: **Logging A Concern About a Child's Safety and Welfare (Form C)**. The same format will be used by Staff to record and report any observations or concerns that suggest a child might benefit from Early Help.

### **Staff must:**

- Record exactly what was heard or seen, including where the disclosure was made and what the child was doing at the time.
- Keep the account factual without expressing an opinion about the disclosure.
- Record what the child said (if appropriate) using the exact words that the child has used or describe what the child did that raised a concern.
- Ensure that they complete the form in full. Missing or incomplete information such as incorrect date of birth for the child can delay access to help for the child. This is important as information from a concern or incident record will be used to support any referrals to Children's Services.
- Sign and date the record and pass on to the DSL without delay.
- Keep the information confidential and share on a 'need to know' basis only.
- Follow up with the setting's DSL on the outcome of the disclosure or safeguarding concern.

Failure to follow these requirements could result in a child being subject to a significant risk of harm. Staff members who do not feel confident in filling out a Form C will be given scenarios to practice with. Regular quizzes will also be provided during staff meetings and supervisions.

### **Decision Making (All Categories of Abuse)**

- The designated person makes a professional judgement about referring to other agencies, including Social Care using the WSACB threshold document:
  - Level 1: Child's needs are being met. Universal support.
  - Level 2: Universal Plus. Additional professional support is needed to meet child's needs.
  - Level 3: Universal Partnership Plus. Targeted Early Support. Coordinated response needed to address multiple or complex problems.
  - Level 4: Specialist/Statutory intervention required. Children in acute need, likely to be experiencing, or at risk of experiencing significant harm.
- Staff are alert to indicators that a family may benefit from Early Support services and should discuss this with the designated person, also completing Form C if they have not already done so.

### **Teaching Autonomy, Dignity & Self Awareness**



Safeguarding is threaded through everything that we do with the children in the setting. In practice this means we involve the children in decision making and teach them to identify, manage and minimise risks from an early age. We use discussion, stories, and other activities to help children understand that they have a voice and can contribute to decisions that affect them.

- The child's Key Person recognises and responds to the signs and indicators that show whether a child is safe and well and acts if there are concerns.
- The Key Person and other staff help children to begin to identify and minimise risks to their own and others' safety.
- Children are supported to understand the broader safeguarding context by using stories, discussions, roleplay etc.
- Staff give children choices and support them to make decisions about what they do and what happens to them.
- Staff support children to communicate their needs and wants using additional resources such as communication boards and widget symbols.
- Children are given an opportunity to share their voice during their Focus Weeks where we discuss how they feel in the setting and what they like/dislike, which is recorded on a "Child's Voice" form.
- Children are given opportunities to offer their opinions or suggestions on how the provision is set up and utilised using the mosaic approach.
- Children are made aware of personal boundaries and respect through the "underwear rule", "bubble spaces" and other appropriate programmes.

## **Procedures**

### **Recruitment of Staff**

Caterpillar Nursery follows safer recruitment processes when recruiting staff to work within the setting. We achieve this by ensuring that people who are responsible for employing staff have had access to safer recruitment training. This training will be updated in line with Safeguarding Warwickshire Partnership Advice and guidance.

Michelle Hardy has undertaken Safer Recruitment Training on 06/02/2024.

Caterpillar Nursery also maintains a record of recruitment and vetting checks undertaken as part of the appointment process for staff and volunteers employed.

### **Our recruitment processes include the following:**

- At least two reference checks
- An identity check
- A Barred list check
- An Enhanced DBS check
- A check of professional qualifications



- A check to establish the person's right to work in the United Kingdom
- Completion of a childcare disqualification disclosure form
- Documentation is checked for authenticity and signed off by management.
- Written confirmation is obtained from any supply agencies used that the appropriate checks have been undertaken and are satisfactory.

Additional information can be found in the **Safer Recruitment** Policy

## **Disclosure and Barring Update Service**

All new staff are required to register with the Disclosure and Barring Update Service to ensure that they remain suitable to work in the setting. This is at the expense of the employee.

## **Disqualification from working with children**

Staff and employed volunteers are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children. This is whether they occur before or during their employment at the setting.

