

## Safeguarding Children and Child Protection Policy

### Statement of intent:

*'Every child deserves the best possible start in life and the support that enables them to fulfil their potential. A secure, safe and happy childhood is important in its own right.'* Statutory Framework for the Early Years Foundation Stage (EYFS).

Goldsmiths Students' Union Nursery has a legal and moral duty to safeguard children under the Children Act 1989 and the Children Act 2004. The nursery has regard to the Government's statutory guidance Working Together to Safeguard Children 2023, Keeping Children Safe in Education 2023 and follows any guidance and procedures laid down by the London and Lewisham Safeguarding Children Board (LSCB).

### Aim:

The nursery is committed to safeguarding children. We endeavour to provide a secure environment that is welcoming, safe and stimulating. We aim to ensure that all children are kept safe and protected from harm. We recognise that safeguarding is the responsibility of everyone within the organisation, and as a nursery aim to ensure mechanisms are in place to support all staff members to understand their individual responsibilities through appropriate and regular training and updates. As a nursery we also aim to ensure that all visitors, volunteers, parents and children are aware of expected behaviours and the setting legal responsibilities in promoting the safety and welfare of our children.

### Method:

- The nursery has a robust recruitment process, following guidelines laid out by Goldsmiths Students Union and as per the guidance detailed in the Statutory Framework for the EYFS. All new staff members are required to be screened through the Disclosure and Barring Service (DBS), staff are vetted at regular intervals throughout their time with the nursery.

- All new staff and volunteers go through a thorough induction process, inclusive of the settings safeguarding and child protection procedures, code of conduct and behaviour management procedures.

- All staff at the nursery attend regular training and additionally receive annual updates to ensure they have up to date knowledge of safeguarding issues. Training covers recognising signs of abuse relating to physical, emotional, sexual and neglect. *Please refer to the Safeguarding Board, situated by the staircase down to the toddler room for more detailed information about signs of abuse.*
- Each staff member attends termly supervision meetings with the Nursery Manager. These meetings foster a culture of mutual support, teamwork and continuous improvement, including opportunities for confidential discussion of any sensitive issues.
- Staff are alert to inappropriate behaviours displayed by other adults or staff at all times. The nursery encourages a culture where concerns are readily listened to and can be raised and discussed without fear of reprisal.
- All nursery staff work in a transparent way and adhere to good practice guidance, such as always working in pairs, ensuring doors are left open and changing areas are made as visible as possible.
- The nursery operates a strict mobile phone policy, which states that personal mobile phones and cameras must not be used on the nursery premises. *Please refer to our Mobile Phone and Camera Policy for more information.*

### **Designated Safeguarding Officer (DSO):**

Goldsmiths Students' Union nursery's DSO is **Nassiba Bensefia**, the Deputy DSO is **Daneele Johnson**. Together, they take lead responsibility for safeguarding children in the nursery's care. It is ensured that there is always a DSO available on site at the nursery, or contactable by phone if off-site. Upon starting at the nursery, it is made clear to any new parents, staff or students who the DSOs are and their responsibilities. The names of the DSOs are also displayed on the safeguarding board, situated in the stairwell outside the nursery manager's office.

Responsibilities of the DSO include:

- Liaison with local statutory children's services agencies and with the LSCB.
- Providing support, advice and guidance for any other staff on an ongoing basis, and on any specific safeguarding issue as required.
- Reviewing and updating the nursery's safeguarding policies. Policies are updated annually, or immediately in the event of any changes to guidance.
- Regularly reviewing accident/ incident books and recording and monitoring any safeguarding issues.

- Attending safeguarding training every two years and seeking updates on safeguarding at least annually and sharing these accordingly.

### **Staff Procedures for Child Protection**

Prior to new children starting at the nursery, there is a selection of statutory information that staff are required to keep records of through the admissions process. This is inclusive of full name, address/es, gender, date of birth, named persons with parental responsibility, legal contact and the name of the person the child normally lives with. This information is updated annually or sooner when required. Staff continue an open dialogue with parents throughout their time here.

Whenever unexplained or unusual changes are observed in a child's behaviour, physical condition or appearance, or if a child makes a statement that a member of staff feels concerned about, an entry will be recorded in the nursery's incident folder.

Entries may include:

- Child's name and date of birth
- Timed and dated observation
- Accurate and factual description of the child's behaviour and/or appearance
- Site maps to record bruises or marks
- Exact words spoken by child
- Exact words spoken by adult or parent in relation to the incident, e.g. for example a parent's response when asked about a mark or change in a child
- Name and signature of staff member, manager and parent
- Any further action taken

Staff must share these incident reports with parents, in order to gain their explanation and alleviate any concerns, unless we feel that this will place the child at immediate risk of harm. Should this be the case, or should any further concerns be raised advice would then be sought from the nursery manager or DSOs and where there remains a cause for concern and it is considered that a child or parent would benefit from further services, and appropriate referral would be

made through contacting will contact the Lewisham Multi Agency Safeguarding Hub (MASH). The Early Help Team can offer advice if the staff member is unsure of next steps necessary for intervention/ support. Details of these agencies can be found at the end of this document.

