

## **Safeguarding Children Policy – Golden Glitters Child-Centred Nursery**

This formal Child Protection Policy is a document that explains Golden Glitters Child-centred Nursery's approach and commitment to keeping the children in our care or setting, safe from abuse, harm, and exploitation.

We work in Partnership to Safeguard Children is a core principle in child protection.

At Golden Glitters we work in partnership with Children Social Care, education, Health professionals, police, families and communities to ensure the welfare and safety of children. and communities to ensure the welfare and safety of children because no **single agency** can safeguard children alone.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development.

In our Nursery we do all that is within our means to protect children from the risk of radicalisation and we acceptance and tolerate people of other beliefs.

### **1. Aim**

We to ensure the safety, well-being, and rights of all children involved in our care and to provide training and guidance to GGN staff, volunteers, and partners on how to prevent and respond to child protection concerns.

### **2. Statement of intent**

- Golden Glitters is committed to creating a safe and inclusive environment.
- All children in our care have the right to be protected from all forms of harm.
- Child protection is everyone's responsibility. Concerns about child abuse must be reported and responded to promptly

### **Legislations supporting Safeguarding**

- ✓ Children Act 1989 and 2004
- ✓ Childcare Act 2006 (amended 2018)
- ✓ Safeguarding Vulnerable Groups Act 2006
- ✓ Children and Social Work Act 2017
- ✓ The Statutory Framework for the Early Years Foundation Stage (EYFS) 2025
- ✓ Working Together to Safeguard Children 2023 (updated in 2026)
- ✓ Keeping Children Safe in Education 2025

- ✓ Data Protection Act 2018
- ✓ What to do if you're worried a child is being abused 2015
- ✓ Counter-Terrorism and Security Act 2015.
- ✓ Early Years Inspection Toolkit Nov. 2025
- ✓ Prevent Duty 2015

**Safeguarding** is the action taken to promote the welfare of children and protect them from harm. It means: Protecting children from abuse and maltreatment, preventing harm to children health or development and ensuring they grow up with safe and effective care. According to UK statutory guidance (Working Together to Safeguard Children), safeguarding and promoting the welfare of children includes:

**Key Areas:**

- ✓ Protecting children from maltreatment e.g., physical, emotional, sexual abuse, and neglect.
- ✓ Preventing impairment of children's health or development:  
Ensuring children have access to healthcare, education, and emotional support.
- ✓ Ensuring children grow up in circumstances consistent with the provision of safe and effective care.  
Promoting stable, nurturing environments.
- ✓ Taking action to enable all children to have the best outcomes  
Intervening early when a child is at risk to support their well-being.

**To whom is this policy directed?**

- ✓ All children under 18.
- ✓ Applies to all professionals working with children (e.g., practitioners, social workers, healthcare GGN staff, police, and volunteers).

**Essential Child Protection Policies**

**1. Child Protection Policy**

Outlines the organization's commitment to safeguarding and procedures for preventing and responding to abuse.

**2. Safeguarding Policy**

This is detailed than child protection; includes measures to promote overall welfare and

prevent harm (physical, emotional, sexual, and neglect).

### **3. Code of Conduct for GGN staff and Volunteers**

Outlines acceptable behaviour and boundaries when working with children.

### **4. Whistleblowing Policy**

Provides a safe way for GGN staff and others to report concerns about misconduct, including abuse or negligence.

### **5. Safer Recruitment Policy**

Ensures all GGN staff and volunteers are vetted (e.g., DBS checks) and suitable to work with children.

### **6. Online Safety (E-Safety) Policy**

Addresses risks children may face online and outlines how to protect them in digital environments.

### **7. Anti-Bullying Policy**

Describes strategies to prevent and respond to bullying behaviour, including cyberbullying.

### **8. Allegations Management Policy**

Procedures for handling allegations against GGN staff or volunteers who work with children.

### **9. Confidentiality and Information Sharing Policy**

Balances privacy with the duty to share information where children are at risk.

### **10. Health and Safety Policy**

Ensures the physical environment is safe for children, including procedures for emergencies.

### **11. Behaviour Management Policy**

Provides guidance on managing children's behaviour in a positive and respectful way.

### **12. Missing Child Policy**

Steps to take if a child goes missing while in the care of the organization.

### **13. Prevent Duty Policy (UK-specific)**

Details responsibilities for preventing children from being drawn into radicalisation or terrorism.

#### **14. Attendance Policy**

Effective attendance policy defines clear expectations for punctuality, outlines procedures for reporting absences, and details consequences for excessive missed time.

#### **15. Eating Policy**

An eating policy will set out the rules or guidelines about food and eating—what’s allowed, encouraged, restricted, or expected in a particular context.

#### **16. First Aid Policy**

The first aid policy will explain how the nursery keeps children safe and responds to injuries or medical emergencies. It’s basically the nursery’s clear, written plan for what to do if a child gets hurt or becomes unwell.

#### **The Intention of this policy**

To safeguard children and promote their welfare we will:

- ✓ Create an environment to encourage children to develop a positive self-image
- ✓ Provide positive role models and develop a safe culture where GGN staff are confident to raise concerns about professional conduct.
- ✓ Ensure all GGN staff can identify the signs and indicators of abuse, including the softer signs of abuse, and know what action to take.
- ✓ Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- ✓ Provide a safe and secure environment for all children
- ✓ Promote tolerance and acceptance of different beliefs, cultures and communities
- ✓ Help children to understand how they can influence and participate in decision making and how to promote British values through play, discussion and role modelling
- ✓ Always listen to children
- ✓ Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- ✓ Share information with other agencies as appropriate.

Our practitioners have a duty of care to protect and promote the welfare of children. GGN staff working on the frontline with children and families are often the first people to identify a concern, observe changes in a child's behaviour or receive information relating to indicators of abuse. They are the first people to whom children confide in. The things they say may suggest abuse or to spot changes in a child's behaviour which may indicate abuse. Our ultimate responsibility is the welfare and well-being of each child in our care. We have the duty of care act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for Children's Social Care, family support, health professionals including health visitors or the police. We work with these agencies with a common goal that seeks the best interest of the children.

