



Safeguarding Children Policy and Procedure

Date: July 2015 Review date: July 2016 Signed: L. Downs.
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At Best Start Nurseries we all share responsibility for Safeguarding and promoting the welfare of children and young people. This policy defines the procedures to be followed by all members of staff, volunteers and helpers at Best Start Nurseries, upon where it is alleged or suspected or has been discovered that a child has been abused by a third party.

This policy refers to the definition of a child as being from the age of birth to 18 years of age and therefore all children, parents, students between the ages are included in this 'Safeguarding Children Policy'

Our aims at Best Start Nurseries are:

- To ensure staff remain vigilant and are aware of the appropriate response in the event of concern regarding a child's safety.
- To ensure staff and parents/carers are aware of the procedures which must be followed to ensure children are protected.
- To ensure the safety of the children whilst in our care to prevent them from any form of abuse and harm.

Our Nursery will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect and to be safe from any abuse in whatever form.

To this end we will:

- Create an environment to encourage children to develop a positive self-image

- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Always listen to the children.

Definitions

HM Government Document 'Working Together to Safeguard Children' 2010 outlines the following:

Safeguarding

Promoting the welfare of children has been defined as:

- ~ Protecting children from maltreatment
- ~ Preventing the impairment of children's health or development
- ~ Ensuring the children are growing up in circumstances consistent with the provision of safe and effective care

Child Protection

Refers to the activity that is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm and is an integral part of safeguarding children and promoting their overall welfare.

Significant Harm

The Children Act 1989 introduced the concept of significant harm as 'the threshold that justifies compulsory intervention in family life for the best interests of the child'.

Abuse

'Abuse can happen to any child at any age. It can happen in well-off families and in poor families, it can happen to children from any ethnic and cultural background, it can happen to children with or without disabilities, it can be deliberate or unintentional.

Children can experience abuse at home, at school, in leisure activities in

children's homes - in fact anywhere. The abuse is usually caused by someone the child knows and rarely by a stranger.

Abuse can happen because of the way adults or other children and young people behave towards a child, it can also result from adults failing to provide proper care for the children they look after.'

(Local Safeguarding Children Board, Leicester, Leicestershire & Rutland.)

Abuse is classified in the Children Act 1989 into the following four categories

Physical Abuse: The actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child.

Procedure:

- All signs of marks/injuries to a child, when they come into Nursery or occur during time at the Nursery, will be recorded as soon as they are noticed by a staff member
- The incident will be discussed with the parent at the earliest opportunity
- Such discussions will be recorded and the parent will have access to such records
- If there appear to be any queries regarding the injury, the Local Safeguarding Children's Board (LSCB) in the local authority will be notified.

Neglect: The persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold and starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

Sexual Abuse: The actual or likely sexual exploitation of a child or young person. This may include physical contact e.g.) rape or oral sex, or non-contact activities e.g.) watching sexual activities or encouraging a child to

behave in inappropriate sexual ways.

If a child starts to talk openly to an adult about abuse they may be experiencing; the procedure stated later in this document under 'recording abuse suspicions' will be followed.

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the nursery manager
- The matter will be referred to LSCB in the local authority.

Emotional Abuse: Severe or persistent emotional ill treatment or rejection, likely to cause adverse effect on the emotional and behavioural development of a child.

Procedure:

- The concern should be discussed with the *manager/*room supervisor/*registered person
- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- A Common Assessment Framework (CAF) may need to be completed (*England only*)
- If there appear to be any queries regarding the circumstances, the matter will be referred to the LSCB in the local authority.

The fundamental responsibility of the Nursery is to ensure the welfare and protection of the child and that every child in our care has the right to freedom from abuse. It is therefore the policy at this setting that all staff members have an enhanced Disclosure and Barring Service (DBS)

application, in respect of all people who work unsupervised directly with children. Staff members are not left unsupervised with the children until we have received their enhanced DBS and suitable references. All staff will receive appropriate training at the induction stage in abuse of a child. This training will focus upon the types of abuse, the signs and symptoms involved and the appropriate action to be taken.

With respect to sources of abuse, the Nursery recognizes the following:

The Nursery management procedure and arrangements are designed so that all possible measures are taken to ensure that abuse of a child does not occur as a result either directly or indirectly of any of the activities provided by the Nursery.

Where it is suspected that a child has suffered abuse at the hands of a third party the Nursery has a duty to report these suspicions to the Local Authority.

There is now a single number to ring for our Local Authority,
First Response (Children's Social Care) **0116 305 0005**

Police **0116 222222**

The Secure Agency electronic referral form can be found at
www.leics.gov.uk/firstresponse

Advice and support can also be obtained by calling the Leicestershire
Children's Social Care advice line for professionals **07966 111058**

Parental Procedures

If you suspect or witness anything that you believe to be abuse or unacceptable behaviour from any staff member, please inform the Safeguarding Officer(s) (Claire Oliver, Lucy Downs, Charlotte Golding, and

Carrie Watson), note down your observations or concerns. If you suspect the Safeguarding Officer of abuse or feel uncomfortable reporting this to a staff member then please contact Ofsted on the following number: 0300 123 4666.

Setting Procedures

Recognising signs:

Being vigilant and able to recognise the signs of abuse is an essential element of safeguarding children. It is important that all practitioners are alert to any signs or behaviours which make them feel concerned. This may include:

- ▶ Becoming excessively aggressive, withdrawn or clingy.
- ▶ Significant changes in behaviour.
- ▶ Unreasonable fear of certain places or people.
- ▶ Unexplained bruises/marks.
- ▶ Deterioration in a child's wellbeing.
- ▶ A child making comments which lead to concern.

