



Safeguarding and Child Protection Policy

Aims

At The Cottage Nursery our prime responsibility is the welfare and well being of all of our children. We believe we have a fundamental duty to all of our children, parents/carers and staff and therefore we endeavour to act quickly and responsibly in any instance of concern that comes to our attention. The nursery has a responsibility to report any suspicions of abuse and/or neglect to the Local Authority who have a duty to investigate such matters. The nursery will follow the 'Child protection concerns about a child in PVI settings' flowchart procedures (flowcharts are situated in main rooms of the nursery). These flowcharts are procedures laid out by the Local Authority and are in line with the relevant Local Safeguarding Children Partnership (SSCP). Nursery will seek advice in all steps taken subsequently.

The Nursery Managers will attend 'Safeguarding for Managers' training every 2 years and all other staff will attend 'Child Protection' training every three years.

The designated lead person for safeguarding children is: Louise Wakefield
The second designated person is Tara Reddock.

The designated persons will ensure that they liaise with child protection agencies, Ofsted and that all staff regularly update their training and awareness on child protection issues so staff are confident in identifying the signs of possible abuse and neglect. These may include:

- Significant changes in children's behaviour;
- Deterioration in children's general well-being;
- 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 child's home or that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM). And/or
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
- Providers may also find 'What to do if you are worried a child is being abused' advice for practitioners (copy kept in the staffroom).

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

- Ensure that children are never placed at risk whilst 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.
- To regularly review and update this policy.
- We will ensure the suitability of adults who have contact with children.
- We will promote good health.
- We will manage the behaviour of children.
- We will maintain records, policies and procedures.
- We will maintain a lock door policy, secure arrangements for pick up with child collection forms and password (please see separate policy).

Part one of KCSIE 2016 defines abuse and the four main categories of abuse:

It is important to recognise that the signs are not always obvious and all staff should be aware that issues are rarely stand alone and in most cases, multiple issues will overlap with each other.

The 4 areas of abuse

- Physical
- Emotional
- Neglect
- Sexual

Physical Abuse

Definition

May involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Action will be taken if staff believe that there has been a physical injury to the child.

Staff also need to be aware of FGM (Female Genital Mutilation) which involves the complete or partial removal of the external genitalia or other injury to the female genital organs. Staff must report to the police where they discover that an act of FGM has taken place (In discussion with DSL and Children's services)

Procedure

- Any sign, mark/injury on a child which has been sustained off nursery premises and is evident when the child comes into nursery will be recorded in the class incident book.
- Any concerns will be discussed with the parent/carer. Any such discussions will be recorded on the incident sheet and the parent/carer will be asked to sign the sheet.
- Parents/carers will have access to these records as they relate to their own child.
- If staff remain concerned regarding the injury the designated person will follow the concerns flowchart, refer to the Duty & Assessment Team (DAT) and follow their advice and guidance.

Emotional Abuse

Definition

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may feature age or developmentally inappropriate expectations being imposed on children.

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

Procedure

- The concern will be discussed with the parent/carer.
- Such discussions will be recorded and the parent/carer will have access to such records as they relate to their child.
- If staff remain concerned, the designated person will follow the concerns flowchart, refer to the Duty & Assessment Team (DAT) and follow their advice and guidance.

Sexual Abuse

Definition

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving high level of violence or whether or not the child knows what is happening. This may involve physical contact, Penetration or non-penetrative acts and also non-contact activities.

Action will be taken if staff have witnessed occasions when a child indicates sexual activity through words, play and drawing or has an excessive preoccupation with sexual matters or has an inappropriate knowledge of adult sexual behaviour.

Procedure

- The observed instances will be reported to the designated person.
- The matter will always be referred to the Duty & Assessment Team (DAT) and the designated person will follow their advice and guidance.

Neglect

Definition

The persistent failure to meet a child's basic physical and psychological needs, likely to result in serious impairment of the child's health or development.

Action will be taken if staff have reason to believe that there has been persistent or severe neglect of a child, e.g. by exposure to any kind of danger, including cold and starvation which results in serious impairment of the child's health and/or development including failure to thrive.

Procedure

- Staff members will bring their concern to the Safeguarding leads in the setting - the information will be logged in the Safeguarding Log.
- The concern will be discussed with the parent/carer.
- Such discussions will be recorded and the parent/carer will have access to such records as they relate to their child.
- If staff remain concerned, the designated person will follow the concerns flowchart, refer to the Duty & Assessment Team (DAT) and follow their advice and guidance.

If at any point a staff member has any concerns over a child, this must be reported to the DSL.

It is important to remember that abuse is not contained to adult to child but also can be committed peer to peer and this needs monitoring closely too.

