



Safeguarding Children Policy

Little Professors Nursery's Safeguarding Children Policy has been developed in accordance with the principles established in The Children's Act 1989 and 2004, The Early Years Foundation Stage, and related guidance including The Framework for the Assessment of Children in Need and their Families (1999), Working Together to Safeguard Children (2006) and (2010) and the procedures required by the Local Safeguarding Children's Board (LSCB)

The Nursery staff and members of the College Safeguarding Board take seriously our responsibility to promote the welfare and safeguarding of all the children entrusted into our care. The policy has used the guidance in 'what to do if you're worried a child is being abused' (2006) has a duty to protect children in their care from any forms of abuse. The nursery procedures have been agreed after reviewing the procedures required by the Local Safeguarding Children Board (LSCB).

We aim to create an environment in which children and young people are safe from abuse and in which concerns and suspicions are dealt with promptly and appropriately. The welfare and safety of the children is always paramount. Any actions taken are in the best interests of the child and confidentiality will be maintained at all times.

In order to achieve this we will:

- Create an environment in which children develop a sense of self-worth and independence through adult support.
- Create an environment in which children feel they can talk, are listened to and believed.
- Encourage and enable children to develop the self-confidence and vocabulary to articulate their feelings.
- Build trusting and supportive relationships between staff and families.
- Ensure that all staff, students and volunteers complete satisfactory employment checks before starting at the Nursery.
- Provide clear instruction and on-going training opportunities to raise all staff members' awareness to signs and indicators of abuse and procedures to be followed.
- Create clear and safe working practices for all adults coming into contact with children.
- Ensure that adults do not put themselves in a position whereby their behaviour could be seen to be inappropriate.

- Develop good working relationships with other professionals involved with children and their families.
- Work closely with other professionals to support children in need and looked after children.
- Appoint a Designated Person for Safeguarding who is appropriately trained.

The designated Person for the Safeguarding, and who has overall responsibility for Safeguarding practices within the setting is the Nursery Manager Gemma Earp.

The role of the Designated Person for Safeguarding is to:

- Advise staff members on all matters relating to safeguarding.
- Keep up to date with Local Area Safeguarding Children's Board Procedures.
- Ensure that there is no delay in the passing on of information
- Co-ordinate the Management of any suspected cases of abuse
- Monitor the progress of any children about whom concerns have been expressed
- Ensure that all staff members are aware of the possible signs and symptoms of abuse.
- Ensure that staff members are aware of the correct procedures to follow in suspected cases of abuse.
- Support staff members throughout any suspected cases of abuse
- Liaise with the Social Services department, the Police and Ofsted as appropriate.
- Safer recruitment practices are in place

All staff members have a duty to inform the Designated Safeguarding Lead (DSL) or a senior member of staff if they suspect that a child is being or is at risk of being abused.

Procedures for dealing with suspected abuse:

If a child appearance or behaviour gives the nursery a cause for concern this will be confidentially recorded and monitored by staff members. If abuse is suspected the nursery will follow college procedure. They will contact one of the college's Safeguarding team. Who are Andrea Packer, (EXT 7051) Luki Poonia (EXT 7075), or the nursery Manager Gemma Earp or Lisa Small Deputy Nursery Manager (EXT 7062) who will contact the local Safeguarding team, where further action will be agreed.

- 1) All concerns, issues and suspicions relating to Safeguarding will be kept confidential and shared only with appropriate people.
- 2) Clear documentation will be kept about all concerns raised. These will be stored in each child's individual files within the lockable cabinet in the office.

