

Safeguarding Children Policy

Aims

Bizzy Bees aims to provide an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In compliance with The Children Acts 1989 & 2004, The Protection of Children from Sexual Offences Act 2012, The General Data Protection Regulation 2018, Working Together to Safeguard Children 2023, Early Years Foundation Stage 2025, Prevent Duty Guidance for England and Wales 2023, Safeguarding Vulnerable Groups Act 2006, Voyeurism Offences Act 2019 and Sheffield Child Protection and Safeguarding Procedures.

Definitions

A child, for the purpose of this document, is someone under the age of 19 years old.

Child abuse is the neglect of a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

Significant Harm is: -

- Ill treatment (including sexual and physical abuse).
- Impairment of health (physical or mental) or development (physical, intellectual, emotional, social or behavioural) as compared to a similar child.
- Impairment of a child's health or development as a result of witnessing the ill treatment of another person.

A Child in Need is one: -

- Who is unlikely to achieve or maintain or have the opportunity of achieving or maintaining a reasonable standard of health or development without the provision for them of services by a Local Authority.
- Whose health or development is likely to be significantly impaired, or further impaired, without the provision of such services.
- Who is disabled.

Child abuse can take a number of forms: -

Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child (this is not an exhaustive list). Physical harm may also be caused when a parent feigns symptoms of or deliberately causes symptoms of ill health to a child they are looking after (Factitious Disorder).

Emotional Abuse

The persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill treatment of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (rape or buggery) or non-violent acts. They may include non-contact activities, such as involving children in looking at or in the production of pornographic material, or watching sexual activities, or encouraging children to behave in sexual inappropriate ways.

Neglect

Is 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. It may involve a parent/carer failing to provide adequate food, shelter, and clothing, failing to protect a child from physical harm or danger, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs and indicators of abuse – It is important to note that these lists are possible indicators of abuse. Many of these signs could have other explanations.

Physical Abuse • Unexplained injuries or burns, particularly if they are recurrent. • Improbable excuses given to explain injuries. • Refusal to discuss injuries. • Untreated injuries. • Admission of punishment, which seems excessive. • Fear of parents being contacted. • Bald patches. • Withdrawal from physical contact. • Arms and legs kept covered in hot weather. • Fear of returning home. • Fear of medical help. • Self-destructive tendencies. • Aggression towards others. • Running away.	Emotional Abuse • Physical, mental, and emotional development lags. • Admission to punishment which appears excessive. • Over-reaction to mistakes. • Continual self-deprecation. • Sudden speech disorders. • Fear of new situations. • Inappropriate emotional responses to painful situations. • Neurotic behaviour (e.g., rocking, hair twisting, thumb sucking). • Self-mutilation or harm. • Fear of parents being contacted. • Extremes of passivity or aggression. • Drug or solvent abuse. • Running away. • Compulsive stealing or savaging.
Neglect • Constant hunger, greed with food or stealing food. • Smelly and dirty. • Constant tiredness. • Repeated accidents. • Poor state of clothing. • Emaciation. • Frequent lateness or non-attendance at school. • Untreated medical Problems. • Destructive tendencies. • Low self-esteem. • Neurotic behaviour (e.g., rocking, hair twisting, thumb sucking). • No social relationships. • Running away. • Compulsive stealing or scavenging.	Sexual Abuse • Sudden changes in behaviour or school performance. • Displays of affection in a sexual way, inappropriate to age. • Tendency to cling or need constant reassurance. • Tendency to cry easily. • Regression to younger behaviour. • Complaints of genital itching or pain. • Distrust of a familiar adult, or anxiety of being left with a relative, babysitter or lodger. • Unexplained gifts or money. • Depression and withdrawal. • Apparent secrecy. • Wetting day or night. • Sleep disturbances or nightmares. • Chronic illnesses, especially throat infections and venereal disease. • Anorexia or bulimia. • Self-mutilation, attempted suicide. • Frequently running away. • Unexplained pregnancy. • Fear of undressing for gym. • Phobias or panic attacks. Not all sexually abused children will exhibit clear signs of disturbance. Some will be

	model pupils, displaying none of the characteristic effects of sexual abuse.
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As well as those listed above there may be some other forms of abuse that may be directed at adults, they are –

Financial

For example, taking money or anything of value from an adult.

Discriminatory

It is a criminal offence to bully someone who is disabled or 'different' (disability or other hate crime)

Mate Crime

A form of hate crime that involves people pretending to be a friend of the adult so that they can get control of their money, steal their food, hurt or intimidate the adult etc.

