



# Safeguarding & Child Protection Policy

Bijou Day Nursery & Crèche, Cowbridge

**Policy owner:** Nursery Manager / Rheolwr y Feithrinfa

**Version:** 2.0

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**Approved by:** Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

## 1. Policy Statement

At Bijou Day Nursery & Crèche we work with children, parents, external agencies and the community to ensure the welfare and safety of children, and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

Safeguarding children is everybody's responsibility at Bijou Day Nursery & Crèche and all staff, students, supply staff and visitors are made aware and adhere to the policy. They are also made aware of the [Wales Safeguarding Procedures](#) and the App available for download.

This policy complies with the Children Act 1989, 2004 and 2020; Childcare Act 2006 (amended 2018); Children and Social Work Act 2017; Counter-Terrorism and Security Act 2015; Safeguarding Vulnerable Groups Act 2006; Wales Safeguarding Procedures 2019; Social Services and Well-being (Wales) Act 2014; Prevent Duty 2015 (updated 2021); the Child Minding and Day Care (Wales) Regulations 2010 (as amended); the National Minimum Standards for Regulated Childcare 2016; and CIW guidance.

This policy works alongside these other specific policies to cover all aspects of child protection:

- Online Safety / E-Safety
- Human Trafficking & Modern Slavery
- Prevent Duty & Radicalisation
- Domestic Violence, Honour-Based Abuse (HBA) & Forced Marriages
- Looked After Children
- Staff Behaviour
- Camera & Mobile Phone Policy
- Recruitment
- Disciplinary & Grievance
- Promoting Positive Behaviour
- Whistleblowing

## 2. Definition of Safeguarding

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

- Protecting children from abuse and neglect
- Preventing impairment of their health or development, ensuring that they receive safe and effective care
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

## 3. Policy Aims

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To safeguard children and promote their welfare we will:

- Create an environment which supports children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Ensure all staff are able to identify the signs and indicators of abuse, including softer signs of abuse, and know what action to take
- Encourage children to develop a sense of independence and autonomy appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention
- Share information with other agencies as appropriate

The nursery is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Staff working on the frontline with children and families are often the first people to identify a concern, observe changes in a child's behaviour or receive information relating to indicators of abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention, including sharing information with any relevant agencies such as local authority services for children's social care, Family Support, health professionals including health visitors, or the police.

### The nursery aims to:

- Keep the child at the centre of all we do, providing sensitive interactions that develop and build children's well-being, confidence and resilience
- Ensure staff are trained from induction to understand the safeguarding policy and procedures, are alert to identify possible signs of abuse (including softer signs), understand child protection, and are aware of the different ways children can be harmed, including peer-on-peer abuse
- Be aware of the increased vulnerability of children with ALN, isolated families, the impact of the toxic trio on children, and Adverse Childhood Experiences (ACEs)
- Ensure staff understand how to recognise early indicators of potential radicalisation and terrorism threats

- Ensure all staff feel confident and supported to act in the best interest of the child, maintaining professional curiosity around welfare
- Ensure all staff are familiar and updated regularly with child protection training and procedures
- Make any referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Vale of Glamorgan Safeguarding Children Board
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way
- Ensure information is shared only with those who need to know to protect the child
- Keep the setting safe online using appropriate filters, checks and safeguards
- Ensure children are never placed at risk while in the care of nursery staff
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
- Take appropriate action relating to allegations of serious harm or abuse against any person working with children
- Ensure parents are fully aware of child protection policies and procedures when they register
- Regularly review and update this policy with staff and parents

### Key Contact Numbers

CIW	0300 790 0126
Cardiff & Vale of Glamorgan Safeguarding Children Board	020 2034 2434
Local Authority Children's Social Care Team	01446 725202
Out of Hours	029 2078 8570
Local Authority Officer	01446 725202
Non-Emergency Police	101
Government Helpline (Extremism)	020 7340 7264
NSPCC Whistleblowing Hotline	0800 028 0285
NSPCC Childline	0800 1111

## 4. Types of Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them, or by failing to act to prevent harm. Children may be abused within a family, institution, or community setting by those known to them or, more rarely, a stranger. This could be an adult or adults, another child or children.

