

SAFEGUARDING POLICY

1. Policy Statement / Purpose

Here at Durham University Day Nursery, we support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. Safeguarding is a much wider subject than the elements covered within this single safeguarding policy, therefore this document should be used in conjunction with the other Nursery policies and procedures.

2. Scope

2.1 Statutory Framework

The Statutory Framework for the Early Years Foundation Stage 2024 states that children learn best when they are healthy, safe, secure, when their individual needs are met, and when they have positive relationships with adults caring for them. Providers are to create a high-quality, welcoming, and safe setting where children can enjoy learning and grow in confidence. Providers Must:

- Safeguard children.
- Ensure the adults who have contact with children are suitable.
- Promote good health.
- Support and understand behaviour.
- Maintain records, policies, and procedures.

Here at Durham University Day Nursery, we will take all necessary steps to keep children safe, well, and secure by ensuring that:

- An effective safeguarding children policy and procedure is implemented. This will include the procedure to be followed in the event of an allegation being made against a member of staff.
- All members of staff understand the safeguarding policy and procedure.
- We follow the guidance set out in the publication "what to do if you are worried a child is being abused". This includes guidance on information sharing and confidentiality.
- All practitioners have an up-to-date understanding of safeguarding children's issues and be able to implement the safeguarding children policy and procedure appropriately. Policies will be in line with the Durham Safeguarding Children's Partnership local guidance and procedures.

- All practitioners to have a level 2 safeguarding and all other staff level 1.

(Definition below taken from HM Government document 'Working together to Safeguard Children 2024)

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- Taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

2.2 County Durham Practice Framework

Safeguarding and early help is everybody's responsibility. Making sure children and families are given extra help and support at the earliest opportunity, when they need it, is vital.

3. Responsibilities

3.1 Safeguarding at Durham University Day Nursery

Our Nursery works with children, parents/carers, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect and to be safe from any abuse in whatever form.

To this we will:

- Create an environment to encourage children to develop a positive self-image, regardless of race, religion, culture, language and home background.

- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development.
- Provide a safe and secure environment for all children.
- Always listen to children.
- Promote good relationships between parents/carers and staff to develop their understanding of and commitment to the welfare of our children.

Durham University Day Nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of Nursery Manager / Registered Person at the earliest opportunity.

Practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff will often be the first people to sense that there is a problem. They may well be the first people in whom children confide about abuse. The Nursery has a duty to be aware that abuse does occur in our society.

This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to welfare issues including physical, sexual, emotional abuse or neglect.

Our prime responsibility is the welfare and well-being of all children in our care. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention. All staff will work as part of a multi-agency team where needed in the best interests of the child.

The Nursery aims to:

- Ensure that children are never placed at risk while in the charge of nursery staff.
- Ensure that confidentiality is maintained at all times.
- Ensure that all staff are alert to the signs of abuse, understand what is meant by safeguarding and are aware of the different ways in which children can be harmed including by other children i.e. bullying, discriminatory behaviour.
- Ensure that all staff are familiar and updated regularly with safeguarding issues and procedures.
- Ensure parents/carers are fully aware of safeguarding policies and procedures when they register with the nursery and are kept informed of all updates when they occur.
- Keep the child at the centre of all we do.
- Regularly review and update this policy with staff, parents and carers where appropriate.

Children will be supported by offering reassurance, comfort and sensitive interactions. Activities will be devised according to individual circumstances to enable children to develop confidence within their peer group.

We will be cognisant of any type of abuse and work with agencies, parents/carers and ensure staff are aware of the many and various types of abuse which are outlined in [Appendix A](#).

Responsibilities

During unforeseen closures, Durham University Day Nursery staff have a duty of care to safeguard if children were unable to attend nursery. We will work with the parents/carers to ensure consistency of learning and support is delivered during these times.

Unforeseen Closure

- Make weekly contact to see if parents/carers/children are ok and if any additional support is needed.
- Then fortnightly contact with the parents/carers. If a child is looked after or on the safeguarding register, then this would increase to weekly contact to check in and offer any additional support and advice if needed
- Weekly Tapestry ideas, activities, interests and topics from the room shared for the parents/carers to do at home if they wish during the isolation period
- Staff would use teams/zoom video calls to have face-to-face contact with the families to safeguard the children

