



Supporting children,  
young people and families

## Safeguarding Policy and Procedures

### 1. SETTING DETAILS/VERSION CONTROL

<b>Name of Organisation</b>	FSN
<b>Registered Persons - Nurseries</b>	FSN Board of Trustees
<b>Designated Person - Nurseries</b>	Alison Bissett
<b>Authors</b>	ESCC Local Safeguarding Children Board/Chief Executive
<b>Leads/Nominated Safeguarding Persons</b>	Lead – Early Years Services Manager Tel: 01424 423683 ext. 28 Lead – Young Persons Services Manager Tel: 01424 855222 ext 201 Nominated – Manager, Silverdale Nominated – Manager, Greenway Nominated – Manager, St. Nicks
<b>Lead/Nominated Adult Safeguarding Person</b>	Lead Adult Services Manager Tel: 01424 423683 ext. 33
<b>3<sup>rd</sup> May 2016 (commencement date) SPOA</b> If assessed that the child/young person is at immediate risk, in an emergency call 999, otherwise contact the Single Point of Advice service making it clear what the concern is about:	The single point of advice (SPOA) will be the first point of contact for East Sussex Children's Services and is available for both professional and public who have concerns about the welfare of a child/young person. (Note if the concern is regarding a child aged 0-5 years ask for the Early Years specialist at SPOA)  Mon - Thurs 8.30 a.m. – 5 p.m. Fri 8.30 a.m. – 4.30 p.m. Tel: 01323 464222 Email: 0-19.SPOA@eastsussex.gov.uk  Please see Annex FSN.007.P for all SPOA details and how to refer.
If assessed that the adult is at immediate risk, in an emergency call 999, otherwise contact as shown making it clear what the concern is about:	East Sussex Adult Social Care Direct on 0345 60 80 191  8am – 8pm – 7 days per week including Bank Holidays  Health and Social Care Connect – e-mail through East Sussex County Council website or: Text: 07797 878 111
<b>LADO</b>	Amanda Glover
<b>Document approved by:</b>	FSN Board of Trustees
<b>Local Children's Social Care Duty and Assessment Team</b>	Duty Assessment Team East Hastings and Rother (Ocean House) Tel: 01424 724144 If help is needed urgently outside office hours contact the Emergency Duty Service for East Sussex Tel: 01273 335905 or 01273 335906
<b>Prevent Lead East Sussex</b>	Louisa Havers – email – <a href="mailto:louisa.havers@eastsussex.gov.uk">louisa.havers@eastsussex.gov.uk</a>

<b>On-line Pan Sussex Child Protection Manual</b>	The Sussex Child Protection and Safeguarding Manual is updated regularly on-line and can be accessed at <a href="https://sussexchildprotection.procedures.org.uk/">https://sussexchildprotection.procedures.org.uk/</a>
<b>On-line Sussex Adult Safeguarding Policy</b>	The Sussex Adult Safeguarding Policy is updated regularly on-line and can be accessed at <a href="http://sussexsafeguardingadults.procedures.org.uk/">http://sussexsafeguardingadults.procedures.org.uk/</a>
<p><b>NB:</b> This policy is adopted from the ESCC recommended model policy. ESCC has introduced the SPOA from 3<sup>rd</sup> May 2016 which supercedes previous procedures (some written in this policy). All staff to follow management line reporting as detailed in the policy. Safeguarding Leads will implement the SPOA. The SPOA is added to this policy as <b>Annex FSN.007.P</b> See also <b>Annex FSN.007.M Welfare Concern Flowchart on what to do if you are concerned about a child/young person</b> and FSN.007.N <b>What to do in the case of serious accidents, illness or death of a child/young person.</b></p>	

## 2. INTRODUCTION

In this policy, safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development, and
- 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 outcome.

(Definition taken from

<http://pansussexscb.proceduresonline.com/chapters/contents.html>

In this policy, the aims of the safeguarding policy and promoting the welfare of vulnerable adults are defined as:

- Stop abuse or neglect wherever possible.
- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.
- Safeguard adults in a way that supports them in making choices and having control about how they want to live.
- Promote an approach that concentrates on improving life for the adults concerned.
- Raise public awareness so that communities as a whole, alongside professionals, play their part in identifying and preventing abuse and neglect.
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult.
- Address what has caused the abuse or neglect.

## 3. THE SETTING'S VALUES AND PRINCIPLES

Children, young people and adults have the right to be protected from neglect and abuse. Everyone has a responsibility to protect children and young people and to report concerns.

