

SAFEGUARDING CHILDREN POLICY



Statement of Intent

Our nursery wants to work with children, parents and the community to ensure the welfare and wellbeing of all children in our care.

The procedure we follow at the nursery for safeguarding children from abuse / neglect is based on the booklet “Working Together To Safeguard Children.” This includes keeping children safe from the risk of radicalisation.

Aims

Our aims are to:

- Create an environment in our setting which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background.
- Help children to establish and sustain satisfying relationships within their families, with peers and with other adults.
- Promote to all the children within the setting the fundamental British values: democracy (making decisions together) rule of law (learning right from wrong) individual liberty (a positive sense of self) mutual respect and tolerance. (*See our policy on Equal Opportunities - 23*)
- Encourage children to develop a sense of autonomy and independence.
- Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- Work with parents to build their understanding of and commitment to the welfare of all our children.

The legal framework for this work is:

Every Child Matters - Change for Children Act 2004 + Childcare Act 2006

The rehabilitation of Offenders Act

The Children Act 1989 and 2004

The Human Rights Act 1998 and 2000

Data Protection Act 1998 + GDPR changes from 25/05/2018

Freedom of Information Act 2000

The Protection of Children Act 1999

Liaising with other bodies:

We work within the guidelines of Surrey Safeguarding Children's Partnership (SSCP)

We have a copy of the "Working Together to Safeguard Children" summary and our DSL (Designated safeguarding lead) regularly checks the SSCP website for updates and guidance + as a staff team we make use of the online safeguarding training courses available on the SSCP website.

We notify the registration authority (OFSTED) of any incident or accident and any changes in our arrangements which affect the well-being of the children.

We will inform Surrey County Council Contact Centre : SPA (Single Point of Access) on 0300 470 9100

If a report is to be made to the authorities, we act within the Surrey Safeguarding Children's Partnership (SSCP) guidance in deciding whether we must inform the child's parents at the same time.

Methods

Staffing and Volunteering

Our named person who co-ordinates Safeguarding Children issues is Clare Hitchmough. Clare is the manager and the Designated Safeguarding Lead (DSL) for Weydown Nursery School. Clare is assisted by Cheryl Goodwin, deputy manager and Deputy Designated Safeguarding Lead (DDSL). DSL responsibilities include:

- Sharing information with the staff team.
- Accessing information and liaising with outside agencies.
- To make sure information is up to date.
- Collating information when there are concerns about a child.
- Contacting Surrey County Council Contact Centre (SPA)

We provide adequate and appropriate staffing resources to meet the needs of children, by ensuring we always have a correct staff to child ratio.

Applicants for posts within the setting are clearly informed 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 (see over) because of information that has been disclosed, applicants have the right to know and to challenge the incorrect information.

We abide by Ofsted requirements in respect of references and policy: enhanced (DBS) checks for staff and regular volunteers, to ensure that no disqualified person or unfit person works at the setting or has access to the children.

Volunteers do not work unsupervised.

We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concerns.

We have procedures for recording the details of visitors to the setting.

We take security steps to ensure that we have control over who comes in to the setting so that no unauthorised person has unsupervised access to the children. (Please see our “Locked Door Policy”).

Disciplinary Action

When a member of staff or a volunteer is dismissed from the setting due to misconduct related to a child, the nursery will make a referral to DBS (disclosure and barring service) so that individuals who pose a threat to vulnerable groups can be identified and barred from working with children. The phone number of DBS is: 0870 90 80 81. Any member of staff who is disqualified from working with children will be dismissed and Ofsted will be notified.

Any registered provider who has been disqualified for misconduct cannot be employed / re-employed by the nursery.

Training

We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical, emotional or sexual abuse or neglect and so that they are aware of Surrey Safeguarding guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the nursery. Staff undergo safeguarding training every three years, to update their knowledge of safeguarding guidelines.

Planning

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, the doorway is left open. When children are taken to the outside play area, they are accompanied by two staff or one staff and one volunteer. We do not allow the use of mobile phones by staff during periods of “child supervision” unless in an emergency. (mobile phones of staff and volunteers are kept in a box on the manager’s desk during the nursery day).

Family Information

When children begin at Weydown Nursery School we record key information on our registration form: names of family members, address(es), date of birth of child, names of person(s) with parental responsibility and primary carers. This information is updated each year and parents are advised to update the nursery via regular newsletters.

Curriculum

We create within the setting a culture of value and respect for the individual.

We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

Complaints About Staff:

We ensure that all parents know how to complain about staff within the setting, which may include an allegation of abuse. The policy document is left available for parents / carers at all times and parents are reminded in newsletters to peruse this document.

We follow the guidance of the Surrey Safeguarding Children's Partnership when investigating any complaint that a member of staff has abused a child.

If an allegation is made against a member of staff, OFSTED and the Surrey Safeguarding Children's Partnership LADO will be informed and the nursery disciplinary procedure will be followed. The LADO will be informed within 24 hours of the allegation being made: 0300 123 1650 (option3). OFSTED's Early Years Complaints line is 0300 123 1231. OFSTED must be informed of any allegations towards staff as soon as possible – and within 14 days.