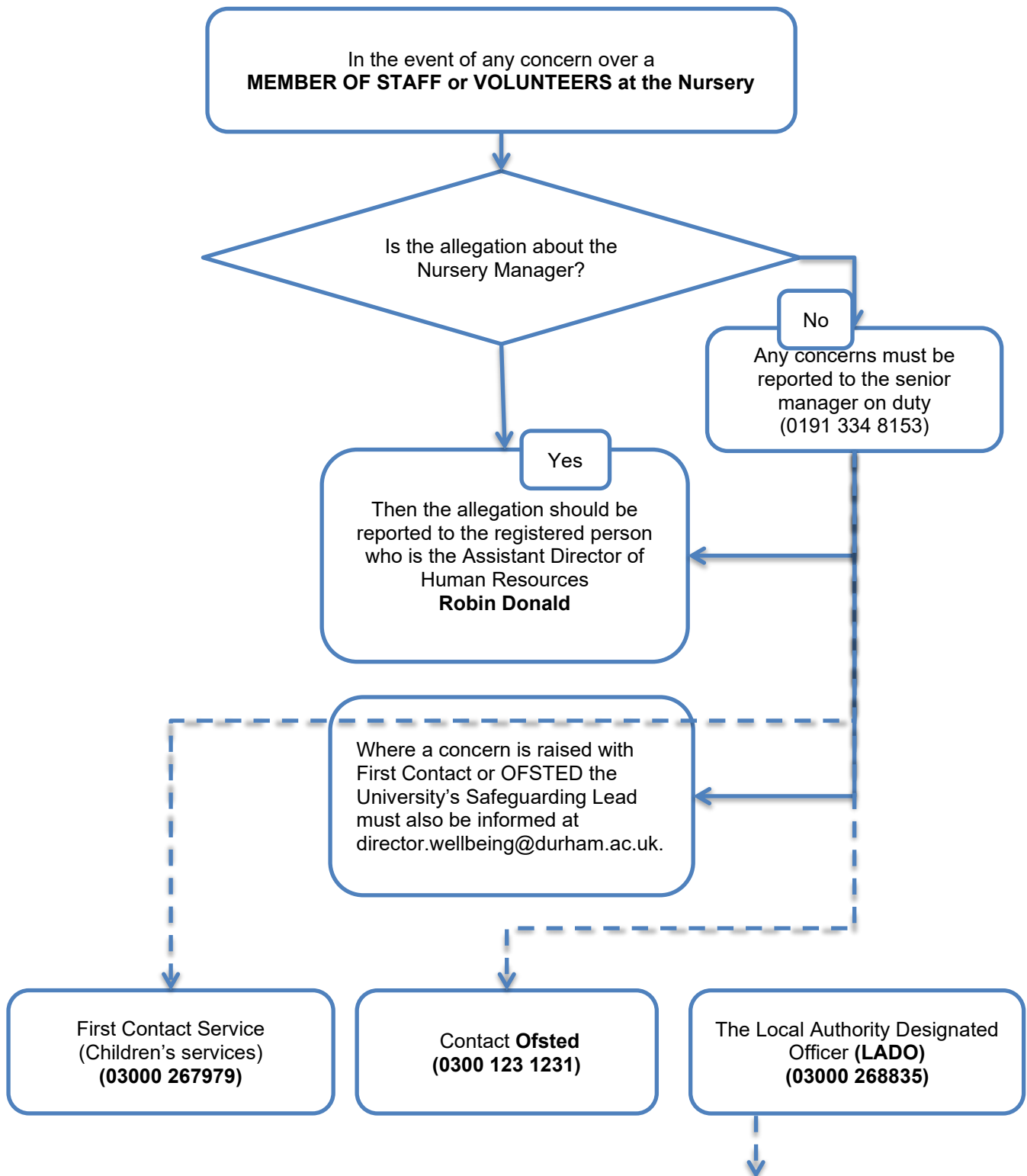
Staff working from home

- Staff only permitted to log in through secure University network
- Staff to only access the documents needed from the shared drive
- Tapestry is monitored by management to ensure staff log in is only during working hours. There must be no logging in during weekends or unsociable hours

3.2 Flowchart to report concerns about the welfare of a child



3.3 Flowchart to report concerns over a member of staff or volunteers at the Nursery



4. Policy, Procedure and Enforcement

4.1 Safeguarding Procedure

Never delay in your actions!

