



LITTLE BLOSSOM
NURSERY SCHOOL

CHILD PROTECTION AND SAFEGUARDING CHILDREN POLICY (INCLUDING E-SAFETY AND CONTACT INFORMATION)

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1. Introduction

CHILDREN HAVE SAID THAT THEY NEED:

- ▲ Vigilance: to have adults notice when things are troubling them
- ▲ Understanding and action: to understand what is happening; to be heard and understood; and to have that understanding acted upon
- ▲ Stability: to be able to develop an on-going stable relationship of trust with those helping them
- ▲ Respect: to be treated with the expectation that they are competent rather than not
- ▲ Information and engagement: to be informed about and involved in procedures, decisions, concerns and plans
- ▲ Explanation: to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response
- ▲ Support: to be provided with support in their own right, as well as a member of their family
- ▲ Advocacy: to be provided with advocacy to assist them in putting forward their views

(taken from Working together to safeguard children March 2013)

This policy is Little Blossom Nursery School Safeguarding and Child protection 1 (please also see policy, Safeguarding 2). Our core safeguarding principles are:

- ▲ It is our responsibility to safeguard and promote the welfare of children
- ▲ Children who are and feel safe learn more successfully
- ▲ Policies will be reviewed twice yearly, unless an incident or new legislation or guidance suggests the need for an earlier date of review

2. Policy Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in this policy apply to all staff.

Principles

- ▲ Little Blossom Nursery School will ensure that the welfare of children is given paramount consideration when developing and delivering all activities
- ▲ All children, regardless of age, gender, ability, culture, race, language, religion or sexual

identity, have equal rights to protection

- ▲ All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm in accordance with this guidance
- ▲ All pupils and staff involved in child protection issues will receive appropriate support from the management who will follow this policy guidance in doing so

Aims

- ▲ To provide all staff by email and training with the necessary information to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children
- ▲ To ensure consistent good practice across Little Blossom
- ▲ To demonstrate Little Blossom commitment with regard to safeguarding children

Responsibilities of all staff at Little Blossom Nursery School towards children is to:

- ▲ give highest priority to their safety and welfare
- ▲ recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ▲ respond appropriately to disclosure by a child, or young person, of abuse
- ▲ respond appropriately to allegations against staff, other adults and against themselves
- ▲ understand and implement safe practice
- ▲ be alert to the risks which abusers, or potential abusers, may pose and vigorously pursue concerns
- ▲ be aware of the importance of your role in promoting the safety and welfare of children and young people

3. Terminology

Safeguarding refers to the process of protecting children from abuse or neglect, promoting the welfare of children by ensuring that children grow up in circumstances that are safe, effective and nurturing and that care is taken to enable those children to have optimum life chances and to enter adulthood successfully. The welfare of the child is paramount.

Child protection refers to the processes undertaken to meet statutory obligations laid out in the Children Act 1989 and associated guidance (see Working Together to Safeguard Children, An Interagency Guide to Safeguard and Promote the Welfare of Children) in respect of those children who have been identified as suffering, or being at risk of suffering harm.

4. Context

Research suggests that more than 10 per cent of children will suffer some form of abuse. Due to their day-to-day contact with children, staff are uniquely placed to observe changes in children's behaviour and to recognise the outward signs of abuse. Children may also turn to a trusted adult at Little Blossom's when they are in distress or at risk. It is vital that staff are alert to the signs of neglect and abuse and understand the local procedures for reporting and acting upon their concerns (see section 6 for further guidance on this).

5. Key personnel:

The **designated safeguarding Lead (DSL)** for child protection at Little Blossom Nursery School is: KellieMiddleton

Contact

details:

littleblossomnurseryleavesden@outlook.com 07939-948-237

The **Deputy designated safeguarding Lead (DDSL)** for child protection at Little Blossom Nursery School is:

LouiseWarrell

Contact details:

littleblossomnurseryleavesden@outlook.com 07939-948-237

6. Roles and responsibilities

All settings must nominate a member of staff to coordinate child protection arrangements and this person is named in this policy guidance and is referred to as the **designated safeguarding Lead (DSL)** for safeguarding and child protection.

Little Blossom Nursery School has ensured that the DSL:

- ▲ is appropriately trained
- ▲ acts as a source of support and expertise to the community
- ▲ has an understanding of Hertfordshire Councils procedures
- ▲ keeps written records of all concerns when noted and reported by staff or when disclosed by a child, ensuring that such records are stored securely and confidentially and reported onward in accordance with this policy guidance.
- ▲ refers cases of suspected neglect and/or abuse to children's social care or police in accordance with this guidance and local procedure (see below at footnote)
- ▲ develops effective links with relevant statutory and voluntary agencies
- ▲ ensures that all staff sign to indicate that they have read and understood this policy
- ▲ ensures that the child protection policy is updated annually
- ▲ liaises with the DDSP and Manage
- ▲ keeps a record of staff attendance at child protection training
- ▲ makes this policy available to parents

The **(DDSL)** for child protection at Little Blossom is: Louise Warrell

Contact details: littleblossomnurseryleavesden@outlook.com 07939-948-237

The DDSL is appropriately trained and, in the absence of the designated person, carries out those functions necessary to ensure the ongoing safety and protection of children. In the event of the long-term absence of the designated person, the deputy will assume all of the functions above.

There will be:

- ▲ A DDL for safeguarding and child protection who is a member of the senior leadership team and who has undertaken the approved training.
- ▲ Child protection policy and procedures that are consistent with hertfordshire's requirements, reviewed annually and made available to parents on request.