Domestic Violence

Any behaviour between two or more adults aged 16 or over that result in controlling, coercive or threatening behaviour or violence. Includes Honour Based Violence and Forced Marriage.

Contextual

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships. Contextual Safeguarding, therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse in a range of social contexts.

Any behaviour Impact of abuse

The abuse or neglect of children, physically, emotionally, or sexually, can have major long-term effects on all aspects of a child's health and development and well being. Sustained abuse is likely to have a deep impact on the child's self-image and self-esteem and on his or her future life. Difficulties may extend into adulthood: the experience of long-term abuse may lead to difficulties in forming or sustaining close relationships, establishing oneself in the workforce, and in developing the attitudes and skills needed for effective parenting.

Sources of stress for children and families

Include: - domestic abuse, mental illness of a parent/carer, substance misuse (drugs or alcohol), racial harassment, homelessness (These are all listed in the Sheffield Child Protection and Safeguarding procedures manual 2020 in detail).

What we would do if we were concerned about a child's welfare: -

- Always record concerns in writing within 24 hours.
- Always record any discussions with parent/carer about the welfare of a child.
- At the close of each discussion always reach a decision: either what action will be taken and by whom, or that no action will follow, and this will be recorded. Parents will be asked to sign to confirm accuracy of record.

What we would do if a child told us they have been abused in some way: -

- Listen carefully, without interrupting whilst they are talking, we will not ask leading questions as this can be interpreted as putting ideas into the child's mind. Instead, we will ask open-ended questions e.g., what, when who or how?
- We will never doubt that what the child is telling us is the truth.
- We will reassure them that they have done the right thing in telling someone.
- We will never promise absolute confidentiality. The degree of confidentiality must be governed by the need to protect the child. We will explain to the child that we might need to tell others in order to make sure that they are safe. Often this reassurance about their safety will be enough to help them accept that we may need to tell someone.
- We will record what they say at the time, or as soon as possible afterwards, using the words of the child. Record time, date, and signature.
- We will avoid quoting words or phrases unless we are sure they are exact. If uncertain, we will be honest and write 'the child said something like....'

Staff must always notify the Designated Safeguarding Lead/Deputy DSL of the following:

- Any significant changes in a child's behaviour.
- Any unexplained bruising or marks.
- Any comments children make which give cause for concern.
- Any deterioration in a child's general well being.
- Concerns about the way in which a parent/carer relates to a child.

The Manager/Designated Safeguarding Lead will always inform the Local Child Protection Agency and OFSTED of any serious accident or injury to, or serious illness of, or the death of, any child whilst in our care and we will act on any advice given.

Designated Safeguarding Lead (DSL)

Our DSL is Lisa Burgin. Assistant DSL's are Amanda Townley-Webster and Taylor Burgin.

They are responsible for: -

- Updating Child Protection policies annually and as required.
- Organising staff child protection training at the appropriate levels and time intervals (See staff training Policy).
- Raising awareness of child protection within the setting to parents, staff, volunteers and visitors through induction and parent handbooks.
- Educating children around safeguarding issues via the curriculum.
- Implementing safeguarding procedures for children within the setting i.e., referring cases, support and advice, liaison and knowledge of the system, identification, management of clear, accurate, secure records, access resources, parental involvement, share information with Safeguarding Team/Police/OFSTED and the Local Authority Designated Officer (LADO).

Responsibilities of Designated Safeguarding Lead (DSL) in referring concerns: -

The Flowchart from 'What to do if you're worried that a child is being abused' will help.

1. The DSL must follow the Sheffield Child Protection and Safeguarding Procedures Manual 2025.

On receiving concerns from staff, the DSL must consider: -

- Is there cause for concern?
- Is the child being harmed?
- Is the child at risk of harm?

2. Where someone believes that a child may be suffering or be at risk of suffering **significant harm**, the DSL must refer their concerns to the Social Services or police promptly. The person raising the concern is also to be on hand to pass on info if required.
3. Contact the Sheffield Safeguarding Hub who offer confidential advice and guidance prior to referral on **Tel 0114 273 48 55**.
4. They will advise the DSL of the action to take.

5. A record of the above conversation is to be made and what action is to be taken on a **Record of Concern** sheet and kept in the child's file in a locked draw by DSL.
6. The DSL and member of staff raising the concern works with the investigating team.

What happens when a referral has been made?

- Social Services will tell the person making the referral what action they intend to take within 24 hours.
- They will inform you of the outcome and reason for any decision made.
- You must record details of your concerns and send them to the agency to which a referral was made within 1 working day. (See Sheffield Child Protection and Safeguarding Procedures Part 3 for what is required).

