Wolfson College Day Nursery

Safeguarding Policy

Introduction

Through their day-to-day contact with children and direct work with families, all staff, students and volunteers at the Wolfson College Nursery (hereafter known as the Nursery) have a crucial role to play in noticing indicators of possible abuse or neglect and in referring them to the Designated Person for Child Protection. This policy sets out how the Nursery complies with statutory responsibilities relating to safeguarding and promoting the welfare of children who attend the Nursery.

Key personnel in the College and Nursery:

The designated senior person for child protection in this Nursery is: The Manager telephone office 01865 274085
Email: - daynursery@wolfson.ox.ac.uk

The deputy designated persons in this Nursery are:

Deputy Manager: telephone: 01865 274074
Head of Room: telephone: 01865 274079

The nominated Designated safeguarding Lead for Wolfson College is: Senior Tutor
Telephone: 01865 274107
Email: senior.tutor@wolfson.ox.ac.uk

The Home Bursar: telephone 01865 274070
Email: home.bursar@wolfson.ox.ac.uk

This policy has been developed in accordance with the principles established by the Children Act 1989 and working together to safeguard children 2015, framework for the assessment of children in need and their families 2000, keeping children safe in Education 2015, what to do if you are worried a child is being Abused 2015 and Oxfordshire safeguarding Children Board guidelines

The management of the Nursery and Wolfson College (hereafter known as the College) fully recognise the responsibility to have arrangements in place to safeguard and promote the welfare of all children under section 11 of the Children Act and Duties under “working together” to safeguard and promote the welfare of children; to work together with other agencies to ensure adequate arrangements exist within the Nursery to identify and support those children who are suffering harm or are likely to suffer harm.
We recognise that all staff and management have a full and active part to play in protecting our children from harm and we hold their welfare a paramount concern.

We aim to provide a safe, caring, positive, stimulating environment that promotes the social, physical and moral development of each individual child free from discrimination or bullying, a place where children can learn and develop happily.

Our policy applies to all staff, management and any students or volunteers in our setting.

The named member of staff with overall responsibility for monitoring any child protection issues is: The Nursery Manager or in her absence the Deputy Manager or Head of Room and College Safeguarding Lead. We will follow the Oxfordshire Safeguarding Children Board procedures and Local Authority guidance in all cases of abuse or suspected abuse to be found at www.OSCB.org.uk

- We aim to support our children’s development in ways that will foster security, confidence and resilience. The Nursery aims to provide an environment in which our children feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.
- We will raise the awareness of all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding children and young people.
- Will provide a systematic means of monitoring children known or thought to be at risk of harm and ensure we contribute to any support plans and assessments of need for those children where appropriate.
- We will develop a structured procedure, within the setting, which will be followed by all members of the staff in cases of suspected abuse.
- We will develop effective working relationships with all agencies, involved in safeguarding children.
- We will ensure all adults within our setting who have access to children have been checked as to their suitability and until all DBS checks have been completed successfully, will not have unsupervised access to the children. The Nursery and the College will follow the correct staff recruitment and selection procedures.
- We will ensure rigorous procedures are implemented with regards to visitors on the premises. This will include:
  - Visitors signing in at the college lodge before coming to the nursery
  - Visitors completing a ‘visitors register’ which will brief them on the nursery policies prior to entering the nursery
  - Photo ID being produced before entry to the nursery is permitted
  - A visitors badge to be worn at all times while in the nursery

**Procedures**

The Nursery procedures for safeguarding children will be in line with Oxfordshire Local Authority and Oxfordshire Safeguarding Children Board Child Protection procedures, “Working Together to safeguard
Children 2015”, and inspecting Safeguarding in Early Years Education and Skills Setting (2016) plus other legal requirements which may be required.

We will ensure that:

The College, the Manager and senior staff understand and fulfil its safeguarding responsibilities.

We have designated members of staff who have undertaken appropriate training for the role, as recommended by the LA, within the last two years.

**Our designated lead staff members are: The Manager, Duty Manager and Head of Room.**

In the absence of The Manager, Deputy or Head of Room, safeguarding leads will assume this role, with the assistance of the HR Manager.

