Safeguarding: September 2026

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Safeguarding Children and Child Protection policy

Olivers Lodge will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

The key commitments of Olivers Lodge policy for safeguarding children.

1. Olivers Lodge is committed to **building a 'culture of safety'** in which children are protected from abuse and harm in all areas of its service delivery.
2. Olivers Lodge is committed to **responding promptly and appropriately** to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (DfES 2006).
3. Olivers Lodge is committed to **promoting awareness of child abuse issues** throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Olivers Lodge aims are to carry out this policy by:

- **Promoting children's right to be strong, resilient and listened to** by:
  - Creating an environment in our setting that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
  - Encouraging children to develop a sense of autonomy and independence.
  - Enabling children to have the self confidence and the vocabulary to resist inappropriate approaches.
- **Helping children to establish and sustain satisfying relationships** within their families, with peers, and with other adults.
- **Working with parents** to build their understanding of and commitment to the principles of safeguarding all our children.

The legal framework for this work is:

Primary legislation

The Children Act 1989 - s 47

The Protection of Children Act 1999

Data Protection Act 2018

The Children Act 2004 (Every Child Matters)

The Children (NI) Order

The Children (Scotland) Order

Equailty Act 2010

Guidance

Working Together to Safeguard Children (revised 2023)

What to Do if You are Worried a Child is Being Abused (revised 2015)

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

The Common Assessment Framework (2005)

Keeping Children Safe in Education (2026)

Early Years Foundation Stage Statutory Framework (2025)

Secondary Legislation

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976) Regulations

Rehabilitation of Offenders Act 1974

Liaison with other bodies

- We work within the Local Safeguarding Children Board guidelines and follow the statutory safeguarding procedures.
- We have a copy of 'What to do if you a worried a child is being abused' for parents, staff and volunteers, and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together.
- We notify the registration authority (OFSTED) of any incident or accident and any changes in our arrangements that may affect the wellbeing of children as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Details of the local National Society for the Prevention of Cruelty to Children (NSPCC) contacts are also kept.
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.
- Olivers Lodge will take all allegations of harm seriously and will follow the setting's safeguarding and child protection procedures and the procedures of the relevant local safeguarding partners. Where an allegation of harm is made against anyone who works or looks after children on the premises, Olivers Lodge will notify Ofsted as soon as is reasonably practicable and within 14 days at the latest. This applies whether the alleged harm took place at the setting or elsewhere. Olivers Lodge will also notify Ofsted of

the action taken in response to the allegation. Where appropriate, the Local Authority Designated Officer (LADO), children's social care and/or the police will also be contacted in accordance with local safeguarding procedures.

How do we achieve the above:

Olivers Lodge carries out the following procedures to ensure we meet the three key commitments outlined above in the Safeguarding Children Policy

Key Commitment 1

Olivers Lodge is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Staffing and volunteering

- Our designated person (a member of staff) who co-ordinates child protection issues is **Hannah Gogin**, 01799540709, hannah@olivers-lodge.co.uk. Our DDSL is Alexandra Harris, 01799 540709 alex@olivers-lodge.co.uk
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service 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 abide by the requirements, set out by the police, Government and OFSTED in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Key Commitment 2

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

Responding to suspicions of abuse

- We acknowledge that abuse or harm of children can take many different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the staff member makes a dated record of the details of the concern and discusses what to do with the setting manager. The information is then shared with the Designated Safeguarding Lead; Hannah Gogin, who will keep the notes stored electronically on a secure computer.
- Staff in the setting take care not to influence the outcome either through the way they speak to children or by asking questions of children but are encouraged to listen and offer reassurance.

Allegations against staff and Volunteers

- We ensure that all parents know how to complain about staff or volunteer actions within the setting, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint to our Local Authority Designated Officer and carry out the investigation in conjunction with them.
- We co-operate entirely with any investigation carried out by social services in conjunction with the police.
- The Local Authority Designated Offer (LADO) would be contacted.

Disciplinary action

- Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify Vetting and Barring so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

Key Commitment 3

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

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals.

- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- All staff receive mandatory safeguarding training which includes updated information about early intervention and safeguarding practices for children with SEND.

Curriculum

- We introduce key elements of child protection into our programme to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.
- We ensure that children with SEND are given additional support in understanding and recognising safety and abuse issues.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- offers reassurance to the child
- listens to the child
- gives reassurance that she or he will take action

The member of staff does not question the child, but will allow for open conversation.

Recording suspicions of abuse and disclosures

Staff make a record of:

- the child's name
- the child's address
- the age of the child
- the date and time of the observation or the disclosure
- an objective record of the observation or disclosure
- the exact words spoken by the child as far as possible
- the name of the person to whom the concern was reported, with date and time
- the names of any other person present at the time

These records are signed and dated and kept in the cause for concern book.

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 Safeguarding Children Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know.
- Any information is shared under the guidance of the Local Safeguarding Children Board.

Support to families

- The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- The setting makes clear to parents its role and responsibilities in relation to Child Protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social services department.
- The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the social care department in relation to the setting's designated role and tasks in supporting the child and the family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

Safeguarding Children With SEND.

- Liaising with the child's parents
- Liaising with any professional agencies
- Reading any reports that have been prepared
- Attending any review meetings with the local authority
- Regularly monitoring observations carried out on the child's developmental progress. All children will be given a full settling in period when joining the nursery according to their needs.

Aims:

- Recognise each child's individual needs and ensure all staff are aware of and have regard for the *Special Educational Needs Code of Practice (England) identification and assessment of any needs not being met by the universal service provided by the nursery
- Include all children in our provision
- Provide practitioners to help support parents and children with learning difficulties and/or disabilities.

