

## Essex Wildlife Trust

# Part 2 Procedure – Safeguarding in Early Years Foundation Stage Provision

(NB: Part 1 refers to Essex Wildlife Trust Procedure for Children, Young People & Adults at Risk)

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When review is completed, please send to: [businesssupport@essexwt.org.uk](mailto:businesssupport@essexwt.org.uk)

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This Procedure supports the Part 2 Policy – Safeguarding in Early Years Foundation Stage Provision and should therefore be read in conjunction with that Policy.



The Trust has an additional Policy & Procedure – Part 1 – which refers *Safeguarding of children, young people & adults at risk*. All policies and procedures regarding Safeguarding, whether general or Early Years specific, should be read by all members of staff, trustees and volunteers.

## 1. Introduction

Essex Wildlife Trust (EWT) is committed to safeguarding all staff, volunteers, trustees, EWT members and members of the public who use the Trust land, services and facilities, and to protecting children, young people and adults at risk from abuse and harm. We are committed to practices which protect everyone, and consider that safeguarding is everyone's responsibility.

## 2. Procedure

This procedure applies to all staff, volunteers and trustees of Essex Wildlife Trust and provides clarity and guidance within the Trust. The associated policy, along with other relevant policies, is available on WildPoint.

This procedure – along with the Safeguarding Children, Young People and Adults at Risk Policy – Part 1 (available on WildPoint) – should be read and understood by all employees and volunteers to ensure full understanding of responsibilities in relation to Safeguarding at the Trust. This procedure must be applied should anyone have any concerns regarding the safety of any child, young person or adult at risk using Essex Wildlife Trust's services and facilities.

## 3. Organisational & Legal Requirements

All staff, volunteers and trustees are expected to adhere to the processes contained within this procedure. The law and guidance in this procedure follows that which is outlined in the policy. It is a legal responsibility for staff to report concerns or suspected abuse related to a child, young person or adult at risk. If staff or volunteers feel that an inappropriate response to an allegation/concern has been taken, they can contact Essex Safeguarding Children Board on Tel: 0333 013 8936 or Email: [escb@essex.gov.uk](mailto:escb@essex.gov.uk) or Essex Safeguarding Adults Board on Tel: 0333 013 1019 or Email: [esab@essex.gov.uk](mailto:esab@essex.gov.uk).

Trustees and Trust Leadership should be aware of their obligations under the Human Rights Act 1998, the Equality Act 2010, and their local multi-agency safeguarding arrangements.

## 4. Acronyms & Definitions

Many acronyms and definitions cover aspects of Safeguarding; these are listed below for clarity of understanding/application.

### Acronyms

|      |                                   |
|------|-----------------------------------|
| ESCB | Essex Safeguarding Children Board |
|------|-----------------------------------|

|      |   |
|------|---|
| ESAB | Essex Safeguarding Adults Board                               |
| DBS  | Disclosure & Barring Service                                  |
| SET  | Southend, Essex & Thurrock                                    |
| DSL  | Designated Safeguarding Lead                                  |
| DDSL | Deputy Designated Safeguarding Lead                           |
| SO   | Safeguarding Officer  |
| SAG  | Safeguarding Action Group (DOO, DSL, DDSL, appointed Trustee) |
| LADO | Local Authority Designated Officer                            |
| DOO  | Director of Operations  |
| SLT  | Senior Leadership Team  |

### Definitions

**Child** – The Criminal Justice Court Service (CJCS) defines a child as *someone who is under 18 years of age (under 16 if the child is in employment)*.

**Child in Need** – a child who is in need of intervention to prevent a child protection issue.

**Child Protection** – the process of supporting children who have been identified as either suffering, or at risk of suffering, significant harm as a result of abuse or neglect. It involves measures and structures designed to prevent and respond to abuse and neglect (as defined by NSPCC).

**Safeguarding** – protecting from damage or harm with appropriate measures.

**Adult at Risk** – in the context of a standard DBS check, this definition means a person aged 18 years or over who has a condition of the following type: a learning or physical disability; a physical or mental illness, chronic or otherwise (including addiction); a reduction in physical or mental capacity. In the context of an *enhanced* DBS check, an adult at risk is a person aged 18 years or over who receives care or personal care services for reasons of mental health, learning or other disability, age or illness and who is – or may be – unable to take care of themselves, or unable to protect themselves from significant harm or abuse.

**Abuse** - is a violation of a person's human and civil rights by any other person. It is where someone does something to another person, or to themselves, which puts them at risk of harm and impacts on their health and wellbeing.

## 5. Types of Abuse – Children, Young People and Adults at Risk

In a safeguarding context, there are four main areas of abuse:

- **Physical** – where pain, hurt or injury is caused.
- **Emotional** – persistent emotional ill-treatment causing severe and persistent adverse effects on the person's emotional development.



- **Sexual** – forcing or enticing participation in sexual activities, irrespective of the individual’s ability to understand what is taking place.
- **Neglect** – persistent failure to meet basic physical and/or psychological needs, likely to result in serious harm or impairment of health or development.

There are many abusive activities which fall under these categories, or could be other areas for possible concern. The following list is not exhaustive, but provides examples of types of abuse:

| <b>Types of Abuse (young people and/or adults at risk)</b> | <b>Types of abuse (children)</b> |
|--|----------------------------------|
| Physical   | Physical                         |
| Sexual   | Sexual                           |
| Psychological and/or emotional                             | Emotional/psychological          |
| Neglect  | Neglect                          |
| Financial/material   | Bullying/cyber bullying          |
| Discriminatory   | Child sexual exploitation        |
| Hate crime   | Child trafficking                |
| Organisational or institutional                            | Criminal exploitation & gangs    |
| Domestic violence  | Domestic abuse                   |
| Modern slavery   | Female genital mutilation        |
| Female genital mutilation                                  | Grooming                         |
| Grooming   | Breast ironing                   |

For both adults at risk and children, domestic violence may include: subordination; isolation; exploitation; threats; humiliation; intimidation; honour based violence; forced marriage. There are many different indicators of abuse, and different abuses can occur at the same time. **Appendix 1** demonstrates some **indicators** of abuse; this is not an exhaustive list but intended for guidance and information purposes.

All staff should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated, or being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the DSL if they have concerns about a child. It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication.

## 6. Guidelines for Behaviour

These guidelines protect children, adults at risk, and our staff, volunteers and trustees. The following descriptors are by no means exhaustive; everyone must remember to conduct themselves to the highest standard. Wherever possible, this procedure should guide all behaviours. If for any reason it is deemed necessary to operate outside this



guidance, at any time, this must only be done following discussion with and approval from your SLT member and/or the DSL/DDSL.