We will ensure that:

- The Designated Lead’s safeguarding knowledge and skills are refreshed at least annually and full DSL training completed every two years.
- There is an appropriately trained Designated Lead member of staff who is available at all times the setting is open for staff, parents and visitors to discuss concerns.
- All adults, (including volunteers) new to our setting will be made aware of this policy and the procedures for child protection, the name and contact details of the Designated Person and have these explained, as part of their induction into the setting.
- All members of staff are provided with safeguarding training every three years in order to develop their understanding of the signs and indicators of abuse, how to respond to a pupil who discloses abuse and the procedure to be followed, in appropriately sharing a concern of possible abuse or a disclosure of abuse.
- All staff will receive information on safeguarding and child protection at least annually.
- The College will ensure the suitability of adults working with the children in the nursery at any time.
- Community users organizing activities for children are aware of and understand the need for compliance with the settings child protection guidelines and procedures.
- The name of any member of staff considered not suitable to work with children will be notified to the DBS (Disclosure and Barring service), with the advice of ACAS/LAWCALL, the LADO and College solicitors.

Our procedures will be annually reviewed and up-dated.

**The Roles of Staff and Management**

- Staff will know how to pass on and record concerns about a child.
- That they have an individual responsibility for referring child protection concerns to relevant agencies and within the timescales set out in OSCB procedures.
Training will be provided for all staff from the point of their induction, and during staff meetings and we will ensure that training is updated every three years. Training will be made available to enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond to these in a timely and appropriate way. – See procedures page 4

These may include:

- Significant changes in children’s behavior.
- Deterioration, in children’s general well-being.
- Unexplained bruising, marks or signs of abuse or neglect.
- Children’s comments, which give cause for concern.
- Pattern of absences or frequent absences
- Any reasons to suspect neglect or abuse outside the setting for example in the child’s home.
- Inappropriate behavior displayed by other members of staff or any other person working with the children.

To raise awareness with all staff, of the need and the importance of safeguarding our children, and our responsibilities to identify and report cases of abuse.

Provide a systematic means of monitoring children known or thought to be at risk of harm and ensure we contribute to assessments of need and support plans for those children where appropriate, and acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding children and young people.

**Responsibilities**

In the event of a member of staff having a child protection concern about a child s/he will immediately inform the Manager, Deputy Manager or Head of Room and record accurately the event(s) giving rise to the concern noting dates and times.

Staff in the Nursery will follow the Oxfordshire Safeguarding Children Board Procedures/Local Authority guidance in all cases of abuse, or suspected abuse (these can be found at [www.OSCB.org.uk](http://www.OSCB.org.uk)).

We will therefore:

- Understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children.
- Ensure that we refer a child if there are concerns about a child’s welfare, possible abuse or neglect to Social Care. A written referral using the Common Referral Form will be faxed/posted/e-mailed to Social Care as soon as possible within 24 hours.
- Ensure that detailed and accurate written records of concerns about a child are kept even if there is no need to make an immediate referral.
- Ensure that all such records are kept confidentially and securely
• Ensure that the designated staff member, or another appropriate member of staff, attends case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributes to the Framework for Assessments process, and provides a report which has been shared with the parents.

• Establish and maintain links with relevant agencies and co-operate as required with enquiries of a child protection nature.

• Ensure that all Nursery staff are aware of the Child Protection policy and procedures, and understand their responsibilities in being alert to, and acting appropriately in cases of abuse, or suspected abuse, and know how to recognise and refer any concerns.

• Keep ourselves up to date with knowledge to enable us to fulfil our role, including attending relevant training, at least every two years, provided by the Oxfordshire Safeguarding Children Board. Frequent training should include training on child sexual exploitation and radicalization, as well as generalist and specialist safeguarding training. http://www.oscb.org.uk/training/

• Ensure that all staff and volunteers understand that there is a procedure to be followed in dealing with child protection allegations made against staff. This procedure must be followed on all occasions. All staff must be made aware of this process and how it differs from other concerns about children.

• Ensure that we have staff on all interview panels who are Safer Recruitment trained. The College HR Officer will be on the interview panel as the person who has Safer Recruitment training. All staff that are selected and recruited will have gone through appropriate checks by the HR Officer, for the College.

• Ensure all staff receives appropriate training on safeguarding at induction and that our induction training relating to Safeguarding is updated regularly.