- ▲ Procedures for dealing with allegations of abuse made against members of staff including allegations made against the Manager.
- ▲ Safer recruitment procedures that include the requirement for appropriate checks in line with national guidance.
- ▲ A training strategy that ensures all staff, receive child protection training, with refresher training at two-yearly intervals.
- ▲ Arrangements to ensure that all temporary staff and volunteers are made aware of Little Blossom arrangements for child protection.
- ▲ Staff are aware that they are responsible for liaising with the local authority and other agencies in the event of an allegation being made against the Manager

The DSL and DDL:

- ▲ Ensure that the safeguarding and child protection policy and procedures are implemented and followed by all staff
- ▲ Allocates sufficient time and resources to enable the DSL and deputy to carry out their roles effectively, including the assessment of children and attendance at strategy discussions and other necessary meetings
- ▲ Ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with Little Blossom Nursery School whistle blowing procedures
- ▲ Ensures that child's safety and welfare is of utmost importance

7. Good practice guidelines

To meet and maintain our responsibilities towards children, Little Blossom agrees to the following standards of good practice:

- ▲ treating all children with respect
- ▲ setting a good example by conducting ourselves appropriately
- ▲ involving children in decision-making which affects them
- ▲ encouraging positive and safe behaviour among children
- ▲ being a good listener
- ▲ being alert to changes in child's behaviour
- ▲ recognising that challenging behaviour may be an indicator of abuse
- ▲ reading and understanding all of Little Blossom's safeguarding and guidance documents on wider safeguarding issues, for example, bullying, physical contact, e-safety plans and information-sharing
- ▲ maintaining appropriate standards of conversation and interaction with and between children and avoiding the use of sexualised or derogatory language
- ▲ being aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of neglect and or abuse.

8. Abuse of trust

All staff are aware that inappropriate behaviour towards children is unacceptable and that their conduct towards all children must be beyond reproach. In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the staff and a child under 18 may be a criminal offence, even if that child is over the age of consent, and a child under 16 can never 'consent'.

Little Blossom Code of Ethical Practice sets out our expectations of staff (see: appendix 1).

9. Children who may be particularly vulnerable

Some children are at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse happens, or who have a high level of tolerance in respect of neglect.

To ensure that all of our children receive equal protection, we will give special consideration and attention to children who are:

- ▲ disabled or have special educational needs
- ▲ living in a known domestic abuse situation
- ▲ affected by known parental substance misuse
- ▲ asylum seekers

- ▲ living away from home
- ▲ vulnerable to being bullied, or engaging in bullying
- ▲ living in temporary accommodation
- ▲ living transient lifestyles
- ▲ living in chaotic, neglectful and unsupportive home situations
- ▲ vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality
- ▲ involved directly or indirectly in prostitution or child trafficking do not have English as a first language.
- ▲ Special consideration includes the provision of safeguarding information, resources and support services in community languages and accessible formats.

10. Support for those involved in a child protection issue

Child neglect and abuse is devastating for the child and can also result in distress and anxiety for staff who become involved. We will support the children and their families and staff by:

- ▲ taking all suspicions and disclosures seriously
- ▲ nominating a link person who will keep all parties informed and be the central point of contact. Where a member of staff is the subject of an allegation made by a child, a separate link person will be nominated to avoid any conflict of interest
- ▲ responding sympathetically to any request from a child or member of staff for time out to deal with distress or anxiety
- ▲ maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- ▲ storing records securely
- ▲ offering details of help lines, counselling or other avenues of external support
- ▲ following the procedures laid down in our whistle blowing, complaints and disciplinary procedures
- ▲ co-operating fully with relevant statutory agencies.

11. Complaints procedure in respect of poor practice behaviour

Our complaints procedure will be followed where a child or parent raises a concern about poor practice towards a child that initially does not reach the threshold for child protection action. Poor practice examples include unfairly singling out a child, using sarcasm or humiliation as a form of control, bullying or belittling a child or discriminating against them in some way. Complaints are managed by staff, the Manager and owners. Complaints from staff are dealt with under Little Blossom complaints and disciplinary and grievance procedures.

12. If you have concerns about a colleague

Staff who are concerned about the conduct of a colleague towards a child are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount. Little Blossom whistle blowing code (appendix 2) enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place. All concerns of poor practice or concerns about a child's welfare brought about by the behaviour of colleagues should be reported to the DSL and Manager. Complaints about the Manager should be made to Hertfordshire Safeguarding Children Partnership (HSCP), Local Authority Designated Officer (LADO), Ofsted or the police. Please see contact list at the end.

13. Staff who are the subject of an allegation

When an allegation is made against a member of staff, set procedures must be followed. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events can and do happen. A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some adults do pose a serious risk to children's welfare and safety and we must act on every allegation made.

Allegations against staff should be reported to the Manager. Allegations against the Manager should be reported to Hertfordshire Council's Local Authority Designated Officer (LADO), Ofsted, NSPCC or the police. Please see contact list at the end.

It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer in an education setting is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended or not offered further work with Little Blossom Nursery School where this is deemed to be the best way to ensure that children are protected.

The full procedures for dealing with allegations against staff can be found in https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/289327/Dealing_with_allegations_of_abuse_against_teachers_and_other_staff.pdf

For further information on managing allegations against staff (and Hertfordshire's Child protection contact list for Hertfordshire's Local Authority Designated Officer (LADO) and other contacts) Please visit the link at Hertfordshire Safeguarding Children Board:

LADO Referrals need to be reported within 24 hours of the allegation.