Concerns about abuse or neglect may arise from a number of sources including:

- A child or young person speaking about being abused or neglected
- Direct observation of abusive or neglectful behavior by an adult or another young person towards a child
- Observation of a child behaving in a way which suggests that the child is not adequately cared for or is being harmed or threatened with harm
- Observations of injuries to a child
- Aspects of a child's health and development which suggests inadequate care or harmful treatment
- Evidence or suspicion of domestic abuse

Where there are concerns that a child may be a possible child in need and in particular where there are concerns about a child being harmed staff should:

- Stop other activity and focus on what you are being told. Responding to suspicion of abuse takes immediate priority;
- Do not promise confidentiality or agree to "keep it a secret". Explain clearly to the person raising the concern about what you expect will happen next. (where appropriate);
- Give appropriate support, care and reassurance;
- Work at the pace of the person raising the concern. Do not rush them;
- Avoid expressing opinions about what they are telling you;
- Use open questions like "Can you tell me what happened?"
- Repeat aloud what the child /adult has said so that they know you are listening and have heard them correctly;
- Avoid asking leading questions like "Did she/he do X to you?" or "How did she/he hurt the child" Leading questions and anything likely to suggest ideas or interpretations could jeopardise subsequent investigations or criminal proceeding; and
- Record in writing the concerns raised. **Recording suspicions of abuse and disclosures.** Staff should make an objective record of any observation or disclosure and include:
 - a) Child's name;
 - b) Age of the child and date of birth;
 - c) Date and time of the observation or the disclosure;

- d) Exact words spoken by the child
- e) Exact position and type of injuries or marks seen;
- f) Exact observation of an incident including any other witnesses;
- g) Name of the person to whom the concern was reported, with date and time;
- h) The names of any other person present at the time; and
- i) Any discussion held with the parent(s)/carer(s) (where deemed appropriate).

These records should be signed by the person reporting this and the manager, dated and kept in a separate confidential file.

Staff are required to raise concerns with:

- The Nursery's **Designated Safeguarding Officer** is the Nursery Manager (Kim Roberts) or designated Deputy Safeguarding Officers (Deputy managers Adele Warner and Hayley Staff)
- **Where appropriate, staff should make an enquiry or referral to First Contact Service.** The First Contact Service is led by the Local Authority and is the single point of contact for all professionals and members of the public who want to make a referral about a child they are worried about or who they feel needs some support.
- Staff within First Contact will triage all referrals and determine the level of intervention required.

First Contact Service 03000 267979

- Where a concern is raised with First Contact, the University's Safeguarding Lead must be informed at director.wellbeing@durham.ac.uk
- In an emergency, staff or any other party must contact the Police 999
- Children's absence procedure. Day 1 to check with reception if messages of absence have been received and ask reception to check the spreadsheet for any changes in days. By Midday, contact parents/carers and inform management that you are ringing the parents/carers, If no answer on phone ask reception to send an email. Continued check-ups on following days if not informed of further days absence. If no contact is made by second day, try emergency contact and ensure all information is logged on

the child's chronology. If no contact is made, then to discuss with the designated safeguarding lead and report to first contact service.

4.2 Parental/Carer Involvement and Agreement

In general, we will seek to discuss any concerns with the family and, where possible, seek their agreement to us making referrals, this will only be done where such discussion and agreement-seeking will not place a child at increased risk of significant harm or lead to interference with any potential investigation.

Where we have reasonable grounds to believe that the child is at risk of serious harm we will proceed with a referral whether or not parents/carers are in agreement, however we will usually fully inform parents / carers beforehand about what is being done and why. The exception to this is when it is believed that to inform a parent(s)/carers(s) and/or seek their agreement would place the child at further risk of significant harm or seriously jeopardise the safety of other children, the child's carers or others.

Examples of when it may be unsafe to inform parents/carers before making a referral to First Contact Service:

- Where a child/young person is in a safe place and disclosed current acts of physical and/or sexual assault by a member of the household.
- Where a child is afraid to go home.
- Where there are reasonable grounds to believe that someone in the child's household may be violent towards the child or other children as a result of information being given.
- Where a parent/carers is subject to a criminal investigation or where consulting the parent/carers may lead to another person suspected of a criminal offence being alerted or to important evidence being destroyed.
- Where there are grounds to believe that a child/young person may be threatened or coerced into silence.
- Where there are significant concerns about risks to staff; and/ or
- Where fabricated and induced illness is suspected.

In such circumstances we will take advice as to how and when to inform and involve the parents/carers from First Contact Service.

Staff must not make any comments either publicly or in private about a parents/carers or staffs supposed or actual behaviour.