Children/young people's needs are paramount and take precedence over the needs of adults in any conflict between the two. This setting's policy and procedure is to safeguard all children/young people, to ensure they are all equally valued and to give them the best start in life.

All allegations are taken seriously and dealt with appropriately in accordance with the policy and procedures.

FSN will implement measures to prevent people being drawn into terrorism as advised in the Department of Education Prevent Duty in the Counter-Terrorism and Security Act 2015. (Publication ref: DFE-0174-2015) and FSN's Information Technology Policy FSN.0015 and annexes Use of I pads FSN.015b and ensure "Prevent" awareness training in its childcare settings.

All camera enabled devices, which may include but are not limited to, mobile phones, cameras and smart watches, will be stored in a locked cupboard separate from areas where children are present. (See FSN's Information Technology Policy FSN.015 for further guidance on the correct and proper use of IT equipment).

This setting has a comprehensive set of policies and procedures that are available at all times.

This policy must be adhered to by all staff, volunteers, trustees, board members, employees (contracted and non-contracted), trainees, service providers, contractors, etc.

This policy should be read alongside the on-line **Pan Sussex Child Protection and Safeguarding Procedures Manual** (referred to henceforth as the Manual) at <https://sussexchildprotection.procedures.org.uk/> which sets out the safeguarding children and young people's procedures that all staff must follow.

This policy should be read alongside the document entitled **Sussex Safeguarding Adults Policy and Procedure 2016** (<http://pansussexscb.proceduresonline.com/chapters/contents.htm>).

The Policy sets out the safeguarding adult procedures that all staff must follow.

This Policy should be read alongside the government statutory document **Working Together to Safeguarding Children 2018**.

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

#### **4. LEGAL FRAMEWORK**

This policy is based on the following laws and statutory guidance:

**Children Acts 1989 and 2004** define safeguarding and promoting the welfare of children as:

- protecting children from maltreatment
- preventing impairment of children's health or development
  
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and
  
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

**Working Together to Safeguard Children (2018)** is the government statutory document which sets out how organisations and individuals must work together to safeguard and promote the welfare of children and young people in accordance with Children Acts 1989 and 2004.

The full **document Working Together to Safeguarding Children 2018** may be found here.

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Safeguarding Partners (prev. East Sussex Local Safeguarding Children Board's), Pan-Sussex Child Protection and Safeguarding Procedures:

- ensure that there are prompt methods for alerting, reporting, investigating and managing a child's protection. The Procedures are available at <http://pansussexscb.proceduresonline.com/chapters/contents.html>

### **Statutory Framework for the Early Years Foundation Stage 2017**

- the mandatory framework for all early years' providers, maintained schools, non-maintained schools, independent schools and all providers on the Early Years Register. The safeguarding and welfare requirements are given legal force by regulations made under Section 39(1)(b) of the **Childcare Act 2006**

The **Care Act 2014** and the **Care Act guidance** sets out the statutory requirement for local authority social services, health, police and other agencies to both develop and assess the effectiveness of their local safeguarding arrangements. This is founded on the six key principles:

- Empowerment**  
People being supported and encouraged to make their own decisions and give informed consent.
- Prevention**  
It is better to take action before harm occurs.
- Proportionality**

- The least intrusive response appropriate to the risk presented.
- **Protection**  
Support and representation for those in greatest need.
- **Partnership**  
Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability**  
Accountability and transparency in delivering safeguarding.

The **Mental Capacity Act 2005** sets out in law each person's rights regarding making their own decisions, and protects their rights regarding this in law. Where a person is unable to make a specific decision for themselves, the Act sets out a clear process that must be followed before a decision can be made on their behalf.

All information must be treated in accordance with the Data Protection Act 1998

## **5. ROLES AND RESPONSIBILITIES**

Local Safeguarding Children Boards (LSCBs) have been replaced by "safeguarding partners". Under the new legislation, three safeguarding partners (local authorities, chief officers of police and clinical commission groups) must arrange to work together with relevant agencies as they consider appropriate to safeguard and protect the welfare of children/young people in the area.

The geographical footprint for the new arrangements is based on local authority areas. Every local authority, clinical commission group and police force must be covered by a local safeguarding arrangement.

### **Safeguarding partners**

The 3 safeguarding partners should agree on ways to co-ordinate safeguarding services, act as a strategic leadership group in support and engaging others, and implement local and national learning including from serious child safeguarding incidents.

To fulfil this role, the 3 safeguarding partners must set out how they will work together and with any relevant agencies. All 3 safeguarding partners have equal and joint responsibility for local safeguarding arrangements.