Ofsted need to be informed with 14 days.

14. Staff training

It is important that all staff have training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern. New staff will receive training during their induction. All staff, including the owner and Manager (unless they are the DSLs) will receive training that is updated at least every two years.

15. Safer recruitment

Little Blossom Nursery School endeavours to ensure that we do our utmost to employ 'safe' staff by following the guidance in Safeguarding Children and Safer Recruitment in Education (pp20-54) together with the local authority and the our individual procedures.

Safer recruitment means that all applicants will:

- ▲ complete an application form
- ▲ provide two referees, including at least one who can comment on the applicant's suitability to work with children
- ▲ provide evidence of identity and qualifications
- ▲ be checked through the Disclosure and Barring Service (DBS) after a trial period of work
- ▲ be interviewed
- ▲ be able to show a DBS check within the last 3 years
- ▲ be supervised at all times until DBS check is complete

All new members of staff will undergo an induction that includes familiarisation with the Little Blossom safeguarding and child protection policy and identification of their own safeguarding and child protection training needs. All staff sign to confirm they have received a copy of the child protection policy (see: appendix 3).

16. Extended Activities and off-site arrangements

Where extended activities are provided by and managed by Little Blossom, our own safeguarding and child protection policy and procedures apply. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures.

When our children attend off-site activities, we will check that effective child protection arrangements are in place.

17. Photography and images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. To protect children we will:

- ▲ seek their consent for photographs to be taken or published (for example, on our website or in newspapers or publications)
- ▲ seek parental consent
- ▲ use only the child's first name with an image
- ▲ ensure that children are appropriately dressed
- ▲ ensure that images are only taken on the school camera

For the mobile phone and camera policy, see: safeguarding policy 2.

18. E-Safety (please also see Staff Code of Ethical Practice)

Most children will use mobile phones and computers at some time. They are a source of fun, entertainment, communication and education. We know, however, that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful

conversations, web cam photography or face-to-face meetings. Please see the code of ethical practice for further procedures.

19. Protecting Children from Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status.

Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

OFFICIAL DEFINITION: Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

(This definition of child sexual exploitation was created by the UK National Working Group for Sexually Exploited Children and Young People (NWG) and is used in statutory guidance for England)

Sexual exploitation can be very difficult to identify. Warning signs can easily be mistaken for 'normal' teenage behaviour.

Young people who are being sexually exploited may:

- ▲ be involved in abusive relationships, intimidated and fearful of certain people or situations
- ▲ hang out with groups of older people, or antisocial groups, or with other vulnerable peers
- ▲ associate with other young people involved in sexual exploitation get involved in gangs, gang fights, gang membership
- ▲ have older boyfriends or girlfriends
- ▲ spend time at places of concern, such as hotels or known brothels
- ▲ not know where they are, because they have been moved around the country go missing from home, care or education.
- ▲ They may also show signs of sexual abuse or grooming.
- ▲ Things you may notice
- ▲ If you're worried that a child is being abused, watch out for any unusual behaviour:-

withdrawn, suddenly behaves differently, anxious, clingy, depressed, aggressive, problems sleeping, eating disorders, wets the bed, soils clothes, takes risks, misses school, changes in eating habits, obsessive behaviour, nightmares, drugs, alcohol, self-harm, thoughts about suicide

If you think this is happening to a child or have a gut feeling, please discuss with your DSO as soon as possible. It can happen at any age to any child or adult. Further information can be found:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/278849/Safeguarding_Children_and_Young_People_from_Sexual_Exploitation.pdf

<http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-sexual-exploitation/what-is-child-sexual-exploitation/>

http://www.paceuk.info/support-for-parents/advice-centre/living-with-child-sexual-exploitation/gclid=CjwKEAiA2JqkBRDshIOY_9eMghkSJABvNd1QWHB9cWMjlnldPgsEWdXxUN-6f4ln-Fck-Wn4Vg6zFRoCkDw_wcB

http://www.londoncp.co.uk/chapters/sg_sex_exploit_ch.html

20. Protecting Children from FGM (Female Genitalia Mutilation)

Report any concerns to the DSL immediately. For further guidance and information see: www.londonscb.gov.uk/fgm

www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genitalmutilationfgm/legislation-policy-and-guidance

21. Protecting Children from Radicalisation and Terrorist activities

At Little Blossom Nursery School we are aware that young people can be exposed to extremist influences or prejudiced views from an early age which emanate from a variety of sources and media.

Any prejudice, discrimination or extremist views, including derogatory language, displayed by children or staff will always be challenged and where appropriate dealt within line with our Behaviour Policy for pupils and Ethical Code of Conduct for staff.

As part of wider safeguarding responsibilities Little Blossom staff will be alert to:

- ▲ Disclosures by children of their exposure to the extremist actions, views or materials of others outside of school, such as in their homes or community groups, especially where pupils have not actively sought these out
- ▲ Graffiti symbols, writing or art work promoting extremist messages or images
- ▲ Changes in behaviour of children and parents
- ▲ Children voicing opinions drawn from extremist ideologies and narratives
- ▲ Use of extremist or 'hate' terms to exclude others or incite violence

- ▲ Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture
- ▲ Attempts to impose extremist views or practices on others
- ▲ Anti-Western or Anti-British views

Little Blossom will closely follow any locally agreed procedure as set out by London and Hertfordshire Safeguarding Children Board's agreed processes and criteria for safeguarding individuals vulnerable to extremism and radicalisation.