Support to Families

- The Nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the nursery.
- The Nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents/carers and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interests of the child; and
- Confidential records kept on a child are shared with the appropriate and relevant parties.
- Contacting the Early Help Triage Workers for advice and information about services and support for children and families available in the community on 03000 267979 (listen to the options and select 'Early Help')
- Complete the new on-line Early Help Request Form at the following link: https://doitonline.durham.gov.uk/service/early_help_referral

4.3 Suitable People and Safer Recruitment

It is the policy of the nursery to provide a secure and safe environment for all children. The nursery will therefore not allow an adult to be left alone with a child who has not received their enhanced DBS disclosure clearance.

Once candidates have been shortlisted and invited to interview, they will be asked to complete a disclosure form which will need to be completed before interview. The candidate will need to sign the form on the day of the interview; this gives another opportunity for them to disclose anything the nursery may need to be aware of.

A record of DBS checks and Safeguarding training is recorded on the Nursery Central Log.

- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- DBS checks for new staff are funded by the University and it is then the responsibility of staff to sign up to the annual DBS update service.
- The Nursery Manager will ensure that any staff who are not yet registered for the update service, renew their DBS after 3 years and then sign up to this service.

- All DBS disclosures will be checked annually by the University, using the update service and with prior consent from staff, to ensure the suitability of the adults caring for the children.
- We expect staff to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting)
- The nursery will not allow anyone whose suitability has not been checked, including a criminal record check, to have unsupervised contact with children being cared for.
- We abide by Ofsted requirements in respect of references and suitability checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children.
- The University will receive at least 3 written references before a new member of staff commences employment with us. These will be verified before employment commences and by a senior in current employment.
- All students will have enhanced DBS disclosures completed before their placement starts. A copy of the certificate is seen by Nursery and recorded on the Nursery Central Log.
- Volunteers, students and agency workers do not work unsupervised; DBS disclosures are completed every 3 years, by the University for “Volunteers”, by the College for “students” and by the Agency for “agency workers”. The Nursery Manager/Deputies check the original documents and records this on a central log.
- We abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of safeguarding concern.
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children.
- All external workers/visitors/contractors will be accompanied whilst on the premises, especially when in the areas the children use and reception will sign the visitor book and leave any mobile phone or recording devices at reception.
- All staff have access to a whistle blowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner. The public interest disclosure (whistleblowing) policy can be found on the Durham University website.
- All staff will receive regular supervision meetings where opportunities will be made available to discuss safeguarding training and any needs for further support; and
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be placed into action to ensure the safety of the child and the adult.

4.4 Employees or Volunteers at the Nursery

If an allegation is made against a member of staff or volunteer *then this must be* reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to the registered person instead. Our registered person is the Assistant Director of Human Resources.

The Local Authority Designated Officer (LADO), Ofsted and First Contact Service (Children's services) will be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- LADO will be informed immediately for advice and guidance;
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, First Contact, Police, Children's Services) to determine how this will be handled;
- The Nursery will follow all instructions from the LADO, Ofsted, Police and Children's Services asks all staff members to do the same and co-operate where required;
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice;
- The Nursery reserves the right to suspend any member of staff during an investigation;
- All enquiries/external investigations/interviews will be documented and kept in a locked file;
- Unfounded allegations will result in all rights being re-instated;
- Founded allegations will be passed on to the relevant organisation (police) and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery is also required to notify the Disclosure and Barring Service (DBS) to ensure their records are updated;
- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoid any unnecessary re-investigation;
- The Nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry; and
- Counselling will be available for any member of the Nursery who is affected by an allegation, their colleagues in the Nursery and the parents/carers.

4.5 E-Safety and the use of mobile phones, cameras and recording devices

The internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment. The Nursery has a commitment to keeping children and staff safe and healthy and the E-Safety policy operates under the umbrella of the Safeguarding Policy. Ongoing

communication with children takes place to ensure that children are taught about safeguarding risks including online risks.

All images taken are stored on the iPads or uploaded to the nursery shared drive by reception/deputies/manager/finance admin. The only other storage device is reception USB for the TV. Photos that are stored are deleted regularly from all storage devices.

Children have access to ICT equipment such as programmable toys, digital cameras, I-pads, recording devices, CD Players, computers with printers, a collection of educational games and an interactive smart board. Staff ensure that children's safety is taken into consideration while accessing the computers by having parental controls in place and by using child friendly search engines. The University has appropriate filters and monitoring systems in place to protect children from accessing potentially harmful online material. Children are supervised at all times when using these devices.

Any videos and online material will be approved by the Nursery Manager or Deputies before the staff share the content with the children.