• The College and the Nursery have a duty to ensure that people looking after children are suitable to fulfill the requirements for their role. The Nursery will follow safer recruitment practices including verifying qualifications and ensuring appropriate DBS and reference checks are undertaken. The Nursery will not allow people whose suitability has not been checked, to have unsupervised contact with children.

• Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). A Declaration of suitability will be filled in by all staff after each supervision meeting.

• Disqualification By Association (DBA) - The Nursery has a responsibility to ensure staff are suitable to work with children and not disqualified. All staff will need to declare (using the setting DBA declaration form) if they live in the same household as someone who is disqualified. Staff that may be disqualified may apply to OFSTED for a “waiver” of disqualification but cannot work in the setting until a waiver is confirmed.

• All staff and cover staff working in the Nursery will be expected to disclose to the manager any circumstances which may indicate that the member of staff could be barred from working with children under the terms of the Childcare Regulations 2006.
• The Nursery will have regard to our obligations to prevent our children from being drawn into extremism or terrorism and recognise that this is our statutory duty under the counter terrorism and security act 2015.

• The Nursery will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the setting and that notification of any concerns is made to the relevant agencies, the Disclosure and Barring Service (DBS) and included in references where applicable

• For further information, refer to the College/ Nursery safer recruitment policy.

British values and the Prevent duty (September 2015)
The Statutory Framework for the Early Year Foundation Stage (2014) links with the expectation that early years practitioners will promote fundamental British values and comply with the Prevent Duty. The extracts below show what the expectations are and how practitioners meet the requirements.

Prevention of Radicalisation
The Government Prevent Strategy, has raised awareness of the specific need to Safeguard children, young people and families from violent extremism. The Counter-Terrorism and Security Act, 2015 places a duty on professionals have due regard to the need to prevent people from being drawn into terrorism.

If a member of staff has concerns that a child, parent or staff member may be at risk of radicalization or involvement in terrorism, they will speak with the Child Protection Designated Person.

Early years settings have responsibility to meet the following:

• Provide staff with sufficient training to be able to recognise this vulnerability (Radicalisation) and be aware of what action to take in response

• Understand when to make referrals to the Channel programme and where to get additional advice and support. (Report concerns to MASH for OCC settings)

• Keep children safe and promote their welfare

• Be alert to any safeguarding and child protection issues in the child’s life at home or elsewhere (paragraph 3.4 EYFS)

• Take action to protect children from harm and be alert to harmful behavior by other adults in the child’s life.

• Focus on children’s personal, social and emotional development, ensure children learn right from wrong, mix and share with other children and value other’s views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes (in an age appropriate way)
To do this practitioners will:

- Listen to children
- Share appropriate information with parents
- Listen to parents
- Report concerns
- Challenge negative behavior
- Focus on what children need
- Support children’s personal, social and emotional development by helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behavior in groups; and to have confidence in their own abilities.

Channel Panel Advice

Channel can help people to make positive choices about their lives. It is an early intervention scheme that supports people who are at risk of radicalisation and provides practical support tailored to individual needs. The process of radicalisation can lead to some people adopting and acting on violent extremist views, breaking the law and, in some cases, it can lead to acts of terrorism. Channel can help stop this progression by providing factual information and wider opportunities.

What support can Channel Offer?

Channel can offer a wide range of coordinated support, including:

- Education, training and mentoring opportunities
- Access to services and activities that offer support tailored to an individual’s needs
- Access to people with specialist knowledge, or just someone to talk with
- Open and honest conversations about issues of concern
- Support for family members and loved ones.

Taking part in Channel is voluntary. Channel is a supportive process to help anyone, regardless of their background, faith or ethnicity, from being drawn into any form of extremism, before they become involved in illegal activity.

Channel Training

All current staff have received channel training since October 2016

Supporting Children
• The Nursery recognise that a child who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self-worth.

• The Nursery accepts that research shows that the behavior of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

The Nursery will support all children and young people by:

• Encouraging the development of self-esteem and resilience in every aspect of life.

• Promoting a caring, safe and positive environment.

• Helping them to understand, respond to and calculate risk effectively, for example in relation to the specific types of abuse.

• Being aware of the additional barriers that exist when recognising the signs of abuse and neglect of children who have special educational needs and/or disabilities.

