

Newbridge Day Nursery



Safeguarding Children

Child Protection Policy and Procedure

Statement of intent

At Newbridge Day Nursery we believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognise that safeguarding the welfare of children and young people is everyone's responsibility. The law empowers anyone who has care of a child to do all that is reasonable in the circumstances to safeguard his/her welfare. (Section 3 (5) of the children act.1989.)

We follow Shropshire's Safeguarding Children Board (SSCB) guidelines and acknowledge that the welfare of the child is paramount. Every Child Matters five outcomes for children state that all children have the right to equal protection from all types of harm or abuse and the child's needs must come first.

Safeguarding and promoting the welfare of children is defined under the Children Acts 1989 and 2004 as; protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully. We will work in partnership with children, young people, their parents, carers and other agencies in order to comply with this.

The prevent Strategy 2011- promotes British values to ensure children are kept safe from radicalisation

At Newbridge Day Nursery it is our duty to be alert and respond promptly without delay to all concerns, incidents or allegations of abuse or neglect regardless of whether or not the child attends our setting and make a referral without delay if necessary, and work with the statutory agencies in accordance with SSCB procedures. Guidelines are set out in the booklet 'What to do if you are worried a child is being abused' from the Department for Education (DfE). We also comply with the Welfare Requirements in the Statutory Framework for the Early Years Foundation Stage (EYFS)2014 and the Compulsory Childcare Register and Working Together To Safeguard Children 2015, a copy of this has been downloaded to refer to and kept on the computer in the office

All staff are made aware of their individual roles in safeguarding and promoting the welfare of children, they are all alert to any issues of concern in the child's life at home

or elsewhere. We ensure that all staff members undergo an induction process, are given copies of the procedure they must follow if they suspect abuse or neglect and are able to put these procedures into practice. All staff are familiar with the definitions signs and symptoms of abuse or neglect stated in the Working Together To Safeguard Children March 2015 as set out in Appendix A. Ongoing support is provided through regular supervision and appraisals. Training is available through the SSCB and Shropshire Council's Early Years Education and Childcare team and staff are expected to attend at least every three years. The provider also has a duty to train staff to understand their policy and procedures and to monitor practice. Signs that indicate possible abuse may include significant changes in children's behaviour; deterioration in children's general wellbeing; unexplained bruising, marks or signs of possible abuse or neglect; children's comments which give cause for concern; any reasons to suspect neglect or abuse outside the setting for example, in the children's home; and / or inappropriate behaviour displayed by other members of staff, or any other person working with the children. E.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities. Or inappropriate sharing of images.

June Jones is named Designated lead with responsibility for safeguarding and child protection issues and in her absence: Jo Drury.

Designated Lead Role

- The responsibility for safeguarding and child protection includes ensuring that all staff has up to date knowledge of safeguarding issues.
- Ensuring that staff are enabled to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.
- Be the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified.
- Updating the policy and procedures and communicating any updates with staff And parents
- Provide basic advice and support to all those who seek it with regard to child protection and poor practice;
- Complete the Nursery's reporting and recording procedures as outlined in the policy and procedures;
- Promote safe working practice/code of conduct;
- Attend, promote and organise training;
- Promote and ensure confidentiality is maintained;
- Promote anti-discriminatory practice;
- Maintain records related to child protection and unsuitable adults, and ensure these are stored securely on the premises;

- Maintain up to date contact details for other agencies and keep procedures updated according to SSCB guidelines.
- Pass information to other relevant organisations /agencies as appropriate;
- Make referrals to the investigating agencies - Shropshire Council Initial Contact Team and the Police - in line with child protection procedures;
- Inform Ofsted of any allegations of abuse made against a person working in the Nursery, or any other abuse alleged to have taken place on the premises within 14 days.
- Reviewing records on a regular basis to identify possible patterns of abuse.
- Making decisions on whether or not to refer any concerns, recording a reason for that decision.
- Completing safeguarding audits including multi-agencies audits, termly practice
- Audits and annual section 11 compliance audits in line with SSCB requirements.

Responding to a concern

If staff have concerns about a child, staff should follow the following procedures.

Keep appropriate records (see recording below)

Discuss your concerns with designated lead.

The designated lead may require the staff member to collect more information concerning the child protection issue with weekly reviews before making a decision to refer .At each review a decision will be made as to whether or not to refer and the reasons recorded. Designated lead will consider if the child is at risk of significant harm or meets the child in need threshold.