Staff and management understand the risks posed by adults or young people who use the internet to bully, groom or abuse children, young people and vulnerable adults. There are well-developed strategies in place to keep learners safe and to support them in learning how to keep themselves safe.

At Durham University Day Nursery we have specific policies on Camera and Recording Devices use and the use of Mobile Phones covered in our Mobile Phone, Smart Watches and Social Networking policy which can be found in Appendix B.

We ensure that any photographs or recordings taken of children within the care of our Nursery are only done with prior written permission from each child's parent/carer.

This consent is gained when each child is registered at the Nursery. Parents/carers give consent for staff to take photographs to document their children's learning and also for Durham University to use such photographs to promote the Nursery. The Nursery Manager or deputies will monitor all photographs used to promote the Nursery to ensure that the parents'/carers' wishes are adhered to.

All staff are not permitted to take photographs or recordings of a child on their own personal devices, they may only use those provided by the nursery. Nursery digital equipment and recording devices are stored in a locked cupboard.

Parents/carers are not permitted to use any recording device(s) or camera(s) when on the nursery premises, and must always receive the prior consent of the manager, or deputies if they wish to take any recordings/photographs.

Whilst it is recognised that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care, parents/carers and visitors are not permitted to have their mobile phones in operation whilst in the Nursery or when collecting or dropping off their children.

Walkie talkies that are used in nursery are university approved and have their own secure frequency. Staff will only ever use a child's first name for pick up, in the event frequency breakdown this covers us under GDPR.

4.6 Safer Eating

Mealtime and snack times for babies and children can be high risk environments for Choking incidents and allergy reactions.

In nursery we:

- Have adult supervision at all times while children eat.
- Know how to prepare food appropriately and safely.
- Work with parents/carers when weaning.
- Have regular check ins with parents/carers to discuss current allergies to see if there are any changes.
- Children with allergies have their own placemats which are put out at meal and snack times. These have a photograph of the child and clearly states the food they are not have.
- Ensure all food is clear from children's mouths before allowing them to leave the table.

4.7 Prevent Duty and British Values

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

At Durham University Day Nursery we take Safeguarding very seriously, therefore to ensure that we adhere to achieve the Prevent Duty we will:

- Provide appropriate training for staff to enable staff to identify children who may be at risk of radicalisation.
- Build the children's resilience to radicalisation by promoting fundamental British Values and enabling them to challenge extremist views (for Early Years providers 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).
- Assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. A prevent self-assessment audit is completed.
- Ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way.
- 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). The key person approach means we already know our key children well and 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. The 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.
- Work in partnership with our Durham Safeguarding Partnership for guidance and support
- 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)
- Assist and advise families who raise concerns with us and signpost them to the right support mechanisms.
- Ensure that our Designated Safeguarding Officer will undertake Prevent awareness training (as a minimum) so they can offer advice and support to other members of staff.
- 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.

Prevent Contacts can be found in Appendix C (Key Contacts)

5. Related Information

In addition to our Nursery Safeguarding Policy, Durham University publishes and implements a University Safeguarding Children Policy which is available at

<https://www.durham.ac.uk/safeguarding/>

- Camera and recording device policy.
- Mobile phone, Smart Watches and Social networking policy
- University Safeguarding Children Policy
- Allergies and Allergic Reactions Policy
- Durham University also has a **Whistleblowing Policy** – details are available at: https://www.dur.ac.uk/university.calendar/volumei/policies_and_strategies/
- <https://www.barnardos.org.uk>
- <https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>
- <https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>
- <https://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief>
- https://assets.publishing.service.gov.uk/media/65803fe31c0c2a000d18cf40/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

6. Appendices

Appendix A

Types of Abuse

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

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

Physical abuse

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning; where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries – these should also be logged and discussed with the nursery manager/deputies or room lead.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the safeguarding officer. Any incoming injury will be logged and added to the child's chronology.

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the parent or adult carer. The parent/carers may seek out unnecessary medical treatment or investigation. The signs may include a parent/carers exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Sexual abuse

Action needs to be taken under this heading if the staff member has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour or language.

This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge, and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse they may be experiencing; the procedure stated later in this document under 'recording abuse suspicions' will be followed

Emotional abuse

Action should be taken under this heading if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

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

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

Neglect

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

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

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

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents/carers or staff
- Repeated injuries
- Unaddressed illnesses or injuries

Peer-on-peer abuse

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the safeguarding procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following will trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary aged school children) of any kind.
- One of the children is significantly more dominant than the other.
- One of the children is significantly more vulnerable than the other e.g. in terms of disability, confidence or physical strength.
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If peer-on-peer abuse is suspected then the above safeguarding procedures will be followed.