To be able to safeguard effectively, all staff, volunteers, trustees and partners (including independent contractors) need to be able to:

- Describe their role and key responsibilities
- Describe acceptable and expected behaviours for staff and volunteers
- Recognise the signs/indicators of abuse (See Appendix 1)
- Describe what to do if worried about a child or adult at risk
- Follow this procedure to ensure all safeguarding concerns are reported to the appropriate person(s) without delay (see Section 8 on Reporting)
- Implement or carry out a risk assessment to minimise risk to children or adults at risk

All staff and volunteers **MUST**:

- Set a good example and adopt an approach that encourages mutual respect
- Ensure other adults attending events behave appropriately around children, young people and adults at risk
- When working at a location/site for an external provider (e.g. in a school setting), work collaboratively in relation to both EWT and the provider's Safeguarding policy and procedure
- Avoid situations which would result in being the lone responsible adult in the care of children or adults at risk; if necessary, relocate to a place where visual and audible observation by colleagues or other adults is possible
- Always respect the right to privacy and personal space
- Be alert to inappropriate and potentially harmful behaviour within a group
- Treat everyone as an individual and value comments/contributions
- If a child, young person or adult at risk requires first aid or physical assistance (e.g. with clothing) *always* seek consent before touching or assisting them
- Respond sensitively and empathically to children, young people, or adults at risk who are anxious or unsure about participation in any activity
- Encourage a culture of openness, where everyone feels able to report any behaviour that makes them feel uncomfortable
- Immediately report any concerns about the welfare or safety of any child, young person, or adult at risk, or of inappropriate behaviour of other adults (see Section 8 – Reporting)
- Ensure all participants in every group and/or activity are aware of who is responsible for the group
- Refer behavioural concerns to the person responsible for the group (e.g. when leading supervised groups such as school or family visits)
- When you are the sole supervisor – i.e. there is no parent or independent/external group leader, referred to legally as *in loco parentis*





meaning in the absence of a parent – leading a group ensure behavioural concerns are dealt with promptly and fairly

- Be aware of – and ensure strict adherence to - the ratio to staff to the needs of participants; the **responsible lead for each group will advise of this ratio**. The ratio will vary depending on the work/activity – and on the needs of the children, particularly those with additional needs - but as a **guidance**, the NSPCC recommends the following:

| No. Adult to Children | Age of Children |
|-----------------------|-----------------|
| 1 adult to 3 children | 0 – 2 years     |
| 1 adult to 4 children | 2 – 3 years     |
| 1 adult to 6 children | 4 – 8 years     |

- Ensure all paperwork is completed for every group/activity and when operating as sole supervisor (see *in loco parentis* above) use an In Loco Parentis Form and Going Home Form, both of which are available on WildPoint
- When a child attends an activity with a known injury, this must be declared using an 'Existing Injury' form
- Involve all participants in general decision-making (e.g. relating to activities) as appropriate

### Unacceptable Behaviours

It is **unacceptable** for staff, volunteers or trustees to:

- Allow or engage in making suggestive remarks, gesture or touching
- Take photographs of a child, young person or adult at risk without written consent from a parent/carer/guardian. Consent must also be sought from the child – in writing, if the child is aged 13 or above.
- Strike a child in any way, or administer any corporal punishment. Corporal punishment is defined as any physical punishment intended to cause pain
- Take part in or play rough games
- Hold a child in any way that causes them pain
- Distress anyone by shouting at them or calling them derogatory names
- Smoke or be under the influence of any drug or alcohol whilst around children, young people or adults at risk, whether in a supervisory capacity or not
- Swear or use explicit or suggestive language or allow it to go unchallenged if others do so
- Seek or agree to meet children, young people or adults at risk anywhere beyond formally organised activities
- Engage in or tolerate bullying in any form or performed by anyone, whether adult or child
- Offer a lift to a child, young person or adult at risk
- Exchange personal details such as home address, phone number(s) or social networking information



- Engage in or allow any sexually provocative games involving or observed by children, young people or adults at risk, whether based on talking or touching
- Show favouritism or exclusion to individuals
- Allow the use of mobile phones or cameras in areas where activities may be taking place. (NB Photographs may be taken for reporting purposes with a Trust camera e.g. iPad, but this may only be performed by staff who are familiar with and following the relevant Nature Nursery specific procedures).
- Promise to keep a secret about anything – particularly regarding sensitive information. Guidance on Confidentiality and Information Sharing must always be followed (See **Appendix 2** – Guidelines on Confidentiality and Information Sharing)

## 7. Children who are lesbian, gay, bi, or trans (LGBT)

The fact that a child or a young person may be LGBT is not in itself an inherent risk factor for harm. However, children who are LGBT can be targeted by other children. In some cases, a child who is perceived by other children to be LGBT (whether they are or not) can be just as vulnerable as children who identify as LGBT.

Risks can be compounded where children who are LGBT lack a trusted adult with whom they can be open. It is therefore vital that staff endeavour to reduce the additional barriers faced, and provide a safe space for them to speak out or share their concerns with members of staff.

## 8. Reporting

It is imperative that ALL suspected incidents and/or concerns – regardless of their apparent significance or otherwise – are reported to and investigated by the DSL, or a DDSL in the absence of the DSL. All safeguarding concerns or incidents, or suspected concerns or incidents, require an immediate response (within 1 hour); you must share your concern - at the earliest opportunity (within 4 hours) - to the DSL or a DDSL.

There is no requirement for 'certainty' when concerned or worried about a safeguarding issue; the important thing is to speak up as soon as possible and practical.

If the DSL or a Deputy DSLs are not available, there are any number of other routes for speaking with someone to pass on concerns or worries, or to report a clear incident. Safeguarding Officers (members of staff who coordinate on communications in the Trust) are available, as is the Safeguarding Trustee Malcolm Hardy, and the Safeguarding Team can be emailed securely using [safeguarding@essexwt.org.uk](mailto:safeguarding@essexwt.org.uk)

Current safeguarding contact information is provided in EWT Key Safeguarding Contacts List, available in the Safeguarding information folder on WildPoint.





In the highly unlikely event that none of the key contacts are available, the concern **must** be emailed to the dedicated secure Safeguarding address [safeguarding@essexwt.org.uk](mailto:safeguarding@essexwt.org.uk)

**Appendix 3** contains a flowchart to assist with action to be taken if there is a safeguarding concern.

### 8.1. Reporting to Designated or Deputy Designated Safeguarding Lead

Any member of staff or volunteer who has or is given any information that they believe should be reported as a safeguarding concern – and which is not a life-threatening situation requiring immediate action/reporting to the police – should report this at the earliest opportunity directly to the DSL or a DDSL; an incident form (**Appendix 4** and also available on WildPoint) should **also** be completed and sent via secure mail to [safeguarding@essexwt.org.uk](mailto:safeguarding@essexwt.org.uk) The reporting of any safeguarding concern should be done by **written report, with date and time clearly noted**. A 'verbal' report will be recorded in writing by the recipient of the information (DDL, DDSL for example). If in the unlikely event that the DSL or a DDSL is unavailable, it is important that the information is shared as soon as possible, via any of the contacts listed in EWT Key Safeguarding Contacts List, available in the Safeguarding information folder on WildPoint. The information will then be shared with DSL accordingly.

The Incident Form has clear guidance on how to complete; as much detail as possible must be included, noting where content is actual fact or personal judgement/supposition. The Incident Form will be held securely and confidentially at the Trust, and shared where appropriate with the relevant authorities.

It is important to understand that children may not find it easy to tell staff about their abuse verbally. Children can show signs or act in ways that they hope adults will notice and react to. In some cases, the victim may not make a direct report. For example, a friend may make a report, or a member of staff may overhear a conversation that suggests a child has been harmed or a child's own behaviour might indicate that something is wrong. If staff have any concerns about a child's welfare, they should act on them immediately rather than wait to be told.

The initial response by the Trust to a report from a child is incredibly important, as this can encourage or undermine the confidence of future victims of sexual violence and sexual harassment to report or come forward.

It is essential that all victims are reassured that they are being taken seriously, regardless of how long it has taken them to come forward, and that they will be supported and kept safe. Abuse that occurs online or outside of the Trust setting should not be downplayed and should be treated equally seriously. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed



for making a report. It is important to explain that the law is in place to protect children and young people rather than criminalise them, and this should be explained in such a way that avoids alarming or distressing them.

