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Agreed by: Learning and Achievement Committee	Date: 18/08/25
Name: Natalie Sadler	Signature: Electronically on Governor Hub

Child Protection Policy June 2024

Our setting will work with children, parents and the community to ensure the safety of children and to give them the very best start in life. Our policy is in line with Suffolk's Safeguarding Children's Board guidance.

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child.

(Keeping Children Safe in Education)

Definition of Safeguarding

In relation to children and young people, safeguarding and promoting their welfare is defined in 'Working together to safeguard children 2020' 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
- Taking action to enable all children to have the best outcomes.

There is a different legislative and policy base for responding to adults' safeguarding needs. However, most of the principles and procedures that apply are the same as those for safeguarding children and young people.

Safeguarding action may be needed to protect children and learners from:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying, including online bullying and prejudice-based bullying, known as peer on peer abuse (in its many forms) **or child on child abuse**
- Racist, disability and homophobic or transphobic abuse
- Gender-based violence/violence against women and girls
- Radicalisation and/or extremist behaviour
- Child sexual exploitation and trafficking
- The impact of new technologies on sexual behaviour, for example sexting
- Teenage relationship abuse
- Substance misuse

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- Issues that may be specific to a local area or population, for examples gang activity and youth violence
- Domestic violence
- Female genital mutilation
- Forced marriage
- Fabricated or induced illness
- Poor parenting, particularly in relation to babies and young children
- We recognise that children with SEND have additional vulnerabilities due to communication challenges and because of the nature of their need.
- Other issues not listed here but that pose a risk to children, young people and vulnerable adults.

Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- Children’s and learners’ health and safety and well-being
- The use of reasonable force
- Meeting the needs of children and learners with medical conditions
- Providing first aid
- Educational visits
- Intimate care and emotional well-being
- Online safety and associated issues
- Appropriate arrangements to ensure children’s and learners’ security, taking into account the local context.

The key commitments of our setting’s policy for safeguarding children.

1. Our setting is committed to building a 'culture of safety' and at the same time 'a culture of vigilance' in which children are protected from abuse and harm in all areas of its service delivery. Where we observe each other continually.
2. Our setting is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in What to do if you are worried a child is being abused 2015.The EYFS 2021 and Keeping Children Safe in Education – 2023 and Working Together to Safeguard Children. 2018
3. Staff recognise their duty to press for re-consideration if they have been involved in making a referral within the organisation and beyond (via the DSL)
4. Our governors, Headteacher and setting is committed to promoting a whole school approach to safeguarding throughout our training and learning programmes for adults. We are also committed to empowering young children, through the early childhood curriculum, promoting their right to be strong, resilient and listened to.

Our aims are to carry out this policy by:

- promoting children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;
- promoting children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence;
- promoting children's right to be strong, resilient and listened to by enabling children to have the self confidence and the vocabulary to resist inappropriate approaches;
- helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.
- We particularly realise the additional vulnerabilities for a child with SEND as they may have communication barriers and be less able to resist abuse due to the nature of their SEND
- **Children in Care.** The Governing body of Highfield Nursery School recognise that one of the main reasons a child may become a Child in Care is due to neglect or abuse and they are committed to ensuring that staff have the

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skills, knowledge and understanding necessary to keep children in care safe. We keep relevant staff aware of information in relation to a child's legal status and contact arrangements. The DSL has information of the child's social worker and the name of the virtual school head. Sally Goddard (SENDCo) is the designated Teacher for Children in Care

The Designated Safeguarding Lead is Ruth Coleman (Nursery School), Jannice Simpson (Children's Centre), Natasha Trinder and Diane Armstrong (Daycare): if they are not available the

Alternate Safeguarding Lead are Jayde Scripps and Denise Lewis

The named Safeguarding Governor is Stephen Skeet.

At Highfield we recognise that it is everybody's responsibility to keep children safe.

All staff, governors and adults are responsible for keeping children safe.

All up to date information is found on

The Suffolk Local safeguarding children's board LSCB www.suffolkscb.org

The legal framework for this work is:

Primary legislation

The Children Act 1989 - s 47

The Protection of Children Act 1999

Data Protection Act 2018

The Children Act 2004 (Every Child Matters)

Education Act 2002 175/157

Freedom of Information Act 2004

Vulnerable groups Act 2006

Inspection Act 2006

Laming report 2010

Munro report 2011

Serious Crime Act 2014

The Counter Terrorism and Security Act 2015

Guidance/legislation

What to do if You Are Worried a Child is Being Abused 2015

The Framework for the Assessment of children in Need and Their Families (2000)

Working Together to Safeguard Children 2018

The Common Assessment Framework 2005

EYFS 2020

Suffolk Safeguarding Partnership Website

Suffolk County Council guidance on attendance of children of non-compulsory school age 2012