- Identify the specific needs of children with learning difficulties and/or disabilities and meet those needs through a range of strategies
- Work in partnership with parents and other agencies in order to meet individual children's needs, including the health and education authorities, and seek advice, support and training where required
- Monitor and review our practice and provision and, if necessary, make adjustments, and seek specialist equipment and services if needed
- Ensure that all children are treated as equals and are encouraged to take part in every aspect of the nursery day according to their individual needs and abilities

Safeguarding Children

- Promote positive images and role models during play experiences of those with additional needs wherever possible
- Celebrate diversity in all aspects of play and learning. The SENCO Coordinator works closely together with all staff to make sure there are systems in place to assess- plan- do- review and records are shared with the parents

Methods:

- The Special Educational Needs Co-ordinator; **Sophie Marks** will give her name to parents
- Provide a statement showing how we provide for children with learning difficulties and/or disabilities
- Ensure that the provision for children with learning difficulties and/or disabilities is the responsibility of all members of the nursery
- Ensure that our inclusive admissions practice includes equality of access and opportunity
- Ensure that our physical environment is as far as possible suitable for children with disabilities
- Work closely with parents of children with learning difficulties and/or disabilities to create and maintain a positive partnership
- Ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education
- Provide parents with information on sources of independent advice and support

Staffing, DBS and Suitability Checks

Olivers Lodge follows safer recruitment procedures to ensure that all people working with or having access to children are suitable to do so. Appropriate references, identity checks, qualification checks and Disclosure and Barring Service (DBS) checks are completed in accordance with current legislation and EYFS requirements. Where a DBS check is required, a new employee will not commence employment until the required DBS check has been received. The setting will obtain the appropriate level of DBS check for the individual's role, including a Children's Barred List check where required. The setting will also ensure that volunteers, students, agency staff and other individuals working with children are subject to the appropriate suitability and

safeguarding checks. Volunteers and students will be appropriately supervised in accordance with current requirements. All suitability checks will be recorded and monitored, and the setting will take appropriate action where information arises that may affect an individual's suitability to work with children.

Provide a broad and balanced curriculum for all children with learning difficulties and/or disabilities

- Provide differentiated activities to meet all individual needs and abilities
- Use a system of planning, implementing, monitoring, evaluating and reviewing individual educational plans one plans for children with learning difficulties and/or disabilities.
- Review One plans as part of our asses- plan- do - review approach and organise meetings with parents at this time.
- Ensure that children with learning difficulties and/or disabilities appropriately involved at all stages of the graduated response, taking into account their levels of ability.
- Use a system for keeping records of the assessment, planning, provision and review for children with learning difficulties and/or disabilities.
- Provide resources to implement our SEND disability policy.
- Ensure the privacy of children with learning difficulties and/or disabilities when intimate care is being provided.
- Provide in-service training for practitioners and volunteers.
- Raise awareness of any training the setting has to offer, e.g. Makaton trained staff.
- Ensure the effectiveness of our SEND/disability provision by collecting information from a range of sources e.g. One plan reviews, staff and management meetings, parental and external agencies' views, inspections and complaints. This information is collated, evaluated and reviewed annually.
- Provide a complaints procedure.

Monitor and review our policy annually. Special Educational Needs Code of Practice: It is the duty of the nursery to carry out our statutory duties to identify, assess and make provision for children's special educational needs. The Code of Practice recommends that our nursery should adopt a graduated approach to assessment through Early Years Action and Early Years Action Plus. Good practice of working together with parents, and the observation and monitoring of children's individual progress, will identify any child with SEND.

Peer on peer abuse

Our settings may be the only stable, secure and safe element in the lives of children at risk of, or who have suffered harm. Nevertheless, whilst at Olivers Lodge, their behaviour may be challenging and defiant, or they may instead be withdrawn, or display abusive behaviours towards other children. Olivers Lodge recognises that some children may abuse their peers and any incidents of peer on peer abuse will be managed in the same way as any other child

protection concern and will follow the same procedures.

Peer on peer abuse can manifest itself in many ways. This may include bullying (including cyber bullying), online abuse, gender-based abuse, 'sexting' or sexually harmful behaviour. We do not tolerate any harmful behaviour in Olivers Lodge and will take swift action to intervene where this occurs. We have regular conversations to help children understand, in an age- appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable.

Any issues of peer on peer abuse will either be dealt with in-line with the Positive Behaviour Policy or Child Protection Policy.

Social Networking

It is important that staff ensure proper practice when using the Internet including social networking sites. This is to protect the children, parents and other staff in Olivers Lodge. It is also to guard Olivers Lodge and your personal reputation.

Olivers Lodge states that staff members are allowed to use any social networking site as long as they follow these guidelines regarding the impact social networking has on Olivers Lodge. Failure to comply with the above is an invasion of privacy and may result in disciplinary. The guidelines include but are not limited to:

- Staff must not publicly mention any of the children from Olivers Lodge on their online profiles.
- Staff must avoid writing indirect suggestive comments about Olivers Lodge on their social networking sites e.g. "I've had a bad day at work".
- Staff must not publish photos of the children on their online profiles.
- Staff must not publish photos of other staff in Olivers Lodge on their online profiles without permission.
- Staff must not publicly write anything about other staff members on their social networking sites without permission.
- Staff must not discuss colleagues or work related matters on social media platforms.
- Staff must not use their phones to take photos or go on social networking sites whilst at Olivers Lodge.
- Staff must not mention any of the companies that Olivers Lodge works with on their social networking site.
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents or carers that use Olivers Lodge unless they know them in a personal capacity.
- Staff members are advised to set their online profiles as private so that only friends are able to see their information. This can help to prevent any accidental breaches of this policy.