- The Ofsted Registered body named on the first page has overall legal responsibility for safeguarding. If concerns relate to the Ofsted Registered body, Ofsted should be contacted through their whistle-blowing policy.
- The Lead/Nominated Persons for early years safeguarding are Early Years Services Manager and Family Services Manager. The Lead/Nominated Person for adult safeguarding is the Learning Services Manager. All

safeguarding concerns relating to allegations against staff and volunteers should be reported to these individuals and recorded (see the Manual (<http://pansussexscb.proceduresonline.com/chapters/contents.htm>)). If the concerns relate to the lead person then the Registered body (owner, Chair of Committee, Company Director, etc.) should be contacted.

- The Lead/Nominated Person will usually be responsible for passing on concerns, or making referrals, to SPOA/Duty and Assessment Team. In their absence the next most senior member of staff on will take on the responsibility.
- All staff, volunteers, or contractors must adhere to the procedure for reporting concerns to the Lead Person or Registered body.
- All staff, volunteers, contractors and visitors to the setting must sign a register and record their exact time of arrival and departure

## 6. REPORTING PROCEDURES AND MAKING A REFERRAL

- Refer to FSN **Welfare Concern Flowchart FSN.007.Q** when making a referral (see also section 3.2 in the inline Manual).
- The police will be informed immediately if it is suspected a criminal offence has been committed
- The Lead/Nominated Person will contact SPOA to either discuss a concern or report an incident. (Duty Assessment Team if out of hours)
- The timing of referrals will reflect the level of perceived risk and will always be **within one working day** of recognition of risk.
- All referrals made verbally must be confirmed in writing by the referrer within 24 hours (the next section defines how records will be kept).
- Anyone who has concerns about a child's welfare should make a referral to local authority children's social care and should do so immediately if there is a concern that the child, young person or adult is suffering significant harm or is likely to do so. Practitioners who make a referral should always follow up their concerns if they are not satisfied with the response.
- If practitioners have concerns that a child may be a potential victim of modern slavery or human trafficking, then a referral should be made to the National Referral Mechanism as soon as possible.  
<https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms/guidance-on-the-national-referral-mechanism-for-potential-adult-victims-of-modern-slavery-england-and-wales>

If practitioners have concerns that a child may be a potential victim of sexual abuse then the following toolkit can be used to assess their behaviours:  
[https://www.brook.org.uk/brook\\_tools/traffic/Brook\\_Traffic\\_Light\\_Tool.pdf](https://www.brook.org.uk/brook_tools/traffic/Brook_Traffic_Light_Tool.pdf)  
(FSN007.X)

If practitioners have concerns that a child may be a potential victim of neglect

then the following toolkit can be used to assess their behaviours:

<https://czone.eastsussex.gov.uk/safeguarding/neglect/> (FSN007.V and FSN007.W)

Any allegation or concern about a member of staff or volunteer must be reported, only if working with children, immediately to Ofsted and the Local Authority Designated Officer (LADO), Amanda Glover by the Lead Person. (see Annex FSN.007) and a **Chronology Form Annex FSN.D** completed. The staff member/volunteer will be suspended immediately pending investigation, see also **Welfare Concern Allegations Flowchart Annex. FSN.007.O**, also the online **Manual - LADO SPOA/Ofsted Advice section 3.2.33**.

When considering a referral, the Making Safeguarding Personal approach must be considered to ensure that adults are involved in the decision-making. This approach includes:

- Conversations – with the adult involved
- A flexible approach – to explore choices and responses
- Keeping the adult informed – through regular discussions
- Undertaking a review – after the event
- Mental capacity

## 7. RECORD KEEPING AND RECORDS MANAGEMENT

- All staff will record and report concerns in line with the policy and the Making Safeguarding Personal Approach – see FSN Incident/Welfare Concern Form FSN.007.I and Conversation/Meeting Record Form FSN.007.L; also Allegation Record Form FSN.007.B.
- All staff will record and report concerns in line with online Pan Sussex Manual (see section 16) and complete a Child – **Agency Conversation Meeting Record form Annex FSN.007.A** and/or **Conversation/Meeting Record form FSN.007.L** (*prev. referred to Paper Manual*), as appropriate.
- The Lead/Nominated Person will telephone/email (using the secure e-mail address – 0-19.SPOA@eastsussex.Gcsx.Gov.uk) SPOA/Duty and Assessment team to notify them of a safeguarding concern and follow instructions on completion of paperwork. Further guidance on what information to provide is in the online Manual sections 3.2.29. **Incident/Welfare Concern Form and Body Map Annex FSN.007.I** and **Recording Aide Memoir FSN.007.N**. See also **Distinguishing Facts from Opinion FSN.007.E; Chronology FSN.007.D** and **Front Sheet for Child Protection Welfare Concern FSN.007.H**.
- The Lead/Nominated Person will telephone/email Adult Social Care to notify them of a safeguarding concern and follow instructions on completion of paperwork. Further guidance on what information to provide is in the Policy.
- Where concerns relate to an allegation against a member of staff, or volunteer the referral should include the child's/young person's/adult's name, address, gender and date of birth together with full details of the complaint or allegation, including witness statements. See also **Allegations**