We will all strive to eradicate the myths and assumptions that can lead to some young people becoming alienated and dis-empowered, especially where the narrow approaches children may experience elsewhere may make it harder for them to challenge or question these radical influences.

We will ensure that our inclusive and caring approach at Little Blossom contributes to children building the resilience to extremism and give children a positive sense of identity through the development of critical thinking skills that they will be getting at school. We will ensure that all of our staff are equipped to recognize extremism and are skilled and confident enough to challenge it.

Therefore this approach will be embedded within our ethos so that children know and understand what safe and acceptable behaviour is in the context of extremism and radicalisation.

We will help support children who may be vulnerable to such influences as part of our wider safeguarding responsibilities and where we believe a children is being directly affected by extremist materials or influences we will seek external support from the Local Authority and/or local partnership structures working to prevent extremism.

At Little Blossom we promote the values of democracy, the rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs. We will teach and encourage all to respect one another and to respect and tolerate difference, especially those of a different faith or no faith. It is indeed our most fundamental responsibility to keep our pupils safe and help prepare them for life in modern multi- cultural Britain and globally.

Where there are concerns of extremism or radicalisation Staff will be encouraged to make use of our internal systems to Whistle Blow or raise any issue in confidence. All staff will complete the Prevent online training.

22. Safeguarding and Child Protection Procedures

Recognising abuse

To ensure that our children are protected from harm, we need to understand what types of behaviour constitute abuse and neglect. Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a small child home alone, or leaving knives or matches within reach of an unattended toddler.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child (this used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as fabricated or induced illness).

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only for meeting the needs of another person. It may feature age - or developmentally- inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another (eg domestic violence). It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision, including the use of inadequate care-takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(Definitions taken from Working Together to Safeguard Children)

Bullying

While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying is thought to result in up to 12 child suicides each year. All incidences of bullying should be reported and will be managed through our anti-bullying procedures. If the bullying is particularly serious, or the anti-bullying procedures are deemed to be ineffective, the DSL will consider implementing child protection procedures.

Indicators of abuse and what you might see

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The identification of physical signs is complicated, as children may go to great

lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons it is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the designated person.

Remember, it is your responsibility to report your concerns. It is not your responsibility to investigate or decide whether a child has been abused.

A child who is being abused and/or neglected may:

- ▲ have bruises, bleeding, burns, fractures or other injuries
- ▲ show signs of pain or discomfort
- ▲ keep arms and legs covered, even in warm weather
- ▲ be concerned about changing for Sport activities
- ▲ look unkempt and uncared for
- ▲ change their eating habits
- ▲ have difficulty in making or sustaining friendships
- ▲ appear fearful
- ▲ be reckless with regard to their own or other's safety
- ▲ self-harm
- ▲ frequently arrive late
- ▲ show signs of not wanting to go home
- ▲ display a change in behaviour - from quiet to aggressive, or happy-go-lucky to withdrawn
- ▲ challenge authority
- ▲ become disinterested in their activities
- ▲ be constantly tired or preoccupied
- ▲ be wary of physical contact
- ▲ be involved in, or particularly knowledgeable about drugs or alcohol
- ▲ display sexual knowledge or behaviour beyond that normally expected for their age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSL to decide how to proceed. It is very important that you immediately report your concerns - you do not need 'absolute proof' that the child is at risk.

The impact of abuse

The impact of child abuse should not be underestimated. Many children do recover well and go on to lead healthy, happy and productive lives, although most adult survivors agree that the emotional scars remain, however well buried. For some children, full recovery is beyond their reach, and the rest of their childhood and their adulthood may be characterised by anxiety or depression, self-harm, eating disorders, alcohol and substance misuse, unequal and destructive relationships and long-term medical or psychiatric difficulties.

Taking action

Key points to remember for taking action are:

- ▲ in an emergency take the action necessary to help the child, for example, call 999
- ▲ report your concern to the DSL by the end of the day
- ▲ if the DSL is not around, ensure this confidential information is shared with the most senior person at the nursery that day and ensure action is taken to report the concern to children's social care
- ▲ do not start your own investigation
- ▲ share information on a need-to-know basis only - do not discuss the issue with colleagues, friends or family
- ▲ complete a record of concern

- ▲ seek support for yourself if you are distressed.

If you suspect a child is at risk of harm

There will be occasions when you suspect that a child may be at serious risk, but you have no 'real' evidence. The child's behaviour may have changed, their artwork could be bizarre or you may have noticed other physical but inconclusive signs. In these circumstances, you should try to give the child the opportunity to talk. The signs you have noticed may be due to a variety of factors and it is fine to ask the child if they are alright or if you can help in any way.

Use the welfare concern form (see: appendix 5) to record these early concerns. If the child does begin to reveal that they are being harmed you should follow the advice in the section 'If a child discloses to you'. If, following your conversation, you remain concerned, you should discuss your concerns as soon as possible with the designated person.

If a child discloses information to you

It takes a lot of courage for a child to disclose that they are being neglected and or abused. They may feel ashamed, particularly if the abuse is sexual, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault.

If a child talks to you about any risks to their safety or wellbeing you will need to let them know that **you must** pass the information on - you are not allowed to keep secrets. The point at which you do this is a matter for professional judgement. If you jump in immediately the child may think that you do not want to listen, if you leave it till the very end of the conversation, the child may feel that you have misled them into revealing more than they would have otherwise.