• Meeting the needs of children who have special educational needs and/or disabilities.

• Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

• Notifying Social Care as soon as there is a significant concern.

• Notifying Social Care when a child/young person attending the Nursery is privately fostered.

• Providing continuing support to a child (about whom there have been concerns) who leaves the setting by ensuring that such concerns and medical records are forwarded under confidential cover to the Designated Person at the child’s new setting immediately.

The role of the Nursery staff is to inform the Manager/Deputy Manager of any instance, which suggests that abuse, is taking place. It is not the role of the Nursery to wait for proof, investigate or gather evidence of abuse.

When a child tells an adult about possible abuse, his or her statements should not be dismissed or ignored. The adult should attend carefully to what the child wants to communicate, taking into account the child’s age and stage of development, and allow the child to say what he or she wants to say without being drawn into detailed questioning.

The College will endeavor to support the child through:

• Activities to encourage self-esteem and self-motivation.

• An ethos that actively promotes a positive, supportive and secure environment that values people.

• A behavior policy aimed at supporting all children. All staff will agree on a consistent approach, which focuses on the behavior of the child but does not damage the child’s sense of self-worth. The setting will ensure that the child knows that some behavior is unacceptable but she/he is valued and not to be blamed for any abuse which has occurred.
• Liaison with other agencies which support the child and family.
• A commitment to develop partnerships with parents.
• Recognition that children living in a home environment where there is domestic abuse/violence, mental ill-health or substance misuse may be vulnerable and in need of support and protection.
• Monitoring children’s welfare, keeping records and seeking advice or making a referral to other agencies, e.g. MASH, when necessary.

Children with Disabilities

• We recognise that, statistically, children with behavioral difficulties and disabilities are most vulnerable to abuse. Setting staff who deal with children with complex and multiple disabilities and/or emotional and behavioral problems should be particularly sensitive to signs of abuse.
• **Children with special needs** are particularly vulnerable and staff have to provide assistance with personal care, which may include the physical handling of a child.
• Where a child is fully dependent on a member of staff to provide such assistance there is a need to be responsive to the child’s wishes and to give the child choices where possible.

Children should not be assisted to do things of a personal nature that they can do for themselves. Staff must respect children’s privacy and dignity particularly when providing intimate care, e.g. toilet assistance and changing. Such assistance should only be given with the full consent and understanding of the parents.

Staff should not allow or engage in any inappropriate touching of any kind.

Confidentiality

• The Nursery recognises that all matters relating to child protection are confidential.
• The designated safeguarding leads will disclose personal information about a child or young person to other members of staff on a need to know basis only.
• However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
• All staff must be aware that they cannot promise a child to keep secrets which might compromise the child’s safety or well-being or that of another.
• We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Safeguarding Team or Social Care on this point.
• We will take no names consultations with our local Assessment Teams / MASH team to discuss concerns we may have, but we understand that if they then ask for a name we will disclose those details and it will become a referral.

Supporting Staff
The College recognises that staff working in the setting who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

The Nursery and College will support such staff by providing an opportunity to talk through their anxieties with the Manager or the College HR officer who are trained in Basic Counselling Skills for Non Counsellors’ and to seek further support. This could be provided by another trusted colleague or a representative of a professional body, as appropriate.

The Nursery has a code of conduct for staff and also follow rules and procedures contained in the College staff Handbook. Staff will have access to advice on the boundaries of appropriate behavior.

We recognise that our Designated Leads should have access to support and appropriate workshops, courses or meetings as organized by the Local Authority.

In consultation with all staff, we have adopted a code of conduct for staff at our setting. This forms part of staff induction and is in the staff handbook. We understand that staff should have access to advice on the boundaries of appropriate behavior.

Allegations Against Staff

All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

We understand that a child or young person may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Nursery Manager, Deputy or the most senior member of staff available.

The Manager on all such occasions will discuss the content of the allegation with the Designated Officer for the Local Authority (LADO), before taking any action. In our county contact should be made with Alison Beasley, Local Authority Designated Officer (01865 815956) or Donna Crozier, Safeguarding Coordinator (01865 816382). LADO.SafeguardingChildren@Oxfordshire.gov.uk

If the allegation made to a member of staff concerns the Manager themselves, the person receiving the allegation will immediately inform the HR Manager, who will inform the Home Bursar of which will consult with the LADO, without notifying the Manager first.

