



Safeguarding Policy **2023**

Name of Setting: Little Lambs Nursery

Author of the policy: Mrs Carly Morrison

Date: 18th March 2023

Date of next review: March 2024

At Little Lambs Nursery, we work with children, parents, external agencies and the community to ensure the welfare and safety of children as every child deserves the best possible start in life and has the right to receive support to fulfil their potential. We also believe that children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

Everyone shares the responsibility for safeguarding and promoting the welfare of children irrespective of roles and everyone working with children should be familiar with local procedures and protocols for safeguarding the welfare of children and young people. Safeguarding children is everybody's responsibility. At **Little Lambs Nursery**, all staff, students, visitors and supply staff are made aware of and adhere to, the policy.

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 setting, we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information).

Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

This policy works alongside these other specific policies to cover all aspects of child protection:

- Online safety
- Human Trafficking and Modern Slavery
- Prevent Duty and Radicalisation
- Domestic Violence, Honour Based Abuse (HBA) and Forced Marriages
- Looked After Children

Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006

- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
- Working together to Safeguard Children 2018 (updated 2020)
- United Nation Convention on the Rights of the Child
- Keeping children safe in education 2021
- General data Protection Regulation 2018- 2020 Data Protection Act 2018
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015.
- Inspecting Safeguarding in Early years, Education and Skills settings 2021
- Prevent Duty 2021
- What to do if you are worried a child is being abused (DFE 2015)
- Female Genital Mutilation Guidance April 2016
- Bolton Child Sexual Exploitation Strategy 2018- 2021
- Serious Crime Act 2015

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children 2018- updated 2020).

Little Lambs Nursery aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children 2018).

Policy intention

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 staff are confident to raise concerns about professional conduct
- Ensure all staff are able to identify 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.

The nursery is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. 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 may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to 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, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

The nursery aims to:

- Keep the child at the centre of all we do , providing sensitive interactions that develops children's well- being, confidence and resilience. We will support children to develop an awareness of how to keep themselves safe, healthy and develop positive relationships.
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the **Bolton LA**, in their Framework for Action
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times
- Ensure that staff identify, minimise and manage risk while caring for children.
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by Bolton LA

- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times
- Ensure that children are never placed at risk while in the charge of nursery staff
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by Bolton LA.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

Contact telephone numbers

Agency	Telephone Number	Website
Bolton Safeguarding Children Board	01204 337479	www.boltonsafeguardingchildren.org.uk
Ofsted	03001231231	www.ofsted.gov.uk
The Referral and Assessment duty social workers MASSS can be contacted on the following numbers:		
Integrated Front Door Team	Referrals are now to be made via the form using the link above Advice can be requested using this contact number: 01204 331500	http://www.boltonsafeguardingchildren.org.uk/worried-child
Targeted early help	Practitioners can also speak directly to the Early Help Access Point on 01204 331501	online referral page https://www.bolton.gov.uk/safeguarding-protecting-children/reporting-child-abuse/1
Emergency Duty Team	Between 6pm- 8:45am 01204 337777	
Emergencies	In an emergency call 999 or if a child is at significant risk of immediate harm and it is not safe to wait for the online referral form to be assessed	
Other		
Police	999 101	If child is in immediate danger If child is not in immediate danger
Early Help (Integrated Working Team)	01204 331392	
Child Protection Unit	01204 337460 cpu@bolton.gov.uk	http://boltonsafeguardingchildren.org.uk/working-with-children-and-young-people/managing-allegations
LADO	01204 337474	http://www.boltonsafeguardingchildren.org.uk/managing-allegations
Start Well Service	01204 338149	http://www.boltonstartwell.org.uk/
Greater Manchester Police	0161 856 6345 (Robert Knight- Prevent Lead)	

Prevent Engagement Officer Keith Galley	07881 356940	keith.galley@gmp.police.uk
Government helpline for extremism concerns	020 7340 7264	

Staffing and volunteering

EYFS 2017 states that each provider must have a designated safeguarding lead, who must provide advice, guidance and support to any other staff and must attend child protection training. EYFS 2017 also states that providers must take all necessary steps to keep children safe and well and must have regard to statutory guidance 'Working Together to Safeguard Children'.