During your conversation with the child:

- ▲ Allow them to speak freely.
- ▲ Remain calm and do not over react - the child may stop talking if they feel they are upsetting you.
- ▲ Give reassuring nods or words of comfort - 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault', 'You are doing the right thing in talking to me'.
- ▲ Do not be afraid of silences - remember how hard this must be for the child.
- ▲ Under no circumstances ask investigative questions - such as how many times this has happened, whether it happens to siblings too, or what does the child's mother think about all this.
- ▲ At an appropriate time tell the child that in order to help them you must pass the information on.
- ▲ Do not say that everything is going to be fine, or make promises.
- ▲ Do not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused.
- ▲ Avoid admonishing the child for not disclosing earlier. Saying 'I do wish you had told me about this when it started' or 'I can't believe what I'm hearing'
- ▲ may be your way of being supportive but the child may interpret it that they have done something wrong.
- ▲ Tell the child what will happen next. The child may agree to go with you to see the designated person. Otherwise let them know that someone will come to see them before the end of the day.
- ▲ Report verbally to the designated person.
- ▲ Write up your conversation as soon as possible on the record of concern form and hand it to the designated person.
- ▲ Seek support if you feel distressed.

A record of concern form is provided in appendix 6.

Notifying parents

Little Blossom will normally seek to discuss any concerns about a child with their parents. This must be handled sensitively and the DSL will make contact with the parent in the event of a concern, suspicion or disclosure.

However, if Little Blossom believes that notifying parents could increase the risk to the child or exacerbate the problem, then advice will first be sought from children's social care.

Referral to children's social care

The DSL will make a referral to children's social care if it is believed that a child is suffering or is at risk of suffering significant harm. The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

Confidentiality and sharing information

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved but also to ensure that being released into the public domain does not compromise evidence. Staff should only discuss concerns with the designated person or owner. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

Child protection information will be stored and handled in line with Data Protection Act 1998 principles. Information is:

- ▲ processed for limited purposes
- ▲ adequate, relevant and not excessive
- ▲ accurate
- ▲ kept no longer than necessary
- ▲ processed in accordance with the data subject's rights
- ▲ secure

Record of concern forms and other written information will be stored in a locked facility and any electronic information will be password protected and only made available to relevant individuals.

Every effort should be made to prevent unauthorised access and sensitive information should not be stored on laptop computers, which, by the nature of their portability, could be lost or stolen. If it is necessary to store child protection information on portable media, such as a CD or flash drive, these items should also be kept in locked storage. Child protection information will be stored separately from the child's data and the data will be 'tagged' to indicate that separate information is held.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a child or parent to see child protection records, they should refer the request to the Manager.

The Data Protection Act does not prevent staff from sharing information with relevant agencies, where that information may help to protect a child.

Little Blossom policy on confidentiality and information-sharing is available to parents and children on request.

Reporting directly to child protection agencies

Staff should follow the reporting procedures outlined in this policy.

However, they may also share information directly with children's social care, police or the NSPCC if:

- ▲ the situation is an emergency and the designated person or Manager are all unavailable
- ▲ they are convinced that a direct report is the only way to ensure the child's safety

22. Reportable to Ofsted

You must tell Ofsted about any of the following:

- . anything that requires resuscitation
- . admittance to hospital for more than 24 hours
- . a broken bone or fracture
- . dislocation of any major joint, such as the shoulder, knee, hip or elbow
- . any loss of consciousness
- . severe breathing difficulties, including asphyxia
- . anything leading to hypothermia or heat-induced illness

Minor injuries

You do not need to tell Ofsted about minor injuries, even if treated at a hospital (for less than 24 hours). These include:

- . animal and insect bites, such as a bee sting that doesn't cause an allergic reaction
- . sprains, strains and bruising, for example if a child sprains their wrist tripping over their shoelaces
- . cuts and grazes
- . minor burns and scalds
- . dislocation of minor joints, such as a finger or toe
- . wound infections

Eyes

You must report to Ofsted if a child suffers any loss of sight, whether it is temporary or permanent. You must also tell us about any:

- . penetrating injury to the child's eye

- . chemical or hot metal burn to the child's eye

Substances and electricity

If a child in your care suffers any injury from, or requires medical treatment for, any of the following situations you must tell Ofsted:

- . from absorption of any substance:

- . by inhalation

- . by ingestion

- . through the skin

- . from an electric shock or electrical burn

- . where there is reason to believe it resulted from exposure to:

- . a harmful substance

- . a biological agent

- . a toxin

- . an infected material

Ofsted need to be informed within 24 Hours.

[Childcare: significant events to notify Ofsted about - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

7. HERTFORDSHIRE CHILD PROTECTION - CONTACT SHEET

Local (Hertfordshire) Safeguarding Children Board

If you have any concerns about a child or young person, you must report your concerns. Discuss them with your DSL or Manager and follow up what action is being taken. If you are worried that a child or young person is at risk of abuse or neglect, please contact Children's Services straight away. The contact details are listed at the end of this section. You should always report your concerns, even if the person you suspect who is abusing or neglecting a child/young person is someone you know well.