Please be aware that serious breach of the Social Networking policy could result in disciplinary action.

Photographs

Due to the potential misuse of photographic and video/camera/mobile phone data the use of personal mobile telephones is not permitted to take photographs of any children in the care of Olivers Lodge. Photographs of children should only be taken with devices that are owned by the settings, such as Amazon Fire Tablets, iPads or digital cameras, and all captured images should be securely stored, and backed up to a secure server.

Mobile Phones and Cameras

Olivers Lodge recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

Staff being distracted from their work with children

The use of mobile phones around children

The inappropriate use of mobile phones

Olivers Lodge allows the acting setting manager to have access to their phone throughout the duration of the session for emergency use and should the senior management need to contact them. All other phones and smartwatches are always kept in a box and are not allowed to be used in the main rooms, toilets, cloakrooms or in the play areas at any time. If staff fail to follow this guidance, disciplinary action will be taken in accordance to the Olivers Lodge disciplinary procedure. If staff need to make an emergency call, they must do so in the office. Staff must ensure that there is no inappropriate or illegal content on the device.

Learning journeys are now online, therefore smart phones and iPads (owned by Olivers Lodge) will be used to take photographs and update observations. These will be monitored when backed up on the main secure computer.

When children undertake a trip or journey, mobile phones should only be used in emergencies and must be used responsibly to ensure the safety of all children.

Children should not use mobile phones within the grounds and should not bring in mobile phones (or any other form of recording device) to Olivers Lodge, except in exceptional circumstances about which Olivers Lodge has been informed. In such circumstances, the child's phone must be kept in the office until they go home. No child should bring any other recording devise such as camera or video recorders to Olivers Lodge, as well as smart watches.

Use of Mobile Phones for Volunteers and Visitors

Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call, they may use the office.

Volunteer and visitors are not permitted to take photographs or recordings of the children without the managers permission.

Online safety

We recognise that our children are developing in an increasingly complex world, living their lives on and offline. This presents many positive and exciting opportunities, but we recognise it also presents challenges and risks. Any child can be vulnerable online regardless of their age. We seek to raise awareness of online safety with our children in an age and developmentally appropriate way and will always work alongside parents and other outside agencies to ensure the online safety of our children, sharing resources and advice where appropriate.

Olivers Lodge does not allow children to bring their own devices into the setting. If there is an exceptional circumstance where this is needed, the device is handed over to a member of staff on arrival and given back at the end of the session. This includes mobile phones, tablets, smart watches, gaming devices and other electronic devices.

Olivers Lodge recognises the importance of ensuring that children's use of screens within the setting is appropriate, purposeful and supports their learning and development. Screen use will be limited and will not replace important experiences such as adult interaction, physical activity, outdoor play, sleep, stories, imaginative play or opportunities to interact with other children.

Screen use should be avoided for children under the age of 2, except in exceptional circumstances, such as video calls with parents or carers. For children aged 2 to 5 years, screen use should be limited to up to 1 hour per day, and less where possible. Screen use will be considered in relation to the individual needs and development of each child.

Screens will only be used where there is a clear purpose and where staff feel that they add value to the children's learning or experience. Screens will not be used simply to occupy children, manage behaviour or calm children, and will not be left playing in the background while children are engaged in other activities.

Children will not be given unsupervised access to screens or allowed to independently search or browse online. Staff will remain involved when children are using digital devices and will support children to understand and talk about what they are seeing and experiencing.

Any videos, websites, applications or other digital content used with children will be checked by staff before being shown to ensure that it is suitable for their age and stage of development and is appropriate for the setting. Staff will be mindful of advertisements, autoplay, inappropriate content and content which may be overstimulating for young children.

Olivers Lodge will teach children how to behave respectfully and responsibly when using technology, including the importance of respecting other people's privacy and understanding that they should tell a trusted adult if something they see or experience online makes them feel worried, upset or uncomfortable. Staff will integrate online safety into the EYFS curriculum in a way that is appropriate to the age and understanding of the children.

Olivers Lodge will not encourage children to use artificial intelligence (AI) tools or toys with built-in AI features within the setting, in line with current guidance regarding the use of AI with young children.

Photographs and videos of children will only be taken in accordance with Olivers Lodge's safeguarding, photography and data protection procedures. The number of photographs and videos taken will be kept to a minimum, including those taken for assessment purposes. Photographs and videos will only be shared with parents and carers using approved and secure methods and must not be shared through personal social media accounts or personal messaging applications. Photographs and videos are to only be taken if permission from parents or carers have been granted.

Digital devices may be used by staff to support observations and assessments; however, children's development will continue to be assessed through observations, interactions and professional judgement rather than requiring children to complete activities on a screen.

Staff and volunteers at Olivers Lodge are expected to follow these guidelines to ensure the safety and wellbeing of all the children in our care. The use of social networking sites, mobile phones, smart watches, cameras and other electronic devices must be in alignment with Olivers Lodge's values and safeguarding procedures, and any breaches will be acted upon in accordance with our disciplinary procedures.

Olivers Lodge will continue to monitor and review its online safety and screen-use practices to ensure that they remain appropriate and reflect current EYFS requirements, safeguarding expectations and best practice. Staff will be kept informed of any changes to guidance and will be expected to always follow the setting's procedures.

Female Genital Mutilation (FGM)

At Olivers Lodge we have robust and rigorous safeguarding procedures in place and take our responsibilities of child protection seriously, this guidance should be read in conjunction with the overarching Safeguarding Policy and Child Protection Policy.