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children.

All staff will read the safeguarding policy during their induction to the setting. Staff understand that the policy is reviewed regularly and will be explored at each supervision. Staff must complete training within the BSCP guidance and 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 staff will be given contact details for the LADO (local authority designated officer), the local authority children's social care team and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so. A training matrix is in place to ensure that all training is up to date and in-line with the BSCP guidance.

The nursery DSLs 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 update of all staff on the team.

Although, under the EYFS, we are only required to have one designated lead for safeguarding, for best practice and to ensure cover at all times, we have two designated leads in place. This enables safeguarding to stay high on our priorities at all times. There will always be at least one designated lead on duty at all times our provision is open. This will ensure that prompt action can be taken if concerns are raised.

Roles and Responsibilities within the nursery:

The provider and designated safeguarding lead is: **Mrs Carly Morrison**.

In her absence **Miss Alice Walsh** assumes this responsibility as she is the Manager and Safeguarding lead.

In the very rare case that neither of these persons is available then **Miss Rhianne Unsworth** or **Mrs Melanie Hussey** should be the identified person as, they too, have received Level 3 Safeguarding Training.

The designated safeguarding lead has completed the Advanced Safeguarding training in accordance with BSCP This training is refreshed yearly and a full course is taken every 2 years. She has also attended a course for the role of the DSL.

The deputy safeguarding leads have also completed Advanced Safeguarding training in accordance with BSCP.

- As Safeguarding Leads, we provide adequate and appropriate staffing resources to meet the needs of all children. Safeguarding information is regularly reviewed and staff are constantly challenged to ensure that their understanding is clear. All key safeguarding information is displayed in the staff room and access to key facts is also contained within rooms.
- Applicants for posts within the nursery are clearly informed 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
- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life that may impact upon their suitability to work with children.
- This information is also stated within every member of staff's contract
- We request DBS checks on all staff who come into direct contact with children. We now use the DBS update service (with staff consent) to re-check staff's criminal history and suitability to work with children
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us
- All students will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- As a staff team we will be fully aware of how 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 remain safe at all times
- The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management so we are able to support the individual staff member and ensure the safety and care of the children is not compromised

- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- Signs of inappropriate staff behaviour 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
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- We use peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly highlighted. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff are able to share any concerns they may have. Any concerns are raised with the designated lead and dealt with in an appropriate and timely manner
- The deployment of 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.

Employees, students or volunteers of the nursery or any other person living or working on the nursery premises

We have a Staff Behaviour Policy in place that supports us to monitor staff and changes in their character. Staff are aware of the need to disclose changes to circumstance and use the whistle blowing policy where required.

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.

Early Help

Early Help assessments are used to support the well-being of children and families by tackling emerging needs at the earliest opportunity and prevent them from getting worse. Effective Early help may be delivered at any point in a child's life; pre-birth onwards, about any issue which is impacting or could affect their development and well-being, including education, health and safety.

Bolton's Framework for Action has clear thresholds for using Early Help processes and can be accessed at

<https://www.boltonsafeguardingchildren.org.uk/downloads/file/36/framework-for-action>

Types of abuse and particular procedures followed:

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

Emotional states:

- Fearful
- Withdrawn
- Low self-esteem.

Behaviour:

- Aggressive
- Oppositional habitual body rocking.