## **Paediatric First Aid Training**

- All staff are currently Paediatric First Aid Trained, with this displayed in the setting for Parent's and Carers information.
- At least one person who holds a current Paediatric first aid (PFA) certificate is always on the premises and available when children are present. The certificate is for a full course in line with Annex A of the Statutory Framework for the EYFS for childminder and group settings.
- A current PFA certificate holder accompanies children on outings away from the setting.
- Structures are in place to ensure that the setting always meets these requirements, ensuring staff absences and breaks are covered.
- All newly employed members of staff gain a full PFA certificate within three months of starting their employment.
- PFA training is renewed every three years with a record being maintained to ensure that this is kept up to date.

## **Risk Assessments**

The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

- Children, Staff and visitors are kept safe whilst on the setting premises inside and outside.
- Access to the setting is via a secure entry only and visitors are always escorted onto the premises by a senior member of staff.
- All staff have received training which helps to identify and address risk.
- A range of risk assessments are carried out to ensure that the environment is safe for both adults and children.



- Where risks are identified, action is taken to remove or reduce the risk or hazard. A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.

Caterpillar Nursery a range of Risk Assessments, which can be found in the office.

## **Serious Accident or Injury to, or the Death of Any Child**

If there is a serious accident or injury to, or the death of any child while in our care, we are required to notify Ofsted as soon as possible and no later than 14 days after the incident.

We are also required to notify the Local Authority via Family Connect and to act on any advice given by them or other agencies.

If there is an incident, which may require reporting to RIDDOR the designated officer immediately seeks guidance from the owners/directors/trustees. There continues to be a requirement that the designated officer follows legislative requirements in relation to reporting to RIDDOR. This is fully addressed withing our Health & Safety procedures.

## **Supervision**

Caterpillar Nursery will ensure that appropriate arrangements are implemented for the supervision of staff who have contact with children and families. This includes supporting, coaching and training practitioners and promotes the best interest for the children in our care. Supervision opportunities also foster a culture of mutual support, teamwork and continuous improvement and encourages the confidential discussion of sensitive issues.

Supervision sessions include the following:

- A system of planned and accountable supervision sessions held at least once a term.
- Opportunities to discuss each child in a practitioners key group from a safeguarding perspective with consideration being given to any concerns including changes in behaviour. Supervision sessions should also provide opportunities to raise concerns about their own, or a colleagues practice.
- Sessions are a two-way process, offering support and challenge. This is to help develop the knowledge, skills and expertise of an individual, group or team. Its purpose is to monitor the progress of professional practice and to help staff to improve the quality of the provision, thus improving outcomes for children.
- Agreed objectives for practitioners to work towards, with these being reviewed as part of the supervision process. These include those surrounding professional development and those based on the outcomes of the children within their key group.
- A kept record of the discussions held during the supervision meetings and any actions agreed. The manager then follows up on agreed actions to ensure that they happen or not, and what the barriers are.



## **Designated Safeguarding Lead(s) (DSL)**

Caterpillar Nursery has a named DSL who takes the lead on safeguarding and has overall responsibility for all aspects of safeguarding and welfare. Caterpillar Nursery also has a deputy DSL trained at the same level as the DSL.

### **The DSL, Deputy DSL's & Supervising DSL's:**

- Are a member of Caterpillar Nursery's senior leadership team
- Have relevant training and up to date knowledge to fulfil the roles and responsibilities of the position.
- Have access to supervision which enables them to discuss any issues including child protection concerns, identify solutions, and receive coaching and mentoring as appropriate.
- Provides support for colleagues to ensure they understand their safeguarding responsibilities.
- Listens to staff who have concerns and acts on these as appropriate.
- Work in partnership with other agencies.
- Take the lead in making a request for support/referral to Family Connect.
- Are always available or contactable during the settings operational hours.
- Attend group training, with this being updated every two years.
- Are provided with supervisions by a member of the Senior Leadership Team for their roles.

## **Safeguarding Training**

Caterpillar Nursery ensures that:

- All staff (regardless of role) have received training which enables them to understand the setting's safeguarding policy and procedures.
- All staff have been trained to recognise the signs and indicators of abuse and neglect and know how to respond in a timely manner.
- Staff have received training or information about specific forms of abuse and safeguarding issues.
- Safeguarding is an agenda item at every staff meeting.
- All staff have received updated Prevent Duty training and are able to recognise the signs and indicators of extremism and how to respond in a timely manner.