- 3) If a staff member suspects a child is being abused or at risk of being abused they will discuss their concerns immediately with their manager.
- 4) Any concerns about a child will in the first instance normally be discussed with the child's parent, unless this would put the child at risk, (in some cases staff members may wish to seek advice from their manager before they speak to parent.)
- 5) Concerns will be recorded on the Cause for Concern sheets. This will be factual information, not opinion. Parents will normally be asked to sign this form. These concerns will then be logged onto the College Child protection Data Base.
- 6) Staff are to complete existing injury forms for all children who come to nursery with an injury sustained at home, with parental explanation outlined. These forms will be stored in each child's individual files within the lockable cabinet in the office, and reviewed regularly.
- 7) The Manager and the member of staff concerned will discuss their concerns and agree what action to take next.
- 8) If, following these discussions, there are still concerns that the child is being abused or at risk of being abused the Designated Safeguarding Lead will, in consultation with the staff members concerned, contact Social Services, outline their concerns and ask for advice.
- 9) If it becomes necessary to refer these concerns to Social Services, parents will be informed, unless the opinion of the Designated Safeguarding Lead, it would put the child at further risk.
- 10) Once a referral has been made the Designated Safeguarding Lead will complete a referral form in consultation with the staff member concerned, (within 48 hours of the referral.)
- 11) The Designated Safeguarding Lead and staff concerned will fully support and co-operate with any investigations undertaken by Social Services, Ofsted or the Police.
- 12) In all suspected cases of abuse the Designated Safeguarding Lead will keep in close contact with Social Services, the Police and Ofsted.
- 13) Staff members dealing with cases of abuse or suspected abuse will be supported throughout by the Designated Safeguarding Lead and appropriate help sought for them, if necessary.
- 14) If necessary an Early Help Assessment will be implemented in response to the child's individual needs.

ALL REFERRALS MUST BE REPORTED TO OFSTED

Footnote; if Manager or Duty officer not available staff must take it upon themselves to contact Social Services themselves. Confidentiality must be maintained at all times and only staff directly concerned with the child allegations must be kept up to date. In the case of investigations of staff, college disciplinary procedures will be followed.

Contact numbers for Social Services are posted on the office wall, and copies of referral forms are available in the safeguarding file on the Nursery shared drive.

All staff should have a copy of what to do if they are worried a child is being abused, a spare copy is available in the Safeguarding folder in the office.

Your child's welfare is paramount

Any abusive/aggressive behaviour shown by parents/carers in the nursery grounds will be considered unacceptable and will be challenged and we will be liable to follow Child Protection Procedures. Parents of children who are collected more than 30 minutes late without notification to the nursery will be subject to Child Protection Procedures.

Besides taking responsibility for reporting suspected cases of abuse to protect children in the nursery we will endeavour to offer positive support to the family if the need arises.

If a child is involved in a child protection issue, the nursery staff will ensure that the treatment of child will not change; ensuring equality and diversity. Staff will however be more observant and vigilant, and record any matters that they feel might be of relevance. Staff will also ensure that they work along side parents/carers, staff will ensure that they are always available to talk to the parent/carer about any worries or concerns they may have. Parents/carers will also be made aware that the college offers a free counselling service that they could access. The nursery can also look at offering additional hours for the children as an additional support for the parents.

Nursery staff will liaise with any agencies that may be involved in a child protection case, and will ensure that any action that needs to be taken within the nursery is carried out correctly, ensuring that the best interests of the child are maintained at all time. Staff may be required to attend a Case Conferences, staff will ensure that they have the correct knowledge of the child, the case, and ensuring that they are putting the needs of the child across.

All information that is gathered on a child protection issue will be confidentially recorded, stored in a locked filing cabinet, and only staff that have direct links with the child, parent/carer will be aware of the case.

Safeguarding Staff

All staff members will receive Safeguarding training delivered through Walsall College before they begin work within the Nursery. This training will be refreshed every 2 years. Staff will also be required to attend Safeguarding level 1 training, which will need to be refreshed every 2 years.

All staff have a duty to inform the Designated Safeguarding Lead or a senior member of staff if they suspect that a child is being or is at risk of being

abused by another staff member. If staff felt that inappropriate behaviour , inappropriate sexual comments , excessive 1:1 attention beyond the requirements of their role and responsibilities, or inappropriate sharing of images, they must contact a member of the College Safeguarding team, (HR representative to deal with allegations against staff.) Any allegations against staff will be dealt with following the College safeguarding Procedure. A copy of this can be found in the Safeguarding file in the office, College internet, and Safeguarding shared folder in Nursery shared drive.

What is abuse and neglect?

The Children Act 1989 refers to “Significant Harm” rather than abuse. However, 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 in a family or in an institution or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Abuse falls into four main categories (the following definitions are from Working Together to Safeguard Children 2010)

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.

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 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 the child’s developmental capability, as well as overprotection and limitation of expectation 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.

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 (including via the internet). Sexual abuse is not solely perpetrated by adult male. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and 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 the parent or carer failing to:

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

What may give cause for concern?