### **Golden Glitters Safeguarding Aims**

1. To provide a safe, secure, and nurturing environment, where every child feels valued, respected, and protected from harm.
2. To promote children's welfare as a top priority. Ensuring all GGN staff understand their duty to safeguard and respond to concerns promptly.
3. To work in partnership with parents, carers, and safeguarding professionals. Encouraging open communication and collaborative approaches to child protection.
4. To ensure safeguarding is embedded in all nursery activities and routines, including play, care, hygiene, and learning experiences.
5. To create a culture where children's voices are heard, supporting children to express concerns and feelings in age-appropriate ways.

### **Golden Glitters Safeguarding Objectives**

- All GGN staff will receive safeguarding training and regular updates, including how to recognize signs of abuse and report concerns.
- Robust safer recruitment procedures will be followed, including enhanced DBS checks, references, and induction for all GGN staff and volunteers.

All GGN staff should be aware of systems within their school or college which support safeguarding, and these should be explained to them as part of GGN staff induction. This should include the:

- child protection policy (which should amongst other things also include the policy and procedures to deal with child-on-child abuse)
- behaviour policy (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying).
- GGN staff behaviour policy (sometimes called a code of conduct) should amongst other things, include low-level concerns, allegations against GGN staff and whistleblowing
- safeguarding response to children who are absent from education, particularly on repeat occasions and/or prolonged periods.
  - role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies)
  - All GGN staff should receive appropriate safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring.
  - In addition, all GGN staff should receive safeguarding and child protection (including online safety) updates (for example, via email, e-bulletins, and GGN staff meetings), as required, and at least annually, to continue to provide them with relevant skills and knowledge to safeguard children effectively.
  - All GGN staff should be aware of their local early help process and understand their role in it.
  - All GGN staff should be aware of the process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, along with the role they might be expected to play in such assessments.
  - All GGN staff should know what to do if a child tells them they are being abused, exploited, or neglected. GGN staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the designated safeguarding lead (or a deputy) and local authority children's social care. GGN staff should never promise a child that they will not tell anyone about a report of any form of abuse, as this may ultimately not be in the best interests of the child.

- All GGN staff should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting any form of abuse and/or neglect. Nor should a victim ever be made to feel ashamed for making a report.
- All GGN staff should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated, or are being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent GGN staff from having a professional curiosity and speaking to the designated safeguarding lead if they have concerns about a child.
- It is also important that GGN staff determine how best to build trusted relationships which facilitate communication with children and young people.

A Designated Safeguarding Lead (DSL) will be appointed and clearly identified, responsible for overseeing child protection procedures and liaising with local safeguarding partners.

- Effective safeguarding policies will be implemented and reviewed regularly, covering areas such as child protection, e-safety, whistleblowing, and health & safety.
- Records of concerns and incidents will be accurate, confidential, and securely stored, to support timely intervention and multi-agency work if needed.
- Children will be taught about personal safety through age-appropriate activities, encouraging confidence, boundaries, and respect.
- If you are a professional or volunteer working with children, this is a dedicated advice line for professional consultations and urgent safeguarding referrals:  
Phone: 020 8489 4533 Mon – Thursday 8.45am - 5pm and Fridays 8.45am - 4:45pm

MASH

5<sup>th</sup> Floor, 48 Station Road

Woodgreen

London

N22 7TY

Tel: 0208 489 4470

Email: [mashreferral@haringey.gov.uk](mailto:mashreferral@haringey.gov.uk)

- If you have concerns about a child and want to make a safeguarding referral'
- If you have a safeguarding concern but would like to discuss it further, you can do so by calling the MASH safeguarding consultation line on Tel: 020 8489 4470/
- Out of office hours Tel: 020 8489 0000

local authority procedure for making referrals –

use the Portal link: <https://childrensportalehm.haringey.gov.uk/web/portal/pages/home>

Out of Hours: 020 8489 0000

The Local Authority Designated officer (LADO) manages allegations against GGN staff and volunteers working with children. Concerns should be reported to the LADO team, led by Finola Owens or Sarah Roberts by calling **020 8489 2968** or emailing [lado@haringey.gov.uk](mailto:lado@haringey.gov.uk)

#### **Key Contact Information (Haringey LADO):**

- **Phone:** 020 8489 2968
- **Email:** [lado@haringey.gov.uk](mailto:lado@haringey.gov.uk)
- **Address:** 5<sup>th</sup> Floor, 48 Station Road Woodgreen London N22 7TY

#### **When to Contact the LADO:**

- A professional or volunteer has behaved in a way that harmed, or may have harmed, a child.
- A person in a position of trust possibly committed a criminal offence against or related to a child.
- A person behaved towards children in a way that indicates they may pose a risk of harm.

#### **Reporting Process:**

- **Do not investigate** the allegation yourself; contact LADO immediately.
- If a child is in immediate danger, call 999.
- For urgent matters outside office hours, contact the MASH (Multi-Agency Safeguarding Hub) team at 020 8489 0000.

The LADO operates within Children's Social Care to provide advice and oversight, coordinating with the police and employers.

#### **Other contacts**

NSPCC 0808 800 5000

Ofsted 0300 123 1231

Emergency police 999

Non-emergency police 101

## **Early help**

Any child may benefit from early help, but all nursery, school and college GGN staff should be particularly alert to the potential need for early help for a child who:

- is disabled or has certain health conditions and has specific additional needs
- has special educational needs (whether or not they have a statutory Education, Health and Care plan)
- has a mental health need
- is a young carer
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- is frequently missing/goes missing from education, home or care
- has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in Alternative Provision or a Pupil Referral Unit
- is at risk of modern slavery, trafficking, sexual and/or criminal exploitation
- is at risk of being radicalised or exploited
- has a parent or carer in custody, or is affected by parental offending
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing alcohol and other drugs themselves
- is at risk of so-called 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage

- is a privately fostered child.

Children may be abused by an adult or by another child or children.

## **Types of Abuse**

### **1. Physical Abuse**

Physical abuse: a form of abuse which 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.