In line with Essex Safeguarding FGM policy we recognise that whilst there is not necessarily an intent to harm a girl / young woman through FGM, the practice has serious short and long term medical and psychological implications and as an extended schools and early years provider we need to work with partner agencies to promote understanding and safeguard students who may be at risk of this practice. We also recognise the practice of FGM in the UK is a criminal offence.

Female Genital Mutilation is a form of child abuse and as such is dealt with under our Safeguarding Policy. The aim of this policy is to give depth to our understanding of the issues and our duty of care if we believe a child is at risk of or has had, any form of FGM performed on them.

We aim to work sensitively with community groups where this maybe a cultural belief and practice to educate and inform however we believe the welfare of the child is paramount and will act to safeguard and promote our students welfare, acting in the interest of the rights of the girl / young woman, as stated in the UN Convention on the Rights of the Child (1989).

Definition of FGM:
At Olivers Lodge we use the World Health Organisation definition as written below.

The UK Government has written advice and guidance on FGM that states;
“FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. In all circumstances where FGM is practised on a child it is a violation of the child’s right to life, their right to their bodily integrity, as well as their right to health. The UK Government has signed a number of international human rights laws against FGM, including the Convention on the Rights of the Child.”
UK communities that are most at risk of FGM include Kenyans, Somalis, Sudanese, Sierra Leoneans, Egyptians, Nigerians and Eritreans. However women from non- African communities that are at risk of FGM include Yemeni, Kurdish, Indonesian and Pakistani women.”

Ofsted have included FGM in their “Inspecting Safeguarding” briefing for Inspectors.

They will examine this through training records, talking to staff and examining any records we may have on file where FGM is a concern, or advice, support or guidance has been sought in relation to a child at the school. There should be a culture of vigilance amongst staff rather than an assumption that the child is not at risk due to ethnicity or age.

Policy

At Olivers Lodge, safeguarding is everybody’s responsibility and for all staff to adhere to and follow the policies in place to support children and their families

to stay safe from harm. We embrace the fact that we live in a multi-cultural society, we are however conscious there are some practices which are permitted in other parts of the world which are against the law in the United Kingdom, the practice of female genital mutilation is one of these.

1. At Olivers Lodge we monitor attendance and will highlight patterns that cause concern.

2. FGM training has been undertaken by the designated safeguarding lead and training disseminated to all staff at the front line dealing with the children.

3. There is a clear expectation for staff at Olivers Lodge to attend training to support them in their understanding of this issue and to be alert to the possible signs that a child may be vulnerable or has been subject to, female genital mutilation.

4. Staff are aware of their responsibility to escalate any concerns, where they believe a child may be at risk of FGM to the designated safeguarding lead. Staff are also aware they can refer the matter directly to the Police if they believe a criminal act has been committed and a child has been subject to FGM.

5. Staff are aware of the need to take timely and appropriate action in respect of concerns.

6. Staff at Olivers Lodge have been made aware that females are at particular risk of FGM during school summer holidays. This is the time when families may take their children abroad for the procedure.

Staff have been advised to be vigilant when it comes to;

- Talk of ceremonies to celebrate the young person becoming a woman.
- Changes in patterns of behaviour if a child is taken out of the country.
- Undisclosed health issues where the child is experiencing discomfort in sitting, going to the toilet etc.

Staff are made aware of the increased risk of FGM during school holidays, especially the summer holidays.

The Designated Safeguarding Lead will keep an open dialogue on the topic of FGM (ensuring this is done in an age appropriate way) with children and parents from practising communities who may be at risk.

All staff at Olivers Lodge are aware FGM is a child protection issue. Concerns will be addressed under Section 47 of the Children Act 1989 in common with

any other safeguarding matter where it is believed a child has suffered or is at risk of suffering significant harm.

Staff are alert to possible indicators that a child is at risk of FGM:

- The family comes from a community that is known to practice FGM - especially if there are elderly women present.
- In conversation a child may talk about FGM.
- A child may express anxiety about a special ceremony.
- The child may talk or have anxieties about forthcoming holidays to their country of origin.
- If a female has already undergone FGM – and it comes to the attention of any professional, consideration needs to be given to any Child Protection implications e.g. for younger siblings, extended family members and a referral made to Social Care or the Police if appropriate.

If we have concerns that children in our school community are at risk or victims of FGM then we refer to the Essex Guidelines for FGM.

Staff are aware of the need to have professional curiosity.

Staff are required to make an accurate record of concerns, observation or comment in line with Olivers Lodge record keeping policy and immediately refer their concerns to the DSL.

We will refer all concerns regarding possible or actual FGM to social care via the First Response Team. In the event of information coming to the attention of the staff that there is an immediate threat to the child or it is believed there is a flight risk or a criminal offence has taken place staff will then refer immediately and directly to the Police

Referral to the First Response Team can be made verbally in the first instance but need to be followed up within 24 with a written account using the Multi Agency Referral Form following the usually CP procedures contained within the main body of our Safeguarding Policy. The DSL will keep an open dialogue with at-risk families and provide or direct them to support services, such as the NSPCC FGM helpline and local safeguarding hubs.

Practical tips

These questions and advice are guidance and each case should be dealt with sensitively and considered individually and independently.

What can I ask?

- Talk to children about their holiday.

- Sensitively and informally ask the family about their planned extended holiday ask questions like; Who is going on the holiday with the child? How long they plan to go for and is there a special celebration planned?
- Where are they going?
- Are they aware that Olivers Lodge cannot keep their child on roll if they are away for a long period?
- If there is a concern that a child may be vulnerable to FGM this needs to be reported using Olivers Lodge Safeguarding procedures and / or the information passed to the Police.
- Are the family aware that FGM including Sunnah is illegal in the UK even if performed abroad?

