140 Morley Hill

Enfield EN2 0BG

0208 482 3881

Safeguarding & Child Protection Policy

Gina Montessori has a clear commitment to safeguarding children and promoting their welfare. Practitioners have a duty to safeguard and promote the welfare of children. Due to the many hours of care Gina Montessori offers, staff may be the first to sense or identify an issue or concern. They may also be the first people in whom children confide about abuse. The following procedures will be followed if staff have any reason or concerns to believe that a child is subject to abuse (physical, sexual, emotional abuse or neglect).

Staff must not make comment either publicly or in private about a parent/s supposed or actual behaviour. Staff must raise any concerns initially with the manager. Staff responsibilities do not include investigating the suspected abuse. Staff must log and record any changes in a child's behaviour and/or any marks which have been noticed or disclosed by the child or adult including information disclosed in connection to suspected abuse. It is always important to listen to children, and staff must keep accurate records of their observations, and information being disclosed (Incidents/concern and safeguarding forms must be signed and dated). Strict confidentiality must be adhered to at all times and information must be kept in a locked cabinet.

Staff who do not have an enhanced DBS check will not be allowed to be unsupervised with a child and will not be allowed to change nappies (whether supervised or not) this includes accessing the child's records, personal or development, or taking photographs until a clear enhanced DBS check has been returned. All staff will be enhanced DBS checked which will be checked every 3 years, and a disclaimer signed every term to ensure their ongoing suitability to care for children. All staff must also attend child protection training.

The nursery aims to:

- Ensure staff are trained during their induction period to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying/online bullying or discriminatory behaviour.
- Be aware and recognise the increased vulnerability and barriers (for example language delay/non-verbal, unable to express their concerns, wheelchair bound) that's exist for children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children.
- Ensure staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures.
- Consistently promoting the British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs to all practitioners, children and families in the setting. We value diversity and celebrate differences in children and families.
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need.
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including through annual safeguarding newsletters and updates.
- Make any child protection referrals, sharing relevant information as necessary in line with

- procedures set out by the Enfield Safeguarding Partnership.
- Make any referrals relating to extremism to the police or MASH, sharing relevant information as appropriate.
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest.
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times.
- Ensure that children are never placed at risk while in the charge of nursery staff.
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
- Take any appropriate action relating to allegations of serious harm or abuse against any
 person working with children or living or working on the nursery premises including reporting
 such allegations to Enfield LADO, MASH and Ofsted.
- Ensure parents are fully aware of child protection policies and procedures when they register
 with the nursery and are kept informed of all updates when they occur.

Parents and families will be treated with respect in a non-judgmental manner whilst investigations are carried out in the best interests of the child.

This policy works alongside these other specific policies to cover all aspects of child protection:

- Online safety
- Human Trafficking and Modern Slavery
- Prevent Duty and Radicalisation
- Domestic Violence, Honour Based Violence (HBV) and Forced Marriages
- Looked After Children
- Monitoring staff behaviour
- Social networking
- Mobile phone and electronic device use
- Safe recruitment of staff
- Disciplinary
- Grievance
- Promoting positive behaviour

Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006 (amended 2018)
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2023
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2019
- Data Protection Act 2018
- What to do if you're worried a child is being abused 2015
- Counterterrorism and Security Act 2015.
- Inspecting Safeguarding in Early years, Education and Skills settings 2019
- Prevent Duty 2015

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children 2018).

Policy intention

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image.
- Provide positive role models and develop a safe culture where staff are confident to raise

concerns about professional conduct.

- Support staff to notice the softer signs of abuse and know what action to take.
- 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.
- Promote tolerance and acceptance of different beliefs, cultures and communities.
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling.
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need.
- Share information with other agencies as appropriate.

The nursery is aware that abuse does occur in our society, and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care, we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as MASH, family support, health professionals including health visitors or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

Contact telephone numbers

MASH -020 8379 5555

Local authority Designated Officer (LADO) 020 8379 2746/2850

Local Authority referral team 020 8373 6323

Local Authority Out of Hours Team 020 8379 1000

NSPCC 0808 800 5000

Local Safeguarding Children Partnership 020 8379 2767

Local Early Help services 020 8351 1318

Ofsted 0300 123 1231

Emergency police 999

Non-emergency police 101

Government helpline for extremism concerns 020 7340 7264.