### **2. Emotional Abuse**

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

### **3. Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not

solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and all GGN staff should be aware of it and of their school or college's policy and procedures for dealing with it.

Emotional signs:

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Personality changes such as becoming insecure or clingy
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a carer
- Becoming worried about clothing being removed
- Suddenly drawing sexually explicit pictures or acting out actions inappropriate for their Age.

- Using sexually explicit language

Physical Signs:

- Bruises
- Bleeding, discharge, pains or soreness in their genital or anal area
- Sexually transmitted infections
- Pregnancy

#### **4. Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure

access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Safeguarding issues**

All GGN staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and/or alcohol misuse, unexplainable and/or persistent absences from education, serious violence (including that linked to county lines), radicalisation and consensual and non-consensual sharing of nude and semi-nude images and/or videos can be signs that children are at risk.

### **Children in need**

A child in need is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. Local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare.

Below are some safeguarding issues all GGN staff should be aware of.

#### **Child-on-child abuse**

All GGN staff should be aware that children can abuse other children (often referred to as child-on-child abuse), and that it can happen both inside and outside of school or college and online. All GGN staff should be clear as to the school or college's policy and procedures with regard to child-on-child abuse and the important role they have to play in preventing it and responding where they believe a child may be at risk from it.

All GGN staff should understand that even if there are no reports in their schools or colleges it does not mean it is not happening. It may be the case that abuse is not being reported. As such it is important that when GGN staff have any concerns regarding child-on-child abuse they should speak to their designated safeguarding lead (or a deputy).

It is essential that all GGN staff understand the importance of challenging inappropriate behaviours between children that are abusive in nature. Examples of which are listed below. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter",

“just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Child-on-child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as ‘teenage relationship abuse’)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- sexual violence such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- sexual harassment such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- consensual and non-consensual sharing of nude and semi-nude images and/or videos<sup>11</sup> (also known as sexting or youth produced sexual imagery)
- upskirting which typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm, and
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

**Child criminal exploitation (CCE) and child sexual exploitation (CSE)**

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

Children can become trapped by this type of exploitation, as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to.

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation. **Child sexual exploitation (CSE)**. CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet. CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge for example through others sharing videos or images of them on social media. CSE can affect any child who has been coerced into engaging in sexual activities. This includes 16- and 17-year-olds who can legally consent to have sex. Some children do not realise they are being exploited and may believe they are in a genuine romantic relationship.

### **Domestic abuse**

The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021. The Act introduced the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse

on children, as victims in their own right, if they see, hear or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be “personally connected”

**Types of domestic abuse** include intimate partner violence, abuse by family members, teenage relationship abuse and child to parent abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. The government has issued statutory guidance to provide further information for those working with domestic abuse victims and perpetrators, including the impact on children. All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as ‘teenage relationship abuse’. Depending on the age of the young people, this may not be recognised in law under the statutory definition of ‘domestic abuse’ (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support. Operation Encompass

Operation Encompass operates in all police forces across England. It helps police and schools work together to provide emotional and practical help to children. This ensures that the school has up to date relevant information about the child’s circumstances and can enable immediate support to be put in place, according to the child’s needs. Operation Encompass does not replace statutory safeguarding procedures. Where appropriate, the police and/or schools should make a referral to local authority children’s social care if they are concerned about a

child's welfare. More information about the scheme and how schools can become involved is available on the **Operation Encompass website**.

Operation Encompass provides an advice and helpline service for all GGN staff members from educational settings who may be concerned about children who have experienced domestic abuse.

The helpline is available 8:00 to 13:00, Monday to Friday on 0204 513 9990 (charged at local rate). National Domestic Abuse Helpline Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones. It also has a form through which a safe time from the team for a call can be booked. Additional advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

- NSPCC- UK domestic-abuse Signs Symptoms Effects
- Refuge what is domestic violence/effects of domestic violence on children
- Safe Young Lives: Young people and domestic abuse | Safelives
- Domestic abuse: specialist sources of support (includes information for adult victims, young people facing abuse in their own relationships and parents experiencing child to parent violence/abuse)

### **Female genital mutilation (FGM)**

Whilst all GGN staff should speak to the designated safeguarding lead (or a deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on practitioners. If a practitioner, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the practitioner must report this to the police.

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death (definition taken from the Multi-agency Statutory

### **Guidance on Female Genital Mutilation**

The procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community.

FGM is child abuse and is illegal in the UK. It can be extremely dangerous and can cause:

- Severe pain
- Shock
- Bleeding
- Infection such as tetanus, HIV and hepatitis B and C
- Organ damage
- Blood loss and infections
- Death in some cases

Whilst all staff should speak to the designated safeguarding lead (or a deputy) with regard to any concerns about female genital mutilation (FGM), there is a **specific legal duty** on practitioners. If a practitioner, in the course of their work in the profession, discovers that an act of **FGM appears** to have been carried out on a girl under the age of 18, the practitioner **must report this to the police**.

FGM mandatory reporting duty for practitioners. The Female Genital Mutilation Act 2003) places a statutory duty upon teachers, along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases may face disciplinary sanctions. It will be rare for practitioners to see visual evidence, and **they should not be examining children**, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies.

Complying with the duty does not breach any confidentiality requirement or other restriction on disclosure which might otherwise apply. The duty is a personal duty which requires the individual professional who becomes aware of the case to make a report; **the responsibility cannot be transferred**. The only exception to this is if you know that another individual from your profession has already made a report; there is no requirement to make a second. The duty does not apply in relation to at risk or suspected cases or in cases where the person is over 18. In these cases, you should follow local safeguarding procedures.