The Prevent Duty & Promoting British Values

From 1st July 2015 all schools and registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

Indicators

We are committed to providing a secure environment, where children feel safe and are kept safe. All adults in our setting recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for children or not. Staff will be alert to issues including:

- Disclosures by children of their exposure to the extremist actions, views or materials of others outside of the setting, such as in their homes or community groups
- Graffiti symbols, writing or art work promoting extremist messages or images
- Parental reports of changes in behaviour, friendship or actions and requests for assistance
- Use of extremist or 'hate' terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture.

Actions

In order to ensure that we adhere to and achieve the Prevent duty we will:

- Provide appropriate training for staff. Part of this training will enable staff to identify children who may be at risk of radicalisation

- We will build the children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views (for early years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world)
- We will assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology
- We will ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way
- We will be aware of the online risk of radicalisation through the use of social media and the internet
- As with managing other safeguarding risks, our staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or seek to hide their views). Our Key Person approach means we already know our key children well so we will notice any changes in behaviour, demeanour or personality quickly
- We will not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern. Our key person approach means that we already have a rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly
- We will work in partnership with our LSCB for guidance and support
- We will build up an effective engagement with parents/carers and families. (This is important as they are in a key position to spot signs of radicalisation)
- We will assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms
- We will ensure that all staff will undertake Prevent awareness training (as a minimum) which includes guidance on how to identify those who may be vulnerable to being drawn into terrorism and how to refer them into the Channel process
- We will ensure that any resources used in the nursery are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively

Ratios

Olivers Lodge work within the EYFS Framework staff to child ratios. Staffing arrangements meet the needs of all children and ensure their safety. Olivers Lodge ensures that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. Children must usually be within sight and hearing of staff and always within sight or hearing. When eating, there should always be a staff member in the room with a valid paediatric first aid certificate. Only those aged 17 or over may be included in ratio. Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices may be included in the ratios once Olivers Lodge

are satisfied that they are competent and responsible. At least one member of staff who has a current paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings.

For children aged under two:

- there must be at least one member of staff for every three children
- at least one member of staff must hold a full and relevant level 3 qualification, and must be suitably experienced in working with children under two
- at least half of all other staff must hold a full and relevant level 2 qualification
- at least half of all staff must have received training that specifically addresses the care of babies
- where there is a room for under two, the member of staff in charge of that room, must in judgement of the provider, have suitable experience of working with under twos

For children aged two:

- there must be at least one member of staff for every five children
- at least one member of staff must hold a full and relevant level 3 qualification
- at least half of all other staff must hold a full and relevant level 2 qualification

For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children:

- there must be at least one member of staff for every 13 children
- at least one other member of staff must hold a full and relevant level 3 qualification

For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is not working directly with the children:

- there must be at least one member of staff for every eight children
- at least one member of staff must hold a full and relevant level 3 qualification
- at least half of all other staff must hold a full and relevant level 2 qualification

Before and Afterschool care or Holiday clubs:

For children who normally attend Reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. We will endeavour to meet a ratio of between 1:10 and 1:15 solely based around meeting the safety and welfare requirements of the children

Child Sexual Exploitation (CSE)

Child Sexual Exploitation (CSE) is a form of child abuse, which can happen to boys and girls from any background or community. In Essex, the definition of Child Sexual Exploitation (CSE) from the Department of Education (DfE, 2017) has been adopted:

"Child Sexual Exploitation is a form of child sexual abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 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. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology".

It is understood that a significant number of children who are victims of CSE go missing from home, care and education at some point. As a setting we are alert to the signs and indicators of a child becoming at risk of, or subject to, CSE and will take appropriate action to respond to any concerns.

Domestic abuse

Domestic abuse can take many forms, including psychological, physical, sexual, financial, emotional and parental imprisonment. We recognise that exposure to domestic abuse can have a serious, long-term emotional and psychological impact on children. We are alert to these indicators and will respond as appropriate should they arise.

Children who go missing

All children, regardless of their age, ability, aptitude and any special education needs they may have are entitled to a full-time education. The setting recognises that a child missing who goes missing is a potential indicator of abuse or neglect and will follow the settings procedure for unauthorised absence. It is also recognised that, when not in school, children may be vulnerable to or exposed to other risks, so we work with parents and other partners to keep children in school whenever possible.

Child absences

Olivers Lodge will follow up on absences in a timely manner. If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent and/or carer, attempts will be made to contact the child's

parents and/or carers and alternative emergency contacts as listed on the child's enrolment forms. Any concerns will be referred to the local children's social care services and/or a police welfare check requested. Parents should always inform us of the reason for any absence as stated and agreed to in their terms and conditions.

Recap: Types of Child Abuse – Full NSPCC Overview

This document outlines ALL types of child abuse identified by the NSPCC. Each section provides a short explanation of the abuse type and common signs or indicators. This resource is intended for safeguarding awareness, training, and professional reference.