Interpersonal behaviours:

- Indiscriminate contact or affection seeking
- Over-friendliness to strangers including healthcare professionals
- Excessive clinginess, persistently resorting to gaining attention
- Demonstrating excessively 'good' behaviour to prevent parental or carer disapproval
- Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed
- Coercive controlling behaviour towards parents or carers
- Lack of ability to understand and recognise emotions
- Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

Peer on peer abuse

We are aware that peer-on-peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse or sexual abuse. We will report this in the same way we do for adults abusing children, and will take advice from the appropriate bodies on this area; to support for both the victim and the perpetrator, as they could also be a victim of abuse. We know that children who develop harmful sexual behaviour have often experienced abuse and neglect themselves.

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 fabricates the symptoms of, or deliberately induces illness in a child,

All children can suffer injuries during their early years as they explore and develop. If an explanation of how a child received their injury doesn't match the injury itself or if a child's injuries are a regular occurrence or there is a pattern to their injuries then you must report your concerns.

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.

Female genital mutilation

FGM can also be known as Female Genital Cutting. FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. 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

If you have concerns about a child or family, you should contact children's social care team in the same way as other types of physical abuse. We have a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18.

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.

Sexual abuse

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words.

If a child is being sexually abused you may see both emotional and physical symptoms.

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 behavior 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

Child sexual exploitation (CSE)

Keeping Children Safe in Education (2021) describes CSE as: CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media).

Signs and indicators may include:

- Physical injuries such as bruising or bleeding
- Having money or gifts they are unable to explain
- Sudden changes in their appearance
- Becoming involved in drugs or alcohol, particularly if you suspect they are being supplied by older men or women

- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong)
- Using sexual language that you wouldn't expect them to know
- Engaging less with their usual friends
- Appearing controlled by their phone
- Switching to a new screen when you come near the computer
- Nightmares or sleeping problems
- Running away, staying out overnight, missing school
- Changes in eating habits
- Talk of a new, older friend, boyfriend or girlfriend
- Losing contact with family and friends or becoming secretive
- Contracting sexually transmitted diseases.

The Phoenix Exit team can be contacted for further advice if a member of staff suspects that child sexual exploitation is taking place.

Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people. Some of the following can be indicators of CCE:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education.

If staff have any concerns regarding CSE or CCE, they will be reported following our safeguarding reporting procedures.

Emotional abuse

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection. In England, The Domestic Abuse Act 2021 recognises in law, for the first time, that children are victims if they see, hear or otherwise experience the effects of domestic abuse.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Signs and indicators may include:

- Physical, mental and emotional development lags
- Sudden speech disorders
- Overreaction to mistakes
- Extreme fear of any new situation
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression
- Appear unconfident or lack self-assurance.

County Lines

The National Crime Agency (NCA) describe county lines as a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Signs and indicators to be aware of include:

- Changes in the way young people sometimes unaffordable new things (e.g. clothes, jewellery, cars etc.)
- Missing from home or schools and/or significant decline in performance
- New friends or relationships with those who don't share any mutual friendships with the victim or anyone else
- May be carrying a weapon
- Receiving more texts or calls than usual
- Sudden influx of cash, clothes or mobile phones
- Unexplained injuries
- Significant changes in emotional well-being
- Young people seen in different cars/taxis driven by unknown adults
- Young people seeming unfamiliar with your community or where they are
- Truancy, exclusion, disengagement from school
- An increase in anti-social behaviour in the community
- Unexplained injuries
- Gang association or isolation from peers or social networks.

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 multi-occupancy 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 safeguarding 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.

Domestic Abuse / Honour Based Abuse / Forced Marriages

We look at these areas as a child protection concern. Please refer to the separate policy for further details on this.

Extremism – the Prevent Duty

Under the Counter-Terrorism and Security Act 2015 we have a duty to safeguard at risk or vulnerable children under the Counter-Terrorism 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.

Online Safety

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.

Modern slavery and child trafficking

Please refer to our Human slavery and child Trafficking policy for details on how we keep children safe in this area.

Adult sexual exploitation

As part of our safeguarding procedures we will also ensure that 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 in order 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.

Neglect

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Reporting Procedures

All 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.