### **Visually identified cases – when you might see FGM**

The duty applies to cases you discover in the course of your professional work. If you do not currently undertake genital examinations in the course of delivering your job, then the duty does not change this. Most professionals will only visually identify FGM as a secondary result of undertaking another action. For healthcare professionals, if, in the course of your work, you see physical signs which you think appear to show that a child has had FGM, this is the point at which the duty applies – the duty does not require there to be a full clinical diagnosis confirming FGM before a report is made, and one should not be carried out unless you identify the case as part of an examination already under way and are able to ascertain this as part of that. Unless you are already delivering care which includes a genital examination, you should not carry one out. For practitioners and social workers, there are no circumstances in which you should be examining a girl. It is possible that a practitioner, perhaps assisting a young child in the toilet or changing a nappy, may see something which appears to show that FGM may have taken place. In such circumstances, the teacher must make a report under the duty, but should not conduct any further examination of the child.

### **Verbally disclosed cases**

If you are a relevant professional and a girl discloses to you that she has had FGM (whether she uses the term ‘female genital mutilation’ or any other term or description, e.g. ‘cut’) then the duty applies. If, in the course of delivering safe and appropriate care to a girl you would usually ask if she has had FGM, you should continue to do so. The duty applies to cases directly disclosed by the victim; if a parent, guardian, sibling or other individual discloses that a girl under 18 has had FGM, the duty does not apply and a report to the police is not mandatory. Any such disclosure should, however, be handled in line with wider safeguarding

responsibilities - in England, this is likely to include referral to children's social services, and in Wales the disclosure must be immediately referred to the local authority.

### **Timeframe for reports**

Reports under the duty should be made as soon as possible after a case is discovered, and best practice is for reports to be made by the close of the next working day, unless any of the factors described below are present. You should act with at least the same urgency as is required by your local safeguarding processes. In order to allow for exceptional cases, a maximum timeframe of one month from when the discovery is made<sup>6</sup> applies for making reports. However, the expectation is that reports will be made much sooner than this. A longer timeframe than the next working day may be appropriate in exceptional cases where, for example, a professional has concerns that a report to the police is likely to result in an immediate safeguarding risk to the child (or another child, e.g. a sibling) and considers that consultation with colleagues or other agencies is necessary prior to the report being made. If you think you are dealing with such a case, you are strongly advised to consult colleagues, including your designated safeguarding lead, as soon as practicable, and to keep a record of any decisions made. It is important to remember that the safety of the girl is the priority.

### **Making a report**

Where you become aware of a case, the legislation requires you to make a report to the police force area within which the girl resides. The legislation allows for reports to be made orally or in writing. When you make a report to the police, the legislation requires you to identify the girl and explain why the report is being made. While the requirement to notify the police of this information is mandatory and overrides any restriction on disclosure which might otherwise apply, in handling and sharing information in all other contexts you should continue to have regard to relevant legislation and guidance, including the Data Protection Act 1998 and any guidance for your profession. The provisions of the Data Protection Act 1998 do not prevent a mandatory report to the police from being made. While the legislation requires a report to be made to the police, it does not specify the process for making the report. If you have a formal agreement with the relevant team in the police that reports can be made to them directly, then reports may be made this way. In all cases you should ensure that you are given a reference number for the case and that you keep a record of it.

Making a report It is recommended that you make a report orally by calling 101, the single non-emergency number. When you call 101, the system will determine your location and connect you to the police force covering that area. You will hear a recorded message announcing the police force you are being connected to. You will then be given a choice of which force to be connected to – if you are calling with a report relating to an area outside the force area which you are calling from, you can ask to be directed to that force.

Calls to 101 are answered by trained police officers and staff in the control room of the local police force. The call handler will log the call and refer it to the relevant team within the force, who will call you back to ask for additional information and discuss the case in more detail.

You should be prepared to provide the call handler with the following information:

- explain that you are making a report under the FGM mandatory reporting duty
- your details:
  - ✗ name
  - ✗ contact details (work telephone number and e-mail address) and times when you will be available to be called back
  - ✗ role
  - ✗ place of work
- details of your organisation's designated safeguarding lead:
  - ✗ Name
  - ✗ contact details (work telephone number and e-mail address)
  - ✗ place of work
- the girl's details:
  - ✗ name
  - ✗ age/date of birth
  - ✗ Address

You will be given a reference number for the call and should ensure that you document this in your records.

## **Record keeping**

Throughout the process, you should ensure that you keep a comprehensive record of any discussions held and subsequent decisions made, in line with standard safeguarding practice. This will include the circumstances surrounding the initial identification or disclosure of FGM, details of any safeguarding actions which were taken, and when and how you reported the case to the police (including the case reference number). You should also ensure that your organisation's designated safeguarding lead is kept updated as appropriate.

### **Informing the child's family**

In line with safeguarding best practice, you should contact the girl and/or her parents or guardians as appropriate to explain the report, why it is being made, and what it means. Wherever possible, you should have this discussion in advance of/in parallel to the report being made.

However, if you believe that telling the child/parents about the report may result in a risk of serious harm to the child or anyone else, or of the family fleeing the country, you should not discuss it.

### **Your responsibilities after you have made a report**

In relation to any next steps, you should continue to have regard to your wider safeguarding and professional responsibilities, including any relevant standards issued by your regulatory body. For example, in a health context, your responsibilities include responding to the physical and psychological needs of the girl. Depending on your role and the specific circumstances of the case, you may be required to contribute to the multi-agency response or other follow up to the case which will follow your report. If you are unsure, you should seek advice from your designated safeguarding lead.

### **Homelessness**

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The designated safeguarding lead (and any deputies) should be aware of contact details and referral routes into the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and/or discussion with the Local Housing Authority should

be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into local authority children's social care where a child has been harmed or is at risk of harm. The Homelessness Reduction Act 2017 places a new legal duty on English councils so that everyone who is homeless or at risk of homelessness will have access to meaningful help including an assessment of their needs and circumstances, the development of a personalised housing plan, and work to help them retain their accommodation or find a new place to live. The following factsheets usefully summarise the new duties: Homeless Reduction Act Factsheets. The new duties shift the focus to early intervention and encourage those at risk to seek support as soon as possible, before they are facing a homelessness crisis. In most cases nursery, school and college GGN staff will be considering homelessness in the context of children who live with their families, and intervention will be on that basis. However, it should also be recognised in some cases 16- and 17-year-olds could be living independently from their parents or guardians, for example through their exclusion from the family home, and will require a different level of intervention and support. Local authority children's social care will be the lead agency for these children, and the designated safeguarding lead (or a deputy) should ensure appropriate referrals are made based on the child's circumstances. The Department for Levelling Up, Housing and Communities have published joint statutory guidance on the provision of accommodation for 16- and 17-year-olds who may be homeless and/or require accommodation.