- All staff are trained to share all concerns about children and families with the DSL and to take concerns further if they do not feel that they have been addressed satisfactorily.
- All staff are trained to recognise practice which could result in an allegation being made against themselves or a colleague and understand the importance of reporting this, in line with the setting's managing allegations procedures.
- All staff working directly with children have sufficient understanding and use of English to ensure the safety and well-being of the children in their care.
- Records of all safeguarding training undertaken by staff is maintained to identify when training is due for renewal.
- Staff understanding of this policy and procedure are routinely checked through quizzes, supervisions and at staff meetings.
- All Safeguarding Training is provided by Warwickshire Safeguarding either online or face to face.



## **Other Safeguarding Issues**

Caterpillar Nursery understands that there are a range of other safeguarding issues of which we need to be aware. Although they may not directly impact a child in our care, they may be indirectly affected by other family members or members of their immediate community.

These include:

- Child Criminal Exploitation (CCE)
- Child Sexual Exploitation (CSE)
- Child-on-Child Abuse
- Domestic Abuse
- Female Genital Mutilation
- Forced Marriage/Honor Based Violence (HBV)
- Mental Health
- Serious Violence

All staff are trained to recognise the indicators, which may signal children are at risk from, or are involved with any of the above and communicate these concerns to the DSL.

## **PREVENT**

### **Risk of Gang Violence & Activity**

Practitioners should be aware that children can be put at risk by gang activity, both through participation in and as victims of gang violence. Whilst very young children will be very unlikely to become involved in gang activity they may potentially be put at risk by the involvement of others in their household in gangs, such as an adult sibling or a parent/carer. Designated persons should be familiar with their WSACB guidance and procedures in relation to safeguarding children affected by gang activity and ensure this is followed where relevant.

### **Vulnerable Children & Young People**



Early years settings, schools and local authorities have a duty to identify and respond appropriately to concerns of any child or adult at risk of being drawn into terrorism. WSACB have procedures which cover how professionals should respond to concerns that children or young people may be at risk of being influenced by or being made vulnerable by the risks of extremism.

There are potential safeguarding implications for children and young people who have close or extended family or friendship networks linked to involvement in extremism or terrorism.

- The designated person is required to familiarise themselves with WSACB procedures, as well as online guidance including:
  - Channel Duty guidance: Protecting people vulnerable to being drawn into terrorism [www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance](http://www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance)
  - Prevent Strategy (HMG 2011) [www.gov.uk/government/publications/prevent-strategy-2011](http://www.gov.uk/government/publications/prevent-strategy-2011)
  - The prevent duty: for schools and childcare providers [www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty](http://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty)
- The designated person should follow WSACB guidance in relation to how to respond to concerns regarding extremism and ensure that staff know how to identify and raise any concerns in relation to this with them.
- The designated person must know how to refer concerns about risks of extremism/radicalisation to their WSACB safeguarding team or the Channel panel, as appropriate.
- The designated person should also ensure that they and all other staff working with children and young people understand how to recognise that someone may be at risk of violent extremism.
- The designated person also ensures that all staff complete *The Prevent Duty in an Early Years Environment* and *Understanding Children's Rights and Equality and Inclusion in Early Years Settings* online National College courses as well as HM Gov Prevent Duty Training <https://www.gov.uk/guidance/prevent-duty-training> .
- If available in the area, the designated person should complete WRAP (or equivalent) training and support staff to access the training as offered by local authorities. WRAP training covers local arrangements for dealing with concerns that a child may be at risk of extremism and/or radicalisation.
- The designated person should understand the perceived terrorism risks in relation to the area that they deliver services in.
- The setting also has a Prevent Risk Assessment, which all staff, trustees and directors are familiar with.

### **Consent for Radicalisation Referrals**

WSACB procedures are followed in relation to whether parental consent is necessary prior to making a referral about a concern that a child or adult may be at risk of being drawn into terrorism. It is good practice to seek the



consent of the person, or for very young children, the consent of their parent/carer prior to making a referral, but it is not a requirement to seek consent before referring a concern regarding possible involvement in extremism or terrorism if it may put a child at risk, or if an offence may have been or may be committed. Advice should be sought from line managers and local agencies responsible for safeguarding, as to whether or not consent should be sought on a case-by-case basis. Designated persons should be mindful that discussion regarding potential referral due to concerns may be upsetting for the subject of the referral and their family. Initial advice regarding whether an incident meets a threshold for referral can be sought from the relevant local agency without specific details such as names of the family being given in certain circumstances.