### General Indicators of Child Abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries

- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns

### **Softer Signs of Abuse (NICE)**

- Low self-esteem
- Fearful behaviour
- Wetting and soiling
- Recurrent nightmares
- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention

#### **4.1 Peer-on-Peer Abuse**

We are aware that peer-on-peer abuse does take place, and we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse or sexual abuse. We will report this in the same way as for adults abusing children. We know that children who develop harmful sexual behaviour have often experienced abuse and neglect themselves.

#### **4.2 Physical Abuse**

Action needs to be taken if staff have reason to believe that there has been physical abuse to a child, which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Symptoms may include bruising or injuries in areas not usual for a child, e.g. fleshy parts of arms and legs, back, wrists, ankles and face.

#### **4.3 Fabricated Illness**

Physical harm may also be caused when a parent or carer fabricates symptoms of, or deliberately induces, illness in a child. The parent or carer may seek unnecessary medical treatment, exaggerate a real illness, or deliberately induce illness through poisoning or interfering with medical treatments. This is a form of physical abuse and any concerns will be reported following our safeguarding procedures.

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

FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. This form of physical abuse is practised as a cultural ritual by some ethnic groups. We have a mandatory duty to report to police any case where FGM appears to have been carried out on a girl under the age of 18.

#### **4.5 Breast Ironing**

Breast ironing (also known as "breast flattening") is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects. Although unlikely to affect children of nursery age, we will ensure any signs in young adults or older children are followed up using the usual safeguarding process.

## **4.6 Sexual Abuse**

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Activities may involve physical contact (penetrative or non-penetrative acts) or non-contact activities such as involving children in looking at or producing sexual images, watching sexual activities, or grooming a child. Sexual abuse is not solely perpetrated by adult males; women and other children can also commit such acts.

Action must be taken if a staff member witnesses occasions where a child indicates sexual activity through words, play, drawing, has excessive preoccupation with sexual matters, or has inappropriate knowledge of adult sexual behaviour for their developmental age.

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

CSE is defined as a form of child sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the victim needs or wants, and/or for the financial advantage or status of the perpetrator. CSE does not always involve physical contact and can occur through technology.

## **4.8 Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child causing severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child they are worthless or unloved, not giving opportunities to express views, age-inappropriate expectations, overprotection, preventing normal social interaction, serious bullying, or seeing or hearing the ill-treatment of another.

## **4.9 Neglect**

Neglect is the failure to meet a child's basic physical, emotional or psychological needs, likely to result in impairment of health or development. This may involve failing to provide adequate food, clothing and shelter; failing to protect from physical and emotional harm; failing to ensure adequate supervision; or failing to ensure access to appropriate medical care. Signs may include persistently arriving unwashed, wearing inadequate clothes, arriving in the same nappy, or persistent hunger.

## **4.10 Child Criminal Exploitation (CCE)**

CCE occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child. This does not always involve physical contact and can occur through technology.

## **4.11 County Lines**

County lines describes gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines. They exploit children and vulnerable adults to transport drugs and collect payment, often using coercion, intimidation and violence. Signs may include changes in behaviour, sudden money or possessions, new friendships, withdrawal from family, and unexplained injuries.

## **4.12 Cuckooing**

Cuckooing is a form of county lines crime where drug dealers take over the home of a vulnerable person to use as a base for drug dealing. Signs include increased visitors, vehicles outside the property, closed windows and curtains, and anti-social behaviour.

#### **4.13 Contextual Safeguarding**

As young people grow they may be vulnerable to abuse or exploitation from outside their family — at school, from peer groups, or from the wider community and online. We work in partnership with parents/carers and other agencies around contextual safeguarding concerns.

#### **4.14 Domestic Abuse / Honour-Based Abuse / Forced Marriages**

We treat these areas as child protection concerns. Please refer to the separate policy for further details.

#### **4.15 Extremism — The Prevent Duty**

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police. Reasons for referral may include changes in behaviour, concerning comments, or actions that lead staff to be worried about the safety of a child. Refer to our Prevent Duty & Radicalisation Policy for specific details.