### **Mental Health**

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that GGN staff are aware of how these children's experiences, can impact on their mental health, behaviour, attendance and progress at school

### **Serious violence.**

All GGN staff should be aware of the indicators, which may signal children are at risk from, or are involved with, serious violent crime. These may include increased absence from school or college, a change in friendships or relationships with older individuals or groups, a significant decline in educational performance, signs of self harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also

indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

What nursery, school and college GGN staff should do if they have concerns about a child.

- GGN staff working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, GGN staff should always act in the best interests of the child.
- If GGN staff have any concerns about a child's welfare, they should act on them immediately.
- If GGN staff have a concern, they should follow GGN child protection policy and speak to the designated safeguarding lead (or a deputy)

Options will then include:

- managing any support for the child internally via the school or college's own pastoral support processes
- undertaking an early help assessment, or making a referral to statutory services, for example as the child could be in need, is in need or is suffering, or likely to suffer harm.
- The designated safeguarding lead (or a deputy) should always be available to discuss safeguarding concerns. If in exceptional circumstances, the designated safeguarding lead (or a deputy) is not available, this should not delay appropriate action being taken. GGN staff should consider speaking to a member of the senior leadership team and/or take advice from local authority children's social care. In these circumstances, any action taken should be shared with the designated safeguarding lead (or a deputy) as soon as is practically possible.
- GGN staff should not assume a colleague, or another professional will take action and share information that might be critical in keeping children safe. They should be mindful that early information sharing is vital for the effective identification, assessment, and allocation of appropriate service provision, whether this is when problems first emerge, or where a child is already known to local authority children's social care (such as a child in need or a child with a protection plan).

So-called '**honour'-based** abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including

female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the 161 motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

## **Actions**

If GGN staff have a concern regarding a child who might be at risk of HBA or who has suffered from HBA, they should speak to the designated safeguarding lead (or a deputy). As appropriate, the designated safeguarding lead (or a deputy) will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with the police and local authority children's social care. FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

The Female Genital Mutilation Act 2003 places a statutory duty upon practitioners, along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases may face disciplinary sanctions. It will be rare for practitioners to see visual evidence, and they should not be examining pupils or students, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies

Practitioners must personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the practitioner has good reason not to, they should still consider and discuss any such case with the school or college's designated safeguarding lead (or a deputy) and involve local authority children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases. The Female Genital Mutilation Act 2003, "practitioner" means, in relation to England, a person within section 141A(1) of the Education

Act 2002 (persons employed or engaged to carry out teaching work at schools and other institutions in England). The Female Genital Mutilation Act 2003 states practitioners need not report a case to the police if they have reason to believe that another practitioner has already reported the case. Where the practitioner does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, practitioners should follow local safeguarding procedures.

### **Forced marriage**

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived cultural practices to coerce a person into marriage. Nurseries, schools and colleges can play an important role in safeguarding children from forced marriage. The Forced Marriage Unit (FMU) has created: Multi-agency practice guidelines: handling cases of forced marriage and, multi-agency statutory guidance for dealing with forced marriage. GGN staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email [fmu@fcdo.gov.uk](mailto:fmu@fcdo.gov.uk). In addition, since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages.

### **Fabricated illness**

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. The parent or carer may seek out unnecessary medical treatment or investigation; they may exaggerate a real illness and symptoms or deliberately induce an illness through poisoning with medication or other substances or they may interfere with medical treatments. Fabricated illness is a form of physical abuse

and any concerns will be reported, in line with our safeguarding procedures.

### **Breast ironing/flattening**

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear, or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage.

Breast Ironing/Flattening is a form of physical abuse and can cause serious health issues such as:

- Abscesses
- Cysts
- Itching
- Tissue damage
- Infection
- Discharge of milk
- Dissymmetry of the breasts
- Severe fever.

### **Cuckooing**

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multioccupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home. If we recognise any of these signs, we will report our concerns as per our reporting process.

### **Contextual safeguarding**

As young people grow and develop, they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

As part of our safeguarding procedures, we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

### **Online Safety**

At GGN we take the safety of our children very seriously and this includes their online safety. Please

refer to the Online **Safety policy** for further details.

### **Human Trafficking and Slavery**

Please refer to our Human Trafficking and Slavery policy for detail on how we keep children safe in this area.

### **Adult sexual exploitation**

As part of our safeguarding procedure, we will also ensure that GGN staff and students are safeguarded from sexual exploitation.

### **Up skirting**

Up skirting involves taking a picture of someone's genitals or buttocks under their clothing without them knowing, either for sexual gratification or to humiliate, or distress, the individual. This is a criminal offence, and any such action would be reported following our reporting procedures.

### **Child abuse linked to faith or belief (CALFB)**

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi murders where the killing of children is believed to bring supernatural

benefits, or the use of their body parts is believed to produce potent magical remedies

- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

### **Extremism – the Prevent Duty**

Under the Counterterrorism and Security Act 2015 we have a duty to safeguard children at risk or Susceptible to radicalisation under the Counterterrorism and Security Act 2015 to have “due regard to the need to prevent people from being drawn into terrorism and refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support)?

Children can be exposed to different views and receive information from various sources.

Some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism. It’s a gradual process so young people who are affected may not realise what’s happening.

**Radicalisation** is a form of harm. The process may involve:

- Being groomed online or in person
- Exploitation, including sexual exploitation
- Psychological manipulation
- Exposure to violent material and other inappropriate information
- The risk of physical harm or death through extremist acts

We have a Prevent Duty and Radicalisation policy in place. Please refer to this for specific Details.