Keeping Children Safe in Education – 2023

The Prevent Duty 2015

Channel guidance 2015

Secondary Legislation/guidance

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976) Regulations

Rehabilitation of Offenders Act 1974

Equalities Act 2010

The Wood Review 2016

Liaison with other bodies

If a member of the team has any concerns regarding the safety of a child, they have a duty under the 1989 Children Act to contact external agencies. We are committed to working in line with the Government's statutory Guidance 'Working Together to Safeguard Children' 2018

- We work within the Suffolk Safeguarding Partnership guidelines.
- We have a copy of the leaflet 'What to do if you a worried a child is being abused 2015 ' for parents and staff
- All staff are familiar with what to do if they have concerns and this is embedded during training and supervisions throughout.

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- A list of contact numbers, including Children’s Services and Suffolk Police, the MASH team (professional’s helpline 0345 6961499) is and the Emotional Wellbeing Hub displayed at the setting. (Leaders office and staff board in staff kitchen)
- We have procedures for contacting the local authority on child protection issues. A flowchart detailing the procedure for referral is displayed at the setting.
- If a referral (MARF) is to be made to the local authority social services department, we act within the Suffolk Safeguarding Partnership guidance in deciding whether we must inform the child's parents at the same time.

Key Commitment 1

Our setting is committed to building a 'culture of safety' and at the same time a 'culture of vigilance' in which children are protected from abuse and harm in all areas of its service delivery.

Staffing and volunteers

- DSL, Ruth Coleman (Head teacher) oversees this work and is supported by Jannice Simpson, Denise Lewis and Jayde Scripps. Natasha Trinder and Diane Armstrong have responsibility for this in the Daycare
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' DBS checks with the Criminal Records Bureau before posts can be confirmed and for prohibition checks on Teaching staff, suitability to work with children and disqualification by association declaration.
- All staff are required to renew and sign a declaration of their suitability to work with children on an annual basis, and to declare a declaration by association annually
- All staff are given the DSL job description, safe working practises document, staff code of conduct at induction and relevant parts of KSCIE 2023. All staff sign to say they have read and understood the information contained in Keeping Children Safe in Education (KCSiE 2023)
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Criminal Record Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised and all volunteers undergo an enhanced DBS check and risk assessment.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors, when they arrive and leave the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Contractors working with children supply DBS, sign in and out. Those not working directly with children are checked by the third party, and accompanied on site by office staff. All contractors must make an appointment before allowed access on site.
- Independent delivery people are accompanied on site by the office team.
- All Governors undergo an enhanced DBS check

Injuries

- If a child comes into the setting with an injury a practitioner will ask and record how and when this happened, including a description of the injury.

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Key Commitment 2

Our setting is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (2015)

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the adult involved makes a dated record of the details of the concern and discusses what to do with the Senior team member. The information is stored on CPOMS online system.
- Practitioners in the setting take care not to influence the outcome either through the way they speak to children or by asking questions of children.

Allegations against staff/ whistleblowing

It is important that practitioners avoid situations occurring that may lead to allegations being made against them. All staff are given 'safer working practises document' at induction and this forms part of our safeguarding policies. Please see our 'Keeping Children Safe' mind map

To protect practitioners from allegations we have implemented the follow good practices.

- Medication forms
- First aid and incident forms
- Emergency first aid
- Safeguarding children forms
- Sun cream consent
- Physical touch and handling policy
- Two practitioners are present within each class area at all times
- Student/volunteer supervision
- Security systems in place
- References checked and police checks before practitioner's start
- Signing in and out sheet/register
- Safer working practices information
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- We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse. Our complaints procedure is displayed on the safeguarding noticeboard outside the staffroom and in our entrance
- We display information and support members of the public to report something of concern form outside the setting to the direct line of 0808 8004005 (Customer First)
- We follow the guidance of the Suffolk Safeguarding Partnership when responding to any complaint that a member of staff or volunteer has abused a child, and refer this direct to the LADO
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.

We refer any such complaint immediately to Suffolk County Council's LADO central department to investigate.

Useful Contacts:

LADO: Landmark House 01473 263112

Central phone number 0300 123 2044 LADOCentral@suffolk.gov.uk

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- We co-operate entirely with any investigation carried out by LADO in conjunction with the police.
- Our policy is to suspend the member of staff on full pay for the duration of the investigation; this is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.
- See our Allegations of Abuse Against a Person in a Position of Trust Policy and Whistleblowing policy

Disciplinary action

- Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we will seek advice from the Suffolk Safeguarding Partnership and Local Authority and this information his will be reported to the DBS team.

Cameras and Mobile/Smart Phones and emerging technologies

Please refer to our Online Safeguarding Policy and Acceptable Use of Social Media statement. Please also refer to our guidance: Developing safe working practises.