Bullying and Cyberbullying

Explanation: Bullying is repeated behaviour intended to hurt, intimidate or humiliate a child. Cyberbullying takes place online using phones, social media, messaging apps or gaming platforms and can feel constant and inescapable.
Signs and indicators:
Unexplained injuries or damaged belongings
Reluctance to attend school or activities
Changes in mood or confidence
Withdrawal from friends or family
Upset or anxious after being online

Child Sexual Exploitation (CSE)

Explanation: Child sexual exploitation is a form of sexual abuse where children are manipulated or coerced into sexual activity in exchange for attention, gifts, money, drugs or status.
Signs and indicators:
Receiving unexplained gifts or money
Older or controlling relationships
Going missing or staying out late
Secretive phone or internet use
Emotional distress or anxiety

Child Trafficking

Explanation: Child trafficking involves the recruitment, movement or harbouring of children for exploitation, including sexual exploitation, forced labour or criminal activity.
Signs and indicators:
Poor living conditions
Little contact with family
Appearing under control of others
Fearful or withdrawn behaviour
Lack of personal possessions or documents

County Lines

Explanation: County lines is a form of criminal exploitation where children are groomed to transport drugs, money or weapons, often across different areas.
Signs and indicators:
Frequent missing episodes
Unexplained money or possessions
Sudden changes in behaviour or friendships
Using multiple phones
Signs of intimidation or violence

Criminal Exploitation and Gangs

Explanation: Criminal exploitation occurs when children are forced, coerced or manipulated into criminal activity, often by gangs.
Signs and indicators:
Association with gang members
Carrying weapons
Fearful or aggressive behaviour
Unexplained injuries
Unexplained income or possessions

Domestic Abuse

Explanation: Domestic abuse involves children witnessing or experiencing controlling, coercive, threatening or violent behaviour between adults in the home.
Signs and indicators:
Anxiety or depression
Aggressive or withdrawn behaviour
Sleep disturbances or nightmares
Developmental delays
Frequent absences from school
Emotional Abuse

Explanation: Emotional abuse is persistent emotional maltreatment that damages a child's emotional development, such as humiliation, rejection or constant criticism.
Signs and indicators:
Low self-esteem
Extreme behaviour
Delayed emotional development
Difficulty forming relationships
Anxiety or depression

Female Genital Mutilation (FGM)

Explanation: FGM is the deliberate cutting or alteration of female genitalia for non-medical reasons. It is illegal in the UK and a serious form of child abuse.
Signs and indicators:
Extended absence from school
Difficulty walking or sitting
Urinary or menstrual problems
Reluctance to medical examinations
Emotional or behavioural changes

Grooming

Explanation: Grooming is when someone builds a relationship with a child to gain their trust for the purpose of abuse or exploitation, either online or in person.
Signs and indicators:
Increased secrecy
Spending excessive time online
Receiving unexplained gifts
Changes in mood or behaviour
Withdrawal from family

Neglect

Explanation: Neglect is the ongoing failure to meet a child's basic physical and emotional needs, which can seriously impact development.
Signs and indicators:
Poor hygiene or clothing
Hunger or tiredness
Untreated medical issues
Frequent school absence
Developmental delays

Non-recent Abuse

Explanation: Non-recent abuse refers to abuse that happened in the past and may be disclosed later in life. It still requires safeguarding action.
Signs and indicators:
Delayed disclosure
Emotional distress linked to past events
Mental health difficulties
Substance misuse
Difficulty trusting others

Online Abuse

Explanation: Online abuse includes exploitation, bullying or coercion that occurs through digital platforms and technology.
Signs and indicators:
Distress after internet use
Changes in online behaviour
Secrecy around devices
Sleep problems
Anxiety or isolation

Physical Abuse

Explanation: Physical abuse involves deliberately causing physical harm to a child, including hitting, shaking, burning or poisoning.
Signs and indicators:
Unexplained injuries
Fear of physical contact

Wearing clothing to cover injuries
Aggressive behaviour
Reluctance to go home

Sexual Abuse

Explanation: Sexual abuse involves forcing or enticing a child to take part in sexual activities, including non-contact abuse such as exposure to sexual content.
Signs and indicators:
Sexualised behaviour inappropriate for age
Avoidance of certain people
Changes in eating or sleeping
Physical discomfort
Withdrawal or self-harm

Harmful Sexual Behaviour

Explanation: Harmful sexual behaviour refers to sexual behaviours by children that are developmentally inappropriate, coercive or abusive.
Signs and indicators:
Sexual behaviour beyond age expectations
Use of force or coercion
Poor understanding of consent
Emotional or behavioural difficulties
History of trauma or abuse
Source: NSPCC – Keeping Children Safe

Essex Safeguarding Children Board

You can contact ESCB on 03456037627. More information, including set procedures can be found at https://www.escb.co.uk/2423

Useful Contacts

Children's Safeguarding Contacts

- **Emergency (Immediate Risk):** 999 or non urgent 101
- **Children and Families Hub (Concerns/Advice):** 0345 603 7627
- **Early Help and Family Support (Essex Child and Family Wellbeing service) –** 0300 247 0022
- **Out of Hours (Emergencies):** 0345 606 1212
- **Online Reporting (Child):** Essex County Council Website

- **LADO (Allegations against staff/volunteers):** 03330 139 769 (Children's Workforce Allegations Team – Local Authority Designated Officer)
- **NSPCC** – 0808 800 5000

Adult Safeguarding Contacts

- **Emergency (Immediate Risk):** 999 or non urgent 101
- **Adult Social Care (Essex):** 0345 603 7630
- **Online Reporting (Adult):** Essex SAB Website