#### **4.16 Online Safety**

We take the safety of our children very seriously including their online safety. Refer to our E-Safety & Online Safety Policy for further details.

#### **4.17 Human Trafficking & Slavery**

Refer to our Human Trafficking & Slavery Policy for details on how we keep children safe in this area.

#### **4.18 Adult Sexual Exploitation**

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

#### **4.19 Upskirting**

Upskirting involves taking a picture of someone's genitals or buttocks under their clothing without consent, for sexual gratification or to humiliate. This is a criminal offence and any such action would be reported following our reporting procedures.

#### **4.20 Child Abuse Linked to Faith or Belief (CALFB)**

CALFB can happen in families when there is a concept of belief in witchcraft and spirit possession; the evil eye or djinns; ritual abuse; or the use of belief to create fear in children to make them more compliant when trafficked. Any concerns will be reported as per our normal safeguarding procedures.

### **5. Reporting Procedures**

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All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the Designated Safeguarding Person (DSP) as soon as possible.

- Staff will report their concerns to the DSP (in the absence of the DSP, to the deputy DSP)
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely
- For children who arrive at nursery with an existing injury, a form will be completed along with the parent's/carer's explanation. Staff will have professional curiosity around any explanations given
- If appropriate, any concerns or incidents will be discussed with the parent/carer, and discussions will be recorded. Parents will have access to these records on request, in line with GDPR

### **The Designated Safeguarding Lead will:**

- Contact the local authority children's social care team to report concerns immediately, or as soon as practical; if a child is believed to be in immediate danger, contact the police
- Inform CIW
- Record the information and action taken
- Speak to the parents (unless advised not to by the LA children's social care team)
- Follow up action taken by the LA if they have not contacted the setting within the statutory timeframe

If staff do not feel able to report concerns to the DSP or deputy DSP, they should call the local authority children's social care team or the NSPCC and report concerns anonymously.

## **6. Responding to a Spontaneous Disclosure**

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If a child starts to talk openly about abuse they may be experiencing, staff will:

- Give full attention to the child
- Keep body language open and encouraging
- Be compassionate, understanding, and reassure them their feelings are important
- Take time and slow down; respect pauses and do not interrupt
- Recognise and respond to their body language
- Make it clear you're interested in what the child is telling you
- Reflect back what they've said to check understanding — using their language
- Reassure the child they've done the right thing in telling you and that abuse is never their fault
- Never talk to the alleged perpetrator about the child's disclosure

## **7. Recording Suspicions of Abuse & Disclosures**

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Staff should make an objective record of any observation or disclosure, supported by the nursery manager or DSP. This record should include:

- Child's name, address, age and date of birth
- Date, time and location of the observation or disclosure
- Exact words spoken by the child (word for word) and non-verbal communication
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including witnesses
- Name of the person to whom the concern was reported, with date, time and names of others present
- Any discussion held with the parent(s) (where deemed appropriate)

Records should be signed by the person reporting and the manager/DSP, dated and kept in a separate confidential file. It is important not to promise the child complete confidentiality. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth.

## 8. Informing Parents

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Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LA children's social care team or police does not allow this — usually where the parent or family member is the likely abuser or where a child may be endangered by this disclosure.

## 9. Confidentiality

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All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know, in line with guidance from the local authority. All staff, students and volunteers are bound by confidentiality.

The nursery has due regard to the Data Protection Act 2018 and GDPR. These do not prohibit the collection and sharing of personal information without consent if this would put the child at further risk.

## 10. Support to Families

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The nursery takes every step to build up trusting and supportive relations among families, staff, students and volunteers. We continue to welcome the child and family whilst enquiries are being made, and parents and families will be treated with respect in a non-judgemental manner.

## 11. Record Keeping

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Confidential records kept on a child are shared with parents or those with parental responsibility only if appropriate and in line with guidance of the local authority. The nursery keeps appropriate records to support early identification of children and families that would benefit from support. Records are reviewed regularly by the DSP.

## 12. Allegations Against Adults

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If an allegation is made against a member of staff, student, volunteer, or any other person who lives or works on the nursery premises, the following procedure applies. This includes when a person is alleged to have:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way indicating they would pose a risk of harm if working with children

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation, it should be reported to the owner/registered person/DSP/deputy manager instead.