### **The Prevent duty**

All nurseries, schools and colleges are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the

need to prevent people from becoming terrorists or supporting terrorism". This duty is known as the Prevent duty. The Prevent duty should be seen as part of schools' and colleges' wider safeguarding obligations. Designated safeguarding leads (and deputies) and other senior leaders in education settings should familiarise themselves with the revised Prevent duty guidance: for England and Wales. The guidance is set out in terms of three general themes: **leadership and partnership, capabilities** and **reducing permissive environments**. The school or college's designated safeguarding lead (and any deputies) should be aware of local procedures for making a Prevent referral.

## Channel

Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being susceptible to being drawn into terrorism. Prevent referrals are assessed and may be passed to a multi agency Channel panel, which will discuss the individual referred to determine whether they are at risk of being drawn into terrorism and consider the appropriate support required. A representative from the school or college may be asked to attend the Channel panel to help with this assessment. An individual will be required to provide their consent before any support delivered through the programme is provided.

Counter-Terrorism and Security Act 2015 ([legislation.gov.uk](http://legislation.gov.uk)) "Terrorism" for these purposes has the same meaning as for the Terrorism Act 2000. The designated safeguarding lead (or a deputy) should consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse or those who are currently receiving support through the 'Channel' programme and have that support in place for when the child arrives. Statutory guidance on Channel is available at: [Channel guidance](#) and [Channel training](#) from the Home Office. Additional support The Department has published further advice for those working in education settings with safeguarding responsibilities on the Prevent duty. The advice is intended to complement the Prevent guidance and signposts to other sources of advice and support. The Home Office has developed three e-learning modules:

- Prevent awareness e-learning offers an introduction to the Prevent duty.

- Prevent referrals e-learning supports GGN staff to make Prevent referrals that are robust, informed and with good intention.
- Channel awareness e-learning is aimed at GGN staff who may be asked to contribute to or sit on a multi-agency Channel panel. Educate Against Hate, is a government website designed to support nursery, school and college practitioners and leaders to help them safeguard their students from radicalisation and extremism. The platform provides free information and resources to help GGN staff identify and address the risks, as well as build resilience to radicalisation

### **Whistleblowing**

All GGN staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school or college's safeguarding provision and know that such concerns will be taken seriously by the senior leadership team. Appropriate whistleblowing procedures should be put in place for such concerns to be raised with the school or college's senior leadership team. Where a GGN staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them:

- general advice on whistleblowing can be found at [whistleblowing for employees](#)
- the NSPCC Whistleblowing Advice Line is available as an alternative route for GGN staff who do not feel able to raise concerns regarding child protection failures internally, or have concerns about the way a concern is being handled by their school or college. GGN staff can call 0800 028 0285 – and the line is available from 08:00 to 20:00 Monday to Friday, and 09:00 to 18:00 at weekends. The email address is [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Record keeping**

All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. This will also help if/when responding to any complaints about the way a case has been handled by the school or college. Information should be kept confidential and

stored securely. It is good practice to keep concerns and referrals in a separate child protection file for each child. Records should include:

- a clear and comprehensive summary of the concern
- details of how the concern was followed up and resolved, and
- a note of any action taken, decisions reached and the outcome.

If in doubt about recording requirements, GGN staff should discuss with the designated safeguarding lead (or a deputy).

**Why is all of this important?** It is important for children to receive the right help at the right time to address safeguarding risks, prevent issues escalating and to promote children's welfare. Research and local child safeguarding practice reviews have repeatedly shown the dangers of failing to take effective action.

- failing to act on and refer the early signs of abuse and neglect
- poor record keeping
- failing to listen to the views of the child
- failing to re-assess concerns when situations do not improve
- not sharing information with the right people within and between agencies
- sharing information too slowly, and
- a lack of challenge to those who appear not to be taking action.

**An allegation about another GGN staff member:** If GGN staff have a safeguarding concern or an allegation of harming or posing a risk of harm to children is made about another member of GGN staff (including supply GGN staff, volunteers, and contractors), then:

- this should be referred to the head practitioner or the director
- where there is a concern/allegation about the head practitioner or principal, this should be referred to the chair of governors, chair of the management committee or proprietor of an independent school, and
- in the event of a concern/allegation about the head practitioner, where the head practitioner is also the sole proprietor of an independent school, or a situation where there is a conflict of interest in reporting the matter to the head practitioner, this

should be reported directly to the local authority designated officer(s) LADO(s). Details of your local LADO should be easily accessible on your local authority's website.

If GGN staff have a safeguarding concern or an allegation about another member of GGN staff (including supply GGN staff, volunteers or contractors) that does not meet the harm threshold, then this should be shared in accordance with the school or college low-level concerns policy.

### **Information sharing**

As part of meeting a child's needs, it is important for governing bodies and proprietors to recognise the importance of information sharing between practitioners and local agencies. This should include ensuring arrangements are in place that set out clearly the processes and principles for sharing information within the school or college and with local authority children's social care, the safeguarding partners and other organisations, agencies, and practitioners as required.

Where children leave the school or college, the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term to allow the new school or college to have support in place for when the child arrives. The designated safeguarding lead should ensure secure transit, and confirmation of receipt should be obtained. For schools, this should be transferred separately from the main pupil file. Receiving nurseries, schools and colleges should ensure key GGN staff such as designated safeguarding leads and special educational needs co-ordinators (SENCOs) or the named persons with oversight for special educational needs and disabilities (SEND) in a college, are aware as required.

In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting children who have had a social worker and been victims of abuse, or those who are currently receiving support through the 'Channel' programme and can have that support in place for when the child arrives.