LADO Information

Staff Allegations - the LADO is located in the Safeguarding Standards Service within the Local Authority. The Safeguarding Standards Service contact telephone number is 03001234043 and the secure email is

LADO.Referral@hertfordshire.gov.uk To be

reported to LADO within 24 hours

Ofsted to be informed asap and within 14 days

Parent Allegations - Contact Children's services Referral and Assessment on 0300 123 4043

Support for staff

Teacherline: 08000 562 561

Other numbers

NSPCC 'worried about a child' number - 0808 800 5000

Ofsted 0300 123 231

Protecting Children from Child Sexual Exploitation

http://www.londoncp.co.uk/chapters/sg_sex_exploit_ch.html

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/278849/Safeguarding_Children_and_Young_People_from_Sexual_Exploitation.pdf

<http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-sexual-exploitation/what-is-child-sexual-exploitation/>

http://www.paceuk.info/support-for-parents/advice-centre/living-with-child-sexual-exploitation/gclid=CjwKEAiA2JqkBRDshIOY_9eMghkSJABvNd1QWHB9cWMjlnldPgsEWdXxUN-6f4ln-Fck-Wn4Vg6zFRoCkldw_wcB

Further reading

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

http://www.safenetwork.org.uk/news_and_events/news_articles/Pages/working-together-safeguard-children-guidance-2013.aspx

<http://ceop.police.uk/>

Hertfordshire Safeguarding Children Partnership (HSCP)

Appendix 1

CODE OF ETHICAL PRACTICE FOR LITTLE BLOSSOM NURSERY SCHOOL STAFF

All staff are valued members of the Little Blossom community. Everyone is expected to set and maintain the highest standards for their own performance, to work as part of a team and to be an excellent role model for our children.

All Little Blossom staff must:

- ▲ Place the safety and welfare of children above all other considerations
- ▲ Treat all members of the little blossom community, including children, parents, and colleagues with consideration and respect
- ▲ Adhere to the principles and procedures contained in all of our policies
- ▲ Treat each child as an individual and make adjustments to meet individual needs
- ▲ Encourage all children to reach their full potential
- ▲ We act respectfully towards children at all times, for example:
 - * Speaking in a calm and objective way, even in the face of challenging circumstances
 - * Showing good manners to children and thereby modelling what good manners are
- ▲ Demonstrate a clear understanding of and commitment to non-discriminatory practice
- ▲ Be alert to, and report appropriately, any behaviour that may indicate that a child is at risk of harm
- ▲ Never condone inappropriate behaviour by children or staff
- ▲ Refrain from any action that would bring Little Blossom's into disrepute
- ▲ Consider all members of the staff team to have equal value, irrespective of their job, and treat them accordingly
- ▲ When speaking to colleagues, we always consider how we would expect to be spoken to ourselves
- ▲ Value themselves and seek appropriate support for any issue that may have an adverse effect on their professional practice
- ▲ Have a positive attitude when at work
- ▲ Maintain high standards of honesty and integrity in their work. This includes the use of Little Blossom's property and facilities.

. Contact with children and parents outside the nursery

While We encourages positive relationships between staff and families, these need to be of a professional nature for as long as the staff member has a professional responsibility towards that child.

Staff should be aware that social contact with children and families who use our nurseries may leave them vulnerable to allegations and staff are strongly advised to inform the Nursery Manager of social contact with children or their parents.

Social contact in certain situations can be misconstrued as grooming. To prevent any misunderstandings, staff should be aware of the following guidance and good practice: • Children and/or parent visits to your home should not occur, unless the reason for this has been clearly established and agreed with the Nursery Manager. • In no circumstances should children

and parents assist with chores or tasks in your home or the homes of your friends and family. • It is good practice to approve any planned social contact with children or parents with the Nursery Manager. • Contact with children and families may leave staff vulnerable to allegations. In order to prevent this, staff are strongly advised to notify the Nursery Manager of any contact with families. • There may be situations in which children or parents seek to establish social contact where it is not possible to notify the Nursery Manager in advance (i.e. coincidental meetings in a social setting). In these cases staff should exercise professional judgement and are advised to notify the Nursery Manager at the earliest opportunity. • When social contacts occur through interests outside of work or through personal or family networks staff are advised to take care in maintaining appropriate personal and professional boundaries.

Recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

E-safety

The following points should be followed by staff to ensure that their behaviour is not open to misinterpretation and to safeguard them from misplaced or malicious allegations.

- ▲ Photographic and video images of children should only be taken by staff in connection with educational purpose or Little Blossom objectives.
- ▲ Staff should always use service equipment and only store images on Little Blossom computer system, with all other copies of the images erased.
- ▲ Staff should take care regarding the content of and access to their own social networking sites and ensure that children and parents cannot gain access to these.
- ▲ Staff should ensure that any materials published on their own social networking sites are neither inappropriate nor illegal.
- ▲ Staff should be particularly careful regarding any comments to do with Little Blossom's or specific children that are communicated over the internet; remarks that are private may go to a wider audience and raise questions regarding confidentiality.
- ▲ When making contact with parents by telephone, staff should only use service equipment, unless in an extreme emergency.
- ▲ Where staff are using mobile equipment such as laptops provided by the service, they should ensure that the equipment is kept safe and secure at all times.
- ▲ Staff personal devices and mobiles must be kept in the office staff are within the premises.

Staff name _____

Signature _____

Date _____

Appendix 2

Whistle blowing code for issues relating to children and young people

Purpose of the code

Little Blossom adheres to the local authority whistle blowing policy and procedures that enable staff to raise concerns relating to:

- ▲ crime
- ▲ a miscarriage of justice
- ▲ illegality
- ▲ health and safety
- ▲ environmental or property damage
- ▲ unauthorised use of public funds
- ▲ concealing or attempting to cover up any of the above

This code provides additional information to help staff to understand the role of whistle blowing in the context of poor practice and unacceptable conduct and attitudes towards children.

When to use the code

The whistle blowing procedures and this code may be used by anyone employed by Little Blossom in a paid or voluntary capacity who believes they have reason to suspect that the conduct of an employee towards a child is inappropriate.

