



SAFEGUARDING CHILDREN

Due to the many hours of care we are providing, staff will often be the first people to sense that there is a problem. They may well be the first people to whom children confide about abuse. The nursery has a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be taken if we have any reason to believe that a child in our care is subject to either emotional, physical or sexual abuse or neglect.

Our prime responsibility is the welfare and well being of all children in our care. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention. The nursery has a duty to report any suspicions around abuse to the Local Authority, who has a duty to investigate such matters. The nursery will follow the procedures set out in the Local Safeguarding Children Board documents and, as such, will seek their advice on all steps subsequently taken. All staff must make themselves aware of the procedures according to the Safeguarding of Children as set by the local authority- (child protection procedures to be included.)

All staff will be inducted on safeguarding children procedures on commencement of employment and will complete safeguarding children training regularly. All Managers will complete the Child Protection Lead Practitioner training (Level 2)

Any member of staff turning up for work under the influence of alcohol or drugs will be instantly dismissed as this is gross misconduct.

Any parent turning up to collect their child from the setting under the influence of alcohol or drugs will be asked to give details of another responsible family adult to collect their child. If this happens the Local Safeguarding Children's Board(LSCB) will be informed.

To safeguard the children in our care, personal cameras are NEVER to be used within a setting. This includes phone cameras. However, digital cameras purchased by the setting may be used. The use of personal cameras or phone cameras within the nursery setting, both indoors and outdoors, is strictly prohibited. Any employee of The Old Station Nursery found to be using a personal camera or phone camera will face immediate disciplinary action, which could result in dismissal. Digital cameras purchased by the setting may be used, however these MUST BE LOCKED in the Managers office at the end of each day.

If a member of staff, permanent or bank staff, is involved in a criminal incident outside of working hours, you will be contacted by the Local Safeguarding Authority and asked to complete an ISA referral form, (www.isa.gov.uk). You must therefore NOT continue to use that member of staff in your setting.

Any member of staff who has suspicions about any child can contact the LSCB at any point for advice and/or to share their concerns at any time.

What is a child in need?

Children who are defined as being 'in need', under the Children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services plus those who are disabled.

What is significant harm?

Some children are in need because they are suffering or likely to suffer significant harm. The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. The Local Authority is under a duty to make enquiries, or cause enquiries to be made, where it has reasonable cause to suspect that a child is suffering or likely to suffer, significant harm.

1. Physical Abuse

Action will be taken under this heading if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge, or a reasonable suspicion that the injury was inflicted or knowingly not prevented.

PROCEDURE:

- Any sign of a mark/injury to a child when they come into nursery will be recorded.
- Where appropriate the incident will be discussed with the parent/carer
- Such discussion will be recorded and the parent/carer will have access to such records
- If there appear to be any queries regarding the injury advice will be sought from the Local authority Safeguarding Board **WITHOUT DELAY**

1. 2. Sexual Abuse

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play and drawing or had an excessive pre-occupation with sexual matters, had inappropriate knowledge of adult sexual behaviour, or discloses to an inappropriate act.

PROCEDURE:

- The observed instances or disclosures will be reported to the Manager **WITHOUT DELAY**
- The matter will be referred to the Safeguarding Team **WITHOUT DELAY**
- Weekends/public holidays, Emergency Duty Team

1. 3. Emotional Abuse

Action will be taken under this heading if the staff team have reason to believe that there is severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection.

PROCEDURE:

- The concern will be discussed with the parent/carer
- Such discussion will be recorded and the parent/carer will have access to such records
- If there appear to be any queries regarding the circumstances, the matter will be referred to the Local Authority WITHOUT DELAY

1. 4. Neglect

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including failure to thrive

PROCEDURE:

- The concern will be discussed with the parent/carer
- Such discussion will be recorded and the parent/carer will have access to such records
- If there appear to be any queries regarding the circumstances, the Local Authority will be notified WITHOUT DELAY

Full details of the types of abuse/neglect are contained in the booklet 'What to do if you are worried a child is being abused'.

Should any member of staff have concerns for the welfare of any child they will immediately inform their senior who must immediately report to the appropriate higher level if you feel unable to report to either you, can contact Head Office/Ofsted/Local authority directly. Contact details can be found below

A nursery nurse's responsibilities do not include investigating the suspected abuse. However, the staff will keep accurate records of their observations and of anything disclosed to them by the child or others in connection with the suspected abuse. It is always important to listen to children and not ask suggestive questions. Strict confidentiality will be observed at all times. All our staff will receive training on the protection of children from abuse.

For any staff unable, for whatever reason, to attend training, the information contained in the policy is available to them



It is the policy of the nursery to provide a secure and safe environment for all children.

- ensure that children are never placed in risk while in the charge of nursery staff
- ensure that confidentiality is maintained at all times
- ensure that all staff are familiar with child protection issues and procedures through training
- regularly review and update this policy

Methods

- Our designated safeguarding officer is (names)
- Local Authority Designated Officer(LADO) is contacted on (number)
- Applicants for employment have to have a 'enhanced disclosure' CRB check
- Where applicants 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 Criminal Records Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to 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 safeguarding children – now to be reported to the Independent Safeguarding Authority through the referral process.(www.isa-gov.org.uk)
- We have procedures for recording the details of visitors to the setting
- We have steps to ensure that we have control over who comes into our setting so that no unauthorised person has unsupervised access to the children

Phone numbers:

NSPCC Child Protection Helpline: 0800 800500 (24 hours)

The Police may also be contacted for guidance and advice on Child Protection issues

SAFEGUARDING CHILDREN – ALLEGATION OF ABUSE BY MEMBER OF STAFF

Where an allegation is made against a member of staff we will ensure that we co-operate fully with any investigation, directed by guidance of the LADO. Suspension will not be an automatic response to an allegation; however, we will need to consider the seriousness and plausibility of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the people concerned in our organisation. The settings disciplinary procedure may follow depending on the result of the investigation. Ofsted will be notified of any allegation of serious harm or abuse by any members of staff as

soon as reasonably practicable, but within 14 days.

If a member of staff/colleague witness any inappropriate behaviour towards any child you should IMMEDIATELY inform the Person in Charge (Manager or Operations Manager if the concern is about the Manager) and follow the 'Whistle Blowing Policy'. Management will then follow our procedures set out below.

If a parent complains about a member of staff's behaviour towards their child, whether a direct allegation or a query then you must:

1. In the first instance contact the Local Safeguarding Children's Board (LSCB) on..... and follow their guidance and advice (it is not an automatic procedure to suspend staff it is a decision made between the Manager, Operations Manager with guidance from the LADO)
2. Notify OFSTED on 0300 123 1231, e-mail: enquiries@ofsted.gov.uk, attention of CIE, within 14 days of the allegation being brought to the settings attention. This information may include telling Ofsted that a member of staff has been suspended whilst the investigation takes place, about staff and parent interviews, etc.
3. Inform the member of staff that the allegation has been made and carry out an investigation, recording all conversations accurately (without making assumptions or judgements), signed and dated
4. The parent/carer/staff member who made the allegation will be kept informed throughout of what action is being taken.
5. In the event of the Manager being absent the Deputy or Operations Manager will follow procedure.
6. We follow guidance as to whether the allegation is registered and co-operate entirely with any information required by LADO in conjunction with the police.
7. Staff will be supported by the setting. However, details of the investigation and allegation will not be discussed unless advised by the LADO.

Advice and concerns regarding safeguarding children should be directed to: The Designated Safeguarding Officer (Nursery Manager)