



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 Board (LSCB). Nursery will seek advice in all steps taken subsequently.

The Nursery Managers will attend 'Safeguarding for Managers' training and the other named Safeguarding person will attend 'Child Protection' training every three years.

The designated lead person for safeguarding children is: Leanne Farnworth.
The second designated person is Jennie Bold.

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; 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.

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.

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.

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

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.

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.

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

- 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.

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 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 will be conducting bi-annual suitability checks with all members of staff and all staff are made aware that if any of their personal circumstances change (including medical and any convictions etc) then they must inform the manager immediately. If medicine changes, we will ensure that practitioners will only work directly with children if medical advice confirms that the medication is unlikely to impair the staff members ability to look after children properly. All staff will complete a DBS check and will undergo a thorough induction period before being allowed to be left with the children.

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, 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 the office. 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 has the camera function blocked.

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

Useful Contact Numbers

The Lead Authority Designated Officer (LADO) for Salford is Patsy Malloy who can be contacted on (0161) 603 4350 or

patsy.malloy@salford.gov.uk

- 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

Policy written in line with Working Together to Safeguard Children, Statutory Framework for the Early Years Foundation Stage', Child protection concerns about a child in PVI settings' flowchart procedures and the Local Safeguarding Children Board (LSCB).

Reviewed by: Miss Farnworth
Date reviewed: September 2015
Next Review date: September 2016