Reviewed by: Hannah Fociac *HFOCIAC*

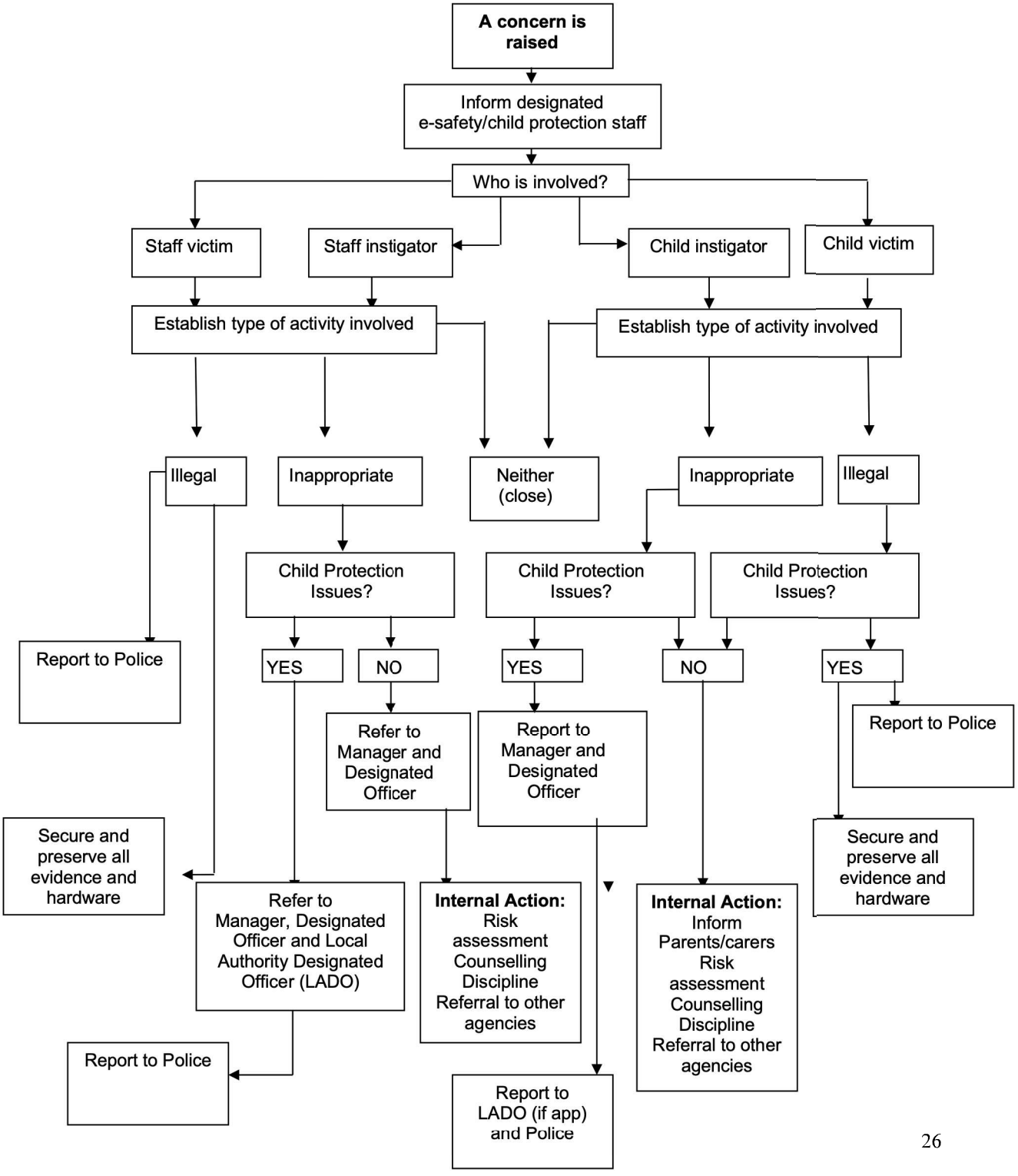
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Next Review due by: September 2027