## 8.2. Investigation

It is the responsibility of the DSL to investigate every safeguarding concern reported. Upon receiving a written report of an incident or concern, the DSL will categorise the report as follows, taking the appropriate action:-

| Category   | Action   |
|------------|--|
| Category A | Immediate concern. Immediate action required. Notification to external bodies/agencies/authorities. If the incident includes a (suspected or actual) criminal offence it will automatically fall into this category. An allegation against a member of staff or a volunteer may fall into this category (see 8.5 below). |
| Category B | Incident will require further investigation and actions may be required to resolve, retrain, amend practices, report to external bodies/agencies/authorities. An allegation against a member of staff or a volunteer may fall into this category (see 8.5 below).  |
| Category C | Concern has been raised and recorded. No further action required.  |
| Category D | Concern has been raised, recorded and dismissed.   |

The DSL will produce an Incident Action Plan for Category A and B issues. Completed Incident Forms and Action Plans will be stored securely for 21 years.

**Note:** No other member of staff or volunteer is permitted to undertake an investigation relating to safeguarding concerns or incidents. It is everyone's responsibility to be vigilant and responsive to safeguarding concerns with regard to reporting, and to report accordingly in a timely manner. Investigation is the sole responsibility of the DSL (or DDSL in the absence of the DSL).

## 8.3. Low Level Concerns

All low-level concerns should be shared initially with the DSL to decide if further action is required. The DSL should inform the CEO of all the low-level concerns and in a timely fashion according to the nature of each particular low-level concern. The DSL and CEO should jointly be the ultimate decision maker in respect of whether further action should be taking in respect of all low-level concerns.

Low-level concerns which are shared about contracted staff should be notified to their employers, so that any potential patterns of inappropriate behaviour can be identified.



If the DSL is in any doubt as to whether the information which has been shared about a member of staff as a low-level concern in fact meets the harm threshold, they should consult with the LADO.

#### 8.4. Reporting Timescales

Indicative timescale for reporting is the **same day** for all and any incidents or concerns.

Investigation will commence within 24 hours of report received for all categories. All investigations will be reported to the Safeguarding Action Team, as detailed below.

**Category A** incidents/concerns will be investigated **immediately**, at the earliest opportunity and notified to the relevant authorities.

**Category B** incidents/concerns requiring further investigation will aim to be **completed within 5 working days, following immediate initial investigation**. An Action Plan will be produced on completion of investigation, with clear timescales for achieving outcomes.

**Category C and D** incidents/concerns will be **recorded within 5 working days, following immediate investigation**.

#### 8.5. Action(s) following Investigation

After a **Category A** or **B** assessment, further safeguarding action(s) will be determined by the **Safeguarding Action Team (SAT)**. This group consists of the DOO, DSL, DDSLs and Safeguarding Trustee. The purpose of the Safeguarding Action Team is to ensure that appropriate and necessary measures are taken to assess each case, to prevent similar incidents occurring, and to establish the effectiveness (or otherwise) of existing safeguarding practices, making recommendations for improvement where required. The Safeguarding Action Team is not responsible for implementing any formal processes, however recommendation may be given to the relevant member of SLT/HR.

Annual reports on all safeguarding issues will be given to the Safeguarding Trustee for upward reporting to the Board.

Referrals to external agencies (Essex Safeguarding Children Board, Essex Social Care) will be carried out by the DSL or DDSL only (or DOO should the DSL or DDSLs be unavailable). Staff can seek **advice only** from the ESCB Initial Response Team:

- For Children - Daytime No. is 0345 6037634, Night Time No. is 0345 6061212, or email [initialresponseteam@essex.gcsx.gov.uk](mailto:initialresponseteam@essex.gcsx.gov.uk)
- For Adults contact Social Care Direct on 0345 6037630



**Referral** must be made by the DSL/DDSL as stated above.

### 8.6. Allegation against Staff and/or Volunteers or Contracted Staff

An allegation covers any concern that relates to a member of staff, volunteer working or contracted member of staff with children, young people or adults at risk whereby they may have:

- Behaved in a way that has harmed, or poses a risk of harm, to a child, young person or adult at risk;
- Possibly committed a criminal offence against, or related to, a child, young person or adult at risk; or
- Behaved in a way that indicates unsuitability to work with children, young people or adults at risk.

Allegations of this type will be responded to according to the detail presented in **Section 8.2 Investigation**. The DSL will contact the Essex Local Authority Designated Officer (LADO) 03330 139797 [lado@essex.gov.uk](mailto:lado@essex.gov.uk) within 24 hours who will advise on action required.

**It is not the Trust's responsibility to investigate an allegation *against staff, volunteers or contracted member of staff* related to safeguarding incidents or concerns.** The relevant statutory authority will investigate the allegation and report back to the Trust regarding the outcome and the next steps. The Trust may, separately to the safeguarding process, take action (e.g. disciplinary) against a member of staff, or volunteer, as appropriate.

## 9. Situations requiring immediate action

In the event of a life-threatening situation (where someone is at immediate risk of harm), which goes beyond a concern or worry, this should be reported **directly to the Police, immediately** by any witness.

## 10. Advice and support

In the event that advice and/or support is required, this can be sought from ESCB Initial Response Team (under 18s): Monday to Friday 0345 603 7634 (daytime) or 0345 6061212 (night time) or ESAB Social Care (adults at risk): Monday to Friday 0345 603 7630.

If your work engages young people in work experience, students on placement, or young volunteers, additional information is contained in **Appendix 5 – Additional Information**.



## **Appendix 1**

### **Indicators of Abuse**

#### **Safeguarding Children – Indicators of Abuse**

##### **Possible indicators of Physical Abuse**

Abusive injuries tend to involve softer tissue and be in areas that are harder to damage through slips, trips, falls and other accidents. This may include:

- upper arm
- forearm (defensive injuries)
- chest and abdomen
- thighs or genitals
- facial injuries (cheeks, black eyes, mouth)
- ears, side of face or neck and top of shoulders ('triangle of safety')
- back and side of trunk.

Abusive injuries may be seen on both sides of the body and match other patterns of activity. They may not match the explanation given by the child or parent/carer and there may also be signs that injuries are being untreated, or at least a delay in seeking treatment.

##### **Possible indicators of Sexual Abuse**

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Bleeding, pain or itching in the genital area
- Difficulty in walking or sitting
- Sudden change in behaviour or school performance
- Displays of affection that are sexual or not age-appropriate
- Use of sexually explicit language that is not age-appropriate
- Alluding to having a secret that cannot be revealed
- Bedwetting or incontinence
- Reluctance to undress around others (e.g. for PE lessons)
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Unexplained gifts or money
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Reluctance to be alone with a particular person

##### **Possible indicators of Emotional Abuse**

- Concerning interactions between parents or carers and the child (e.g. overly critical or lack of affection)
- Lack of self-confidence or self-esteem
- Sudden speech disorders
- Self-harm or eating disorders
- Lack of empathy shown to others (including cruelty to animals)



- Drug, alcohol or other substance misuse
- Change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger

### **Possible indicators of Neglect**

- Excessive hunger
- Inadequate or insufficient clothing
- Poor personal or dental hygiene
- Untreated medical issues
- Changes in weight or being excessively under or overweight
- Low self-esteem, attachment issues, depression or self-harm
- Poor relationships with peers
- Self-soothing behaviours that may not be age-appropriate (e.g. rocking, hair-twisting, thumb-sucking)
- Changes to school performance or attendance

### **Think! Disguised compliance**

For organisations working with children and families, staff will likely have established relationships with parents or carers and experience of working with them. A parent's or carer's behaviour can make it difficult for staff to recognise abuse or neglect at an early enough stage or delay reporting it.

Disguised compliance involves care-givers presenting an appearance of being co-operative and supportive in order to avoid scrutiny, suspicion or concern. These behaviours may include:

- Misdirecting
- Dominating discussions
- Giving accounts that are different to a child's
- Being critical of other professionals
- Hard to engage
- Doing 'just enough'

A parent or carer can disguise or hide signs of abuse or neglect for pre-arranged home visits by staff.