We follow all the disclosure and recording procedures when investigating an allegation that a member of staff has abused a child as if it were an allegation of abuse by any other person.

Responding to suspicions of abuse:

We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect.

When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where the child's play gives cause for concern, the setting will investigate.

We allow investigation to be carried out with sensitivity. Staff in the setting take care not to influence the outcome either through the way they speak to children or ask questions of the children.

Where a child shows signs and symptoms of "failure to thrive" or neglect, we make appropriate referrals.

Staff are trained how to respond to pre-existing injuries and use SSCP body maps. Staff are trained how to respond to bruising in babies / children who are not independently mobile.

Disclosures:

When a child makes a disclosure to a member of staff, that member of staff:

Offers reassurance to the child.

Listens to the child;

Gives reassurance that he or she will take action.

The member of staff does not question the child.

Recording Suspicions of Abuse and Disclosure:

Staff make a record of:

The child's name;

The child's address;

The age of the child;

The date and time of the disclosure;

An objective record of the observation or the disclosure;

The exact words spoken by the child;

The name of the person to whom the concern was reported, with date and time;

The names of any other person present at the time.

These records are signed and dated and kept in our incident record which is stored confidentially. All members of staff know the procedures for recording and reporting. We have the "What to do if you are worried that a child is being abused" booklet for all staff to read and refer to and we have the up to date safeguarding children poster on our staff notice board along with SSCP contact details / SPA details - which are also in our staff safeguarding folder of information.

Informing Parents:

Parents are normally the first point of contact for sharing information. However, if sharing information may put a child at risk of significant harm we will seek advice from the Duty Assessment Team via the Social Services Contact Centre (SPA). We will also seek advice from the Duty Assessment Team if we feel a child will be at significant risk from harm if allowed to go home with a parent / carer. The Duty Assessment Team can be contacted on 0300 470 9100 (SPA) between 8 am and 6 pm Monday to Friday. The Emergency Duty Team (out of hours) can be contacted on 01483 517898 between 6 pm and 8 am Monday to Friday + weekends. If our concerns are about a child who is all ready known to Social Care, the allocated social worker will be informed of our concerns.

Support to Families:

The nursery takes every step in its power to build trusting and supportive relationships among families and staff.

The nursery continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation - unless we have been advised against this.

Confidential records are kept on a child and are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Surrey Safeguarding Children's Partnership.

With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

Confidentiality:

All suspicions and investigations are confidential and shared only with those who need to know. Any information is shared under the guidance of SSCP - Duty Assessment Team, via SPA. We will record and confidentially store information about individual children with regards to child protection cases. We will also pass information of child protection

concerns / cases to a child's new setting / school, with permission from the child's parents / carers.

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Procedure for Safeguarding Children from Abuse / Neglect

(Please see Working Together to Safeguard Children booklet and the Surrey Safeguarding Practitioner booklet).

1) If a member of staff has concerns about a child's welfare, they will discuss their concerns with Clare Hitchmough, the manager and DSL. If Clare is not present at the nursery, the member of staff will speak to the deputy DSL - Cheryl Goodwin. If the staff member needs to record suspicions of abuse or a disclosure by a child, then staff will:

Record child's name, address, date of birth.

Date and time of observation/disclosure.

Objectively record the nature of the observation/disclosure.

Record the exact words spoken by the child.

Write down the name(s) of the person(s) the concerns were reported to, with the date and time.

Members of staff will sign, date and time, as will anyone else present at the time of the observation/disclosure.

This will be recorded in the Incident Book which will then be stored confidentially and securely in the upstairs cupboard. Further observations will be recorded if appropriate.

2) The DSL will then contact the Duty Assessment Team via "SPA" on 0300 470 9100 (8 am to 6 pm) or the out of hours team on 01483 517898 for advice. A referral may then be made. Parents will be kept informed of any suspicions recorded at nursery unless the DSL is advised otherwise.

3) If a referral is made, the DSL will follow up the call in writing within 48 hours. Either no further action is taken or an Initial Assessment will be required by Social Services.

4) The Initial Assessment will be completed within 7 working days of the initial referral. All professionals linked to the child will be required to complete reports for the assessment. This will include a report from the nursery, completed by the DSL with the staff member(s) concerned. Information will be shared with parents / carers unless the DSL is advised otherwise.

5) There will be feedback to the nursery about any further course of action, whether social care or other professional help. This will be shared with parents/carers where possible.

For detailed actions, please see the Surrey Safeguarding posters and leaflet on the nursery notice board in the lobby or the "Working Together to Safeguard Children" booklet.

Escalation

If a member of staff has raised a concern about a child's welfare and has discussed their concern with the DSL or deputy DSL and the DSL (or deputy) has declined taking any further action - i.e. has not followed the safeguarding procedure as outlined above - the member of staff should make their own referral.

All nursery practitioners are trained in safeguarding children and all are aware of the

categories / signs of abuse. If a member of staff has a concern for a child's welfare, it is their duty to follow the nursery safeguarding procedures. Therefore, if a member of staff has a concern that is not referred to the "SPA" duty team, he / she should make their own referral - see telephone number above.

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