Child exploitation and Online protection command (CEOP) https://www.ceop.police.uk/safety-centre/

The Multi Agency Safeguarding Hub (MASH)

The MASH is for professionals with concerns for a vulnerable child or young person to access the right support, without being passed between agencies: it helps prevent someone 'falling through the net'.

The MASH incorporates a hub with co-located staff from Health, Police, Parent Support, Education Welfare, Domestic Violence, Probation and Children's Social Care. They are based at the Enfield Civic Centre to share information and jointly assess risk, take decisions regarding the right response and which agency should lead the response to ensure the child, young person and their family get the right support first time.

The focus of the MASH is to work in a joined-up way with agencies and families to provide early support to children, young people and their families thus reducing the need for statutory intervention.

If an agency has a child protection concern, they will continue to make a referral to Children's Social Care. Referrals concerning children's welfare will go through the Enfield Childrens MASH, including those at risk of suffering harm and those who have suffered harm.

Types of abuse and particular procedures followed.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, 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 more rarely, a stranger. This could be an adult or adults, another child or children.

What to do if you're worried a child is being abused (advice for practitioners) 2015 and Working Together to Safeguard Children (2018)

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.

Indicators of child abuse

- Failure to thrive and meet developmental milestones.
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- · Repeated injuries
- Unaddressed illnesses or injuries
- · Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include: 1

Emotional states:

- Fearful
- Withdrawn
- Low self-esteem.

Behaviour:

- Aggressive
- Oppositional habitual body rocking.

Interpersonal behaviours:

- Indiscriminate contact or affection seeking
- Over-friendliness to strangers including healthcare professionals.
- Excessive clinginess, persistently resorting to gaining attention.
- Demonstrating excessively 'good' behaviour to prevent parental or carer disapproval.
- Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed.
- Coercive controlling behaviour towards parents or carers
- · Lack of ability to understand and recognise emotions.
- Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

Child-on-child-abuse

We are aware that peer-on-peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse or sexual abuse. We will report this in the same way we do for adults abusing children and will take advice from the appropriate bodies on this area; to support for both the victim and the perpetrator, as they could also be a victim of abuse. We know that children who develop harmful sexual behaviour have often experienced abuse and neglect themselves.

Supporting children with online safety

Within the nursery we aim to keep children, staff, and parents safe online. Our safety measures include:

- Ensuring that children have no access to online/internet on any device.
- Using only nursery devices to record end of year children photograph in the setting.
- Never emailing personal/financial information

¹ https://www.nice.org.uk/guidance/ng76/chapter/Recommendations

- Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk)
- Not permitting staff or visitors to private access to the nursery Wi-Fi
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends.
- We encourage staff and families to complete an online safety briefing, which can be found at https://moodle.ndna.org.uk/
- Ensuring all electronic communications between staff and parents is professional and takes place via the official nursery communication channels, e.g., the setting's email addresses and telephone numbers. This is to protect staff, children and parents.
- Signposting parents to appropriate sources of support regarding online safety at home

If any concerns arise relating to online safety, then we will follow our safeguarding policy and report all online safety concerns to the DSL.

The DSL will make sure that:

- All staff know how to report a problem and when to escalate a concern, including the process for external referral.
- All concerns are logged, assessed, and actioned in accordance with the nursery's safeguarding procedures.
- Parents are offered support to help them talk about online safety with their children using appropriate resources.
- Parents are signposted to appropriate sources of support regarding online safety at home and are fully supported to understand how to report an online safety concern.
- Staff have access to information and guidance for supporting online safety, both personally and professionally
- Under no circumstances should any member of staff, either at work or in any other place, make, deliberately download, possess, or distribute material they know to be illegal, for example, child sexual abuse material.

Physical abuse

Action needs to be taken if staff have reason to believe that there has been a physical abuse to a child, which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. 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, trunk and face.

Many children will have cuts and grazes from normal childhood injuries. When children enter the nursery with an existing injury, we will record the details of the injury as per our safeguarding procedures. Any injuries that are a cause of concern will be reported in line with our procedures.

Fabricated illness

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. The parent or carer may seek out unnecessary medical treatment or investigation; they may exaggerate a real illness and symptoms or deliberately induce an illness through poisoning with medication or other substances or they may interfere with medical treatments. Fabricated illness is a form of physical abuse, and any concerns will be reported, in line with our safeguarding procedures.