The Nursery will follow the procedures for managing allegations against staff, as outlined in keeping children safe in education 2015.

Suspension of the member of staff against whom an allegation has been made needs careful consideration, and the College/Nursery will consult with LADO and HR and College solicitors.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team where necessary.

(See Nursery and College Whistle Blowing Policy)

**Use of Mobile Phones and Cameras**

The Nursery staff and children will not carry or use personal mobile phones and cameras within the College working hours. Visitors will not use mobile phones or their own cameras when on the premises.

(For further guidance see the Nursery Mobile Phone and Camera Policy)

**Social Media Networking Policy**

Our Acceptable Use of Social Media and Networking policy, set out in a separate document, reflects the consideration we give to keeping children safe and the Nursery children have no access to the internet to protect Children from harmful online material.

**Physical Intervention/Positive Handling**

Our policy on Physical Intervention/Positive Handling by staff is set out separately, as part of our Behavior Policy. Such events should be recorded and signed by a witness.

We recommend that staff who are likely to need to use Physical Intervention should be appropriately trained.

We understand that Physical Intervention of a nature which is both unreasonable and disproportionate to the circumstances and or causes injury or distress to a child may be considered under child protection or disciplinary procedures.

**Anti-Bullying**

Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. Bullying is a safeguarding matter that if left unresolved can become a child protection matter. Our setting will take seriously any bullying concerns and both investigate and take action to protect pupils where appropriate.

**Peer on Peer Abuse**

Children can be vulnerable to abuse by their peers. Such abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures.

**Health & Safety**

The College Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the setting environment and, for example, in relation to intimate care, and when away from the setting when undertaking trips and walks.
Role of the College and College Day Nursery

The Nursery and the Home Bursar/HR Manager on behalf of the College will undertake to regularly review safeguarding related policies and procedures that operate in our setting.

The Nursery has a crucial role in monitoring and challenging staff on the effectiveness of safeguarding arrangements

All staff have a responsibility for action in cases of suspected child abuse. This document outlines the procedures which should be followed if any member of staff suspects a child is being abused, or if a disclosure is made.

**Immediate action is required where there is concern about possible abuse, written records must be made at each stage of the process.**

All staff are asked to be alert to possible physical or emotional problems being experienced by children and young people.

**If a child asks to speak to you about a problem do not promise confidentiality but explain that it may be necessary to consult a colleague.**

Categories of Abuse

The table below outlines the four main categories of abuse as defined by the Department of Health ‘Working Together to Safeguard Children’ document 2010. (Full definitions can be found in this document) Staff should be aware that the possible indicators are not definitive and that some children may present these behaviors for reasons other than abuse.

<table>
<thead>
<tr>
<th>Type of Abuse</th>
<th>Possible Indicators</th>
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<tbody>
<tr>
<td><strong>Neglect</strong></td>
<td>Obvious signs of lack of care including:</td>
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<td></td>
<td>Problems with personal hygiene;</td>
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<td></td>
<td>Constant hunger;</td>
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<td></td>
<td>Inadequate clothing;</td>
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<td></td>
<td>Emaciation;</td>
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<td></td>
<td>Lateness or non-attendance at the setting;</td>
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<td>failing to:</td>
<td>Poor relationship with peers;</td>
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<td>---------------------</td>
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<tr>
<td>provide food, clothing and shelter;</td>
<td>Untreated medical problems;</td>
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<tr>
<td>protect a child from physical and emotional harm or danger;</td>
<td>Compulsive stealing and scavenging;</td>
</tr>
<tr>
<td>ensure adequate supervision;</td>
<td>rocking, hair twisting, thumb sucking;</td>
</tr>
<tr>
<td>Ensure access to appropriate medical care or treatment.</td>
<td>Running away;</td>
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<tr>
<td></td>
<td>Low self-esteem.</td>
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</tbody>
</table>

**Physical Abuse**

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

- Physical signs that do not tally with the given account of occurrence
- Conflicting or unrealistic explanations of cause repeated injuries delay in Reporting or seeking medical advice.

**Sexual Abuse**

- Forcing or enticing a child 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, penetrative or non-penetrative acts and also includes involving children in watching pornographic material or watching sexual acts.