### **Flowchart Annex FSN.007.C**

- All records will be held confidentially and password protected, but will be shared with other agencies, e.g. the police, Children's Social Care/Adult Social Care, Ofsted, Care Quality Commission (CQC), where this assists an ongoing investigation. Records will be held for a reasonable period of time after children or staff members have left the provision in case they are needed for any future investigation.
  
- Working Together to Safeguard Children 2018 specifically states that "practitioners should, in particular, be alert to the potential need for early help for a child/young person who:
  - Is disabled and has specific additional needs
  - Has special educational needs (Whether or not they have a statutory Education, Health and Care Plan)
  - Is a young carer
  - Is showing signs of being drawn into anti-social or criminal behaviour including gang involvement and association with organised crime groups
  - Is frequently missing/goes missing from care or from home
  - Is at risk of modern slavery, trafficking or exploitation
  - Is at risk of being radicalised or exploited
  - Is in a family circumstance presenting challenges to the child/young person, such as drug and alcohol misuse, adult mental health issues and domestic abuse
  - Is using drugs or alcohol themselves
  - Has returned home to their family from care
  - Is a privately fostered child/young person

## **8. SAFER WORKFORCE AND MANAGING ALLEGATIONS AGAINST PEOPLE WORKING WITH CHILDREN, YOUNG PEOPLE OR ADULTS**

All Trustees, management, staff, volunteers and contractors working at FSN will undergo rigorous suitability checks in line with the online Manual sections 8.2 and 12.4

Allegations against people working with children, young people or adults, will be managed in line with the online Pan Sussex Manual and Sussex Safeguarding Adults procedures.

FSN will ensure Enhanced DBS checks are undertaken for all personnel and volunteers working with vulnerable adults, and will follow guidelines from the Independent Safeguarding Authority (ISA) in preventing unsuitable people from working with vulnerable adults. In accordance with the Protection of Children Act (PoCA) list and the Protection of Vulnerable Adults (PoVA). See also FSN **DBS Code of Practice PER.003**.

## **9. TRAINING AND DEVELOPMENT**



We are committed to ensuring all staff are qualified, have opportunities for professional development and have relevant up-to-date training in safeguarding (see the online Manual section 12.5).

- All new staff, volunteers and students will participate in an induction programme before taking up their duties and will be allocated an experienced member of staff to mentor them for the duration of the induction.
- All Trustees/staff will be required to complete online child protection training through the ESCC Portal upon appointment (refreshed every year). This will be consolidated by formal East Sussex County Council-approved training at Level 1 as soon as possible.
- All volunteers and students will be required to complete the online child protection training.
- The Lead/Nominated Person will be required to complete East Sussex County Council-approved Level 1 and Level 2 DSL safeguarding training (refreshed every 2 years).
- All training must reflect the requirements of *Working Together to Safeguard Children 2018* and informed by the East Sussex Local Safeguarding Children Board training strategy and plans.
- Staff are required to update their knowledge by attending Child Protection refresher training.
- Staff supervision meetings will record discussions regarding continuing professional development and subsequent identification and planning of training to meet those needs. Safeguarding on the Agenda for all staff meetings.

## **10. INFORMATION SHARING AND WORKING TOGETHER WITH OTHER AGENCIES**

The setting respects confidentiality at all times and complies with the EU General Data Protection Regulation (GDPR) 2018 (extension to Data Protection Act 1998 and 2003). However, the setting will share information as part of its day to day work in order to safeguard and protect children from harm but also to work together to support families to improve outcomes for all. This may involve liaison with Police, Children's Social Care/Adult Social Care, participation in multi-agency meetings, e.g. case conferences and participation in serious case reviews, if requested to do so (see section 17 of the Manual).