Female genital mutilation (FGM)

FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. Some ethnic groups practise this form of physical abuse as a cultural ritual. When the procedure happens is dependent on the community and it may occur shortly after birth, during childhood; during adolescence, just before marriage or during a woman's first pregnancy. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, urinary infection, septicaemia, incontinence; difficulties in childbirth, causing danger to the child and mother; and/or death.

If you have concerns about a child or family, you should contact in the same way as other types of physical abuse. We have a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18. If you believe the child is in immediate danger, you must call the police.

Breast ironing

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear, or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage. Although this is unlikely to happen to children in the nursery due to their age, we will remain vigilant for the signs and symptoms in any children and families using our services and follow-up concerns following our regular safeguarding referral process.

Sexual abuse

Sexual abuse involves forcing, or enticing, a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Adult males do not solely perpetrate sexual abuse; women can also commit acts of sexual abuse, as can other children.

Action must be taken if a staff member witnesses an occasion(s) where a child indicates sexual activity through words, play, drawing, has an excessive preoccupation with sexual matters; or has an inappropriate knowledge of adult sexual behaviour, or language, for their developmental age. 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 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.

Child sexual exploitation (CSE)

Working Together to Safeguard Children defines CSE as "...a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology."

We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns, we will follow the same procedures as for other concerns and we will record and refer as appropriate.

Honour Based Violence (HBV)

Honor based violence is abuse which can take many forms, e.g., threatening behavior, assault, rape, kidnap, abduction, forced abortion, threats to kill and false imprisonment committed due to so called 'Honor'. Murders in the name of 'so-called' Honor, (often called Honor killings) are murders in which predominantly women are killed for actual or perceived immoral behavior which is deemed to have brought shame on the family. Some examples nationally of Honor based murders have been for example, dressing or behaving too westernized, falling in love with somebody not chosen by their family, rejecting forced marriage or being LGBT.

The following must be addressed and implemented:

- If a child or parents makes a disclosure regarding Honour Based Violence, or domestic abuse such discussions must be recorded, and the parent/carer informed that the conversation will be logged.
- Practitioners must inform the parent that they will inform the police and MASH of the incident and that each individual case will be dealt with confidentially and supportive to ensure the child/ren and parent/s safety.

If we believe a child is at immediate risk, we will call 999 all other cases to be reported to MASH.

Forced Marriage

A forced marriage is defined as 'a marriage in which one, or both spouses, do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual and emotional pressure. In the cases of some vulnerable adults who lack the capacity to consent, coercion is not required for a marriage to be forced'. If we suspect or receive information about a forced marriage being planned, then we will follow our safeguarding reporting procedures. If the person concerned is under the age of 18 years, then we will report the incident to the children's social care team. If we believe a person is in imminent danger of being forced into a marriage, we may contact the Police and the Governments Forced Marriage Unit (FMU) on 020 7008 0151. Reporting Procedure • When any member of staff has concerns that that Domestic Abuse, Honour Based Violence and Forced Marriage is happening within a home and a child or adult is at risk, they should speak with the Designated Safeguarding Lead (DSL) Gina Ferriter who will record the details on a Safeguarding Initial Report Form and if appropriate then follow the normal safeguarding procedures. In the absence of the Lead DSL, report to the second DSL Jade Rolph.

Domestic Abuse

Domestic abuse can take many forms and include many different kinds of behavior. It is usually a pattern of behavior which coerces or controls someone into doing things they would not otherwise do or prevents them from doing things they otherwise would do.

Most people tend to think of physical violence when they hear the term "domestic abuse" and this might include: - Shaking, smacking, punching, kicking, biting, strangulation, starving, tying up, stabbing, suffocation, throwing objects, restraining, using objects as weapons, female genital mutilation, 'honor' violence. Physical effects are often in areas of the body that are covered and hidden (e.g., breasts and abdomen). However, survivors tell us that although they often experienced or feared physical violence, other forms of violence were often more constant or demeaning. The risk posed by physical violence should never be under-estimated; it is very real, often immediate and possibly more visible. However, women survivors have described that it is the impact of emotional / psychological abuse which is hardest to cope with. As with child abuse, emotional signs and symptoms can be more difficult to identify and respond appropriately to because, as one survivor put it: "... it was only bruises I could show ... I can't show my insides and say like, I'm totally messed up, the children are messed up; I can't do that." (In Hester et al 2000, page 23). Psychological or emotional forms of domestic abuse might include: - Intimidation, insults, isolation from friends and family, eroding independence, criticizing, denying the abuse, blaming the abused, undermining self-esteem or confidence, threatening to harm children or take them away, calling the abused stupid, mad or useless, questioning the victim's parenting, humiliating them in public or private, making racist remarks, enforcing trivial demands / obsessional behavior, forced marriage. Reporting concerns will follow our safeguarding procedures.