## Safeguarding Adults – Indicators of Abuse

### **Possible indicators of Physical Abuse**

- No explanation for injuries or inconsistency with the account of what happened
- Injuries are inconsistent with the person's lifestyle
- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behaviour in the presence of a particular person
- Signs of malnutrition
- Failure to seek medical treatment or frequent changes of GP

### **Possible indicators of Domestic Violence or Abuse**

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

- Low self-esteem
- Feeling that the abuse is their fault when it is not
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

### **Possible indicators of Sexual Abuse**

- bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- torn, stained or bloody underclothing
- bleeding, pain or itching in the genital area
- unusual difficulty in walking or sitting
- foreign bodies in genital or rectal openings
- infections, unexplained genital discharge, or sexually transmitted diseases
- pregnancy in a woman who is unable to consent to sexual intercourse
- the uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- incontinence not related to any medical diagnosis



- self-harming
- poor concentration, withdrawal, sleep disturbance
- excessive fear/apprehension of, or withdrawal from, relationships
- fear of receiving help with personal care
- reluctance to be alone with a particular person

### **Possible Indicators of Emotional Abuse**

- an air of silence when a particular person is present
- withdrawal or change in the psychological state of the person
- insomnia
- low self-esteem
- uncooperative and aggressive behaviour
- a change of appetite, weight loss/gain
- signs of distress: tearfulness, anger
- apparent false claims, by someone involved with the person, to attract unnecessary treatment.

### **Possible indicators of Financial Abuse**

- missing personal possessions
- unexplained lack of money or inability to maintain lifestyle
- unexplained withdrawal of funds from accounts
- power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- the person allocated to manage financial affairs is evasive or uncooperative
- the family or others show unusual interest in the assets of the person
- signs of financial hardship in cases where the person's financial affairs are being managed by a court appointed deputy, attorney or LPA
- recent changes in deeds or title to property
- rent arrears and eviction notices
- a lack of clear financial accounts held by a care home or service
- failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- disparity between the person's living conditions and their financial resources e.g. insufficient food in the house
- unnecessary property repairs.

### **Possible indicators of Modern Slavery**



- signs of physical or emotional abuse
- appearing to be malnourished, unkempt or withdrawn
- isolation from the community, seeming under the control or influence of others
- living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- lack of personal effects or identification documents
- always wearing the same clothes
- avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- fear of law enforcers.

### **Possible indicators of Discriminatory Abuse**

- the person appears withdrawn and isolated
- expressions of anger, frustration, fear or anxiety
- the support on offer does not take account of the person's individual needs in terms of a protected characteristic.

### **Possible indicators of Organisational or Institutional Abuse**

- lack of flexibility and choice for people using the service
- inadequate staffing levels
- people being hungry or dehydrated
- poor standards of care
- lack of personal clothing and possessions and communal use of personal items
- lack of adequate procedures
- poor record-keeping and missing documents
- absence of visitors
- few social, recreational and educational activities
- public discussion of personal matters
- unnecessary exposure during bathing or using the toilet
- absence of individual care plans
- lack of management overview and support

### **Possible indicators of Neglect or Acts of Omission**

- poor environment – dirty or unhygienic
- poor physical condition and/or personal hygiene
- pressure sores or ulcers
- malnutrition or unexplained weight loss
- untreated injuries and medical problems
- inconsistent or reluctant contact with medical and social care organisations
- accumulation of untaken medication



- uncharacteristic failure to engage in social interaction
- inappropriate or inadequate clothing

**Possible indicators of self-neglect**

- very poor personal hygiene
- unkempt appearance
- lack of essential food, clothing or shelter
- malnutrition and/ or dehydration
- living in squalid or unsanitary conditions
- neglecting household maintenance
- hoarding
- collecting a large number of animals in inappropriate conditions
- non-compliance with health or care services
- inability or unwillingness to take medication or treat illness or injury



## Appendix 2

### Guidelines on Confidentiality & Information Sharing

#### Confidentiality and Safeguarding

Essex Wildlife Trust is committed to confidentiality and keeping sensitive information confidential, sharing only with express consent and in accordance with General Data Protection Regulations (GDPR).

In some circumstances – for example, with a safeguarding concern – obtaining consent may not be possible, and may even be detrimental to the child, young person or adult at risk. It may then be necessary and appropriate to share information without consent. The **Seven Golden Rules of Information Sharing** provides the necessary guidelines to support in sharing information appropriately.

#### Information Sharing – Seven Golden Rules

The seven golden rules of information sharing – available at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf) - are applicable to all professionals with responsibility for sharing information, including child protection scenarios. A summary follows:

1. **The General Data Protection Regulations, the Data Protection Act 2018 and Human Rights laws are not a barrier to sharing information** but provide a framework to ensure personal information is shared appropriately.
2. **Be open and honest** from the outset about why, what, how and with whom information will be shared and seek their agreement, unless it is unsafe or inappropriate to do so.
3. **Seek advice** if you have any doubt, without disclosing the identity of the person if possible.
4. **Share with consent where appropriate** and where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent, if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgements on the facts of the case. When you are sharing or requesting personal information from someone, be clear regarding the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. **Consider safety and well-being**, base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. **Necessary, proportionate, relevant, accurate, timely and secure** – ensure that the information you share is necessary for the purpose for which you are sharing it, that it is shared only with those people who need to have it, it is accurate and up to date, is shared in a timely fashion and is shared securely.



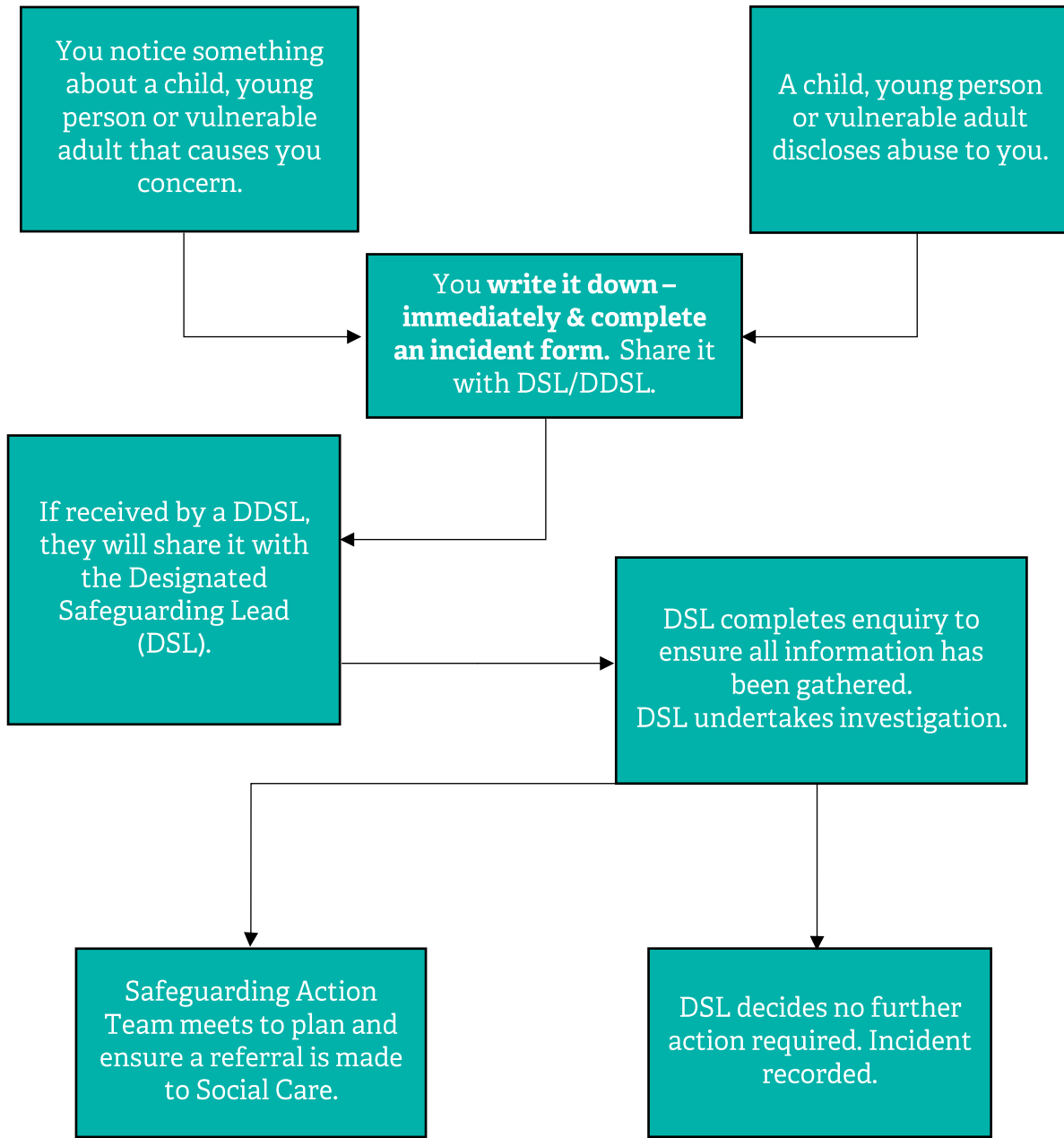
7. **Keep a record of your concerns, the reasons for them and the decisions** – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.