Allegations against a member of staff

Any investigation against a member of staff will be treated very seriously and investigated immediately. The designated person will work with the Nursery Director to take appropriate action as quickly as possible. An initial investigation will take place to determine the exact nature of the allegation. If deemed appropriate the member of staff will be suspended pending the final outcome of the investigation. The designated person will follow the 'Allegations against staff' flowchart and immediately contact LADO for a discussion and to complete a Safeguarding Report. The named Manager will also contact Ofsted.

Any allegations against a member of staff will be reported to Ofsted as soon as is reasonably practical, but at the very latest within 14 days of the allegations being made and they will be kept informed of the outcome of any investigations. We take child protection issues very seriously. It should be noted that action would be taken against any person making allegations that are found to be malicious, mischievous, vexatious or spurious.

If for any reason you feel you cannot inform your employer or feel that concerns you have raised have not been taken seriously then you must contact the Ofsted Whistleblower hotline. This can be done by phone, e-mail or in writing.

Call: 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm)

E-mail: whistleblowing@ofsted.gov.uk

Write to:

WBHL
Ofsted
Royal Exchange Buildings

St Ann's Square
Manchester
M2 7LA

Suitable People

We will ensure that people looking after our children are suitable to fulfil the requirements of their roles.

WE have a thorough recruitment process where due diligence in safer recruitment practices are followed at all times. The application pack contains clearly a statement of safeguarding and it is made clear that two references will be taken up before an appointment. The interview process is conducted by 2 senior members of the team, with at least one being Safer Recruitment trained. Interviewees are asked the same questions set to understand a candidate's suitability to work with children, specific questions from their application would be added as necessary. Formal photographic ID is always checked at interview. All appointments are made subject to clear references and DBS and barred list checks.

All staff hold a CRB or DBS confirming that they are suitable to work with children and were inducted. All new staff will complete a DBS check and will undergo a thorough and carefully planned induction period before being allowed to be left with the children. All new staff are expected to subscribe to the DBS update system on receipt of a new DBS; these will then be checked bi-annually by a Director.

We will conduct bi-annual suitability checks with all members of staff. All staff are aware of the need to disclose changes to their personal circumstance that could result in a disqualification from working with children. Any disclosures from a staff member are logged on our Staff Disclosure form and management will take any necessary action to safeguard the children immediately. A safeguarding statement is on the daily staff sign in sheet reminding staff of their responsibility to inform management immediately of any changes, and that by signing in they are agreeing that there is nothing to disclose and that they are fit for working with children. If staff member's medication changes at any time, we will ensure that practitioners will only work directly with children if medical advice confirms that the medication is unlikely to impair the staff member's ability to look after children properly.

Use of cameras and mobile phones

We encourage staff to take as many photographs of the children as possible for use as evidence of child development and learning. In each child's application pack, permission is sought to use/publish photos of their child. Staff are not permitted to use their own personal cameras, only the provided nursery cameras. If photographic data needs to be transported off site (e.g. to print) only senior members of staff will carry this out.

Cameras must not be used in any bathrooms with the exception of photographing hand washing/ tooth brushing under strict management supervision.

Mobile phones are not permitted in any nursery room where children are present. If a staff member brings in their phone, it must be stored in their personal locker. Staff are able to use their phones in the staff room on their breaks. If staff require to use their phone out of

break times, permission from the Manager/Director must be granted, if not, disciplinary action may be taken.

Staff who go off site with the children (trips etc) will carry the nursery mobile phone which does not contain a camera.

Please refer to the separate camera and mobile phone policies for more in depth procedures.

Disqualification

At The Cottage Nursery if we become aware of any relevant information that may lead to disqualification of an employee, we will take appropriate action to ensure the safety of children.

Prevent Duty

It is essential that staff are able to identify children who may be vulnerable to radicalisation and to know what to do when they are identified- See separate Prevent Duty policy for full guidelines.

Useful Contact Numbers

The Local Authority Designated Officer (LADO) for Salford are Michelle Done & Liz Peppiatt who can be contacted on (0161) 603 4350 or 603 4538

- City Wide Duty and Investigation Team (DIT) – (0161) 603 4500 for referrals 8.30am – 4.30pm Monday-Friday
- Emergency Duty Team (out of hours) – (0161) 794 8888
- Police Central Switchboard - (0161) 872 5050
- Public Protection Investigation Unit (PPIU) – (0161) 856 5126
- Ofsted – 0300 123 1231
- <https://www.salford.gov.uk/childconcern.htm> (includes a referral form)
- worriedaboutachild@salford.gov.uk

Policy written in line with Working Together to Safeguard Children (July 2018), Statutory Framework for the Early Years Foundation Stage' (April 2017), Keeping Children Safe in Education (2018), The Prevent Duty Departmental advice for schools and childcare providers (June 2015), Child protection concerns about a child in PVI settings' flowchart procedures and the Local Safeguarding Children Board (LSCB).

Reviewed by: Miss Wakefield
Date reviewed: June 21
Next Review date: June 22