- Bruising on parts of the body which do not usually get bruised accidentally, e.g. around the eyes, behind the ears, back of the legs, stomach, chest, cheek and mouth (especially in a young baby), etc
- Any bruising or injury to a very young, immobile baby
- Burns or scalds
- Bite marks
- Any injury or swellings, which do not have plausible explanation
- Bruising or soreness to the genital area
- Faltering growth, weight loss and slow development
- Unusual lethargy
- Any sudden uncharacteristic change in behaviour, e.g. child becomes either very aggressive or withdrawn
- A child whose play and language indicates a sexual knowledge beyond his/her years
- A child who flinches away from sudden movement
- A child who gives over rehearsed answers to explain how his/ her injuries were caused
- An accumulation of a number of minor injuries and/or concerns

- A child who discloses something which may indicate he/she is being abused

How to respond to a child who discloses something to you.

If a child tells you something, it is important that you respond appropriately:

- Do listen to the child and avoid interrupting except to clarify
- Allow the child or young person to make the disclosure at their own pace and in their own way
- Do not interrogate the child. It is alright to ask for clarification, but you should not ask leading questions. Misguided or inappropriate questioning in the first instance can do more harm than good, and may contaminate evidence, which could be needed in an investigation. The interviewing of children must be undertaken by a trained social worker or Police Officer.
- Do not make any promises to the child about passing on the information – the child needs to know that you have to talk to someone who will be able to help them
- Record the information as accurately as you can, including the timing, setting and those present, as well as what was said. Do not exaggerate or embellish what you have heard in any way
- Inform the Designated Safeguarding Lead
- Where the disclosure is made to a member of visiting staff from another agency, this should be passed to the Designated Safeguarding Lead, so that the Nurseries policy and procedure can be implemented.

What to do if you need to take emergency action to protect a child.

On very rare occasions, it may be necessary to act quickly, for example, to protect a child from a drunken or violent parent. In these circumstances, it would be appropriate to discuss with the Nursery Manager, or Person in Charge immediately, who should telephone the police

In an unlikely event that a child is brought to the Nursery with serious injuries, it would be appropriate to discuss with Nursery Manager or Person in Charge immediately who should telephone for an ambulance.

However, it is important to remember that these types of scenarios are very unlikely to happen.

What support is available to you?

Any member of the team affected by issues arising from concerns for children's welfare or safety can seek support from their Designated Safeguarding Lead, college councillor or a member of the College Safeguarding Board.

The Designated Safeguarding Lead can put staff and parents in touch with outside agencies for professional support if they wish so.



Mobile Phone Policy

The welfare, protection and safety of every child in our care is of paramount importance, and we take our responsibility to safeguard children seriously. We have procedures in place which we ask everyone to respect, to help promote the safety of the children in our care.

We believe our staff should be completely attentive during their hours of work to ensure all children in the nursery receive good quality care and education.

Mobile phones must not be used during working hours.

- Mobile phones to be locked in cupboard within the office during working hours.
- Mobiles may only be used on designated break time, and only in a child free area of the Nursery.
- All mobiles to be signed in and out.
- If you have an emergency and need to use your mobile phone Please speak to a member of the management team.
- The nursery mobile should be used on outings.
- Mobiles must never be used to take photographs of any of the children or any area of the nursery or the work of any members of staff at work.
- No apple/Samsung watches to be worn in the nursery at any time.
- Nursery ipad only to be used, and never taken out the setting.

Anyone who is found to have a mobile phone on their persons without permission from the Management while working will result in disciplinary action.

Under No circumstances will the Management Team allow staff members to have their mobile phone on hand. If someone needs to contact you please give them the office Mobile Number 01922 657062

It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager.

Concerns will be taken seriously, logged and investigated appropriately.

The Manager or Deputy's in her absence reserve the rights to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.

Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate action to be taken.

This policy is to protect you from any safeguarding allegations



Nursery

Cause for Concern forms

Childs name: _____

D.O.B: _____

Date: _____ Time: _____

Details of concern:



Parent's comments:

Nursery

Parent's Name: _____

Parent's Signature: _____

Child's Comments:

Little Professors

Further Actions:



Staff Name: _____

Staff Signature: _____

Safeguarding Officer's Name _____

Safeguarding Officers signature _____

Date _____



Accident at home forms

Childs name: _____ D.O.B: _____

Date: _____

Little Professors

Details of injury:



Parent's comments:

Nursery

Parent's Name: _____

Parent's Signature: _____

Child's Comments:

Little Professors

Further Actions:



Staff Name: _____

Staff Signature: _____

Safeguarding Officer's Name _____

Safeguarding Officers signature _____

Date _____