**Appendix 3**  
**Essex Wildlife Trust Flow Chart**

**What to do if you have a safeguarding concern:**



**Email:** [safeguarding@essexwt.org.uk](mailto:safeguarding@essexwt.org.uk)  
**Designated Safeguarding Lead:** Samantha Quill 01621 862950 and Richard Yates 07841 032058  
**ESCB initial response team:** (advice) 0345 6037634  
**ESCB concerns about a child:** 0333 0138936 out of hours – 0845 6061212  
**ESCB concerns about a vulnerable adult:** 0333 0131019 or 0345 6037630

## Appendix 4 Incident Form

# Safeguarding **Incident** Form

### In the event of a safeguarding incident:

#### **1. Make safe 2. Record events, using direct quotes wherever possible 3. Report**

This form is to be completed in the event of a safeguarding concern about the safety of an adult at risk, a child or a member of staff. The document must be sent to the Designated Safeguarding Lead ([safeguarding@essexwt.org.uk](mailto:safeguarding@essexwt.org.uk)) as soon as the incident has been reported and **at the latest within 24 hours**. All files sent via email should be password protected.

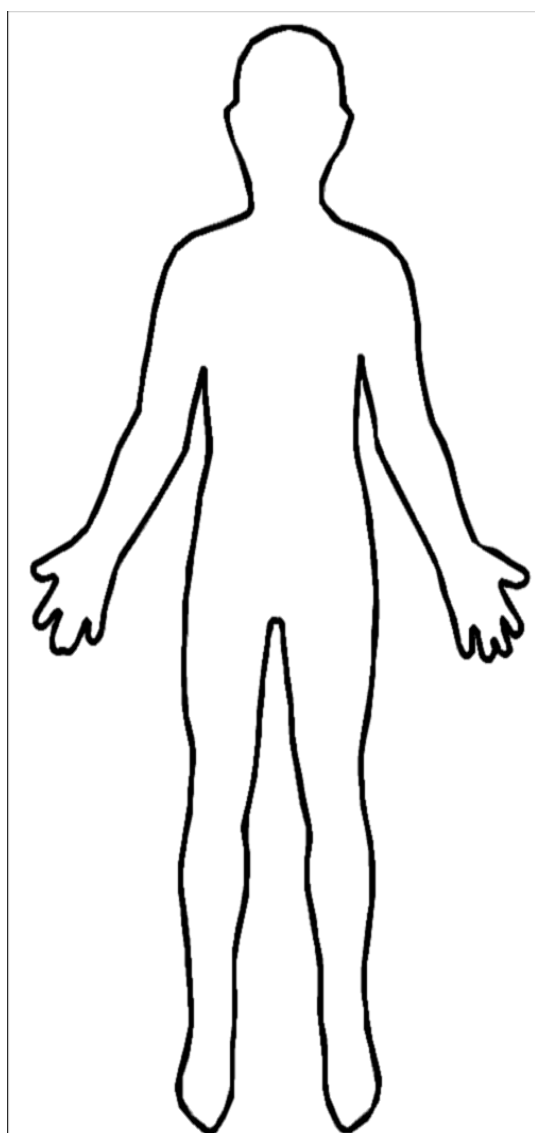
**Data protection & confidentiality:** any details recorded on this form are highly confidential. Therefore the Trust expects staff to send this form to the Designated Safeguarding Leads immediately upon completion, deleting any copies held, including from your recycling bin and email sent items. Any paper copies should be shredded.

|   |  |
|---|--|
| <p>Nature of concern.<br/><i>(Please detail the concern, using specific details. Record the exact wording used to describe a scenario &amp; avoid summarising or generalising anything you have heard.)</i></p> |  |
| <p>Date, time and location of incident or disclosure.</p>   |  |
| <p>Details of the person raising the concern.<br/><i>(Your details will only be shared with those that need to know, such as the designated safeguarding leads and the relevant local authority).</i></p>       |  |
| <p>Name(s) and details of any witnesses.</p>  |  |
| <p>Name, address and date of birth of child or children and/or adult(s) at risk that are the subject of concern.</p>  |  |

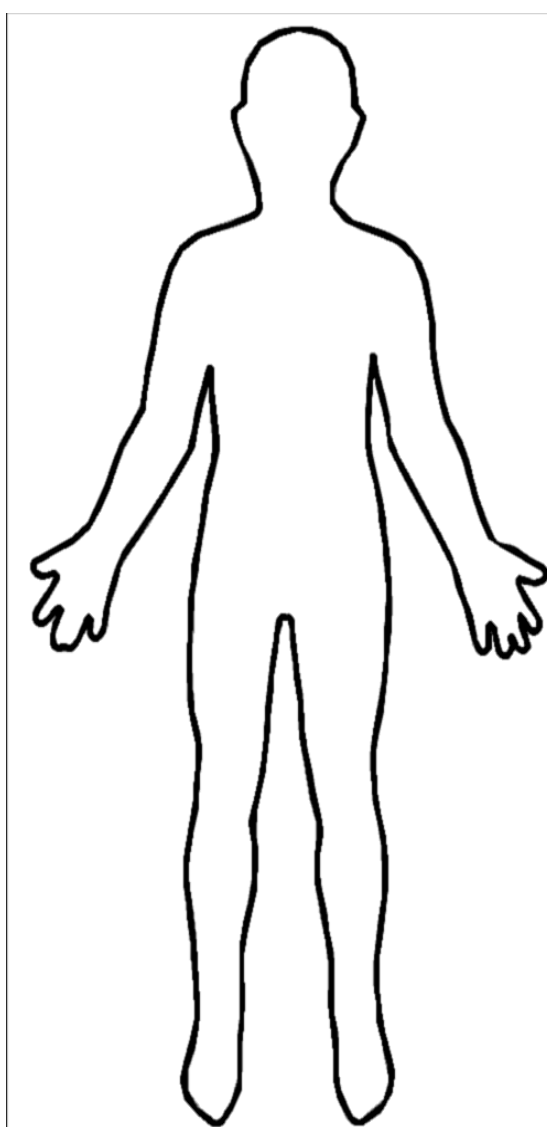


|   |  |
|---|--|
|   |  |
| Name of staff member or volunteer if this is a concern about someone in a position of trust.  |  |
| Supporting evidence – physical signs of abuse to be marked on a body map sheet.<br>You should keep any pictures, texts or social media messages (including screenshots), as well as any clothing which may be used as evidence. |  |

### Body Map



Front



Back



If a child or adult at risk discloses or you notice signs of physical or sexual abuse, it is helpful to mark these on the body map, using as much detail as possible. Once completed, please sign the image and date it.