## **GGN staff training**

Governing bodies and proprietors should ensure that all GGN staff undergo safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring – see para for further information) at induction. The training should be regularly updated. Induction and training should be in line with any advice from local safeguarding partners. In addition, all GGN staff should receive regular safeguarding and child protection updates, including online safety (for example, via email, e-bulletins, GGN staff meetings) as required, and at least annually, to continue to provide them with relevant skills and knowledge to safeguard children effectively. Governing bodies and proprietors should recognise the expertise GGN staff build by undertaking safeguarding training and from managing safeguarding concerns on a daily basis. Opportunity should therefore be provided for GGN staff to contribute to and shape safeguarding arrangements and the child protection policy. Governing bodies and proprietors should ensure that, as part of the requirement for GGN staff to undergo regular updated safeguarding training, including in relation to online safety (paragraph 134) and for children to be taught about safeguarding, including in relation to online safety safeguarding training for GGN staff, including online safety training, is integrated, aligned and considered as part of the whole school or college safeguarding approach and wider GGN staff training and curriculum planning. Whilst considering the above training requirements, governing bodies and proprietors should have regard to the Practitioners' Standards which set out the expectation that all practitioners manage behaviour effectively to ensure a good and safe educational environment and requires practitioners to have a clear understanding of the needs of all pupils.

## **Safeguarding Reporting Procedures**

All GGN staff have a responsibility to report safeguarding concerns and suspicions of abuse. These

concerns will be discussed with the designated safeguarding lead (DSL) as soon as possible.

- GGN staff will report their concerns to the DSL (in the absence of the DSL they will be reported to the Deputy DSL)
- Any signs of marks/injuries to a child or information a child has given will be recorded

and stored securely.

- For children who arrive at nursery with an existing injury, a form will be completed along with the parent's/ carer's explanation as to how the injury happened. GGN staff will have professional curiosity around any explanations given, any concerns around existing injury's will be reported.

- If appropriate, any concerns/or incidents will be discussed with the parent/carer and discussions will be recorded. Parents will have access to these records on request in line with GDPR and data protection guidelines.

- If there are queries/concerns regarding the injury/information given, then the following procedures will take place:

The designated safeguarding lead will:

- Contact the Local Authority children's social care team to report concerns and seek advice immediately, or as soon as it is practical to do so. If it is believed a child is in immediate danger we will contact the police. If the safeguarding concern relates to an allegation against an adult working or volunteering with children then the DSL will

follow the reporting allegations procedure (see below).

- a. Record the information and action taken relating to the concern raised
- b. Speak to the parents (unless advised not to do so by LA children's social care team)
- c. The designated safeguarding lead will follow up with the Local Authority children's social care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2026).

We will never assume that action has been taken.

Keeping children safe is our highest priority and if, for whatever reason, GGN staff do not feel able to report concerns to the DSL or deputy DSL they should call Haringey MASH, the Police or the NSPCC and report their concerns anonymously.

These contact numbers are displayed in each of the rooms and in the hallway.

### **Responding to a spontaneous disclosure from a child**

If a child starts to talk openly to a member of GGN staff about abuse, they may be experiencing

Then GGN staff will:

- Give full attention to the child or young person

- Keep body language open and encouraging
- Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today'
- Take time and slow down: we will respect pauses and will not interrupt the child – let them go at their own pace
- Recognise and respond to their body language
- Show understanding and reflect back
- Make it clear you are interested in what the child is telling you
- Reflect what they have said to check your understanding – and use their language to show it's their experience
- Reassure the child that they have done the right thing in telling you. Make sure they know that abuse is never their fault
- Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.

(Information taken from NSPCC)

Any disclosure will be reported to the nursery manager or DSL and will be referred to the local authority children's social care team immediately, following our reporting procedures.

### **Recording Suspicions of Abuse and Disclosures**

GGN staff should make an objective record of any observation or disclosure, supported by the nursery manager or designated safeguarding lead (DSL). This record should include:

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

These records should be signed by the person reporting this and the \*manager/ \*DSL/

\*Supervisor, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse, it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately. It is not the nursery's role to investigate, it is the role of statutory services to complete this.

GGN staff involved in a safeguarding case may be asked to supply details of any information/concerns they have regarding a child. The nursery expects all members of GGN staff to co-operate with Haringey MASH, police, and Ofsted in any way necessary to ensure the safety of the children.

GGN staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent, child or member of GGN staff.

### **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 authority children's social care team/police do not allow this to happen. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

### **Confidentiality**

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority. All GGN staff, students and volunteers are bound by confidentiality and any information will not be discussed out of work, or this will become a disciplinary matter.

The Nursery has due regard to the data protection principles as in the Data Protection Act 2018 and General Data Protection Regulations (GDPR)<sup>1</sup>

These do not prohibit the collection and sharing of personal information, even without consent if this would put the child at further risk.

We will follow the principles around data collection and information sharing, and ensure any information is recorded and shared in an appropriate way.

### **Support to families**

The nursery takes every step in its power to build up trusting and supportive relations among families, GGN staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

### **Record Keeping**

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate and in line with guidance of the local authority with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

The Nursery keeps appropriate records to support the early identification of children and families that would benefit from support. Factual records are maintained in a chronological order with parental discussions. Records are reviewed regularly by the DSL to look holistically at identifying children's needs.

### **Allegations against adults working or volunteering with children**

If an allegation is made against a member of GGN staff, student or volunteer or any other person

who lives or works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

An allegation against a member of GGN staff/student/volunteer/supply GGN staff or any other person

may relate to a person who has:

- behaved in a way that has harmed a child, or may have harmed a child.
- possibly committed a criminal offence against or related to a child.
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation, then this should be reported to the \*owner/\*registered

person/\*DSL/\*deputy manager instead.

At Golden Glitters we will follow our own local safeguarding partnership website information about how to report an allegation, and we would also inform Ofsted immediately in order for this to be investigated by the appropriate bodies promptly:

- If as an individual you feel this will not be taken seriously or are worried about the allegation getting back to the person in question, then it is your duty to inform the local authority children's social care team yourself directly
- The local authority children's social care team will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals (local authority children's social care team, (Ofsted) to determine how this will be handled
- The nursery will follow all instructions from the local authority children's social care team and Ofsted and ask all GGN staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with local authority children's social care team support and advice
- The nursery reserves the right to suspend any member of GGN staff during an investigation; Legal advice will be sought to ensure compliance with the law.
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police will also be informed.
- Founded allegations will be dealt with as gross misconduct in accordance with our disciplinary procedures and may result in the termination of employment, Ofsted will be notified immediately of this decision along with notifying the Disclosure and Barring Service (DBS) to ensure their records are updated.
- All safeguarding records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The nursery retains the right to dismiss any member of GGN staff in connection with founded

allegations following an inquiry

- Unfounded allegations will result in all rights being reinstated
- A return-to-work plan will be put in place for any member of GGN staff returning to work after an allegation has been deemed unfounded. Individual support will be offered to meet the needs of the individual GGN staff member and the nature of the incident; this may include more frequent supervisions, coaching and mentoring and external support.