Consent is required prior to any individual engaging with a Channel intervention. Consent is usually sought by Channel partners, but WSACB procedures should be followed regarding this.

If there is a concern that a person is already involved in terrorist activity this must be reported to the Anti-Terrorist Hot Line 0800 789 321-Text/phone 0800 0324 539. Police can be contacted on 101.

Additional information can be found in the **Prevent** Policy & Risk Assessment

### **Child Sexual Exploitation (CSE)**

Early years practitioners in Warwickshire play a pivotal role in safeguarding children from child sexual exploitation (CSE). Their responsibilities include identifying early signs of exploitation, maintaining vigilant observation of children's behaviour, and fostering open communication with families to ensure children's safety and well-being.

Procedures for Addressing Concerns in Warwickshire

When practitioners suspect a child may be at risk of CSE, they should adhere to the following procedures:

1. Consultation with Safeguarding Lead: Discuss concerns with the setting's Designated Safeguarding Lead (DSL) or safeguarding lead to assess the situation and determine appropriate actions.
2. Referral to Family Connect: If concerns persist, practitioners should contact Warwickshire's Family Connect at 01926 414144 (option 3) during office hours (Monday to Thursday: 8:30 am – 5:30 pm; Friday: 8:30 am – 5:00 pm). For urgent concerns outside these hours, the Emergency Duty Team is available at 01926 886922.
3. Escalation Protocol: In cases of disagreement between agencies or professionals regarding safeguarding actions, the Warwickshire Safeguarding Escalation Protocol should be followed to resolve conflicts and ensure appropriate safeguarding measures are implemented.

Additional information can be found in the **CSE** Policy

### **Child on Child Abuse**



Practitioners are integral to safeguarding children from child-on-child abuse. They are responsible for identifying signs of such abuse, responding appropriately, and following established procedures to ensure the safety and well-being of all children in their care. Children are taught through play and a range of developmentally appropriate programmes about their bodies, through naming parts and safe adults.

### **Domestic Abuse**

Practitioners play a vital role in safeguarding children affected by domestic abuse. Practitioners are aware of the signs from not only children within their care, but also parents. Staff will follow procedure and DSL's will complete MARAC and DASH assessments where necessary.

### **Female Genital Mutilation (FGM)**

Practitioners should be alert to symptoms that would indicate that FGM has occurred, or may be about to occur, and take appropriate safeguarding action. Designated persons should contact the police immediately as well as refer to children's services local authority social work if they believe that FGM may be about to occur.

It is illegal to undertake FGM or to assist anyone to enable them to practice FGM under the Female Genital Mutilation Act 2003, it is an offence for a UK national or permanent UK resident to perform FGM in the UK or overseas. The practice is medically unnecessary and poses serious health risks to girls. FGM is mostly carried out on girls between the ages of 0-15, statistics indicate that in half of countries who practise FGM girls were cut before the age of 5. WSACB guidance must be followed in relation to FGM, and the designated person is informed regarding specific risks relating to the culture and ethnicity of children who may be attending their setting and shares this knowledge with staff.

Symptoms of FGM in very young girls may include difficulty walking, sitting or standing; painful urination and/or urinary tract infection; urinary retention; evidence of surgery; changes to nappy changing or toileting routines; injury to adjacent tissues; spends longer than normal in the bathroom or toilet; unusual and /or changed behaviour after an absence from the setting (including increased anxiety around adults or unwillingness to talk about home experiences or family holidays); parents are reluctant to allow child to undergo normal medical examinations; if an older sibling has undergone the procedure a younger sibling may be at risk; discussion about plans for an extended family holiday.