If there are concerns that a child is at risk of abuse or significant harm the designated lead will telephone Shropshire Council's Initial Contact Team without delay recording the name of the officer to whom details are given. This will be followed up in writing within two working days. Where a child is considered to be in immediate danger then the police will be contacted on 999 immediately. Referrals will be made even if the child concerned is already known to children and young people's services. Careful consideration will be given to any other children who may be at risk such as siblings

All staff are aware of the referral process and are able to make a referral in the absence of the designated lead for safeguarding or leader/manager

If the designated lead for safeguarding is unsure of whether or not the concern meets the threshold for child protection, he/she will make reference to SSCB Threshold Criteria and discuss the concerns internally. Any concerns that require further consideration may be discussed with an Early Help advisor. She will discuss the concern without sharing the identity of the child or persons involved to maintain

confidentiality and will get back to us within 48 hours. If the concern is thought to be urgent to wait 48 hours for discussion it will be referred to the Initial Contact Team as a child protection referral.

If a child is considered to be at risk of neglect, the SSCB Neglect Strategy and toolkit will be used to record concerns over time and submitted to the Initial Contact Team as evidence.

Record Keeping

When a concern about a child's welfare or safety is raised it will be discussed with the designated lead (June Jones) and recorded. All records will be stored in a separate confidential file in a locked filing cabinet in the Nursery office with restricted access and kept until destroyed or handed on to the child protection officer in the next organization e.g. another nursery or a school if advised to do so. A copy may need to be retained for at least six years.

Information is shared as necessary with confidentiality maintained. We will follow the guidance on Information Sharing set out in the HMG 2015 guide 'Information Sharing advice for practitioners providing safeguarding services to children and young people, parents and carers and in the HMG 2015 guide 'What to do if you are worried a child is being abused.'

When information is being accumulated prior to possible referral it will be reviewed by the designated practitioner at appropriate intervals depending on the child's/ families needs. At each review a decision will be made as to whether or not to refer and the reasons recorded.

Records will include;

- 1 Name, date of birth and home address of child, details of parent child normally lives with.
- 2 all concerns/ nature of injuries with dates / times location (you may wish to use a body map to record site of injuries)
- 3 exact words used by child if disclosure made and name of others present
- 4 observations made
- 5 actions taken
- 6 reasons for any decisions
- 7 practitioners must print name, role, date, time and signature
- 8 The report must be written clearly and concisely in a manner that cannot be erased or added to with no gaps, and made as soon as possible after the event.

Responding to a disclosure

Practitioners are familiar with the definitions, signs and symptoms of abuse or neglect

set out in the DFE booklet, “What to do if you are worried a child is being abused” and also Shropshire’s Safeguarding Children’s Board guidance which is accessible online at www.shropshire.gov.uk/childprotection.nsf Section 1:1:3

1. Stay calm
2. Listen to the child/young person
3. Allow the child/young person to continue at their own pace.
4. Ask questions for clarification only. Do not ask questions that suggest a particular answer.
5. Do not promise to keep secrets.
6. Reassure the child/young person that they have done the right thing telling you.
7. Explain the information will have to be shared with others in order to help them.
8. Explain to them what you will do next at a level they understand.
9. Write down everything that has been said as soon as possible after the event leaving no gaps between words.
10. Pass on information to the designated lead.
11. Remember all information shared is on a need to know basis.
12. Parent/carer should be informed at the time the report is made, except where the parent/carer is the likely abuser, in this case the investigating officer will inform them.
13. Designated lead will report the disclosure to the initial team according to the referral procedure below.

It is not our responsibility to attempt to investigate the situation; this is the role of the Police and Shropshire Council’s Child Protection Team.

If it is necessary to raise a concern about a child, this will be discussed with the family and consent sort unless this may place the child at increased risk of significant harm, place any other person at risk of harm or obstruct a police investigation. If you feel that a child is in danger of significant harm you may override a parents withholding consent. June Jones will seek consent from the family.

Making a referral

The designated lead will phone the Initial Contact Team on:
(Office hours) 0345 6789021

Ofsted	0300 123 1231
Ofsted whistleblower help line	0300 123 3155
NSPCC 24 hour helpl	0808 8005000
NSPCC Local Office	01743 281980
West Mercia Police Family Protection Unit.	0300 333 3000
Wrexham Safeguarding Duty Office	019780295408
Out of hours	0845 0533116
Powys Safeguarding	0845 05444847
Newtown	01686 617520
Welshpool	01938 552017
EHAF Enquiry Service	01743 281210
Early Help implementation enquiries	01743 250039
Independent Safeguarding Authority	0300 1231111
RIDDOR/HSE	0845 3009923
Disclosure and Barring Service	01325 953795

Responding to allegations against staff or volunteers.