Emotional abuse

Working Together to Safeguard Children defines emotional abuse as 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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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. It may involve serious bullying (including cyber 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, though it may occur alone.

Signs that children are being emotionally abused may include shying away from an adult who is abusing them; becoming withdrawn, aggressive or clingy in order to receive their love and attention; not having a close bond with their parent/carer; seem unconfident or anxious or being aggressive towards others.

Action should be taken 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. Children may also experience emotional abuse through witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

Neglect

Working Together to Safeguard Children defines Neglect as 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 abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a. Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b. Protect a child from physical and emotional harm or danger.
- c. Ensure adequate supervision (including the use of inadequate caregivers)
- d. Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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 or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent 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. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child.

Child Criminal Exploitation (CCE)

Child Criminal Exploitation (CCE) can be described as when an individual, or group, takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur using technology.

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

They are likely to exploit children and vulnerable adults to move the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Signs that a child may be involved in county lines could be a change in behaviour, suddenly having more money or possessions; change in friendship group, withdrawing from family life, sudden change in appearance; unexplained physical injuries, staying out late or a lack of interest in school and previous positive activities.

Cuckooing

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening in a family property may be an increase in

people entering or leaving the property, an increase in cars or bikes outside the home; windows covered or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home.

If we recognise any of these signs, we will report our concerns as per our reporting process.

Contextual safeguarding-

As young people grow and develop, they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online. As part of our safeguarding procedures, we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

British Values and Prevent Duty

Fundamental British values, first set out in the Government's Prevent Duty strategy, are democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. The promotion of fundamental British values will be reflected in the Early Years Foundation Stage (EYFS) and exemplified in an age-appropriate way through practice guidance.

Gina Montessori will actively promote fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. We provide a broad and balanced curriculum that promotes children's learning to ensure children develop and 'understand the world' and learn about 'similarities and differences between themselves and others, and among families, communities and traditions.

We plan and celebrate religious and cultural festivals, which are reflected in the setting and local community for example resources that reflect cultural clothing, cooking activities, and celebrating festival such as harvest festival, Eid, Easter, etc.

Extremism – The Prevent Duty

Under the Counterterrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas MASH will have a Prevent lead who can also provide support). This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

Protecting Children at Risk of Radicalisation

Gina Montessori staff are to be aware of their requirement to comply with the prevent duty under the counter terrorism and security act 2015, which requires our staff to have 'a due regard to the need to prevent people from being drawn into terrorism'. Specifically

- Understanding what radicalisation is.
- Embedding fundamental British Values
- Helping children develop a resilience to radicalisation by.
- Creating and maintaining an environment of equality and inclusion for all.
- Being Vigilant for indicators or signs of possible Radicalisation.
- Reporting concerns regarding possible radicalisation, extremism or terrorism
- Understanding how to obtain support for people who may be exploited by radicalising influences; and
- Awareness of the existence of and the role of CHANNEL

Radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. The Act states that 'during that process it is possible to intervene to prevent vulnerable people being drawn into terrorist related activity'.

If practitioners have any concerns regarding children's or/and families, work colleagues, (including students and volunteers) behavior concerns should be discussed with the Prevent team who will advise practitioners of actions that may be taken by the MASH and Prevent team. Enfield Council has led prevent officers which works with the Metropolitan police prevent team who have a dedicated Prevent Engagement Officer. (Anti-terrorism hotline on 0800 789 321)

If a child is at immediate risk, call 999. See Child Protection Poster contact details.

Human Trafficking and Slavery

Knowing the signs of trafficking can help give a voice to children. Sometimes children won't understand that what's happening to them is wrong. Or they might be scared to speak out. It may not be obvious that a child has been trafficked, but you might notice unusual or unexpected things. They might: • spend a lot of time doing household chores.

- rarely leave their house or have no time for playing.
- be orphaned or living apart from their family.
- live in low-standard accommodation.
- be unsure which country, city or town they're in
- can't or are reluctant to share personal information or where they live not be registered with a school or a GP practice.
- have no access to their parents or guardians.
- be seen in inappropriate places like brothels or factories.
- have money or things you wouldn't expect them to
- have injuries from workplace accidents.
- give a prepared story which is very similar to stories given by other children.