Remember not all bruises are signs of abuse.

Please sign and print your name below:

|             |  |
|-------------|--|
| Signed:     |  |
| Print name: |  |
| Date:       |  |



## **Appendix 5**

### **Additional Information**

#### **Work experience/placement students/young volunteers**

All students will only be accepted for work experience through a recognised agency. An agreement must be signed between the agency (e.g. school), the young person and the Trust. Any period of work experience will be planned, with structured monitoring between the placement organisation and the Trust. Work experience placements will be assessed by the Volunteering team and cannot take place without the prior approval of HR/DSL/DDSL.

Young volunteers/work placements must have a detailed risk assessment completed. This applies to all places of work, regardless of location. This risk assessment must be signed off by the young person's parent/carer/guardian, DSL/DDSL and Trust mentor (if this is someone other than the DSL/DDSL).

In any EWT premises where unsupervised (i.e. without parent/carer/guardian) young people under 18 years of age may be present, all Trust staff who will have regular contact with them must be DBS Enhanced checked. Regular contact is defined as weekly contact over a period of time. Any volunteers who work regularly alongside a young volunteer (under 18 years of age) need to have a DBS Enhanced barred check.

Where possible, students will work as part of small team and not be left alone with only one member of staff or one volunteer. Where 1:1 working is the only option, staff and/or volunteers MUST receive authorisation from their line manager to proceed, and take additional care to ensure the safety of both themselves and the student.



## Appendix 6

The information in Appendices 6a-h are relevant to operational practice within the Nature Nursery provision.

### Appendix 6a

#### **Uncollected child /abandoned child or late collection**

If a child is not collected by closing time and there has been no contact from the parent, or there are concerns about the child's welfare then this procedure is followed.

- The **Nursery Manager or appropriate deputy** is informed of the uncollected child as soon as possible and attempts to contact the parents by phone.
- If the parents cannot be contacted, the **Nursery Manager or appropriate deputy** uses the emergency contacts to inform a known carer of the situation and arrange collection of the child.
- After one hour, the **Nursery Manager or appropriate deputy** contacts the local social care out-of-hours duty officer if the parents or other known carer cannot be contacted and there are concerns about the child's welfare, or the welfare of the parent/s.
- The **Nursery Manager or appropriate deputy** should arrange for the collection of the child by social care.
- Where appropriate the **Nursery Manager or appropriate deputy** should also notify police.

Members of staff do not:

- go off the premises to look for the parents.
  - leave the premises in order to take the child home or to a carer.
  - offer to take the child home with them to care for them in their own home until contact with the parent is made.
- Staff make a record of the incident in the child's file using a new safeguarding concern form, which is then passed to the relevant **Designated Safeguarding Lead**. This will also be recorded within the child's individual file.
  - If there are recurring incidents of late collection, a meeting is arranged with the parents to agree a plan to improve time-keeping and identify any further support that may be required.





## **Appendix 6b**

### **Incapacitated parent**

Incapacitated refers to a condition which renders a parent unable to take responsibility for their child; this could be at the time of collecting their child from the setting or on arrival. Concerns may include:

- Appearing drunk
- Appearing under the influence of drugs
- Demonstrating angry and threatening behaviour to the child, members of staff, or others
- Appearing erratic, or manic

#### **Informing**

- If a member of staff is concerned that a parent displays any of the above characteristics, they inform the **Nursery Manager** and **Designated Safeguarding Lead** as soon as possible.
- The **Nursery Manager or Designated Safeguarding Lead** assesses the risk and decides if further intervention is required
- If it is decided that no further action is required, a record of the incident is made.
- If intervention is required, the **Nursery Manager or Designated Safeguarding Lead** speaks to the parent in an appropriate, confidential manner.
- The **Nursery Manager or Designated Safeguarding Lead** will, in agreement with the parent, use emergency contacts listed for the child to ask an alternative adult to collect the child.
- The emergency contact is informed of the situation by the **Nursery Manager or Designated Safeguarding Lead** and of the Nature Nursery's requirement to inform social care of their contact details.
- If there is no one suitable to collect the child social care are informed.
- If violence is threatened towards anybody, the police are called immediately.
- If the parent takes the child from the setting while incapacitated the police are called immediately and a referral is made to social care.

#### **Recording**

- The **Nursery Manager or Designated Safeguarding Lead** completes a safeguarding incident form

Further updates/notes/conversations/ telephone calls are recorded as appropriate.



## Appendix 6c

### Death of a child on-site

#### Identifying

- If it is suspected that a child has died in the setting, emergency resuscitation will be given to the child by a qualified First Aider until the ambulance arrives.
- Only a medical practitioner can confirm a child has died.

#### Informing

- The **Nursery Manager or appropriate deputy** ensures emergency services have been contacted – Ambulance and Police.
- The parents are contacted and asked to come to the setting immediately, informing them that there has been an incident involving their child and that an ambulance has been called. *Alternatively, parents are told there has been an incident involving their child and are asked to come straight to the setting or hospital as appropriate.*
- The **Nursery Manager or appropriate deputy** calls the **Designated Safeguarding Lead** and informs them of what has happened.
- A member of staff is delegated to phone all parents to collect their children. The reason given must be agreed by the **Designated Safeguarding Lead** and the information given should be the same to each parent.
- The **Nursery Manager and Designated Safeguarding Lead** decide how long the nursery will remain closed on Police advice.
- Ofsted are informed of the incident and a RIDDOR report is made.
- **Staff will not discuss the death of a child with the press, who will be referred to the Communications Team at Essex Wildlife Trust.**

#### Responding

- The **SLT (Strategic Leadership Team)** will decide how the death is investigated within the organisation after taking advice from relevant agencies, and inform the Board and Trustees.
- The **Nursery Manager and Designated Safeguarding Lead** will coordinate support for all staff and children to ensure their mental health and well-being is considered.



## **Appendix 6d**

### **Looked after children**

#### **Identification**

A 'Looked after Child' is a child in public care, who is placed with foster carers, in a residential home or with parents or other relatives.

#### **Services provided to Looked After Children**

##### **Two-year-olds**

- Places will be offered (where possible) to two-year-old children who are looked after - the placement in the Nature Nursery will normally last a minimum of three months where possible.
- Where the child is already in attendance and has a secure attachment with an existing key person a continuation of the existing place will be offered.

##### **Three- and four-year-olds**

- Places will be offered for funded three and four year olds who are looked after - the placement in the Nature Nursery will normally last a minimum of six weeks.
- If a child who attends Nature Nursery is taken into care and is cared for by a local carer the place will continue to be made available to the child.

#### **Additional Support**

- There is a named designated key person for looked after children.
- The **Nursery Manager or appropriate deputy and key person** liaise with agencies and professionals involved with the child, and his or her family, and ensure appropriate information is gained and shared.
- A meeting of professionals involved with the child is convened by the setting at the start of a placement. A Personal Education Plan (PEP) for children over 3 years old is put in place within 10 days of the child becoming looked after.
- Following this meeting, a care plan is produced. The care plan is reviewed after 2 weeks, 6 weeks, three months, and thereafter at 3-6 monthly intervals.
- Regular contact will be maintained with the social worker through planned meetings, this will include contribution to the PEP which is reviewed annually.



