

Child protection / safeguarding policy

Statement of intent

Our nursery wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

Aims

Our aims are to:

- create an environment in our nursery 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
- 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:

- The Rehabilitation of Offenders Act
- The Children Act 1989 & 2004
- Human Rights Act 1998
- Data Protection Act 1998
- The Protection of Children Act 1999
- The Childcare Act 2006

Liaison with other bodies

- We work within the Local Safeguarding Children Board guidelines.
- We have a copy of Local Safeguarding Children Board Guidelines available for staff and parents to see.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements, which affect the wellbeing of children.
- We have procedures for contacting the local authority on child protection / safeguarding issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the nursery and social services to work well together.
- Records of the local NSPCC contacts are also kept.
- If a report is to be made to the authorities, we act within the Local Safeguarding Board guidance in deciding whether we must inform the child's parents at the same time.

Signs and symptoms

If a child is showing signs and symptoms of being a child in harm we will follow the referral flow chart as seen on the inside cupboard door. Concerns will be recorded and passed to the child protection / safeguarding lead- Samantha Guy. A judgement will be made as to speak to the parent/carer of the child, depending if it is thought it would cause the child further harm. If there is cause for concern the CP lead will phone: MASH (multi agency safeguarding hub) 02392 688793
Any advice given will be acted upon immediately.

CP lead will attend all CP meetings and will report back to the child's keyperson. If a member of staff has concerns about a child but feels the CP is not acting on these concerns they are encouraged to speak to the manager / owners of Little Paws nursery or report the concerns themselves.

Safeguarding / child protection action may be needed to protect children and learners from:

neglect

physical abuse

sexual abuse

emotional abuse

bullying, including online bullying and prejudice-based bullying

racist, disability and homophobic or transphobic abuse

gender-based violence/violence against women and girls

radicalisation and/or extremist behaviour

child sexual exploitation and trafficking

the impact of new technologies on sexual behaviour, for example
'sexting' and accessing pornography

teenage relationship abuse

substance misuse

issues that may be specific to a local area or population, for example
gang activity and youth violence

domestic violence

female genital mutilation

forced marriage

fabricated or induced illness

poor parenting, particularly in relation to babies and young children

other issues not listed here but that pose a risk to children, young people and vulnerable adults.

Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

children's and learners' health and safety and well-being, including their mental health

meeting the needs of children who have special educational needs and/or disabilities

the use of reasonable force

meeting the needs of children and learners with medical conditions

providing first aid

educational visits

intimate care and emotional well-being

online safety¹ and associated issues

appropriate arrangements to ensure children's and learners' security, taking into account the local context

All staff are aware that children could be subject to harm from adults both known and unknown and from their peers and are vigilant in ensuring children are kept safe from harm.

Children with SEN/ Disabilities

Staff are aware the signs and symptoms may be different for children with SEN and/or verbal communication difficulties. Staff have regular opportunities to discuss any concerns with their line manager at mentoring sessions but staff are encouraged to bring concerns to the CP lead immediately.

Methods

Internet/ social media access

Any tablets and equipment with internet access has a password lock on it to prevent children viewing and accessing material unsuitable for them. The password is not used by anyone within the nursery apart from the nursery laptop for work purposes only.

Staffing and volunteering

- Our named person (a member of staff) who co-ordinates child protection / safeguarding issues is Samantha Guy.
- We provide adequate and appropriate staffing resources to meet the needs of children. The child protection / safeguarding lead professional will have completed

¹ The term 'online safety' reflects a widening range of issues associated with technology and a user's access to content, contact with others and behavioural issues.

the relevant training every three years and has annual refreshers. All other staff will have annual refreshing training as well as having opportunities to speak about any child safeguarding issues within staff meetings and mentoring sessions.

Parents receive a reminder or information about an area of safeguarding / child protection on each newsletter, for example links to online safety sites, first aid courses etc.

- Applicants for posts and volunteers within the nursery 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 because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

- We abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children.

- 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 / safeguarding concern.

- all visitors to the nursery are signed in to and out of the building and will not be left alone with children.

- We take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children. Any person seen to act suspiciously around the nursery or in the unlikely event on the nursery grounds will be approached immediately by a member of staff to ask their intentions and if needed will be escorted from the premises. If they refuse to leave the children and adults will stay in the nursery building and the police will be called.

Disciplinary Action

Where a member of staff or a volunteer is dismissed from the nursery or internally disciplined because of misconduct relating to a child, we notify the Local Area Designated officer (LADO) Denise Lingam (023 92437648) so that the name may be included on the List for the Protection of Children and Vulnerable

Allegations against staff

All staff are advised to minimise their time spent alone with children and be aware of risks in doing so.

When staff take children to the toilet they let another member of staff know when they take them and how many children they have. Staff changing nappys or changes of clothes in the changing room will have a baby monitor in the room which can be heard by the manager, this is to ensure if the adult needs help or the manager decides another adult needs to be in the room this can be dealt with immediately.

If an allegation of abuse has been made against a member of staff the manager will follow the procedures of the safeguarding children policy. If an allegation is made against the manager, the deputy manager will report the matter directly to the owners.

Allegations regarding harm caused to a child by a member of staff will be reported to LADO within 1 working day by phone call initially and then written referral. Our local LADO is Denise Lingham 02392 437648 / 07584 271526 email Denise.Lingham@portsmouthcc.gcsx.gov.uk

LADO will then advise us on our internal investigation and inform us if police involvement will cause us to halt our own internal investigation. Please see attached flowchart for more information.