- Staff will report their concerns to the DSL (in the absence of the DSL they will be reported to the Deputy DSL) using a Cause for Concern sheet.
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely on a Cause for Concern sheet (appendix E)
- If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded and the parent will have access to these records on request
- If there are queries/concerns regarding the injury/information given then the following procedures will take place:

The designated safeguarding lead will:

- Tell the parents about the referral if possible and appropriate
- Contact the local authority children's social care team to report concerns using the integrated front door referral form. If it is believed that a child is in immediate danger we will contact the police.
- Inform Ofsted (if appropriate- use the notification guidance, appendix C, to determine need)
- Record the information and action taken relating to the concern raised
- The designated safeguarding lead will follow up with the Local Authority children's social care team if they have not contacted the setting within 24 hours. We will never assume that action has been taken.

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSL or deputy DSL they should call the Local Authority children's social care team or the NSPCC and report their concerns anonymously.

These contact numbers are displayed **in the staff room and office areas.**

Recording Suspicions of Abuse and Disclosures

Staff should make an objective record of any observation or disclosure using a Cause for Concern sheet, 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
- Exact words spoken by the child
- 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 DSL, dated and kept in a separate confidential file, in line with our GDPR policy. Information that is essential in keeping the child safe will be shared with the relevant professionals when the child leaves our care. Again, this would be inline with your GDPR policy

Responding to a spontaneous disclosure from a child

If a child starts to talk openly to a member of staff about abuse they may be experiencing then 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 back 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.

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. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff and all staff, students and volunteers read and sign the confidentiality policy as part of their induction; this is reviewed yearly.

Recording Suspicions of Abuse and Disclosures

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 DSL, they should be 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.

Staff involved in a safeguarding case may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

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

All records are stored confidentially and information is processed in-line with our GDPR Policy, which all parents receive on entry to the nursery and is shared in line with guidance from the local authority.

Support to families

The nursery takes every step in its power to build up trusting and supportive relations among families, 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 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 staff/student/volunteer/supply 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 individual instead. This process is referred to as 'The First Steps' and a flowchart of the procedure (appendix G) to follow is on display on the Safeguarding board, in the main office and a copy is kept in each room and the staff bathroom area. There is detailed advice to consider when making an allegation detailed within appendix F (Things to think about when reporting to LADO).

The child in question should be safeguarded immediately and not have contact with the alleged member of staff.

The Local Authority Designated Officer (LADO) and Ofsted will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance
- 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 LADO yourself directly using the LADO referral form (appendix A). This form is completed online and a copy should be retained by the setting for reference.
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted) to determine how this will be handled
- The nursery will follow all instructions from the LADO and Ofsted and ask all 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 LADO support and advice
- The nursery reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- 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, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years 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 staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.
- For access to an easy to follow flowchart, please refer to Appendix G "First Steps Flowchart".

Useful Links

- The 'LADO First Steps' flow chart [LINK](#)
- Managing professional allegations [Referral Form](#)
- Managing Allegations Procedure <https://www.boltonsafeguardingchildren.org.uk/downloads/download/13/managing-allegationsthings-to-think-about> (boltonsafeguardingchildren.org.uk)

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 sickness should be called into the nursery on the day so the nursery management are able to account for a child's absence.

If a child has not arrived at nursery within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. Due to the carriable drop off times, it has been agreed that contact will take place no later than 10am. If the parents are not contactable then the further emergency contacts will be used to ensure all parties are safe.

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 safeguarded.

This should not stop parents taking precious time with their children, but enables children's attendance to be logged so we know the child is safe.

Looked after children

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

- 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)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- 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.

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 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 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 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 staff is monitored through:

- regular supervisions
- peer observations
- annual declaration of staff suitability (or after a significant period of absenteeism)
- safeguarding competencies
- regular review of DBS using the online update service (where applicable)

COVID 19

During the Covid-19 pandemic, there has been additional government and updated guidance from Bolton Safeguarding Children Partnership (BSCP) around the safeguarding and welfare requirements which settings need to regard within their policies and practice. The key local message is to maintain and apply safeguarding arrangements as we would usually.