## **Appendix 6e**

### **Physical Intervention For Children**

Physical intervention for children is very much a last resort to be used if de-escalation strategies have not worked and there is no other alternative. The law allows an adult to push, pull or move a child away from a situation that could harm them, others, or property but this action must be reasonable, proportionate and necessary. Adults acting in loco parentis have a duty of care to all children attending the Nature Nursery and must take reasonable action to ensure all children's safety and wellbeing. Adults are not expected to place themselves in situations where they may suffer injury as a result of their intervention.

#### **When we may have to use physical intervention:**

- Physical intervention will only be applied as an act of care with the intention of protecting a child from harm. It will never take a form which could be seen as punishment.
- We may use physical intervention in situations such as to stop a child from falling; to remove them from danger or to separate two children fighting.
- Physical intervention will only ever be used only as a last resort when all other appropriate strategies have failed.

#### **How we use physical intervention:**

- Only the minimum physical contact will be used.
- Physical intervention will be used in ways that maintain the safety and dignity of all concerned.

#### **If physical intervention becomes necessary we will:**

- a) Tell the child what we are doing and why, if there is time
- b) Use the minimum force necessary
- c) Tell another adult what is intended and ensure they witness it
- d) Involve another member of staff if possible
- e) If it becomes necessary to restrain a child, we will hold limbs above a major joint if possible
- f) Use simple and clear language and only maintain physical contact for the absolute minimum amount of time

#### **We will NEVER**

- Act in temper and will involve another staff member if we fear loss of control
- Involve other children in the restraint
- Touch or hold the child in a way that could be viewed as sexually inappropriate conduct



## 2. After physical restraint has occurred:

- Parents are informed of each incident
- A brief report is written giving a simple account of the run up and incident, names of other witnesses, the time and place. This report is submitted to the **Nursery Manager and Designated Safeguarding Lead**. A plan is then drawn up as to how to prevent such an incident happening again.



## Appendix 6f

### E-Safety - including all electronic devices with internet capacity

#### Online Safety

It is important that children and young people receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world.

Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks. The issues are:

**Content** – being exposed to illegal, inappropriate or harmful material

**Contact** – being subjected to harmful online interaction with other users

**Conduct** – personal online behaviour that increases the likelihood of, or causes, harm

**Commerce** - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

#### I.C.T Equipment

All computers have virus protection installed

- Second hand/donated computers must be configured before being used.
- Tablets are only used for the purposes of observation, assessment and planning and to take photographs for individual children's learning journeys. These photographs will be stored on the original tablet used to take the picture for a maximum of three months. Photographs will then be deleted. The photographs taken will adhere to all other Nature Nursery policies and procedures regarding Observation, Planning and Assessment; Health and Safety and Toileting, Nappy Changing and Intimate Care.
- Tablets remain on the site and are stored securely at all times when not in use.
- Staff follow any additional guidance provided with the system.
- Photographs are uploaded to the Eylog programme to support observations, assessment and planning. EyLog uses the Secure Sockets Layer (SSL) to encrypt all communication between the server and the tablets. All data is stored on secure Cloud-based servers in data centres located in the UK and all data is regularly backed-up onto redundant systems. Parents are able to access information on their child via secure systems and can **only** access their child's portal.

#### Internet access

- Children never have unsupervised access to the internet.
- The **Nursery Manager** ensures that risk assessments in relation to e-safety are completed.
- Only reputable sites with a focus on early learning are used (i.e. CBeebies).
- Video sharing sites such as YouTube are not accessed due to the risk of inappropriate content
- Children are taught the following stay safe principles in an age-appropriate way;





- only go online with a grown up
- be kind online **and** keep information about me safely (don't give out addresses)
- only press buttons on the internet to things I understand
- tell a grown up if something makes me unhappy on the internet
- Staff support children's resilience in relation to issues they may face online, and address issues such as staying safe, appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.
- All computers for use by children are sited in an area clearly visible to staff.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to [www.iwf.org.uk](http://www.iwf.org.uk)

The **Nursery Manager** ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

### **Websites and blogs**

- Staff have a professional responsibility to be aware of and adhere to Essex Wildlife Trust procedures to ensure websites or other IT publicity is managed properly.

### **Mobile phones**

- The most senior member of staff on the Nursery will hold the Nursery mobile phone, and this device is allowed on site as a contact device for safety and for parent phone calls or messages. It can also be used to take photographs for observational purposes, following all conditions stipulated in this procedure. The number for this phone will divert to the office phone if unanswered.

### **Personal mobile phones – staff and visitors** (includes internet enabled devices)

- Personal mobile phones and internet enabled devices are not used by staff during working hours. This does not include breaks where personal mobiles may be used off the premises or in a safe place i.e. staff room. The manager completes a risk assessment for where they can be used safely.
- Personal mobile phones are switched off and stored in a secure location.
- In an emergency, personal mobile phones may be used in the privacy of the office with permission.
- Staff ensure that contact details of the setting are known to family and people who may need to contact them in an emergency.
- Members of staff do not use personal equipment to take photographs of children.
- Parents and visitors do not use their mobile phones on the premises – these are stored in a secure location when the parent or visitor signs in, and if they need to access their device, they must leave the site.

### **Personal mobile phones – medical exemption**



- In the case of staff/volunteers with a medical requirement to use an electronic based device and application to control and/or monitor medical symptoms and treatment, an exemption to take their device onto site can be permitted by the Nursery manager or nominated deputy.
- This exemption is conditional on the following:
  - Details are provided on the medical condition requiring this device e.g. Type 1 diabetes
  - The device is turned onto 'airplane' mode whilst it is on the Nursery site
  - The device is stored in a non-visible location whilst the individual is on site
  - The device is not checked or looked at whilst on site
  - No photographs are taken using this device
  - When the staff member/volunteer signs into site, they detail the presence, number and type of the device on the sign in log record
  - At any point, the Nature Nursery management reserve the right to view the contents of the device to ensure the Trust takes all reasonable steps to minimise the practices performed do not result in any Safeguarding risks
  - The device is the responsibility of the staff/volunteer at all times and Essex Wildlife Trust cannot be held responsible for any damage sustained
- The staff member/volunteer must sign and date a declaration, and this must be countersigned by the Nursery manager or nominated deputy.
- This declaration will then be forwarded to the HR department for secure, confidential storage.
- Any breach of this declaration will be considered a disciplinary offence and will be dealt with under the Essex Wildlife Trust's disciplinary policy.

### **Cameras and videos**

- Members of staff do not bring their own cameras or video recorders to the setting (any exemption is detailed above).
- Photographs/recordings of children are only taken for valid reasons, i.e. to record learning and development, or for displays, and are only taken on equipment belonging to the setting (see use of ICT equipment above).
- Camera and video use is monitored by the setting manager
- Where parents request permission to photograph or record their own children at special events, general permission is first gained from all parents for their children to be included. Parents are told they do not have a right to photograph or upload photos of anyone else's children.
- Photographs/recordings of children are only made if relevant permissions are in place.
- If photographs are used for publicity, parental consent is gained and safeguarding risks minimised, e.g. children may be identified if photographed in a sweatshirt with the name of their setting on it.