Close observations must be recorded and discussed with the settings lead person for safeguarding children. The Safeguarding Officers are Claire Oliver, Lucy Downs, Charlotte Golding and Carrie Watson.

Disclosure:

When a child tells someone they are being abused or have been abused it is known as a **Disclosure**. If a child discloses abuse, practitioners should ensure the following occurs:

- ▶ They remain calm
- ▶ They listen properly to what the child is saying
- ▶ They reassure the child

- ▶ They record all relevant information in as much detail as possible, including; date, time, exact wording used, responses, all contextualising information and anything else which seems relevant.
- ▶ They do not interrogate or ask leading questions.
- ▶ They do not look shocked.
- ▶ As with any discussions with children, adults should ensure their responses are appropriate to the developmental level and age of the child.
- ▶ Afterwards write down the conversation using the exact words. Include the date, time, venue and any names mentioned. Then sign and print your name.
- ▶ Do not discuss with any colleagues only inform the settings lead person for safeguarding children. The Safeguarding Officers are Claire Oliver, Lucy Downs, Charlotte Golding and Carrie Watson.
- ▶ If a Safeguarding Officer is a suspect of the abuse then inform Alma Park's Safeguarding Officer Sam Naylor or Carol Rich on 01455 221918

Recording:

The lead person for safeguarding children should ensure any information which causes any amount of concern is recorded in the child personal folder. If a child arrives at Nursery with a bump or bruise then this should be recorded on a home accident form which should be signed by the parent/carer when they are dropped off. Any discussions or decisions made relating to safeguarding a child/children should be recorded. Parents/carers have a right to access information held by the setting about their child unless it is deemed that this may lead to an increased risk of significant harm to an adult or child.

If a Staff Member is suspected to be involved in child abuse:

Any member of staff/student/volunteer who is subject to an allegation of child abuse will be suspended while the allegation is investigated.

The procedure to follow an allegation made about a staff member is as follows:

- * Follow the steps above as regards to listen to the child and make appropriate records.
- * Inform the Safeguarding Officer (Claire Oliver, Lucy Downs, Charlotte Golding, Carrie Watson), or if it is about the Safeguarding Officer inform Sam Naylor or Carol Rich at Alma Park 01455 221918
- * The Safeguarding Officer will then identify the concerns straight away and without delay contact First Response (Children's Social Care) on 0116 305 0005 and/or The Designated Officer (DO) Staff Allegations manager on 0116 3057597
- * Then refer to Ofsted immediately (it is an offence to not inform Ofsted within 14 days) and inform them of the allegation and the procedure you have taken.
- * Follow advice given by the DO.
- * The DO will organise a strategy meeting with all professionals to be involved and will decide on who will carry out the investigation.
- * The DO will advise on the outcome and the staffing decision.
- * The Disclosure and Barring Service (DBS) will then be informed. This service helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA)

In the event of any investigation determining that a member of staff has committed such offence then they will be dismissed immediately.

Preventative Measures:

We have various measures in place that help prevent abuse occurring

within the Nursery. We endeavor to offer whatever support we can to each child that our skills will permit.

There is a designated person who receives up to date training and information, and who all staff members can go to with any concerns. The designated people are Claire Oliver, Lucy Downs, Charlotte Golding and Carrie Watson.

The role of the designated person is:-

- To receive all concerns, collect records, take appropriate advice, make a referral and report to the correct agency.
- Inform Officer in Charge/ Operations Manager/Proprietor.
- To be the support for the child, staff and parents.
- To ensure policies and procedures are up to date and that all staff know of them and they are implemented.
- To keep staff training and information up to date and to inform parents of the policies and procedures.
- To ensure all staff have signed a Staff Suitability Declaration and have an individual Competency Framework Evidence Log.
- To keep the appropriate level of continuity at all times.

Confidentiality is maintained at all times and will only be shared with those on a need to know basis. This includes Ofsted. Ofsted need only be informed of an allegation if it is about a member of staff and how the Nursery is dealing with the allegation.

Some other measures we have in place are:

- ~ Organisational Action Planning - to identify the required actions to implement our Safeguarding strategy.
- ~ Competency Evidence Logs - to state the safeguarding training and learning for each staff member.
- ~ Security of the building.
- ~ CCTV within each room

- ~ Behaviour Management Policy.
- ~ Confidentiality Policy.
- ~ All staff are required to obtain an Enhanced Disclosure and Barring Service application subject to employment and are required to attend in-house and out-house training regularly to refresh and update their knowledge of Safeguarding children and steps to take. A safeguarding course must be attended every three years.
- ~ Our Safeguarding policy is subject to a strict annual renewal.

Extremism and the Prevent Duty.

The Prevent Duty came in to force in July 2015, in accordance with The Counter Terrorism and security Act 2015 Best Start Nurseries Ltd strive to safeguard the children in our care by actively promoting the following:

Observing,

- Changes in family behavior.
- Changes in the children's behavior, (aggression towards others).
- Comments made by a child which may cause concern, e.g. commenting on what their familiar adults have said, talking about fighting for "the cause".
- Comments regarding faiths, beliefs and cultures.
- Any other signs that family members may be showing extremism.

Concerns,

- If the child is NOT in immediate danger then call the non-emergency police phone number 101.
- If the child is in IMMEDIATE danger call 999.
- Advice can be sought by contacting the Department for Education dedicated helpline 020 7340 7264.

- Further advice can be sought through emailing counter.extremism@education.gsi.gov.uk
- If you are at all worried about the safety of a child you MUST follow the child protection procedure (This Policy) to safeguard the child.

Eliminating and support,

- Support children in working through disagreements with their peers over resource sharing, activity choosing and role taking.
- Role modelling desired behaviours and mannerisms.
- Talking about feelings and opinions.
- Celebrating all faiths and beliefs.
- Supporting British Values.