Child sexual exploitation

Children who regularly miss school or education or don't take part in education. This is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them.

Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol; and
- Children who go missing for periods of time or regularly come home late.

Female Genital Mutilation (FGM)

It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM.

FGM involves procedures that intentionally alter/injure the female genital organs for non-medical reasons. Types of procedure are:

- Type 1 Clitoridectomy – partial/total removal of clitoris
- Type 2 Excision – partial/total removal of clitoris and labia minora
- Type 3 Infibulation entrance to vagina is narrowed by repositioning the inner/outer labia
- Type 4 all other procedures that may include: pricking, piercing, incising, cauterising and scraping the genital area.

It is carried out due to a belief that:

- FGM brings status/respect to the girl – social acceptance for marriage
- Preserves a girl's virginity
- Part of being a woman / rite of passage
- Upholds family honour
- Cleanses and purifies the girl
- Gives a sense of belonging to the community
- Fulfils a religious requirement
- Perpetuates a custom/tradition
- Helps girls be clean / hygienic
- Is cosmetically desirable
- Mistakenly believed to make childbirth easier

FGM is internationally recognised as a violation of human rights of girls and women. It is **illegal** in most countries including the UK.

Circumstances and occurrences that may point to FGM happening include:

- Child talking about getting ready for a special ceremony
- Family taking a long trip abroad
- Child's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia and Pakistan)
- Knowledge that the child's sibling has undergone FGM
- Child talks about going abroad to be 'cut' or to prepare for marriage

Signs that may indicate a child has undergone FGM:

- Prolonged absence from school and other activities
- Behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
- Bladder or menstrual problems
- Finding it difficult to sit still and looking uncomfortable
- Complaining about pain between the legs
- Mentioning something somebody did to them that they are not allowed to talk about
- Secretive behaviour, including isolating themselves from the group
- Reluctance to take part in physical activity
- Repeated urinal tract infection
- Disclosure

It is essential to take action **without delay**.

The Serious Crime Act 2015 strengthened further the legislation on FGM and now includes:

- the right to anonymity for victims
- the offence of failing to protect a girl aged under 16 from the risk of FGM
- the provision of Female Genital Mutilation Protection Orders (FGMPO); and
- the duty on professionals (including teachers) to notify police when they discover that FGM appears to have been carried out on a girl under 18.

NB For setting staff this will occur from a disclosure and not a physical examination.

Child Criminal Exploitation, County lines

It is essential that staff are aware of the potential of child criminal exploitation across county lines.

“County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.”

County lines activity and the associated violence, drug dealing and exploitation has a devastating impact on young people, vulnerable adults and local communities.

County lines is a major, cross-cutting issue involving:

- drugs
- violence
- gangs
- safeguarding
- criminal and sexual exploitation
- modern slavery
- missing persons

Durham Constabulary are working with Durham Safeguarding Children Partnership to raise awareness with staff and partners of what criminal exploitation and county lines is, what to look for and where to report concerns and intelligence.

Child Abuse linked to faith or belief including Witchcraft

Child abuse linked to a faith or belief occurs across the country. In such cases a parent or carer has come to view a child as ‘different’ and they may have attributed this difference to the child being possessed. The term ‘belief in spirit possession’ is the belief that an evil force has entered a child and is controlling him or her. Sometimes the term ‘witch’ is used and is the belief that a child is able to use an evil force to harm others.

Genuine beliefs can be held by families, carers, religious leaders, congregations, and the children themselves that evil forces are at work. Families and children can be deeply worried by the evil that they believe is threatening them, and abuse often occurs when an attempt is made to ‘exorcise’, or ‘deliver’ the child. Exorcism is the attempt to expel evil spirits from a child.

Belief in concepts of:

- witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- the evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- ritual or muti murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies
- use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

Reasons for the child being identified as 'different' may be a disobedient or independent nature, bed wetting, nightmares or illness. Attempts to exorcise the child may include but are not limited to: beating, burning, starvation, cutting or stabbing and or isolation within the household.

Children with a disability may also be viewed as different, and various degrees of disability have previously been interpreted as 'possession', from a stammer to epilepsy, autism or a life limiting illness.

Witchcraft

Witchcraft is known by many terms; black magic, kindoki, ndoki, the evil eye, djinns, voodoo, obeah or child sorcerers. All link to a genuine belief held by the family or carers that a child is able to use an evil force to harm others.