- Regardless of whether we are open or not, we will continue working with children and their parents/carers and will ensure that all information is communicated and regular contact is made with vulnerable families. Relevant agencies would be informed of any interruption to education and attendance and where possible we would ensure that nursery remained open for these children,.

For national guidance, relating to Covid, you should refer to the Government web site: covid-19 <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

For local updates and flowcharts please see:

N2 <https://www.boltonstartwell.org.uk/news/article/45/coronavirus-covid-19-useful-information>

This policy was adopted on	Signed on behalf of the nursery	Date for review
18 th March 2023	<i>C Morrison</i>	March 2024



Appendix A Example please use the online form by following the [Link](#)

LADO Referral Form

Please complete ALL sections or the form will be returned to you

Referrer Information

Name of person completing the form

Role of person completing the form

Date when person completed the form

Where is person completing the form based

Please give full address

Phone Number and Email of person completing the form

Agency of Referrer

Choose an item.

If Other, please give details

Alleged incident/concern

Date the incident took place

Where did the incident take place?

How did the concern first come to light, and to whom?

Is this an historical allegation?

Choose an item.

Brief description of incident/concern including any injuries

Primary abuse category of the allegation

Choose an item.

If you believe that secondary categories apply, please give details

Does this allegation involve a restraint?

Choose an item.

Appendix B Tracking Form (Optional)

Allegation/concern raised against staff - For setting use and retention only.

Introduction

Leaders and managers are increasingly aware of the need to not only address allegations made against staff, but to evidence actions taken.

Settings should be clear what constitutes a complaint and what is an allegation so it may be useful to record and make clear within any overview.

This tracking form is offered as a template only, for settings own use or modification.

This is **not** a referral form for LADO and referrals should still be confirmed via telephone contact with the LADO or delegate.

This should be used in conjunction with:

- Working Together to Safeguard Children March 2018
- Bolton Safeguarding Children Partnership Procedures for Managing Professional Allegations 2021
- Consideration of suspension checklist
- Overview of Managing Allegation table

Note 1 - Criteria for managing allegations

Allegations which appear to meet the criteria below should be referred to LADO with one working day. Where allegations are not referred to LADO, the tracking form could / should record the rationale for this decision.

An allegation may relate to a person who works with children who has:

- Behaved in a way that has harmed, or may have harmed a child
- Possibly committed a criminal offence against children, or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk to children
- Behaved or may have behaved in a way that indicates they may be unsuitable to work with children (*Working Together 2018*)

1. When an allegation / concern is received brief details should be obtained and passed to Manager as soon as possible.

Date:		Time	
Allegation made by:			
Who is the allegation made against?			
<i>NB: The subject of the allegation should not be informed without first seeking advice</i>			
Allegation first received by:			
Manager aware	YES / NO		
Brief details of the allegation:			
Date of alleged incident:			
Does this allegation involve a restraint?	YES / NO / NYK		

Person appointed and to complete tracking form	
--	--

2. Allegations which appear to meet the criteria should be referred to LADO within 24 hours (see Note 1)

Does this appear to meet the criteria for managing allegations?	YES / NO
NO- If after discussion with the senior nominated officer it doesn't meet the LADO criteria then this should be recorded with a rationale for not contacting LADO.	
Referred to LADO:	YES / NO Date:
Advice given:	
Date:	
Action to be taken:	
<i>Suspension should never be automatic but should be considered and rationale given for decisions made. See consideration of suspension checklist</i>	Decision to suspend YES / NO

3. Information gathered about the allegation (witnesses must not be spoken to until LADO advice has been sought)

Staff witnesses	Account taken YES/NO	Copy forwarded to LADO YES/NO
1.		
2.		
3.		
Pupil witnesses		
1.		
2.		
3.		
4		
Plan of setting/classroom etc		
Body map of injuries (if applicable)		
Chronology of event begun		
First Aid log		

4. Full details gathered

Pupil name:	
Date of Birth	
Address:	
Is the child known to Social Care?	YES / NO

Does the child have Special Educational Needs?	YES / NO If yes - details
Has the child raised previous concerns?	YES / NO If yes – details

Staff full name:	
Date of Birth:	
Address:	
Have any concerns/allegations been raised about this person before?	