Procedure

When a concern is raised about slavery or trafficking then we will follow our safeguarding procedure. Staff working in Nurseries must initially discuss their concerns with the Designated Safeguarding Lead (DSL), who must then contact the ICP Strategic Safeguarding Lead. If the child (or adult) is at risk of immediate harm then the police will be called, otherwise MASH will be contacted, and the referral process will be followed as per the safeguarding procedure. Children who are trafficked are intentionally hidden and isolated from the services and communities who can identify and protect them. If you're worried about a child, you can take steps to keep them safe. Contact the Modern Slavery Helpline to get help, report a suspicion or seek advice. Call 0800 012 1700 or fill in their online form.

Adult sexual exploitation

As part of our safeguarding procedures, we will also ensure that staff and students are safeguarded from sexual exploitation.

Up skirting/ down blousing

Up skirting involves taking a picture of someone's genitals or buttocks under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual. This is a criminal offence, and any such action would be reported following our reporting procedures.

Child abuse linked to faith or belief (CALFB)

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

- 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 multi 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.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

Children with SEN&D

Children and young people with SEND are more vulnerable to abuse and/or less able to speak out if something is not right.

Some children may be vulnerable because they:

have additional communication needs.

- Gina's Montessori Nursery School
- they do not understand that what is happening to them is abuse.
- need intimate care or are isolated from others.
- are dependent on adults for care.

These children are at greater risk of abuse or neglect and the barriers to identifying and intervening are also higher. It is therefore important that we maintain an open mind about what we are seeing and maintain a professional curiosity. For example:

- not accepting that an injury is a result of the needs of the child, but instead consider what other causes there may be and what the evidence suggests.
- considering a behaviour such as self-harm as possibly being indicative of abuse.
- recognising the potential for fabricated or induced illness

We maintain clear lines of communication between all involved in the child's care so that concerns can be discussed and referred as necessary.

High-risk groups include:

- children with learning difficulties/disabilities
- children with speech and language difficulties
- children with health-related conditions
- deaf children

What we are looking for...

- behavioural change
- unexplained bruising
- pain or itching in the genital area, bruising or bleeding near the genital area.
- STIs
- unusual or extended absence
- aggression
- withdraw
- fear

At Gina Montessori we are putting in practice the following:

- We listen to the child's voice and non-verbal communication ensure all children and young people have appropriate ways of disclosing abuse.
- We maintain a focus on the child's emotional needs, experiences, wishes and feelings.
- We ensure children and young people are aware; if you cannot make voice calls, you can now contact the 999 emergency services by SMS, once registered with emergency SMS.
- We create an environment based on equality and informed choice help young people think about the issues and attitudes behind children with additional needs.
- Some children with disability may be find it more difficult to express their concerns or disclose abuse, however children with disabilities are most likely to turn to a trusted adult they know well for help such as family, friend or teacher.
- Ensure young people know the risks in an age and ability appropriate manner.
- Check young people have safe relationships create the environment where it is ok to talk even about the most difficult things.
- Spot the signs and take actions remaining supportive and non-judgmental.

Any concerns are raised immediately with the designated safeguarding lead.

Reporting Procedures

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding lead (DSL) as soon as possible.

- Staff will report their concerns to the DSL-**Gina Ferriter**, (in the absence of the DSL they will be reported to the second DSL) Please add name **Jade Rolph**.
- Any signs of marks/injuries to a child or information a child have given will be recorded and stored securely.
- For children who arrive at nursery with an existing injury, a form will be completed along with the parent's/ carer's explanation as to how the injury happened. Staff will have professional curiosity around any explanations given, any concerns around existing injury's will be reported.
- If appropriate, any concerns/or incidents will be discussed with the parent/carer and discussions will be recorded. Parents will have access to these records on request in line with GDPR and data protection guidelines.
- If there are queries/concerns regarding the injury/information given, then the following procedures will take place:

The designated safeguarding lead will:

Gina's Montessori Nursery School

- Contact the MASH team to report concerns and seek advice immediately, or as soon as it is
 practical to do so. If it is believed a child is in immediate danger, we will contact the police. If
 the safeguarding concern relates to an allegation against an adult working or volunteering
 with children, then the DSL will follow the reporting allegations procedure (see below).
- Record the information and action taken relating to the concern raised.
- Speak to the parents (unless advised not do so by MASH)
- The designated safeguarding lead will follow up with the MASH team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2018). We will never assume that action has been taken.