## **11. PREVENT DUTY – what to do if you have a concern**

If a member of staff has a concern about a particular child/family they should follow the settings normal safeguarding procedures, including discussing with the settings designated safeguarding lead, and where deemed necessary, with SPOA.

In Prevent priority areas, the local authority will have a Prevent Lead who can also

provide support. Louisa Havers – email [louisa.havers@eastsussex.gov.uk](mailto:louisa.havers@eastsussex.gov.uk)

## 12. QUALITY ASSURANCE

FSN's settings (see below) are registered with **Ofsted Early Years Register and is required to meet the Requirements of the Early Years Foundation Stage Statutory Guidance 2017. These registers clearly state the minimum standards that must be met by law.**

As a consequence, the settings are subject to routine and regular inspection by Ofsted. The most recent Ofsted report is available to view in the setting or online at [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

Greenway Nursery  
St. Nick's Nursery  
Silverdale Nursery

Registration No. EY337266  
Registration No. 511215  
Registration No. EY490148

## 13. COMMISSIONING AND PROCUREMENT

Any external agencies visiting the premises must respect this setting's policies and procedures at all times and not discuss overheard conversations or information regarding children and families outside the setting. Any concerns regarding safeguarding must immediately be advised to the Lead Person or if concerns relate to a member of staff the complainant must contact the LADO (see section 20 of the Manual).

Breaches of this Safeguarding Policy by external contractors or visitors will be taken very seriously and appropriate action will be taken.

## 14. WHISTLE-BLOWING AND COMPLAINTS

- A separate complaints procedure exists which should be followed by any individual who has concerns about staff or practice in the setting.
- All concerns regarding Safeguarding must be directed to the Lead/ Nominated Person.
- If the complaint relates to the Lead Person, the complaint must be directed to FSN's CEO.
- If the complaint relates to the CEO, the complainant must contact the Local Authority Designated Officer and Ofsted. See also section 8.2 of the Manual.
- NPCC Whistleblowing advice line for professionals  
<https://www.nspcc.org.uk/what-you-can-do/report-abuse/>  
<https://www.nspcc.org.uk/what-we-do/news-opinion/new-whistleblowing-advice-line-professionals/>
- Ofsted whistleblowing hotline 0300 123 3155

whistleblowing@ofsted.gov.uk

See also refer to FSN'S Whistle Blowing Policy PER.017

#### **14. BREACHES OF POLICY**

Breaches of this policy will be taken very seriously and disciplinary action will ensue for members of staff. The Disciplinary Policy FSN.005 describes this process in more detail.

#### **15. POLICY REVIEW**

This policy will be reviewed annually and involve participation of staff in order to promote continuing awareness of safeguarding policies and procedures. Parents will be informed when the policy has been renewed.

#### **16. RELATED POLICIES**

The following policies are required by law and also support safeguarding at FSN's settings:

- FSN.004 Anti Bullying Policy
- PER.007 Human Resources: including vetting and induction
- FSN.008 Complaints
- FSN. 005.j Missing child
- FSN.005.C Collection of Children
- FSN.018 Photographing, Videoing and Filming Children and Vulnerable Adults, including mobile phones
- FSN.015 Information Technology including social networking and e-safety
- FSN.009 Confidentiality
- FSN.011 Data Protection
- FSN. 012 Equal Opportunities/Diversity and Dignity at Work
- FSN.006.a Achieving Positive Behaviour
- FSN.006M Parental Involvement
- FSN.006G Inclusion Policy
- FSN.014F.a,b,c,d,e Emergency Planning
- FSN.014R Storage and Administration of Medicine
- FSN.014C Control of Infectious Diseases
- FSN.014 Health and safety (including Risk Assessment FSN.014Q)
- PER.004 Employee Handbook (including smoking, drugs, alcohol and medication)
- FSN.014S Sun Care
- FSN.014J.h Food Safety
- FSN.020 Summary Safety Policy
- FSN.015 Information Technology
- PER.017 Whistle Blowing
- PER.003 DBS Code of Practice
- FSN.006.B Attendance Monitoring

FSN adopts the East Sussex Local Safeguarding Board Online **Pan Sussex Child**

**Protection and Safeguarding Procedures Manual and Commissioned Services Reporting Flowchart Annex FSN.007.I).**

FSN adopts the East Sussex Local Safeguarding Board **Keeping Records of Child Protection and Welfare Concerns. Annex FSN.007.B** and Sussex Safeguarding Adults procedures.

### **Additional Reading**

The government statutory **Keeping Children Safe in Education 2018**  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

The Ofsted website: <https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015>