Any member of staff who is dismissed on the grounds of safeguarding concerns or leaves under investigation for being unsuitable for work with children will be referred to the independent safeguarding authority (ISA)

Timescales

Stage 1 - first written warning, to remain on file for 12 months

Stage 2 – final written warning, to remain on file for 2 years

If a warning is given it will include:

The level of improvement required

The date by which it is to be achieved

What will happen if the improvement is not achieved?

Instructions on how to appeal

Adults

We will notify Ofsted and Children's and young people's social care.

Training

We seek out training opportunities for all adults involved in the nursery to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the nursery.

Planning

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, for focus time or SEN support the door is left ajar and a walkie talkie took with them.

Curriculum

- We introduce key elements of child protection / safeguarding into our foundation stage curriculum, so that children can develop understanding of why and how to keep safe.
- We create within the nursery 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.

Prevent duty

- At Little Paws nursery all staff have a duty to take action and protect children from harm and be alert to harmful behaviour by other adults in the child life. We monitor children closely through the key person system by tuning in to the child from their starting point and recognising changes and factors that are influencing the child and their development, such as physical, behavioural and verbal factors. Should we have any concerns about children or their families at risk of supporting violent extremism we follow our safeguarding procedures.

British values

We promote Great British values within the nursery by providing activities to promote children's awareness and respect for each other through daily planned and unplanned activities which supports the early years foundation stage curriculum areas of learning for every child in our care.

Female genital mutilation

The child protection / safeguarding lead practitioner will keep up to date with training concerning the signs and symptoms of children and families practicing in the culture of FGM. Any signs and symptoms will be recorded and reported inline with any child protection / safeguarding issue. All staff will be given the opportunity to complete FGM training.

Prevent Duty

Any child or family showing signs of being influenced or showing signs of racial hatred and terrorism they will be reported to the local Prevent Officer.

Email Hants: prevent.engagement@hampshire.pnn.police.uk

Complaints

We ensure that all parents know how to complain about staff or volunteer action within the nursery, which may include an allegation of abuse.

- We follow the guidance of the Local Safeguarding Children Board when investigating any complaint that a member of staff or volunteer has abused a child.
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer 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 children's play gives cause for concern, the nursery investigates.
- We allow investigation to be carried out with sensitivity. Staff in the nursery takes care not to influence the outcome either through the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.

Social Care Intervention

- When children are known to Social Care, with either being subject to a CAF, child in need plan or child protection / safeguarding plan. We the staff will be particularly observant to certain aspects of parents and child's appearance and well-being.

Recording;

- Reasons for child's late arrival or early departure
- Reasons for absences- Nursery Manager or deputy would ring parents/carers to ask why child is absent from nursery (usual practice for absent children)
- Any change in child behaviour, appearance and general well-being.
- Any changes in family circumstances that you are made aware of
- Any new people introduced to you, or who may be introduced as a person authorised to collect child. **(Inform the child protection / safeguarding officer immediately)**
This may prompt a call to inform social care to confirm they are aware of this person's contact with the child.
- Patterns of attendance
- Patterns of existing injuries
- Parent/Carers behaviour, appearance and general well being

Incidents, as above, will be recorded in a child's file along with a daily diary recording of how the child has been each day. This will allow us to keep a chronological record of the child's time with us.

If there were any concerns, we would inform **social care immediately**.

Disclosures

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

- offers reassurance to the child;
- listens to the child; and
- gives reassurance that she or he will take action.

The member of staff does not question the child

Recording suspicions of abuse and disclosures

Staff make a record of:

- The child's name;
- The child's address;
- The age of the child;
- The date and time of the observation or the disclosure;
- An objective record of the observation or disclosure;
- The exact words spoken by the child;
- The name of the person to whom the concern was reported, with date and time; and
- The names of any other person present at the time.
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These records are signed and dated and kept in a separate confidential file.

All members of staff know the procedures for recording and reporting.

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 Local Safeguarding Children Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Staff must adhere to the confidentiality policy at all times, concerns about a child or family must never be discussed outside the nursery. Unless you are seeking advice from a regulatory body. Any information is shared under the guidance of the Local Safeguarding Children Board.

Support to families

- The nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- The nursery continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.

- 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 under the guidance of the Local Safeguarding Children Board.
- 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.

Mobile Phone, Camera and recording devices Policy

The setting operates a camera, mobile phone and recording device policy to protect children, protect staff from allegations, and maintain high standards of care within the setting.

- The setting forbids the use of mobile telephones, personal cameras, and recording devices by staff members, students and volunteers whilst on duty.
- All staff, students, volunteers and visitors who are working with children are required to switch off any mobile phones and recording devices. Personal devices will be stored securely in the lockers provided.
- Staff members, students, volunteers and visitors may access their personal devices whilst off duty, for example during lunch breaks.
- Any member of staff who does not comply with the camera, mobile phone and recording device policy will be dealt with in line with the settings grievance and disciplinary procedures.
- Children will only be photographed or recorded by the use of a camera/recording device that has been agreed by the Manager/Leader. Children will only be photographed or recorded if parental consent has been obtained.

Signed.....Manager/Owner

Dated: September 2016

Review date: September 2017

- **See Child protection / safeguarding Procedure**
- **See Procedure for recording accidents, incident and existing injuries**