Appendix B

DURHAM UNIVERSITY DAY NURSERY CAMERA AND RECORDING DEVICE USE

1. Policy Statement / Purpose

1.1 This policy is linked to the Nursery Safeguarding Policy.

2. Purpose

2.1 We ensure that any photographs or recordings taken of your children in our nursery are only done with prior written permission from each child's parent/carers. This is gained when each child is registered and is updated on a regular basis to ensure that this permission still stands.

- 2.2 We ask for individual permissions for photographs and video recordings for each different use including, use in the child's learning journey, for display purposes, for promotion materials including our nursery website, social media page, Tapestry and brochure and to use in the local press. We ensure that parents/carers understand that their child may also be on another photograph, but not as the primary person, that may be used in another child's learning journey.
- 2.3 If a parent/carer is not happy about one or more of these uses then the nursery will respect their wishes and find alternative ways of recording their child's play or learning.
- 2.4 Staff are not permitted to take photographs or recordings of a child on their own devices and only use those provided by the nursery. Senior Management Team and room leads will monitor all photographs and recordings to ensure that the parent's/carer's wishes are adhered to.
- 2.5 If any online events occur, e.g. team meeting that involve children, parents/carers will be asked not to record or take photos of the screen. Invites will be sent to parents/carers who have requested a place for the event taking place.
- 2.6 Parents/carers are not permitted to use any recording device or camera on the nursery premises, or on outings or events, without the prior consent of the manager.
- 2.7 During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents/carers on request. In this case individual permission will be asked for each child before this event. This will ensure all photographs taken are in line with parental choice.
- 2.8 The nursery has adopted the on-line learning journal "Tapestry" and both staff and parents/carers sign appropriate use and consent forms.

Appendix C

DURHAM UNIVERSITY DAY NURSERY MOBILE PHONE /SMART WATCHES AND SOCIAL NETWORKING POLICY

1. Policy Statement / Purpose

- 1.1 We promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education.
- 1.2 We also feel that restrictions need to be placed on staff when they access social networking sites. The nursery has a very good reputation, which we wish to retain and comments made on sites such as 'Facebook'/'Instagram' could have an impact on how parents/carers view the nursery staff.
- 1.3 We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.
- 1.4 This policy should be used in conjunction with our online safety and acceptable IT use policies, to ensure children are kept safe when using the nursery devices online.

Staff must adhere to the policy below.

2. Policy

- 2.1 All personal devices that send/receive texts, make calls, receive social media notifications, have a sim card or have a camera must be either turned off on entry to the nursery site or placed on silent and stored safely in staff lockers at all times unless on a dedicated break.
- 2.2 Smart watches without sim cards can be worn but staff must turn their mobile phone off, stored at reception and signed in and out. It is staff's responsibility to ensure this is followed at all times. Mobile phones are stored at your own risk and must be signed for by the individual staff member.
- 2.3 All electronic devices / smartwatches with a sim card should be stored safely in staff lockers in the staff room and only accessed during working hours if needed for access to Oracle via the Authenticator App. Mobile phones can be used during designated breaks within designated break areas only and must be away from the children at all times.
- 2.4 Devices that step-count only are allowed providing that is their only function.

2.5 Kitchen staff to keep mobile phone at reception or staff locker in staff room.

2.6 The use of nursery devices, such as tablets, must only be used for nursery purposes e.g. Tapestry and educational age-appropriate resources.

2.7 During outings, staff will use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only nursery owned devices will be used to take photographs or film videos. If in the event staff need to use their own mobile phone, the nursery manager or deputy manager will check on return that no photos have been taken on a personal mobile phone.

2.8 The nursery devices will not have any social media or messaging apps on them.

2.9 Nursery devices will not be taken home with staff and will remain secure at the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances, then the person taking this device home must ensure it is securely stored and not accessed by another other individual and returned to nursery as soon as practically possible.

2.10 Any apps downloaded onto nursery devices must be done only by management. These are password protected. This will ensure only age and content appropriate apps are accessible to staff, or children using them.

2.11 Staff must not post anything onto social networking sites such as 'Facebook'/'Instagram' that could be construed to have any impact on the nursery's reputation.

2.12 Staff must not mention any work-related information when using social media.

2.13 Staff must not post anything onto social networking sites that would offend any other member of staff or parent/carer using the nursery.