If we believe that a child may be at immediate risk of harm, then the staff member raising concern in liaison with the nursery manager or DSO, will contact Children's Social Care. The telephone number for Children's Social Care can be found at the end of this policy or on the safeguarding notice board. A child must be referred within the borough that they live. Wherever possible consent will be sought from a parent before contact is made with Children's Social Care, unless it is deemed that by doing this the child would be at immediate risk. In these situations, Children's Social Care will decide when the parents are contacted.

Once a child is referred to Children's Social Care, they will make an assessment of the child's needs and decide what services and provisions are necessary.

The nursery has the right to share any information regarding a child's protection with other professionals involved. Safeguarding a child's welfare overrides the need to keep information confidential. We do, however, understand the sensitivity of any such disclosures and information is only shared on a 'need to know' basis.

### **Female Genital Mutilation (FGM)**

FGM is illegal in the United Kingdom under the Female Genital Mutilation Act 2003 and as amended by the Serious Crime Act 2015, section 73. It is important to be aware that this includes taking a child abroad to undergo FGM overseas.

FGM comprises all procedures involving partial or total removal of external female genitalia or other injury to the female genital organs whether for cultural or non-therapeutic reasons. Please refer to the Safeguarding Board, situated by the stairs, for more information. FGM is often carried out for cultural or social reasons, it has no medical benefits and carries a number of risks to the individual.

The nursery will do everything in its power to ensure that no child in its care is subject to FGM. The nursery staff are aware of signs to look out for relating to FGM, including children being taken out of nursery for extended periods and we reserve the right to ask where you are travelling to.

Should a member of staff have any concerns about a child, the DSO will be informed, and a decision made as to whether a referral to MASH need be made and a FGM Protection Order sought.

Any incidents will be treated in the strictest confidence. Safeguarding the children in our care is always a priority and the nursery will not tolerate any form of child abuse.

### **Allegations against a staff member, student or volunteer:**

The nursery makes every attempt to ensure that all adults working with children understand the nature of their work and responsibilities relating to it. They are placed in a position of trust and therefore receive clear and regular advice on appropriate and safe behaviours for working with children. All staff, students and volunteers have a duty to disclose any concerns they have about the conduct of others or about the welfare of any child within the setting.

Allegations against a staff member may be made by a child, parent/ guardian, another member of staff (please refer to our Whistle Blowing Policy), or a member of the public. Any allegations or concerns raised will always be readily listened to and taken seriously. **Please refer to the attached flowcharts regarding the protocol set out by Lewisham Safeguarding Board for any allegations made.**

Should you have any concern or allegation, you should in the first instance speak to the Nursery Manager, Karen Roe or in her absence either of the DSOs, Nassiba Bensefia and Daneele Johnson. You should avoid speaking directly to the staff member about your allegation. If the allegation meets the criteria below the manager will complete a referral form and send it to the LADO (Local Authority Designated Officer) within 24 hours of becoming aware. Details of the LADO can be found at the end of this policy.

### **The framework for managing allegations should be used in respect of all cases in which it is alleged that a person who works with a child 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; or
- Behaved towards a child or children in a way that indicates she/ he could pose risk of harm if they work regularly with children

### **Further Information and Linked Policies**

This policy should be read in conjunction with the nursery's other policies, located on our website, that also promote the welfare of children, some of which are listed below. Please also refer to the Safeguarding Board, situated by the staircase down to the toddler room for more information about safeguarding and recognising the signs of abuse.

[Allegations/ Concerns Against Staff Flowchart](#)

[Whistle Blowing Policy](#)

[Mobile Phone and Camera Policy](#)

[Prevent Duty and British Values Policy](#)

[Photograph Policy](#)

**Key Nursery Contact Details:**

020 7919 7111

Karen Roe, Nursery Manager  
[karen@goldsmithssu.org](mailto:karen@goldsmithssu.org)

Nassiba Bensefia, Designated Safeguarding Officer  
[nassiba@goldsmiths.org](mailto:nassiba@goldsmiths.org)

Daneele Johnson, Deputy Designated Safeguarding Officer  
[daneele@goldsmithssu.org](mailto:daneele@goldsmithssu.org)

**External Services:**

Lewisham Safeguarding Children's Board (LSCB)  
[safeguardingboard@lewisham.gov.uk](mailto:safeguardingboard@lewisham.gov.uk)

**020 8314 3396**

Early Help Team

For advice on safeguarding issues contact Early Help Advance Practitioner  
Phillip Oxenham (area1)

**020 8314 7333**

Low level support/ issues (Level 1)  
Educational Professional – non- social worker

[lisathronley@lewisham.gov.uk](mailto:lisathronley@lewisham.gov.uk)

**020 8314 6829**

Lewisham Multi Agency Safeguarding Hub (MASH)

For referrals and assessment

Higher level support/ intervention (levels 2-4)

[mashgcsx@lewisham.gcsx.gov.uk](mailto:mashgcsx@lewisham.gcsx.gov.uk)

[mashagency@lewisham.gov.uk](mailto:mashagency@lewisham.gov.uk)

During office hours (Monday-Friday)

Lewisham's MASH **020 8314 6660**

Out of office hours (also Children's Social Care Lewisham):

Emergency Duty Team **020 8314 6000**



Local Authority Designated Officer (LADO)

Levana Brown

[lewishamLADO@lewisham.gov.uk](mailto:lewishamLADO@lewisham.gov.uk)

Office: **020 8314 3114**

Quality Assurance Team Manager: **020 8314 7280**