Supporting children/families/staff

- Concerns and allegations of abuse are dealt with in a confidential manner with information only being shared with those who need to know.
- The nursery is responsible for endeavouring to reach an efficient and effective outcome for the child.
- Unless directed otherwise by Social Care Services or the Police, families under investigation will always be made welcome in the setting.
- Because of the level of contact between settings and families, it is likely that the setting will have a key role to play in supporting the family to implement change and improve outcomes for the child.
- It is essential that an open and honest relationship is maintained where possible.

Parental responsibility

- Parental responsibility is defined by the Children Act 1989/2004. The act grants the responsibility for safeguarding, care, and education of children to: -
 - Birth mother (parental responsibility is only lost if the mother puts up the child for adoption).
 - Birth father who is married to the birth mother (parental responsibility is only lost if the father puts up the child for adoption – this responsibility is not lost through divorce).
 - Birth father who is not married to birth mother but has applied for parental responsibility either through a Residency Order or through the Family Courts.
 - Birth father who is not married to birth mother but has jointly registered the child's birth with the birth mother since December 2004.
 - Any other person who has been granted parental responsibility through the Family Courts.
- It is the responsibility of the Nursery to ensure that parents/carers are aware of their responsibilities in safeguarding children and the parameters of the legislation, and the above information will be shared with parents/carers on admission via the parent's information pack.

Injuries occurred at nursery.

Accidents are common in childhood, despite all reasonable precautions. When accidents do occur, we have to record them in our accident book, detailing what happened and any treatment given. Staff dealing with the accident and any witnesses sign these. Parents are informed of the accident and are required to sign the form. This ensures parents are informed of what has happened and to continue to monitor their child's welfare.

Injuries occurred out of nursery.

Similarly, we are required to keep a record of any injuries that a child arrives at nursery with so that we can also monitor any developing problems and also to protect ourselves from false allegations. These are recorded on a Home Accident Form and parents should sign to agree record.

Where injuries give cause for concern these records are passed on to the relevant Child Protection Authorities, otherwise they will be stored by the DSL who will scan the files onto a backed up, password protected computer and destroy the files when the child reaches 25 years of age.

- Where existing injuries give cause for concern, these records must be stored within the Child Protection File, noting down any explanation the child and if applicable, the parent gives for the injuries.

Record keeping (including how to store and for how long): -

- The Data Protection policy gives guidance on where, how and for how long records need to be stored.
- Child Protection record access is limited to the Manager, Designated Safeguarding Lead and Designated Safeguarding Deputies.
- A separate loose-leaf file for each child for whom there are concerns is kept within the locked Child Protection cabinet.
- When the child has left, these records are passed to the Designated Safeguarding Lead at their next setting. Where the child's next setting is unknown the records are passed onto their Health Visitors or GP and a copy will be kept securely by the DSL until the child reaches the age of 25 years.
- All records are accurately timed and dated (day, month, year) and written up within 24 hours. Records may be required for court proceedings.
- Records are shared with and signed by parents, when appropriate.

Confidentiality: -

- Information of a confidential nature is shared within the setting on a strictly 'need to know' basis i.e., person recording the concern, DSL's and Manager. All persons involved in safeguarding issues must follow procedures set out in the confidentiality policy as well as procedures set out in this policy.
- Where there are concerns of a safeguarding nature relevant information is passed over to the relevant authorities i.e., Safeguarding Team or Police.
- All staff and volunteers are made aware of the importance and responsibility to keep confidential any information they learn as part of their role in the nursery.

Staff training: -

- The Child Protection policy is given to all new staff students and volunteers on their induction before they commence working with children. New staff also work through the Safeguarding Induction pack and are booked onto an interactive safeguarding training course which is then renewed every 2 years.
- The DSL's and assistants access an advanced level of child protection training, attend 3 safeguarding briefing annually and complete an interactive safeguarding training course every 2 years.
- Training is gained via the Sheffield Safeguarding Children's Service.
- All Trustees complete the E-learning Safeguarding training due to having no contact with children in our care.
- The DSL keeps a record of all staff's Safeguarding training to ensure that all staff members have been trained to the correct level within the designated timescales.

The use of mobile phones and cameras.

Staff and parents are not permitted to use a mobile phone/ personal camera in any childcare room or any other room where a child may be present such as a corridor, foyer etc. Staff are not permitted to have on their person, a mobile phone/personal camera anywhere within the building other than the staff room. Staff who breach this clause will be investigated and will face a disciplinary procedure. Photos taken on a nursery owned camera must be checked and printed by a member of the management team only. Wherever possible staff will encourage parents and visitors to refrain from using their mobile phones whilst in nursery.