Mobile phones, cameras and all other personal electronic devices, including emerging technologies, are kept in the member of staff locker and must not be used in the classrooms at any time. Staff can access these during breaks within the main corridor and the staff room. Watches, such as apple watches, or the android equivalent must be set to 'theatre mode' (or equivalent) whilst in the classroom to ensure personal messages and photos are not delivered to the device whilst in areas with children.

Online Safeguarding

Please refer to our policy on online safeguarding

Key Commitment 3

Our setting is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. This ensures all staff have an up to date knowledge of safeguarding issues (at least annually) through staff meetings, regular email updates around safeguarding and online safeguarding and specific training sessions. Ruth Coleman is trained as a T4T trainer and alongside Jannice Simpson, delivers Safeguarding and Online Safeguarding training each September.
- We ensure that all practitioners understand the procedures for reporting and recording their concerns in the setting. Every staff meeting contains relevant Safeguarding updates, including legislation changes. All staff have read, understood and accepted KCSIE 2023. All Governors have been made aware of KSCIE 2023 and asked to read relevant parts.
- A thorough induction is carried out with all staff. This includes training and a booklet on changes in children's behaviours, general well-being, unexplained injuries or marks, communication with parents that may give cause for concern. All new staff are given the document "safer working practises" and the Staff Code of Conduct. This includes information on CME (children Missing Education), CSE (Child Sex Exploitation), bullying including cyberbullying peer on peer/child on child abuse, domestic violence, drugs, gangs and honour based violence, fabricated or induced illness, gender-based violence, mental health, private fostering, FGM (Female Genital Mutilation), preventing radicalisation, upskirting, serious violence and trafficking. Information on County Lines is also shared with all staff. We also cover inappropriate behaviour from staff and what these might be and what to do should a member of staff have concerns regarding another member of the team. This training is also given to volunteers and work experience students as part of their induction. Regular staff refresher meetings are held at the start of each term.
- Attendance – we monitor attendance closely, following up unexplained absence with a phone call and refer to the Suffolk County Council guidance document on attendance for children of non-compulsory school age.

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PREVENT

- All staff, volunteers and students are trained in the PREVENT Duty and Governors have been informed. Prevent aims to stop people becoming terrorists or supporting terrorism. Our British Values policy supports our work in this area. Our Dispositional Curriculum supports children to become critical thinkers, voice their views, act on the world in positive ways for others and challenge unwanted behaviours. We recognise that anyone can be vulnerable and that concerns should be shared and so we promote a culture of openness. Jannice Simpson is responsible for providing training for new staff members as part of their induction and for providing staff updates on PREVENT and channel.
- The Counter Terrorism and Security Act 2015 places a duty on us as a school to have “due regard to the need to prevent people from being drawn into terrorism. The Prevent Duty reinforces existing duties we recognise placed on us as an educational establishment for keeping children safe. Staff are trained to assess risks of parents and children being drawn into terrorism and to recognise radicalisation and extremism. This training ensures that staff have the knowledge and confidence to identify children or parents at risk of being drawn into terrorism and to challenge extremist ideas. If we have concerns, we know to refer to the DSL (Ruth Coleman) and that the Channel process is there to support those at risk of radicalisation. Staff have received the document VTR flowchart
- We recognise that radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups and extremism is the “vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces.”

Where a member of the team has concerns that an individual may be vulnerable to violent extremism a VTR referral form will be completed and sent to the MASH and relevant CYPS team if under 18. The MASH will notify special branch to carry out checks and make an initial assessment prior to any further information gathering about the individual. Channel is the multi agency process which provides support to those who may be vulnerable to being drawn into terrorism. Channel uses existing collaboration between partners to support individuals. In some instances, it may be necessary to continue through channel to MAPPA process – these are shared in the first instance with the DSL

Curriculum

- We introduce key elements of child protection into our programme to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they develop understanding of why and how to keep safe, including online safeguarding
- We provide online safeguarding information as part of our new parent’s induction evening and regularly through our newsletters and on our website
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.
- Our systems are filtered to ensure access to material is restricted and staff use is monitored regularly

Disclosures

Where a child makes a disclosure to a practitioner, they:

- offer reassurance to the child;
- listen to the child; using the TED principles
- Give reassurance that she or he will take action.

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The practitioner does not ask leading questions of the child and uses the TED principle of Tell me, Explain to me or Describe to me when talking to the child.