Keeping children safe is our highest priority and if for whatever reason, staff do not feel able to report concerns to the DSL or deputy DSL they should call the MASH team, the Police or the NSPCC and report their concerns anonymously.

These contact numbers are displayed -Staff Notification Board-office.

Responding to a spontaneous disclosure from a child

If a child starts to talk openly to a member of staff about abuse, they may be experiencing then staff will:

- Give full attention to the child or young person.
- Keep body language open and encouraging.
- Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today'.
- Take time and slow down: we will respect pauses and will not interrupt the child let them
 go at their own pace.
- Recognise and respond to their body language.
- Show understanding and reflect back.
- Make it clear you are interested in what the child is telling you.
- Reflect back what they have said to check your understanding and use their language to show it's their experience.
- Reassure the child that they have done the right thing in telling you. Make sure they know that abuse is never their fault.
- Never talk to the alleged perpetrator about the child's disclosure. This could make things a
 lot worse for the child.

(Information taken from NSPCC)

Any disclosure will be reported to the nursery manager or DSL and will be referred to the MASH team immediately, following our reporting procedures.

Recording Suspicions of Abuse and Disclosures

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or designated safeguarding lead (DSL). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure, location
- Exact words spoken by the child (word for word) and non-verbal communication.
- Exact position and type of any injuries or marks seen.
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time.
- Any discussion held with the parent(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.

If a child starts to talk to an adult about potential abuse, it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly, and disclosure is not forced, or words put into the child's mouth. As soon as possible after

the disclosure details must be logged accurately. It is not the nursery's role to investigate, it is the role of statutory services to complete this.

Gina's Montessori Nursery School

Staff involved in a safeguarding case may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent, child or member of staff.

Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the MASH/police does not allow this to happen. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority. All staff, students and volunteers are bound by confidentiality and any information will not be discussed out of work, or this will become a disciplinary matter.

The Nursery has due regard to the data protection principles as in the Data Protection Act 2018 and General Data Protection Regulations (GDPR)². These do not prohibit the collection and sharing of personal information, even without consent if this would put the child at further risk. We will follow the principles around data collection and information sharing, and ensure any information is recorded and shared in an appropriate way.

Support to families

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students 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 and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Record Keeping

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate and in line with guidance of the local authority with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

The Nursery keeps appropriate records to support the early identification of children and families that would benefit from support. Factual records are maintained in a chronological order with parental discussions. Records are reviewed regularly by the DSL to look holistically at identifying children's needs.

Allegations against adults working or volunteering with children.

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

The allegation should be reported to The Designated Safeguarding Lead. If this person is the subject of the allegation, then this should be reported to the second Designated Safeguarding Lead instead. All allegations against staff must be reported to the LADO within one working day. Ofsted must be notified within 14 days.

At Gina's Montessori we will follow our own local safeguarding partnership website information

about how to report an allegation and we would also inform Ofsted immediately but not longer than 14 days in order for this to be investigated by the appropriate bodies' promptly or in Nursery School

- LADO will be informed within one working day immediately for advice and guidance.
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted) to determine how this will be handled.
- The nursery will follow all instructions from LADO and Ofsted and ask 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, Legal advice will be sought to ensure compliance with the law.
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities.
- Founded allegations will be passed on to the relevant organisations including the LADO and where an offence is believed to have been committed, the police will also be informed.
- Founded allegations will be dealt with as gross misconduct in accordance with our disciplinary procedures and may result in the termination of employment, Ofsted will be notified immediately of this decision along with notifying the Disclosure and Barring Service (DBS) to ensure their records are updated.
- All safeguarding records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation.
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry.
- Unfounded allegations will result in all rights being reinstated.
- A return-to-work plan will be put in place for any member of staff returning to work after an
 allegation has been deemed unfounded. Individual support will be offered to meet the needs
 of the individual staff member and the nature of the incident; this may include more frequent
 supervisions, coaching and mentoring and external support.

Allegations made by against staff by staff.

Allegations can include those made by colleagues and any colleague should feel safe to express concerns without fear of victimisation. Allegations can arise because of misunderstanding or misinterpretation and in extreme cases they can be maliciously motivated, but it is essential that they are subject to independent investigation including inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; inappropriate sharing of images, online bullying or risky behaviour being displayed must be reported to the manager and/or company director who will report and take advice for the LADO.