Whistle blowing

Whistleblowing is the term used when someone who works in or for an organisation wishes to raise concerns about malpractice in the organisation. If you have concerns about the safeguarding of children whilst attending the nursery or failures in the safeguarding procedures, you must speak to

the Designated Safeguarding Lead or Deputy immediately. Please see our Whistle Blowing Policy for more information.

Contacts and sources of guidance and support: -

- **ALL** members of the public calls for **Children's Social Care** 0114 273 48 55 (Sheffield Safeguarding Hub - open 24 hours)
- Sheffield Safeguarding Hub – for all advice and guidance on referral and procedures – 0114 273 48 55
- Out of hour's number for social care referrals (practitioners only) 0114 273 48 55 Monday – Thursday 4.30pm – 8.45am; Friday 4.30pm – Monday 8.45am (except Bank Holidays)
- For further advice ring the Family Intervention Service on 0114 2037485
- OFSTED 0300 123 1231/ 0300 1234666

LADO and OFSTED must always be notified of any allegations of serious harm or abuse against a child while the child is in our care.

Allegations Against a Member of Staff, Student or Volunteers Working with Children Policy

Statement of intent

Bizzy Bees expects the highest standards of behaviour from our staff, both within the Nursery and outside it and ensure that the children are safe.

All staff are aware that child abuse can occur anywhere and that all allegations must be taken seriously and acted on immediately.

Aims

Our aim is to: -

- Create a safe environment at the Centre.
- Respect and protect adult's and children's rights.
- Ensure that all staff are suitable to work in a nursery environment.
- Protect staff against malicious allegations.

Recruitment

It will be made clear to applicants for posts within Bizzy Bees that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and Child Protection Act 1999. Please see our recruitment policy for further information.

Allegations Against a Member of Staff Include: -

1. Where a member of staff has behaved in a way that has harmed or may have harmed a child.
2. Possibly committed an offence against or related to a child.
3. Behaved towards a child or children in a way that indicates that he/she is unsuitable to work with children.
4. Concerns arise about the person's own behaviour with regard to his/her own children or their private life in the community that indicates that he/she is unsuitable to work with children.
5. Concerns arise about the behaviour in private or community life of a partner, member of the family or other household members.
6. Concerns around staff members' on-line activity.

Any suspicion, allegation, or actual abuse of a child by a member of staff should be reported to the person in charge. Where concerns refer to the person in charge, they should be referred to the Chair of the Board of Trustees.

1. The person in charge/Chair of Trustees must take steps to ensure the safety of the child/children involved e.g., remove the alleged person from situations involving the children immediately.

2. The person in charge will inform the following people within one working day of receipt of an allegation: -
 - The Chair of the Board of Trustees.
 - The Local Authority Designated Officer (LADO) on 0114 273 48 55 then select option 3 and respond to the advice given. Out of hours call Sheffield Social Care 0114 273 48 55 or South Yorkshire Police 0114 220 20 20. The nature of any investigation and actions will be determined by LADO in consultation with the employer and, where appropriate, the police. All cases will be dealt with “expeditiously and fairly” for both the alleged victim and the alleged perpetrator. There will be a definite outcome from all investigations, even if alleged perpetrators resign.
 - OFSTED 0300 123 1231/ 0300 1234666
3. The Manager will ensure that the member of staff in question understands the procedures to be followed when an allegation has been made against them and will refer the staff member to this policy. The member of staff under suspicion may be suspended immediately, pending further investigation. The reasons for the suspension will remain confidential and normal confidentiality rules apply to all staff and trustee members should they become aware of the circumstances.
4. The Manager will encourage its staff to co-operate with the investigation in any way it can and will act impartially.
5. All internal investigations should take place following the completion of any external investigation.
6. The incident must be investigated internally with a purpose not to judge the person but to review organisational practice and to prevent further incidents.
7. The investigation will be carried out as thoroughly and swiftly as possible and the member of staff will be informed of the outcome in writing.
8. Once the investigation is complete the Board of Trustees will decide whether it is necessary to implement the Centre's disciplinary proceedings to determine the future of the member of staff at the Nursery.
9. A record of the allegation and outcome will be recorded in the staff's file for 10 years or until normal retirement age, whichever is the longer and mentioned in employment references. Regulating bodies will be notified where appropriate.
10. If the allegation is proved false or malicious, the member of staff will be offered counselling and supported when they return to work.

The Sheffield Safeguarding Team and OFSTED must always be notified of any allegations of serious harm or abuse by any person working and/or looking after children on the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere) or any other abuse which has taken place on the premises and the action taken in respect of these allegations.