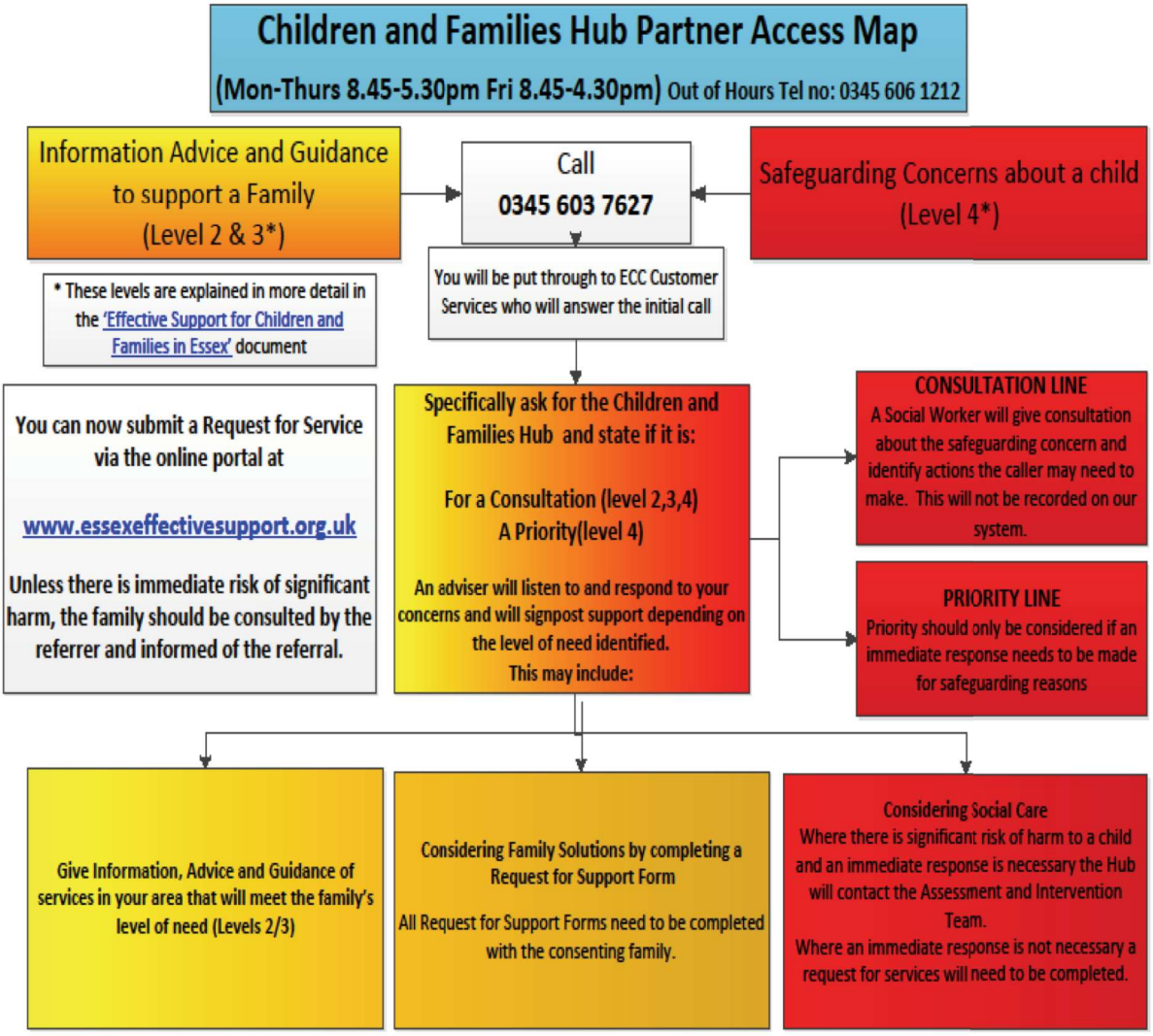
Staff Signatures

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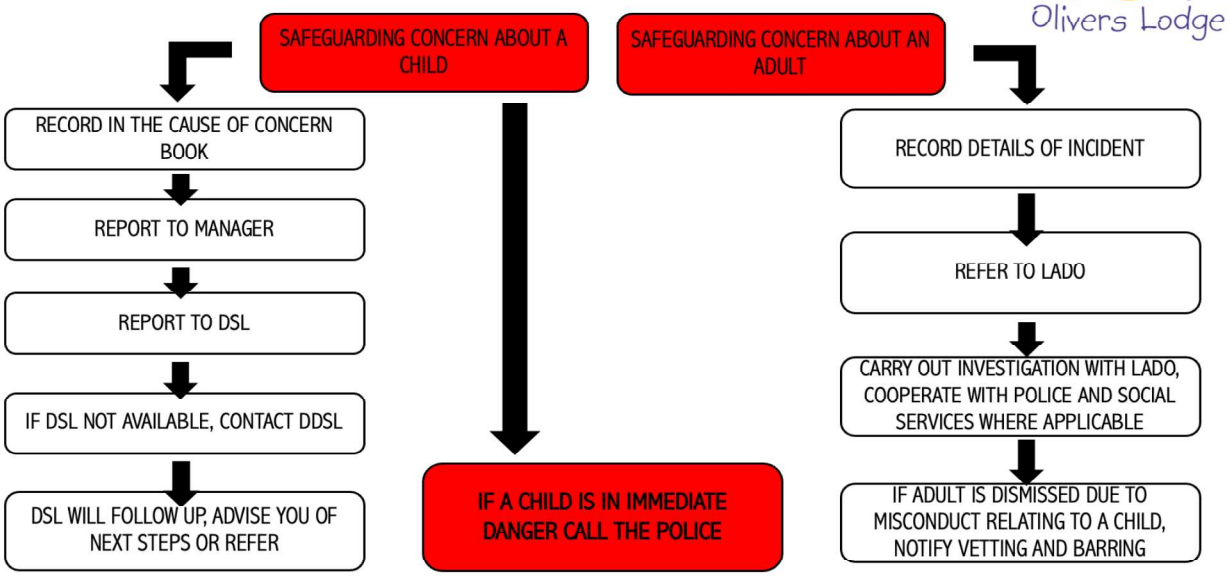
Set Procedures for reporting Safeguarding Issues



Appendix A: Children and Families Hub flow chart



INTERNAL SAFEGUARDING PROTOCOL



Concern for a child or young person and their family

As concerns emerge

- ✔ In agency/organisation/education setting based meeting with the family

Consultation opportunities

- ✔ Consultation with your organisation's designated safeguarding person/safeguarding lead
- ✔ TAFSO@essex.gov.uk
- ✔ Early Help Drop-ins – (link will take you to days, time and joining info)
- ✔ SET CAMHS Professional Consultation Line available Mon-Thurs 10am-midday. Tel: 0300 300 1996 - professionals only

*** Always record your concern and outcome of any consultation ***

Further resources available

- ✔ Review your concerns against the Indicators of need (within the Effective Support document)
- ✔ Find a service in the Essex Directory of Services or Frontline
- ✔ SEND needs Essex Local Offer or SEND Information, Advice & Support
- ✔ Essex Child & Family Wellbeing Service
- ✔ Early Help plan template

Safeguarding concerns for child, young person and their family

Consultation with your organisation's designated safeguarding person/safeguarding lead.

Safeguarding Consultation with the Children & Families Hub 0345 603 7627.

Submission of a Request for Support to the Children & Families Hub or use the Priority Line for most urgent child protection concerns (call 0345 603 7627 and ask for the priority line).

The Children and Families Hub triage the information shared and make a decision about level of need.

For those Requests for Support that do not require a Family Solutions or Children`s Social Care intervention, the referrer will receive feedback explaining the rationale for the decision.

Early Help | Family Solutions | Children's Social Care