What to do if an allegation is made or you have concerns about a practitioner:

- Make sure that the child or young person is safe and away from the subject of the allegation or concern.
- It is essential that any concern or allegation is reported in the first instance to the Designated Safeguarding Lead (DSL) (Manager/Deputy), unless they are the subject of the concern, in which case inform Gina's Montessori Nursery Ltd director.
- The Designated Safeguarding Lead (DSL) is responsible for making a referral/reporting allegation to the Local Authority Designated Officer (LADO) as soon as possible (within 1 working day) and Ofsted within 14 days.
- Practitioners must record the observation or information that has given cause for concern and sign and date their notes.

Whistleblowing:

Employees may at any time raise concerns regarding practice and procedures at Gina's Montessori Nursery, If any staff member suspects a child or children are or may be at risk within the nursery including if employees are babysitting for a parent/s staff have a legal responsibility to inform relevant agencies is child abuse or neglect are suspected or witnessed. Ofsted may be contacted at any time if employees can not address or raise concerns with the nursery management team. (See whistleblowing policy)

0300 1233155

Gina's Montessori Nursery School

Telephone: Whistleblowing Hotline (0300 1233155). It is staffed from 8am – 6pm, Monday – Friday. Email: whistleblowing@ofsted.gov.uk Post: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD.

Mobile Phone and Social Networking

Gina Montessori believes our staff should be completely attentive during their hours of working, to ensure all children in the nursery receive good quality care and education. Therefore, mobile phones are not to be used during working hours. We also feel that restrictions need to be placed on staff when they access social networking sites. The nursery has a high reputation to upkeep and comments made on sites such as 'Face book' could have an impact on how parents using the nursery view the staff.

Mobile phones are not to be turned on or answered during your working hours when in a room with children, Mobile phones may only be used on a designated break and must be away from the children.

- Staff must not use their mobile phones to take photographs of any child or children at the nursery as this will involve disciplinary action, which could result in dismissal.
- Mobile phones should be stored in the safe box at all times during the hours of work.
- Staff must not post anything onto social networking sites such as 'Face book' that could be construed to have any impact on the nursery's reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery, including online bully or risky behaviour will not be acceptable.
- If staff, choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times.

If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.

Cameras and Recording Equipment

Gina Montessori ensures that any photographs or recordings taken of children in the nursery are only taken with prior written permission from each child's parent or carer. Consent forms are part of each child 'start pack' which is completed during the child's first settling in session which requests permissions for end of year group photographs. Consent forms are updated on a regular basis to ensure that permission still stands.

Staff are not permitted to take photographs or recordings of a child on their own mobile phone or camera and are only permitted to use equipment provided by Gina Montessori. The nursery manager will view and monitor all photographs to ensure that parent's wishes are adhered to.

Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day, so the nursery management are able to account for a child's absence.

This should not stop parents taking precious time with their children, by keeping us informed parents can help us to meet our statutory requirements and let us know that children are safe.

If a child has not arrived at nursery within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family. It is a parent's responsibility to keep their emergency contact details updated.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to MASH to ensure the child remains safe and well.

As part of our safeguarding practice, we will ensure our staff are aware of how to keep looked after children safe. In order to do this, we ask that we are informed of:

- The legal status of the child (e.g., whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.
- The details of the child's social worker and any other support agencies involved.
- Any child protection plan or care plan in place for the child in question.

Please refer to the Looked After Children policy for further details.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We follow safer recruitment practices including obtaining references and all staff employed to work with children will have enhanced criminal record checks from the Disclosure and Barring Service (DBS) before being able to carry out intimate care routines or be left unsupervised with children.

We will obtain enhanced criminal records checks (DBS) for volunteers in the setting. Volunteers and visitors will never have unsupervised access to children.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for MASH, the local safeguarding children partnership and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

Ongoing suitability of staff is monitored through:

- regular supervisions
- peer observations
- annual declaration of staff suitability
- safeguarding competencies
- regular review of DBS using the online update service

Designated Safeguarding Lead

We have named persons within the nursery who take lead responsibility for safeguarding and coordinate child protection and welfare issues, known as the Designated Safeguarding Leads (DSL), there is always at least one designated person on duty during the opening hours of the setting. The designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The nursery DSLs liaise with MASH, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge of the staff team with regular safeguarding updates.