### **Further guidance**

NSPCC 24-hour FGM helpline: 0800 028 3550 or email [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)

Government help and advice: [www.gov.uk/female-genital-mutilation](http://www.gov.uk/female-genital-mutilation)

### **Forced Marriage/Honour Based Violence (HBV)**

Forced marriage is a marriage in which one or both spouses do not consent to the marriage but are forced into it. Duress can include physical, psychological, financial, sexual and emotional pressure. In the cases of some vulnerable



adults who lack the capacity to consent coercion is not required for a marriage to be forced. A forced marriage is distinct from an arranged marriage. An arranged marriage may have family involvement in arranging the marriages, but crucially the choice of whether to accept the arrangement remains with the prospective spouses.

Forced marriage became criminalised in 2014. There are also civil powers for example a Forced Marriage Protection Order to protect both children and adults at risk of forced marriage and offers protection for those who have already been forced into marriage.

Risks in relation to forced marriage are high and it is important that practitioners ensure that anyone at risk of forced marriage is not put in further danger. If someone is believed to be at risk it is helpful to get as much practical information as possible, bearing in mind the need for absolute discretion, information that can be helpful will include things like, names, addresses, passport numbers, national insurance numbers, details of travel arrangements, dates and location of any proposed wedding, names and dates of birth of prospective spouses, details of where and with whom they may be staying etc. Forced marriage can be linked to honour-based violence, which includes assault, imprisonment and murder. Honour based violence can be used to punish an individual for undermining what the family or community believes to be the correct code of behaviour.

In an emergency police should be contacted on 999.

Forced Marriage Unit can be contacted either by professionals or by potential victims seeking advice in relation to their concerns. The contact details are below.

- Telephone: +44 (0) 20 7008 0151
- Email: [fmufco.gov.uk](mailto:fmufco.gov.uk)
- Email for outreach work: [fmuoutreach@fco.gov.uk](mailto:fmuoutreach@fco.gov.uk)

## **Vulnerable Adults**

As a setting, we are aware that some adults are vulnerable and need protecting from harm in the same way that children do.

A vulnerable adult is described as a person aged 18 years or older, who is in receipt of or may need community care services by reason of mental or other disability, age, or illness and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

If we have a concern that an adult known to the setting is vulnerable, we will contact Warwickshire Adult Social Care on 01926 412080.

## **Early Support**

Early Support refers to all the support available to children, young people and their families before formal intervention. All children, young people and their families in Warwickshire are entitled to receive Early Support. It means any signposting, guidance, support, or service is offered as soon as the problem starts to emerge, or when it is



highly likely that a problem will begin to emerge. This is not an additional responsibility but an essential part of the 'day job' for all people working with children and families.

Early Support posters and information are displayed on the parents noticeboard or available from the office.

- We recognise that if children and their families are offered Early Support, the child and family needs can often be met before the concerns escalate.
- We will work in partnership with parents to support them to meet their child's needs.
- We will signpost to other support services or agencies with parental agreement.
- We will complete an Early Support Pathway Assessment with the consent and engagement of the family, in partnership with other agencies, as necessary.

## **Sharing Concerns with Parents**

Concerns about a child will be discussed with parents, unless doing so would place the child at risk of significant harm. We will ask for parental permission prior to sharing information with other professionals and agencies; however, we may need to share information even if permission is withheld if this is in the best interests of the child.

Parents are made aware of the setting's Privacy Notice which explains the circumstances under which information about their child will be shared with other agencies. When a referral for Early Support is necessary, the designated person must always seek consent from the child's parents to share information with the relevant agency.

- If consent is sought and withheld and there are concerns that a child may become at risk of significant harm without early intervention, there may be sufficient grounds to over-ride a parental decision to withhold consent.
- If a parent withholds consent, this information is included on any referral that is made to the local authority. In these circumstances a parent should still be told that the referral is being made beforehand (unless to do so may place a child at risk of harm).

## **Informing Parents When Making a Child Protection Referral**

In most circumstances consent will not be required to make a child protection referral, because even if consent is refused, there is still a professional duty to act upon concerns and make a referral. When a child protection referral has been made, the designated person contacts the parents (only if agreed with social care) to inform them that a referral has been made, indicating the concerns that have been raised, unless social care advises that the parent should not be contacted until such time as their investigation, or the police investigation, is concluded. Parents are not informed prior to making a referral if:

- there is a possibility that a child may be put at risk of harm by discussion with a parent/carer, or if a serious offence may have been committed, as it is important that any potential police investigation is not jeopardised
- there are potential concerns about sexual abuse, fabricated illness, FGM or forced marriage



- contacting the parent puts another person at risk; situations where one parent may be at risk of harm, e.g. domestic abuse; situations where it has not been possible to contact parents to seek their consent may cause delay to the referral being made

The designated person makes a professional judgment regarding whether consent (from a parent) should be sought before making a child protection referral as described above. They record their decision about informing or not informing parents along with an explanation for this decision. Advice will be sought from the appropriate children's social work team if there is any doubt. Advice can also be sought from the designated officer.