2.14 If staff choose to allow parents/carers to view their page on social networking sites then this relationship must remain professional at all times. We strongly advise staff members not to accept any friend requests from parents/carers, or make a request, unless they have known them previously in a personal capacity. Staff represent the university at all times and their actions/behaviours on social media can be reported back to the nursery if there is any cause for concern.

2.15 If any of the above points are not followed then the member of staff involved will face disciplinary action, which may result in dismissal.

3 Parents/Carers and Visitors Use of Mobile Phones

The nursery operates its own mobile usage policy in relation to staff and visitors to the premises. Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our

care, parents/carers and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery.

Parents/carers/visitors will be asked to leave their mobile phone device at reception when attending the nursery to carry out work/visits and meetings.

If contractors need to take photographs on a mobile phone for work purposes a member of staff will be present and photographs to be checked.

4. Related Documents

The university also has its own Social Networking Policy which staff must adhere to and can be found at:

<https://www.dur.ac.uk/internal/hr/policies/social/>

Appendix D

Key Durham University Contacts

To support our policy, we have identified key contacts:

The designated **Safeguarding Lead** in our setting is: **Kim Roberts**

Job title: NURSERY MANAGER

Contact telephone number: 0191 334 8157

The designated **Deputy Safeguarding Lead** are **ADELE WARNER and HAYLEY STAFF**

Job title: NURSERY DEPUTY MANAGERS

Contact telephone number: 0191 334 8153

To discuss safeguarding concerns about the behaviour, possible wrongdoing in the setting or concerns about the Manager, **Senior Leadership Team or other staff members in this setting, contact:** Robin Donald

Job title: ASSISTANT DIRECTOR OF HUMAN RESOURCES / REGISTERED OFSTED PERSON

Contact email: robin.donald@durham.ac.uk

Where a concern is raised, please discuss with the University's Safeguarding Lead

Job title: DIRECTOR OF STUDENT SUPPORT AND WELLBEING

Contact Telephone Number: 0191 3346120

E-Mail address: director.wellbeing@durham.ac.uk

Contacts in other organisations for safeguarding concerns:

First Contact Service

If you are concerned that a child or young person living in is at risk of significant harm, you should make a telephone referral as soon as possible to the **First Contact Service 03000 267979**

Ofsted

To inform **Ofsted** about harm to a child or abuse committed by any person living, working, or looking after children at a registered setting, phone the general **Ofsted helpline 0300 123 1231**

University Safeguarding Lead

Where a concern is raised with **First Contact** or **OFSTED** the University's Safeguarding Lead must also be informed at director.wellbeing@durham.ac.uk.

General Prevent advice

Durham County Council – Safe Durham Partnership 03000 263 593

Channel Referral

Durham Constabulary

If you have a concern that a child, young person or adult may be vulnerable to being drawn into terrorism or extremism you can refer them for support and intervention with the Durham Constabulary Prevent Team. Call 101

Force Prevent Team – 0191 375 2234

7. Version Control

Current Status Version: Final

Document Administration

Current Status	
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Owner:	Nursery Manager
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Revision History

Version	Date	Changes	Changed by
V8.0	16.01.2023	Policy Review, Approved.	Approved Kim Roberts, Nursery Manager
V9.0	21/04/2023	Reviewed: Changes to Responsibility section, 4.1 safeguarding procedure, 5 related information section, Physical abuse section and Appendix A/B both policies updated. Added Child criminal exploitation county lines, Child Abuse linked to faith or belief including Witchcraft sections.	Kim Roberts, Nursery Manager
Approved v9.0	21/04/2023	Approved	Kim Roberts, Nursery Manager
V9.1	25/04/2023	Edited Appendix B, included mention of Social media page in point 2.2	Kim Roberts, Nursery Manager
v9.1	25/04/2023	Approved	Kim Roberts, Nursery Manager
V10	02/02/2024	Policy review, changes to section 2.1, Updating 4.3 with DBS information. 4.5, updated electronic safety and safeguarding. 4.6 updated. Appendix B/C updated. Updating of wording from Child Protection to safeguarding.	Kim Roberts, Nursery Manager, Adele Warner, Deputy Manager, Hayley Staff, Deputy Manager
V10	05/02/2024	Approved	Kim Roberts, Nursery Manager
V11	18.08.2025	Added sections safer eating, made changes to sections and updated appendixes.	Kim Roberts, Nursery Manager, Adele Warner, Deputy Manager, Hayley Staff, Deputy Manager
V11	18.08.2025	Approved	Kim Roberts, Nursery Manager