- Sudden changes in behavior
- Displays of affection which are sexual and age inappropriate
- Tendency to cling or need constant reassurance
- Tendency to cry easily
- Regression to younger behavior – e.g. thumb sucking, acting like a baby
- Unexplained gifts or money
- Depression and withdrawal
- Wetting/soiling day or night
- Fear of undressing for PE

**Emotional Abuse**

- The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

- Rejection
- Isolation
- child being blamed for actions of adults
- child being used as carer for younger siblings
- Affection and basic emotional care giving/warmth, persistently absent or withheld.

**Child Sexual Exploitation (CSE)**

The sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people, (or a third person or persons) receive something, (e.g. food, accommodation, drugs, alcohol, cigarettes, affections, gifts, money) as a result of them performing and/or others performing on them, sexual activities. Child sexual exploitation can occur through the use of
technology without the child’s immediate recognition; for example being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidations are common, involvement in exploitative relationships being characterised in the main by the child’s or young person’s limited availability of choice, resulting from their social/economic and/or emotional vulnerability. (DCSF 2009)

**Key facts about CSE**

- Sexual exploitation often starts around the age of 10 years old. Girls are usually targeted from age 10 and boys from age 8.
- It affects both girls and boys and can happen in all communities.
- Any person can be targeted but there are some particularly vulnerable groups: Looked after Children, Children Leaving Care and Children with Disabilities.
- Victims of CSE may also be trafficked (locally, nationally and internationally).
- Over 70% of adults involved in prostitution were sexually exploited as children or teenagers.
- Sexual violence or abuse against children represents a major public health and social welfare problem within UK society, affecting 16% of children under 16. That is approximately 2 million children.

**Good Practice – Individuals**

- Recognise the symptoms and distinguish them from other forms of abuse
- Treat the child/young person as a victim of abuse
- Understand the perspective / behavior of the child/young person and be patient with them
- Help the child/young person to recognise that they are being exploited
- Collate as much information as possible
- Share information with other agencies and seek advice / refer to Social Care

**Good Practice – Organisations**

- Ensure robust safeguarding policies and procedures are in place which cover CSE
- Promote and engage in effective multi-agency working to prevent abuse
- Work to help victims move out of exploitation
- Cooperate to enable successful investigations and prosecutions of perpetrators

Link to guidance:


**Forced Marriages (FM)**

FM is now a specific offence under s121 of the Anti-Social Behavior, Crime and Policing Act 2014 that came into force on 16 June 2014.
A FM is a marriage conducted without the valid consent of one or both parties, and where duress is a factor. FM is when someone faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if someone is made to feel like they’re bringing shame on their family). This is very different to an arranged marriage where both parties give consent.

FM is illegal in England and Wales. This includes:

- taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- marrying someone who lacks the mental capacity to consent to the marriage (whether they’re pressured to or not)

Link to the guidance:

Female Genital Mutilation (FGM)

FGM is child abuse and a form of violence against women and girls, and therefore should be dealt with as part of existing child safeguarding/protection structures, policies and procedures.

FGM is illegal in the UK. In England, Wales and Northern Ireland, the practice is illegal under the Female Genital Mutilation Act 2003.

Other than in the excepted circumstances, it is an offence for any person (regardless of their nationality or residence status) to:

- perform FGM in England, Wales or Northern Ireland (section 1 of the Act);
- assist a girl to carry out FGM on herself in England, Wales or Northern Ireland (section 2 of the Act);
- Assist (from England, Wales or Northern Ireland) a non-UK person to carry out FGM outside the UK on a UK national or permanent UK resident (section 3 of the Act).

Link to the guidance:

- Practitioners understand the mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18.

Prevent

The Counter Terrorism & Security Act 2015

The Act places a Prevent duty on settings to have “due regard to the need to prevent people from being drawn into terrorism”.

Settings subject to the Prevent Duty will be expected to demonstrate activity in the following areas

- Assessing the risk of children being drawn into terrorism
• Demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies.

• Ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board.

• Make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism.

• Expected to ensure children are safe from terrorist and extremist material when accessing the internet in the setting.

Dealing with Disclosures

Receive
Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse. Listen quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelieve but take what is said seriously.