Inappropriate conduct includes, but is not confined to:

- ▲ bullying or humiliation
- ▲ contravening health and safety guidelines
- ▲ serious breaches of Little Blossom code of ethical practice
- ▲ professional practice that falls short of normally accepted standards
- ▲ compromising children's welfare but in a way that does not meet the threshold for child protection intervention.

Reasons for blowing the whistle

Staff will naturally be reticent to report a concern about the conduct of a colleague. However, each individual must take responsibility for ensuring that children are fairly treated. If poor practice is allowed to continue unchecked, it could escalate with serious consequences. Your action not only protects children, but also deters any suggestion that you have colluded with poor practice that you knew was occurring but chose to ignore.

Whistle blowing can also support the member of staff who is the subject of the concern. Their conduct may result from inexperience or lack of training that can be addressed by Little Blossom, or they may be under stress and be relieved when their conduct is questioned.

Staff who deliberately fail children and show no remorse or desire to improve are unlikely to welcome being exposed, but their conduct has to be confronted for the sake of the child and the integrity of Little Blossom and its staff. The welfare of the child is paramount.

Barriers to whistle blowing

You may worry that you have insufficient evidence to raise a concern that you will set in train an unstoppable chain of events, that there will be adverse repercussions for your career, that you may suffer harassment or victimisation, or that your suspicion or concern might be totally misplaced. These concerns are entirely understandable but you can be reassured that whistle blowing procedures addresses these issues.

The Public Interest Disclosure Act 1998 protects employees from reprisals for public interest whistle blowing. Your union, a solicitor or the local authority legal services can provide you with information about your legal position.

Confidentiality and anonymity

All concerns are treated in confidence and, as far as possible, your identity will not be revealed if that is your wish. However, absolute confidentiality cannot be guaranteed if, as a result of an investigation, you are required to provide a witness statement or attend a court hearing.

You can, if you prefer, raise your concern anonymously. Little Blossom would need to decide whether the levity and credibility of the concern warrants investigation if the source of the concern, and the key evidence, is not readily available.

Little Blossom willfully support you and do all it can to protect you from any harassment or adverse repercussions that may arise from whistle blowing. Allegations that prove to be deliberately fabricated and malicious will be dealt with through staff disciplinary procedures, or termination of future work opportunities. No action, however, will be taken against any member of staff who raises a genuine concern that then proves to be unfounded.

Reporting procedure

It may help if you write down, for your own benefit, what you have observed or heard that is causing alarm. One useful way to decide whether your concern should be reported is to consider whether you would want the conduct of this member of staff to continue unchecked if your own child or another young family member was involved.

- ▲ You may raise your concern verbally or in writing. You should report your concern directly to the Manager.
- ▲ If the Manager is the subject of your concern, telephone Hertfordshire Safeguarding Standards Unit or call 999

- ▲ A friend, colleague or union representative may accompany you to the meeting if you wish.
- ▲ Ensure the Manager informs you of their proposed action and sets a date for a second meeting.
- ▲ Time-scales will depend on the complexity of the initial inquiry but the case should not be allowed to stall and you should receive initial feedback within 10 working days. The time-scale for subsequent feedback should then be agreed.
- ▲ Ask for clarification about confidentiality and ensure you have your wishes regarding the protection of your identity recorded.
- ▲ Process and outcome

The Manager will make enquiries to establish the facts of the matter and whether poor practice or inappropriate conduct has occurred.

Staff members of Little Blossom may be asked to provide information or advice.

- ▲ External advice, for example, from legal or human resources or children's services may be sought.
- ▲ A written record of the conduct, established facts and outcome of the inquiry will be kept.
- ▲ The whistle-blower will be kept informed of the progress of the inquiry.
- ▲ The outcome of the inquiry will be one of the following:
 - ▲ No poor practice or wrongdoing is established and the case is closed
 - ▲ The concern has some substance and the subject of the concern will receive advice and support from the head teacher to improve practice
 - ▲ Poor practice or wrongdoing is established and disciplinary proceedings are initiated or termination of future work opportunities
 - ▲ The concern is more serious and an investigation is initiated. This investigation may involve the local authority's legal team, children's social care or the police.

If, at any stage in the process, there is reason to believe that a child is at risk of significant harm, children's social care will be immediately involved.

Where you feel unable to raise an issue with the employer, or feel that your concerns have not been addressed, the following channels are open to you.

NSPCC Whistleblowing advice line 0800 028 0285

8am to 8pm Monday To Friday and 9am to 6pm on weekends

help@nspcc.org.uk

National Society for the Prevention of Cruelty to Children (NSPCC)

Weston House

42 Curtain Road

London

EC2A 3NH

[Complaints procedure - Ofsted - GOV.UK](#)

[Whistleblowing for employees: What is a whistleblower - GOV.UK](#)

Further action:

If you raise a concern and you are dissatisfied with the way it is managed, or the outcome, you may contact the governing body or local authority for advice.

Alternatively you can seek advice from your union or professional association, a solicitor, the police, children's social care or Public Concern at Work (PCaW), a registered charity that offers free and confidential legal advice on workplace malpractice.

Public Concern at Work
3rd Floor, Bank Chambers, 6-10 Borough High Street, London SE1 9QQ
020 7404 6609
whistle@pcaw.co.uk
www.pcaw.co.uk

Appendix 3

Confirmation of receipt of safeguarding children and child protection policy

Name:

Date of joining :

Role:

Date of induction:

Name and designation of staff member responsible for induction:

I confirm that I have received and read Little Blossom child protection policy.