### **Monitoring children's attendance**

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day so the nursery management are able to account for a child's absence.

This should not stop parents taking precious time with their children, by keeping us informed parents can help us to meet our statutory requirements and let us know that children are safe. If a child has not arrived at nursery at their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. GGN staff will work their way down the emergency contact list until contact is established, and we are made aware that all is well with the child and family. It is a parent's responsibility to keep their emergency contact details updated.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safe and well.

### **Looked after children**

As part of our everyday safeguarding procedure, we will ensure our GGN staff are aware of how to keep looked after children safe. In order to do this, we ask that we are informed of:

1. The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
2. Contact arrangements for the biological parents (or those with parental responsibility)

3. The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
  - a. The details of the child's social worker and any other support agencies involved
  - b. Any child protection plan or care plan in place for the child in question.

Please refer to the Looked After Children policy for further details.

### **GGN staffing and volunteering**

Our policy is to provide a secure and safe environment for all children. We follow safer recruitment practices including obtaining references and all GGN staff employed to work with children will have enhanced criminal record checks from the Disclosure and Barring Service (DBS) before being able to carry out intimate care routines or be left unsupervised with children.

We will obtain enhanced criminal records checks (DBS) for volunteers in the setting.

Volunteers and visitors will never have unsupervised access to children.

All GGN staff will attend child protection training and receive initial basic child protection training

during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction GGN staff will be given contact details for the local authority children's social care team's, the local safeguarding children partnership and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

Ongoing suitability of GGN staff is monitored through:

- regular supervisions
- peer observations
- annual declaration of GGN staff suitability
- safeguarding competencies
- regular review of DBS using the online update service

### **Designated Safeguarding Lead**

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding

Leads (DSL), there is always at least one designated person on duty during the opening hours of the setting. The designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The nursery DSL's liaise with the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge of the GGN staff team with regular safeguarding updates.

**The Designated Safeguarding Leads (DSL) at the nursery are: Francisca Mawufemor and the deputy is Michael Nicco-Annan**

**The role of the Designated Safeguarding Lead:**

- Ensure that the settings safeguarding policy and procedures are reviewed and developed in line with current guidance; and develop GGN staff understanding of the settings safeguarding policies
- Take the lead on responding to information from the GGN staff team relating to child protection concerns
- Provide advice, support and guidance on an on-going basis to GGN staff, students and volunteers.
- To identify children who may need early help or who are at risk of abuse
- To help GGN staff to ensure the right support is provided to families
- To liaise with the local authority and other agencies with regard to child protection concerns
- Ensure the setting is meeting the requirements of the EYFS Safeguarding requirements
- To ensure policies are in line with the local safeguarding procedures and details
- Disseminate updates to legislation to ensure all GGN staff are kept up to date with safeguarding practices
- To manage and monitor accidents, incidents and existing injuries; ensuring accurate and appropriate records are kept
- Attend meetings with the child's key person
- Attend case conferences and external safeguarding meetings, as requested, by external agencies.

**The Nursery safeguards children and GGN staff;**

- Providing adequate and appropriate GGN staffing resources to meet the needs of all children
- Informing applicants for posts within the nursery that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- Giving GGN staff members, volunteers and students regular opportunities during supervisions and having an open-door policy to declare changes that may affect the suitability to care for the children. This includes information about their health, medication or about changes in their home life such as child protection plans for their own children.
- Requesting DBS checks regularly and we use the DBS update service (with GGN staff consent) to re-check GGN staff's criminal history and suitability to work with children at regular intervals
- Abiding by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for GGN staff, students and volunteers, to ensure that all GGN staff, students and volunteers working in the setting are suitable to do so
- Ensuring we receive at least two written references BEFORE a new member of GGN staff commences employment with us
- Ensuring all students will have enhanced DBS checks completed before their placement starts
- Volunteers, including students, do not carry out any intimate care routines and are never left to work unsupervised with children
- Abiding by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 (amended 2018) 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 will be reported to the Disclosure and Barring Services (DBS)
- Having procedures for recording the details of visitors to the nursery and take security steps to ensure that no unauthorised person has unsupervised access to the children
- Ensuring all visitors/contractors are supervised whilst on the premises, especially when

in the areas the children use

- Staying vigilant to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones or strangers lingering. We will ensure the children always remain safe
- Having a GGN staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All GGN staff sign up to this policy too to ensure any changes are reported to management, so we are able to support the individual GGN staff member and ensure the safety and care of the children is not compromised
- Ensuring that GGN staff are aware not to contact parents/carers and children through social media on their own personal social media accounts and they will report any such incidents to the management team to deal with
- Ensuring that all GGN staff have access to, and comply with, the whistleblowing policy which provides information on how they can share any concerns that may arise about their colleagues in an appropriate manner. We encourage a culture of openness and transparency, and all concerns are taken seriously
- Ensuring all GGN staff are aware of the signs to look for of inappropriate GGN staff behaviour, this may include inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
- Ensuring all GGN staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training, safeguarding concerns and any needs for further support or training
- Having child-on-child and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for GGN staff development are quickly identified. Peer observations allow us to share constructive feedback, develop practice and build trust so that GGN staff are able to share any concerns they may have. Concerns are raised with the designated lead and dealt with in an appropriate and timely manner
- Ensuring the deployment of GGN staff within the nursery allows for constant supervision and

support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

We also operate a Phones and Other Electronic Devices and Social Media policy which states how we will keep children safe from these devices whilst at nursery. This also links to our online Safety policy.

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the

\*nursery manager/\*owner/DSL/\*registered person at the earliest opportunity.