Reassure
Stay calm, no judgements, and empathies. Never make a promise that you can keep what a child has said a secret. Give reassurance that only those who need to know will be told. Reassure the young person that they were right to tell you.

React
React to the child only as far as is necessary for you to establish whether or not you need to refer this matter, but don’t interrogate for full details.

Don’t ask leading questions – keep the open questions e.g. ‘is there anything else you want to say?’

Do not criticise the perpetrator; the child may have affection for him/her.

Explain what you will do next – make a referral.

Record
If possible make brief notes about what they are actually telling you at the time. Keep these notes, however rough they are. If you are unable to make notes at the time write down what was said as soon as you can.

Try to record what was actually said by the child rather than your interpretation of what they are telling you.

Record the date, time, place and any noticeable nonverbal behavior.

To report a new concern
Immediate Concerns about a Child

The Multi-Agency Safeguarding Hub (MASH) is the front door to Children’s Social Care for all child protection and immediate safeguarding concerns. If there is an immediate safeguarding concern, for example:
• A child or young person discloses physical abuse
• If there are signs of physical abuse e.g. injury
• A child or young person discloses sexual abuse
• A child presents as very different/scared to go home anxious and you are aware home could be risky
You should call the MASH immediately Tel: 0345 050 7666. A No Names Consultation should not be used for the above scenarios.
Or you can email an enquiry form to MASH on: mash-childrens@oxfordshire.gcsx.gov.uk
Please see the OSCB procedure for escalation and whistleblowing in Oxfordshire.

To talk about an on-going concern
If you want to speak to someone about an already open case contact the relevant Children’s Social Care Team.
• Oxford City – 01865 328563
• North Oxfordshire (including Banbury, Witney and Bicester): 01865 323039
• South Oxfordshire (including Abingdon, Faringdon, Wantage, Thame, Didcot and Henley): 01865 323041
• Emergency Duty Team: 0800 833 408
John Radcliffe Hospital Assessment Team: 01865 221236 (for antenatal safeguarding concerns and issues concerning children in the hospital).

If you are unsure whether to make a referral
You can contact the Locality and Community Support Service (LCSS) and request a ‘no names’ consultation (meaning you don’t give the child’s name). You can then discuss the situation with them and they will advise you on what to do next. If a referral needs to be made they will advise you of this.
• LCSS Central : 0345 241 2705
• LCSS North (including Banbury, Witney, Bicester, Carterton and Woodstock): 0345 241 2703
• LCSS South (including Abingdon, Faringdon, Wantage, Thame, Didcot and Henley): 0345 241 2608

Never attempt to carry out an investigation of suspected abuse by interviewing the young person or any others involved. This is a highly skilled role and any attempts by yourself could affect possible criminal proceedings.

Record Keeping
The designated person and staff can play a vital role in helping children in need or at risk by effective monitoring and record keeping. Any incident or behavioral change in a child or young person that gives
cause for concern should be recorded on an incident sheet, copies of which are securely kept on the Safeguarding Children’s File. It is important that records are kept factual and reflect the words used by the child or young person. Records must be signed and dated with timings if appropriate.

Information to be recorded:
- Child’s name and date of birth
- Child in normal context
- The incident with dates and times
- A verbatim record of what the child or young person has said
- If recording bruising/injuries indicate position, colour, size, shape and time on body map.
- Action taken.

What support is available to you?
There will be regular staff training on Safeguarding.

All staff should receive an induction which includes an explanation of the procedures to be followed when concerned about a child but also guidance on appropriate staff behaviour around children and whistleblowing.

Any staff affected by issues arising from concerns for children’s welfare or safety can seek support from their designated person for child protection.

The designated person for child protection can put staff and parents in touch with outside agencies for professional support if they wish so. They will also share the Local Authority Safeguarding leaflet which has guidelines to follow.

Monitoring and Review
All visitors in a professional capacity will have access to a copy of this policy and will have the opportunity to consider and discuss the contents. The policy will also be available to parents.

The policy will be reviewed annually.

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<th>This policy was adopted on</th>
<th>Signed on behalf of the nursery</th>
<th>Date for review</th>
</tr>
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<tr>
<td>25/7/18</td>
<td>Barry Coote</td>
<td>July 2019</td>
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