## **Referring**

- The designated person or back-up follows their WSACB procedures for making a referral.
- If the designated person or their back-up is not on site, the Supervisor DSL takes responsibility for making the referral to Family Connect.
- If a child is believed to be in immediate danger, or an incident occurs at the end of the session and staff are concerned about the child going home that day, then the Police and/or social care are contacted immediately.
- If the child is 'safe' because they are still in the setting, and there is time to do so, the senior member of staff contacts the setting's designated officer for support.
- Arrangements for cover (as above) when the designated person and back-up designated person are not on-site are agreed in advance by the setting manager and clearly communicated to all staff.

## **Further Recording**

- Information is recorded using Form C. Discussion with parents and any further discussion with social care is recorded. If recording a conversation with parents that is significant, regarding the incident or a related issue, parents are asked to sign and date it a record of the conversation. It should be clearly recorded what action was taken, what the outcome was and any follow-up.
- If a referral was made, copies of all documents are kept and stored securely and confidentially (including copies in the child's safeguarding file).
- Each member of staff/volunteer who has witnessed an incident or disclosure should also make a written statement.
- The referral is recorded on Form C.
- Follow up phone calls to or from social care are recorded in the child's file; with date, time, the name of the social care worker and what was said. These are recorded on "Professional Discussions" forms and placed into the child's file.



- Safeguarding records are kept up to date and made available for confidential access by the designated officer to allow continuity of support during closures or holiday periods.
- Chronology is kept for each child, with all absences, incidents and referrals logged.

## **Reporting a Serious Child Protection Incident**

- The designated person is responsible for reporting to the designated officer and seeking advice if required prior to making a referral as described above.
- For child protection concerns at Tier 3 and 4\*\* it will be necessary for the designated person to complete Form C and send it to the designated officer.
- Further briefings are sent to the designated officer when updates are received until the issue is concluded.

\*\* Tier 3: Children with complex multiple needs, requiring specialist services in order to achieve or maintain a satisfactory level of health or development or to prevent significant impairment of their health and development and/or who are disabled. Tier 4: Children in acute need, who are suffering or are likely to suffer significant harm.

## **Professional Disagreement & Escalation Protocol**

- If a practitioner disagrees with a decision made by the designated person not to make a referral to social care they must initially discuss and try to resolve it with them.
- If the disagreement cannot be resolved with the designated person and the practitioner continues to feel a safeguarding referral is required then they discuss this with the designated officer.
- If issues cannot be resolved the whistle-blowing policy should be used, as set out below.
- Supervision sessions are also used to discuss concerns but this must not delay making safeguarding referrals.

## **Confidentiality and Information Sharing**

We follow the advice given from the government publication “**Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers**”.

Many professionals are wary about sharing information and are concerned about breaching the Data Protection Act 2018 and the General Data Protection Regulations (GDPR) 2018. GDPR should not be a barrier to keeping children safe. Everyone working with children must know the signs and symptoms of abuse and understand under what circumstances they are allowed to share information.

- Practitioners are expected to balance the risk of sharing with the risk of not sharing information.
- Caterpillar Nursery is registered with the Information Commissioner’s Office (ICO) and stores all records in line with the General Data Protection Regulations (GDPR).



- Parents can request to see their child's record at any time. However, in line with the requirements of GDPR, we may not always be able to share such records if releasing information would place the child, or any other person, at risk of significant harm.
- All staff undertake Confidentiality and Information Sharing training as part of the induction process, with information being available in the office.