### **Cyber Bullying**



If staff become aware that a child is the victim of cyber-bullying at home or elsewhere, they discuss this with their parents and refer them to help, such as: NSPCC Tel: **0808 800 5000** [www.nspcc.org.uk](http://www.nspcc.org.uk) or ChildLine Tel: **0800 1111** [www.childline.org.uk](http://www.childline.org.uk)

### **Use of social media**

Staff are expected to adhere to Essex Wildlife Trust procedures at all times with regard to the use of social media and:

- understand how to manage their security settings to ensure that their information is only available to people they choose to share information with.
- ensure the organisation is not negatively affected by their actions and do not name the setting
- are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting.
- are aware that images, such as those on Snapshot may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone.
- observe confidentiality and refrain from discussing any issues relating to work
- do not share information they would not want children, parents or colleagues to view.
- set privacy settings to personal social networking and restrict those who are able to access
- do not accept service users/children/parents as friends. It is a breach of professional conduct.
- report any concerns or breaches to the designated person in their setting.
- Must not engage in personal communication, including on social networking sites, with children and parents with whom they act in a professional capacity. There may be occasions when the practitioner and family are friendly prior to the child coming to the setting. In this case information is shared with the Nursery Manager and a risk assessment and agreement in relation to boundaries are agreed.

### **Use/distribution of inappropriate images**

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague is behaving inappropriately, staff advise the **Designated Safeguarding Lead** who follows procedures for responding to allegations of harm in relation to staff. Grooming children online is an offence in its own right and concerns about a colleague's behaviour are reported as above.



## **Appendix 6g**

### **Prevent Duty Procedure**

All staff working or volunteering within Nature Nursery will:

- Have an understanding of what radicalisation and extremism are and why we need to be vigilant in a childcare setting.
- Know what the policy is on safeguarding from radicalisation and extremism and will follow the policy when issues arise.
- All parents will know that our nursery has policies in place to keep children and young people safe from harm and that we regularly review our systems to ensure they are appropriate and effective

### **Signs of Vulnerability**

There are no known definitive indicators that a young person is vulnerable to radicalisation, but there are several signs that together increase the risk. Signs of vulnerability include:

- underachievement
- being in possession of extremist literature
- poverty
- social exclusion
- traumatic events
- global or national events
- religious conversion
- change in behaviour
- extremist influences
- conflict with family over lifestyle
- confused identity
- victim or witness to race or hate crimes
- rejection by peers, family, social groups, or faith.

### **Recognising Extremism**

Early indicators of radicalisation or extremism may include:

- showing sympathy for extremist causes
- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies
- evidence of possessing illegal or extremist literature
- advocating messages like illegal organisations or other extremist groups
- out of character changes in dress, behaviour, and peer relationships (but there are also very powerful narratives, programs, and networks that young people can come across online so involvement with groups may not be apparent)
- secretive behaviour
- online searcher or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race, or sexuality



- graffiti, artwork or writing that displays extremist themes
- attempts to impose extremist views or practices on others
- verbalizing anti-Western or anti-British views
- advocating violence towards others

## **Roles and Responsibilities**

### **Role of the Strategic Leadership team (SLT) (and Trustees – noted below both)**

- It is the role of the SLT/Trustees to ensure that the Nature Nursery meets its statutory duties regarding preventing radicalisation.
- The Designated Safeguarding Lead, and Head of Community Engagement and Deputy Safeguarding Lead will liaise with the Nursery Manager and other staff about issues to do with protecting children from radicalisation.
- Details of the current Designated Safeguarding Lead can be found within the Nature Nursery Office and displayed in the Parents display cabinet as well as on WildPoint.

### **Role of the Nature Nursery Manager**

- ensure that the Nursery and its staff respond to preventing radicalisation on a day to-day basis
- ensure that staff conduct is consistent with preventing radicalisation.

### **Role of the Designated Safeguarding Lead**

It is the role of the Designated Safeguarding Lead to:

- ensure that staff understand the issues of radicalisation, can recognise the signs of abuse, vulnerability or radicalisation and know how to refer their concerns
- receive safeguarding concerns about children and young people who may be vulnerable to the risk of radicalisation or are showing signs of radicalisation
- make referrals to appropriate agencies with regard to concerns about radicalisation
- liaise with partners, including the local authority and the police
- report to the SLT on these matters

Designated persons should also ensure that they and all other staff working with children and young people understand how to recognise that someone may be at risk of violent extremism by completing the appropriate online training that is available e.g. Prevent Awareness Training, Prevent Referrals.

### **Role of Staff (Nature Nursery Practitioners)**

It is the role of staff to understand the issues of radicalisation and know how to refer their concerns.

### **EYFS**

We are committed to ensuring that our children are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. We encourage the



children to be inquisitive learners who are open to new experiences and are tolerant of others. Our values support the development of the whole child as a reflective learner within a caring, happy, and purposeful atmosphere.

### **Internet Safety**

The internet enables children to access to a wide range of content, some of which is harmful. The filtering systems used on the nursery iPads blocks inappropriate content, including extremist content.

### **Staff Training**

All staff will attend safeguarding training (within 3 months of employment) to help them understand the issues of radicalisation and to be able to recognise the signs of vulnerability or radicalisation and know how to refer their concerns. This information also forms part of induction safeguarding training.

### **Safer Recruitment**

The Safer Recruitment Policy will be followed to ensure that appointed staff are suitable in line with the statutory guidance published in Keeping Children Safe in Education (2022). Vetting and barring checks will be undertaken as relevant.

### **Referral Process**

Staff and visitors to the Nature Nursery must refer all concerns about children who show signs of vulnerability or radicalisation to the Designated Safeguarding Lead using the usual methods for reporting other safeguarding concerns. When there are significant concerns about a child the Designated Safeguarding Lead in liaison with the Nursery Manager will make a referral to the Multi Agency Safeguarding Hub - by email.

### **Definitions**

**Extremism** is defined in the 2011 Prevent strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

**Radicalisation** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

**British Values** are democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.





## **Appendix 6h**

### **Substance Policy & Procedure**

The Trust complies with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Nature Nursery prohibits the use of cigarettes (including vaping), alcohol and illegal drugs on our premises at any time. If staff (including volunteers) are found to have broken the rules in respect of this policy, it will be investigated and maybe treated as a disciplinary matter. All staff will be made aware of the provisions of our Safeguarding Policy and Procedures during their induction, including the importance of them setting a positive example to children. Any contravention of the provisions of this procedure will be dealt with under the Trust's Investigation and Disciplinary procedures.

- All staff, parents, students, visitors and volunteers are made aware of our substance policy.

### **Drugs**

- Staff who arrive for work and are suspected to be under the influence of drugs and considered unfit to work, will be asked to leave immediately and the disciplinary procedure will be followed.
- If staff are found in possession of illegal drugs, the Investigation and Disciplinary procedures will be followed. Note that the outcome of a disciplinary investigation and subsequent disciplinary hearing could amount to gross misconduct and dismissal from the Trust.
- In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work, the Nursery Manager must be informed immediately.
- If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs when they drop off or collect their child, they have a duty to inform both the **Nursery Manger and the Nursery's Designated Safeguarding Lead**, according to the provisions of the Safeguarding Children policy. In such circumstances, the **Nursery Manager and the Nursery's Designated Safeguarding Lead** will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.
- Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of illegal drugs. Where an illegal act is suspected to have taken place, the police will be called.

### **Alcohol**

- Staff who arrive for work at Nature Nursery clearly under the influence of alcohol, will be asked to leave immediately and the Investigation and Disciplinary procedures will be followed.
- If a member of staff has good reason to suspect that a parent / carer is under the influence of alcohol when they drop off or collect their child, to the extent that the safety of the child is threatened, they have a duty to inform both the **Nursery Manger**



**and the Nursery's Designated Safeguarding Lead**, according to the provisions of the Safeguarding Children policy.

- The **Nursery Manger and the Nursery's Designated Safeguarding Lead** will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.
- Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of alcohol. Where an illegal act is suspected to have taken place, the police will be called. Ofsted may be informed.

#### **Smoking and Vaping**

- Smoking or vaping is not permitted anywhere on the premises. This rule applies equally to staff (including volunteers), parents / carers or any other visit.