The Designated Safeguarding Leads (DSL) at the nursery are Gina Ferriter and Jade Rolph.

The role of the Designated Safeguarding Lead:

- Ensure that the settings safeguarding policy and procedures are reviewed and developed in line with current guidance; and develop staff understanding of the settings safeguarding policies.
- Take the lead on responding to information from the staff team relating to child protection concerns.
- Provide advice, support and guidance on an on-going basis to staff, students and volunteers.
- To identify children who may need early help or who are at risk of abuse.
- To help staff to ensure the right support is provided to families.
- To liaise with the local authority and other agencies with regard to child protection concerns

- Ensure the setting is meeting the requirements of the EYFS Safeguarding requirements.
 - Gina's Montessori Nursery School
- To ensure policies are in line with the local safeguarding procedures and details.
- Disseminate updates to legislation to ensure all staff are kept up to date with safeguarding practices.
- To manage and monitor accidents, incidents and existing injuries; ensuring accurate and appropriate records are kept.
- Attend meetings with the child's key person.
- Attend case conferences and external safeguarding meetings, as requested, by external agencies.

The Nursery safeguards children and staff by.

- Providing adequate and appropriate staffing resources to meet the needs of all children.
- Informing applicants for posts within the nursery that the positions are exempt from the Rehabilitation of Offenders Act 1974. 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.
- Giving staff members, volunteers and students regular opportunities during supervisions and having an open-door policy to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as child protection plans for their own children.
- Requesting DBS checks on an annual basis/or we use the DBS update service (with staff consent) to re-check staff's criminal history and suitability to work with children at regular intervals
- Abiding by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so.
- Ensuring we receive at least two written references BEFORE a new member of staff commences employment with us.
- Ensuring all students will have enhanced DBS checks completed before their placement starts.
- Volunteers, including students, do not carry out any intimate care routines and are never left to work unsupervised with children.
- Abiding by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 (amended 2018) 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 child protection concern will be reported to the Disclosure and Barring Services (DBS)
- Having procedures for recording the details of visitors to the nursery and take security steps to ensure that no unauthorised person has unsupervised access to the children.
- Ensuring all visitors/contractors are supervised whilst on the premises, especially when in the areas the children use.
- Staying vigilant to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones or strangers lingering. We will ensure the children remain safe at all times.
- Having a Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management, so we are able to support the individual staff member and ensure the safety and care of the children is not compromised.
- Ensuring that staff are aware not to contact parents/carers and children through social media
 on their own personal social media accounts and they will report any such incidents to the
 management team to deal with
- Ensuring that all staff have access to, and comply with, the whistleblowing policy which provides information on how they can share any concerns that may arise about their colleagues in an appropriate manner. We encourage a culture of openness and transparency, and all concerns are taken seriously.
- Ensuring all staff are aware of the signs to look for of inappropriate staff behaviour, this may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon

immediately.

- Ensuring all staff will receive regular supervision meeting sindher opportunities with but made available to discuss any issues relating to individual children, child protection training, safeguarding concerns and any needs for further support or training.
- Having peer on peer and manager observations in the setting to ensure that the care we
 provide for children is at the highest level and any areas for staff development are quickly
 identified. Peer observations allow us to share constructive feedback, develop practice and
 build trust so that staff are able to share any concerns they may have. Concerns are raised
 with the designated lead and dealt with in an appropriate and timely manner.
- Ensuring 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 put into action to ensure the safety of the child and the adult.

We also operate a Phones and Other Electronic Devices and Social Media policy which states how we will keep children safe from these devices whilst at nursery. This also links to our Online Safety policy.

Our 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 the nursery manager at the earliest opportunity.

Early help services

When a child and/or family would benefit from support but do not meet the threshold for MASH Team, a discussion will take place with the family around early help services. Early help provides support as soon as a concern/area of need emerges, helping to improve outcomes and prevent escalation onto local authority services. Sometimes concerns about a child may not be of a safeguarding nature and relate more to their individual family circumstances. The nursery will work in partnership with parents/carers to identify any early help services that would benefit your child or your individual circumstances, with your consent, this may include family support, foodbank support, counselling or parenting services.

Covid-19 Procedure

We will continue to follow our comprehensive safeguarding policy and procedure.

In addition, we will follow the specific government Covid-19 safeguarding in schools document: www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers

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