If an allegation of inappropriate behaviour is made against a member of staff or a volunteer relating to a child, or that abuse may have taken place on the premises, the designated practitioner or manager will follow the procedure for responding to disclosure or concern (see above). Information about the allegation will be passed to the Local Authority Designated Officer (LADO) at Shropshire council within 1 working day ,and if necessary the Disclosure & Barring Service. Ofsted will be notified about the allegation and about any action taken. Notification ofsted must be made as soon as possible ,at least within 14 days.

Once the case has been considered and discussed with the LADO and Ofsted,we will follow their advice as to whether or not to suspend the individual.

If an allegation is made against the designated lead Joanne Drury will refer, see Whistle Blowing policy.

The member of staff will be suspended on full pay for the duration of the investigation; this is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process. Clear advice will be given to workers on the process of investigation by other agencies.

Whistleblowing

Whistle blowing is a mechanism by which adults can voice their concerns in good faith, without fear of repercussion. Any behaviour by colleagues that raises concern regardless of the source will be recorded and reported to the designated practitioner – refer to separate ‘Whistle blowing policy’.

Recruiting Staff

We provide adequate and appropriate staffing resources to meet the needs of children, more information can be found in our recruitment and retention policy.

Applicants for posts are clearly informed that positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out ‘enhanced disclosure’ checks with the Disclosure and Barring services before posts can be confirmed.

Job adverts and application packs make reference to our safeguarding policy and procedures.

Where applicants are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

We comply with the Welfare Requirements in the Statutory Framework for the Early Years Foundation Stage (EYFS) and the Compulsory Childcare Register in respect of references and Criminal Record Bureau checks for staff and volunteers to ensure that no disqualified or unsuitable person works with or has access to the children. This includes disqualification by association, where a registered provider or childcare worker may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed. (Disqualification under the Childcare Act 2006).

We have procedures for recording the details of visitors, including prospective candidates, to the Nursery and ensure that we have control over who comes in to the premises so that no unauthorized person has unsupervised access to the children.

Early Help Offer

Sometimes we may come across situations which are not necessarily a child protection

concern but where we think a child could benefit from additional support from outside agencies to ensure they reach their full potential. In this process known as Early Help we would consult fully with parents. See appendix E and F for an overview of Early Help offer.

Cameras and mobile phones

Mobile phones are not permitted in the nursery at any time. (Refer to staff handbook) Visitors will be asked to leave theirs either in their car or handed in. Any parent who enters the setting on their phone will be asked to return it to the car or finish their phone call outside. A notice on the door informs parents and visitors that mobile phones are not permitted on the premises.

We believe that photographs validate children's experiences and achievements and are a valuable way of recording milestones in a child's life. Parental permission for the different ways in which we use the photographs is gained as part of the initial registration at Newbridge Day Nursery. We take a mixture of photos that reflect the settings environment, sometimes this will be when the children are engrossed in an activity either on their own or with their peers. In order to safeguard children and adults and to maintain privacy, cameras are not to be used during intimate situations by adults or children. All adults at the setting are made aware of the difference between appropriate and inappropriate sharing of images.

When opportunities arise for photo to be taken by parents e.g. Christmas performance we have parents sign to say they are not to put the photo's on any social sites. All staff are aware of any children who's parent have not given their permission

Partnership with parents

A copy of this policy is made available to all parents prior to their child joining our Nursery as well as details of the complaints procedure. In general any concerns will be discussed with parents and agreement sought to making a referral unless such a discussion may place the child at an increased risk of significant harm. Parents are requested to notify us of any accidents, incidents or injuries that may affect the child which will be recorded.

Equality and Diversity

Child protection

The government set out it's definition of British Values in the 2015 Prevent Strategy- this promotes the values of :

Democracy

The rule of the law

Individual liberty

Mutual respect

Tolerance of those of different faiths and beliefs

Newbridge Day Nursery promotes these values to ensure that the protection of the children remains paramount . See appendix G.

Prevent Duty guidance for England and Wales.

The Government have issued Prevent Duty Guidance: England and Wales on the duty in the Counter- Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism..

Injuries

All accidents and injuries are recorded with parents/carers signing to acknowledge being informed. Parents/carers are encouraged to inform staff of any pre-existing injuries, which are also recorded with signatures.

Any serious injury occurring in the setting e.g. broken bone is reported to HSE via RIDDOR. This is also reported to the Initial Contact team and to Ofsted (within 14 days).see appendix D.

We also have other policies and procedures which should be referred to in relation to Safeguarding children concerns:

Confidentiality and Data Protection policy;
Anti – bullying within Behaviour management policy
Recruitment and Retention Policy
Whistle-blowing policy
CAF/ISA file

Date policy adopted: October 2015

Review date: October 2016 .

JUNE JONES/ JO DRURY