5. Informing others


Have parents of the child been informed?	
Details of response	

Staff members should be informed of the allegation ASAP - on advice from LADO

Has the staff member been informed?	YES / NO
Name of Key person nominated to feedback to them:	

6. Outcome of LADO consultation

Does this meet LADO criteria?	YES / NO		
Further action required:			
Professional Strategy Meeting to be held:	YES / NO		
Professional Strategy Meeting date:			
Attended by Manager:	YES / NO		
Minutes received:	YES / NO		
Outcome: – <i>please circle</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Unfounded False Malicious</td> <td style="width: 50%; border: none;">Unsubstantiated Substantiated</td> </tr> </table>	Unfounded False Malicious	Unsubstantiated Substantiated
Unfounded False Malicious	Unsubstantiated Substantiated		
Police investigation to be undertaken:	YES / NO		
Disciplinary investigation to be held:	YES / NO		
Staff member informed of outcome:	YES / NO		
Parents informed of outcome:	YES / NO		
Details added to overview table: <i>Table format overview of allegations may be useful to leaders</i>	YES / NO		
Outcome:			



Lessons learned

Appendix C

Notification Guidance for Early Years Settings

	Notification to Ofsted - Registered EYFS providers	Notification to Bolton Safeguarding Board LADO		Referral to the Integrated front door EYFS providers including schools	Timescales	Notes
		Registered EYFS providers	EYFS providers including schools			
Child Protection						
You suspect a child is being abused	No	No	No	Yes	Immediately	Police as appropriate Social care see appendix A
Accident/injury of child in your care						
Serious accident	Yes	Yes	Yes		ASAP or within 14 days	
Serious Illness	Yes	No	No		ASAP or within 14 days	
Serious injury – see definition at appendix C	Yes	Yes	Yes		ASAP or within 14 days	
Death of child while in your care	Yes	Yes	Yes		ASAP or within 14 days	
Allegations						
Allegation against anyone working with children (even if this is another agency/setting)	Yes	Yes	Yes		Within 1 working day	
Actions taken in respect of the allegation	Yes	Yes	Yes		ASAP	
Allegation against anyone living at the setting who does not work with children	Yes	No	No		ASAP or within 14 days	
Any significant event which is likely to affect the suitability of staff- includes disqualification issues	Yes	No	No		ASAP or within 14 days	A waiver may be issued
Other						
Changes to provider/setting details	Yes	No	No		ASAP or within 14 days	
Food poisoning affecting two or more children	Yes	No	No		ASAP or within 14 days	
COVID – 19	Yes	No	No		ASAP or within 14 days	For any closures
<i>If you dismiss someone or cease to use their services due to a safeguarding issue, then you should notify DBS service within one month. It is a criminal offence not to do so.</i>						
Originally published: June 2015			Last updated: November 2021			

Appendix D

Early Years Notification: serious accident, serious injury or death of child whilst in the setting

Person making notification	
Early years setting	Private Nursery/ Playgroups/ Childminder/ childminder agency/ OOSC / Schools with EYFS (<i>Please circle</i>)
Name and address of setting	
Telephone contact	
Ofsted URN	

Name of Child	
Date of Birth	
Address	
Parent carer name	
Have parents been informed	YES / NO

Date of the Incident	Time:
Details of the Injury	
Details of how the injury occurred	
Action taken by Provider <i>i.e., parent informed, social care informed, child taken to A&E. Use overleaf if required</i>	