The Local Authority Officer (LAO), CIW and the Regional Safeguarding Children Board (RSCB) will then be informed immediately:

- The LAO will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals (LAO, CIW, RSCB)
- The nursery will follow all instructions from CIW and RSCB
- Support will be provided to all those involved throughout the investigation
- The nursery reserves the right to suspend any member of staff during an investigation

- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed to the relevant organisations and will result in the termination of employment; CIW and the DBS will be notified
- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer
- Counselling will be available for any member of the nursery affected
- A return-to-work plan will be put in place for staff after unfounded allegations

### 13. Monitoring Children's Attendance

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We monitor children's attendance patterns to ensure they are consistent. Parents should inform the nursery of holidays or days off, and call in sickness on the day. If a child has not arrived within one hour of their normal start time, parents will be called. Where a child is part of a child protection plan, any absences will immediately be reported to the LA children's social care team.

### 14. Looked After Children

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We ensure our staff are aware of how to keep looked after children safe. We ask to be informed of the child's legal status, contact arrangements, care arrangements, details of the child's social worker, and any child protection or care plan in place. Refer to our Looked After Children Policy for further details.

### 15. Staffing & Volunteering

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Our policy is to provide a secure and safe environment for all children. Only an adult employed by the nursery with an enhanced DBS check with barring list check (children) is permitted to be left alone with children. We do not allow volunteers to be alone with children.

All staff receive initial basic child safeguarding training during their induction period. Ongoing suitability of staff is monitored through regular supervisions, peer observations, safeguarding competencies, and regular review of DBS using the online update service.

#### Safeguarding measures include:

- Adequate and appropriate staffing resources
- Applicants informed that positions are exempt from the Rehabilitation of Offenders Act 1974
- Regular opportunities to declare changes affecting suitability
- DBS checks reviewed on a 3-yearly basis / using the DBS update service
- At least two references obtained before employment commences
- All students have enhanced DBS checks before placement starts
- Volunteers and students do not work unsupervised
- Procedures for recording visitor details and controlling access to the nursery
- Staff made aware not to contact families through personal social media accounts
- Access to the whistleblowing policy for raising concerns about colleagues
- Regular supervision meetings
- Constant supervision through deployment of staff; doors left ajar or safeguards in place where children need time away from the group

## 16. Designated Safeguarding Lead

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We have named persons who take lead responsibility for safeguarding, known as the Designated Safeguarding Person (DSP). There is always at least one DSP on duty during opening hours. DSPs receive comprehensive training at least every two years and update their knowledge at least annually.

### Designated Safeguarding Persons

**DSP:** Elissa Clarke (Nursery Manager)

**Deputy DSP:** Josephine Evans

### Role of the DSP:

- Ensure safeguarding policy and procedures are reviewed and developed in line with current guidance
- Take the lead on responding to child protection concerns
- Provide advice, support and guidance to staff, students and volunteers
- Identify children who may need early help or are at risk of abuse
- Help staff ensure the right support is provided to families
- Liaise with local authority and other agencies regarding child protection
- Ensure the setting meets CIW requirements
- Ensure policies align with Local Safeguarding procedures
- Disseminate practice and legislative updates to staff
- Manage and monitor accidents, incidents and existing injuries
- Attend meetings with the child's key person
- Attend case conferences and external safeguarding meetings

## 17. Early Help Services

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When a child and/or family would benefit from support but doesn't meet the threshold for LA Social Care, a discussion will take place with the family around Early Help services. Early Help provides support as soon as a concern emerges, helping to improve outcomes and prevent escalation. The nursery will work in partnership with parents/carers to identify early help services, with consent, including family support, foodbank support, counselling or parenting services.

## 18. Online Safety

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We take the safety of our children very seriously including their online safety. We also operate a Camera & Mobile Phone Policy and an E-Safety & Online Safety Policy which state how we keep children safe from electronic devices whilst at nursery.

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Bijou Day Nursery & Crèche

Responsible Individual: Samantha Rennison

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