I have been made aware of my duty to safeguard and promote children's welfare.

The procedure for reporting concerns about a child has been explained to me.

Signature: _____

Name: _____

Date: _____

Please sign and return this form to the designated person:

Little Blossom Child Protection Record of Concern form

This form is to record any concern about a child’s welfare. Use this form if you suspect the child may be suffering abuse or neglect/or you have received a disclosure of abuse from a child/or you have heard about an allegation of abuse.

Complete the form and hand it to the Manager immediately.

Child’s full name:

Date of this record: / /

Why are you concerned about this child?

.....
.....
.....

What have you observed, where and when?

.....
.....
.....
.....
.....

What have you heard, where and when?

.....
.....

.....

.....

What have you been told and when?

.....

.....

.....

.....

Your name and role:

Signature _____

Date/time you handed this form to the designated person: ___ / ___ / ___

Have you spoken to the child?
Yes No

What did they say? Use the child's own words:

.....

.....

.....

.....

Have you spoken to anyone else about your concern?
Yes No

Who?

Is this the first time you have been concerned about this child?

Yes

No

Further details:

.....

.....

.....

.....

Little Blossom Child Protection Record of Concern form:
Additional Information - to be completed by designated person

Child's details:

Full name:

Address:

Telephone:

Date of birth:

Gender: Male Female

Is the child looked-after by the local authority or are there any other legal family arrangements (for example, a residence order)?

When did the child start at Little Blossom?

Ethnicity and culture:

Religion:

Does the child have any disability or special educational needs?

Yes

No

Please specify:

Preferred language of child:

Is any type of language support required to converse with the child?

Yes

No

Please specify:

Details of those with parental responsibility

Name(s):

Address:

Telephone:

Relationship to child:

Ethnicity, culture and religion of those with parental responsibility if known:

Preferred language of those with parental responsibility:

Is any type of language support required?

Do those with parental responsibility have any disability or special need?

How does this disability or special need affect the child?

Details of any siblings:

Does the child regularly spend time with other carers, for example, child-minders, nannies, holiday clubs?

Has a Common Assessment Framework (CAF) been completed for this child?

Yes No

Please give date and reason for the CAF

Why are you concerned about this child?

(Please provide a description of any incidents/conversations and the dates they occurred. You must make clear what is fact and what is opinion or hearsay. You must not ask the child leading questions or try to investigate the concern yourself)

What have you observed and when?

(This relates to anything you have personally witnessed)

What have you been told and when?

(Write here anything you have been told by the child or any other person. Be clear about who has said what.)

What have you heard and when?

(This may be third-party information that is relevant but as yet unsubstantiated)

If an allegation has been made, give any details you have about the alleged abuser:

Date and time of this record:

Your details - Full name:

Role:

Do those with parental responsibility know this form has been completed? NOTE: Those with parental responsibility should not be contacted by anyone at Little Blossom if this could place the child at risk.

Yes No

If not, why not?

If yes, what did they say?

Does the child have any visible injury, or have they told you they have been injured?

Yes No

If yes, has medical advice been sought?

Has any action already been taken in relation to this concern? (for example, child taken out of session, first aid)

Name and position of the person this record was handed to:

Date and time the above person received this record:

If this record has been handed to anyone other than the designated person please explain why:

If you have used additional sheets to complete this record of concern please staple them to this form and write the number of additional sheets here _____

Hand this form to the Manager before you go home.

NB: If you do not have certain information, such as the child or family's ethnicity, do not delay handing in the form to social services. Further information please consult Little Blossom's 'Information Sharing Policy' in Administration and Documentation policies.



Administration of Medicine Consent Form

Statutory guidance for Early Years settings states that medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist and that **medicines containing aspirin** should only be given if prescribed by a doctor. Ideally all medicines should be given by the child's parents. Little Blossom Staff will only administer medicines if absolutely necessary. Before requesting our staff administer medicine to your child, please consider if there is an alternative.

Child's full name		Date of birth	
Medicine to be administered		Type	Prescription / Over the counter

Details of administration

When should this medicine be administered? Time of day OR Specific circumstances in which it should be administered – describe in full	
Dose	
How should it be administered? Give full details of exactly how it should be given.	
End date The last date it should be given? OR Expiry date if over the counter	
Side effects to look out for	
Any other instructions or notes	

Over the counter medicines – please tick to confirm the following:

<input type="checkbox"/>	I was directed to use this medicine for my child by a qualified pharmacist, doctor, nurse or dentist.
<input type="checkbox"/>	I have administered this medicine to my child before with no adverse effects.
<input type="checkbox"/>	I know the expiry date of the medicine I have provided and will provide a replacement before that date.
<input type="checkbox"/>	This medicine does not contain aspirin.

Prescription medicines

Name of prescribing doctor	
Name and address of clinic or GP practice	

Parental consent – please sign to confirm your consent to the medicine being administered by nursery staff

Parent full name	Signature	Date

Bumped Head Information for Parents and Carers

A First Aider assessed your child following their bumped head accident today. Please see the completed accident report on the Blossom Online Journal.

As with all head injuries, it is best to keep a close eye on your child, over the next 24 hours , as they may have a concussion. If you have any concerns or they exhibit any symptoms listed below, we would recommend that you seek medical help.

- Vomiting more than once after a head injury.
 - Confusion
 - Extreme drowsiness
 - Weakness or inability to walk
 - Severe headache
 - Loss of memory of the event (amnesia)
-



Individual Care Plan

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for of-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