Previous notification(s) of Serious Injury:	YES / NO	If yes provide details:
Date referred to Ofsted:		
Date referred to LA:		

For LA use: Date received:
 Received by LADO:
 Setting advised: YES / NO
 Advice given / recommendation made:

Additional information:

Once completed this form should be emailed securely to:
boltonsafeguardingchildren@bolton.gov.uk
or via www.boltonsafeguardingchildren.org.uk

Appendix E

Before submitting, please check that the report is clear to someone else having to read it.
 (Please pass to your Designated Safeguarding Lead (DSL))

Part 2- for use by DSL

Time and date information was received and from whom:	
DSL endorses the reason for this concern:	Yes/ No
Any advice sought (if required)	Date, time, name, role, organisation and advice given
Action taken	Referral to children's social care/ monitoring, advice given to appropriate staff or EHA with reasons: Note the time, date, names of who the information was shared with etc
Parents/ carers informed:	Yes/ No Reasons
Outcome	Record names of individuals and agencies who have been given information regarding outcome of any referral made (if any)
Additional information:	Where can additional information regarding the child/ information be found (eg pupil file, serious incident book)
Should a concern or confidential file be commenced:	*If one isn't already in place Yes/ No Why- state reasons
Signed	
Print name	
Date	

Appendix F

Things to think about before making a LADO referral/contacting the LADO.....

A reminder about the four LADO Criteria:

That someone who works with children may have:

- Behaved in a way that has harmed, or may have harmed a child
 - Possibly committed a criminal offence against children, or related to a child
 - Behaved towards a child or children in a way that indicates they may pose a risk to children
 - Behaved or may have behaved in a way that indicates they may be unsuitable to work with children
- (‘Working Together to Safeguard Children’ – 2018 – Chapter 2:Section 4)

You are **strongly** encouraged to make contact with the LADO if you are uncertain about a situation or wish to seek some advice. However,

Safeguarding Leads/managers should make an initial evaluation – whenever possible – as to whether the concern **could** meet one of the four LADO criteria outlined above. It may assist you to think about the points below prior to contacting the LADO or submitting a referral. Not all the points will be relevant to your situation and there may be additional things to think about:

1. **Has there been some basic fact finding to understand what has happened and who was involved? Do you have sufficient understanding of the situation?**
2. **Without unduly pressing the child/young person for information, do you have a basic idea of what the child/young person is saying?**
3. **Could it be helpful to consult a Human Resources advisor to discuss the situation and gather their view on risk/harm? Have there been previous concerns about the person against whom an allegation is made?**
4. **If it is appropriate to do so, do you need to consult your line manager and establish their view about evidence of risk/harm?**
5. **Is the child/young person at immediate risk of harm? Is there a need to refer to Police or/and Social Care first?**

If after considering the points above, you are still concerned or are uncertain as to whether you should be concerned, *please* contact the LADO.

Consulting the LADO

If you want to discuss a case but don't think there is necessarily evidence of harm you do not have to share non-relevant personal details of the professional involved. Personal details would only be required if there is need for LADO involvement. Following discussion of the situation, we may conclude that the threshold for LADO involvement has not been met. However, you may find it helpful to consider these questions in relation to the presenting concern prior to consulting the LADO:

1. What *specifically* is happening that is causing you concern? What has triggered your concern?
2. Is this something you've been concerned about in the past? Is there something that causes this concern to recur? Is there a pattern emerging?
3. If things don't change, are you worried about what could happen in the future?
4. Are there any relevant challenges/vulnerabilities for the child or/and member of staff?
5. What are the strengths/positives for the child and/or staff member?

You may have some additional points to consider which are relevant to your situation, but hopefully the above questions are a starting point.

LADO can be contacted on LADO@bolton.gov.uk Tel: (01204) 337474

Appendix G
First Steps document – see flowchart!