Recording suspicions of abuse and disclosures

Practitioners make a record of:

- the child's name
 - the age of the child;
 - the date and time of the observation or the disclosure;
 - an objective record of the observation or disclosure;
 - the exact words spoken by the child as far as possible;
 - the name of the person to whom the concern was reported, with date and time; and
 - The names of any other person present at the time.
 - This information is added onto CPOMS online recording system.
- All practitioners know the procedures for recording and reporting and this is updated at least annually.
- A MARF will be completed by the DSL/ASL if necessary and CPOMS updated in line with this

Informing parents

- 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 local Area Safeguarding Children Committee does not allow this.
- This will usually be the case where the parent is the likely abuser or sexual abuse is suspected. In these cases, the investigating officers will inform parents.

Confidentiality and information sharing

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Suffolk Safeguarding Partnership. The document information sharing for practitioners 2015 is shared with all staff and staff are aware that information sharing should support child protection.

Support to families

- The setting believes in building trusting and supportive relationships with families, practitioner and volunteers in the group.
- The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the Suffolk Safeguarding Partnership.

This policy should be read in conjunction with our Single Equalities, our Dispositional Curriculum and Supporting Behaviour Policies (which includes rough and Tumble play and Anti- bullying, and use of reasonable force statement) our Safe Touch and Handling Policy, our online safeguarding and Acceptable Use of Social Media statement, our sharing information policy and our safer recruitment guidance, and Bullying and Harassment policy and Whistleblowing and British Values policy. It should also be read with our Staff code of conduct updated June 2022 and our allegations of abuse against a person in a position of trust

It also includes and should be read alongside our DEVELOPING SAFE WORKING PRACTISES GUIDANCE taken from the Government handbook

We are a rights respecting setting and this policy work is carried out through this values framework

Article 12 UNCRC

Highfi

All children have a right to be able to give their opinion when adults are making a decision that will affect them, and adults should take it seriously.

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Additional Current Safeguarding Issues from Suffolk SLSB we recognise that the following are also included in this Policy (Please see SCC Sie current information.)

- Forced marriage, honour-based violence, trafficking children ritualistic abuse, children missing education, Child Sexual Exploitation, Up skirting, Breast-ironing, Modern Slavery, fabricated illness, safeguarding disabled children, safer recruitment and selection, domestic abuse, private fostering, safer recruitment, domestic abuse, child exploitation and online safety, FGM and those at risk of radicalisation, peer on peer / child on child abuse

The county lead for safeguarding is Ali Hassey and the leads for Prevent are Ali Spalding and Paul Nichols

LADO Centre 03001232044 ladocentral@suffolk.gov.uk
 Professionals Line MASH Team 03456061499

PROTECTION

Article 19 – All children should be protected from violence, abuse and neglect, and governments should protect them.

Article 32 – Children should not be allowed to do work that is dangerous or might make them ill, or stops them going to school.

Article 33 – Children have a right to be protected from dangerous drugs, and from the business of making or selling them.

Article 34 – Nobody can do anything to your body that you do not want them to do, and grown-ups should protect you.

Article 37 – No child should be punished in a way that humiliates or hurts them.

Making a referral

To make a referral, you need to use the Suffolk Children’s and Young People Portal at <https://earlyhelpportal.suffolk.gov.uk>

If it is your first time making a referral using this system, you will be required to create a portal account, or log in to an existing account, in order to complete and submit the form.

Please provide as much information as possible to help assess the referral.

How long will it take?


The form will take 10-15 minutes to complete depending on the amount of information you need to provide.

Please be aware that for security reasons, your session will timeout after 20 minutes of inactivity. You can save your form at any point using the 'Save for Later' button at the bottom of the screen. The form will then be available for 30 days in your list of saved forms.

Saving a copy of the form

Once you have submitted the form you will not be able to see a copy unless you have printed or saved a copy locally before submitting.

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To print the form, or save a pdf copy locally, use the print icon  at the bottom of the screen. If you need to keep a copy of the completed form, please store it securely.

You can also seek advice from the MASH Professional Consultation Line: [0345 6061499](tel:03456061499). The MASH consultation line is for you to discuss the most appropriate and effective way of providing or obtaining help and support for a child or adult you feel is at risk of abuse. This will include advice and guidance about making a referral where necessary. If you have an IMMEDIATE safeguarding concern you should contact customer first on: [0808 800 4005](tel:08088004005) (24 hours) or in an emergency contact Suffolk police -01473 613500 or call 999

Useful Contacts:

Suffolk Children’s and Young People Portal <https://earlyhelpportal.suffolk.gov.uk>

Multi-agency Safeguarding Hub (MASH) Professional Helpline: 0345 606 1499

Customer First (Professional Referral Line) for use in emergencies only: 0345 606 6167

Customer First: 0808 800 4005

Police (emergency only): 999

Suffolk Police main switchboard: 01473 613500

Suffolk Police Cybercrime Unit: 101

Suffolk Local Safeguarding Children Board www.suffolkscb.org.uk

Suffolk County Council: www.suffolk.gov.uk/community-and-safety/staying-safe-online/e-safer-suffolk/