***Reviewed 26.08.2025 N Shipley***

## **Related Policies & Procedures**

- Complaints
- Electronic Devices
- Staff Code of Conduct
- Whistleblowing
- Intimate care
- Supervision
- Emergency Evacuation
- Lockdown Procedures
- Child Absent and Missing from Early Education
- Allegations Against Staff
- Safer Recruitment
- Behaviour Management
- Record Keeping
- Information Sharing
- Online Safety



## Safeguarding, Child Protection & Welfare – Acronyms

DSL	Designated Safeguarding Lead	SEND	Special Educational Needs and Disabilities
CP	Child Protection	PREVENT	Government strategy to prevent radicalisation
LADO	Local Authority Designated Officer (for allegations against staff)	HBV	Honour-Based Violence
CAF	Common Assessment Framework	MARAC	Multi-Agency Risk Assessment Conference
TAC	Team Around the Child	MAPPAM	Multi-Agency Public Protection Arrangements
CIN	Child in Need	YOT	Youth Offending Team
CPR	Child Protection Register	ICE	In Case of Emergency
CSC	Children's Social Care (or Children's Services)	GP	General Practitioner
MASH	Multi-Agency Safeguarding Hub	NFA	No Further Action
KCSIE	Keeping Children Safe in Education (UK guidance)	DSL/DSP	Designated Safeguarding Lead / Person
CAMHS	Child and Adolescent Mental Health Services	NSPCC	National Society for the Prevention of Cruelty to Children
DBS	Disclosure and Barring Service	OFSTED	Office for Standards in Education, Children's Services and Skills
EHCP	Education, Health and Care Plan	CEOP	Child Exploitation and Online Protection (Command)
EHA	Early Help Assessment	PSHE	Personal, Social, Health and Economic Education
FGM	Female Genital Mutilation	RSE	Relationships and Sex Education
CSE	Child Sexual Exploitation	ACEs	Adverse Childhood Experiences
CSA	Child Sexual Abuse		
CME	Children Missing Education		
LAC	Looked After Child (i.e. in foster care)		
CLA	Children Looked After		



Working Together to Safeguard Children (HMG 2024)

Statutory Framework for the Early Years Foundation Stage 2025

What to Do if You're Worried a Child is Being Abused (HMG 2015)

Prevent duty guidance for England and Wales: guidance for specified authorities in England and Wales on the duty of schools and other providers in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism' (HMG 2015)

Keeping Children Safe in Education 2024

Education Inspection Framework (Ofsted 2019)

The framework for the assessment of children in need and their families (DoH 2000)

The Common Assessment Framework (2006)

Statutory guidance on inter-agency working to safeguard and promote the welfare of children (DfE 2015)

Information sharing advice for safeguarding practitioners (DfE 2018)

The Team Around the Child (TAC) and the Lead Professional (CWDC 2009)

The Common Assessment Framework (CAF) – guide for practitioners (CWDC 2010)

The Common Assessment Framework (CAF) – guide for managers (CWDC 2010)

Multi-Agency Statutory Guidance on Female Genital Mutilation (HMG. 2016)

## **Legal References**

### *Primary legislation*

Children Act 1989 – s 47

Protection of Children Act 1999

Care Act 2014

Children Act 2004 s11

Children and Social Work Act 2017

Safeguarding Vulnerable Groups Act 2006

Counter-Terrorism and Security Act 2015

General Data Protection Regulation 2018

Data Protection Act 2018

Modern Slavery Act 2015

Sexual Offences Act 2003

Serious Crime Act 2015

Criminal Justice and Court Services Act (2000)

Human Rights Act (1998)

Equalities Act (2006)

Equalities Act (2010)

Disability Discrimination Act (1995)

Data Protection Act (2018)

Freedom of Information Act (2000)

## **Further Guidance**



Multi-Agency Public Protection Arrangements  
(MAPPA) (Ministry of Justice, National Offender  
Management Service and HM Prison Service 2014)

Safeguarding Children from Abuse Linked to a Belief  
in Spirit Possession (HMG 200)

Safeguarding Children in whom Illness is Fabricated or  
Induced (HMG 2007)

Safeguarding Disabled Children: Practice Guidance  
(DfE 2009)

Safeguarding Children who may have been Trafficked  
(DfE and Home Office 2011)

Child sexual exploitation: definition and guide for  
practitioners (DfE 2017)

Handling Cases of Forced Marriage: Multi-Agency  
Practice Guidelines (HMG 2014)

This policy runs in conjunction with additional  
Safeguarding & Welfare policies.