

Safeguarding – Policies and Procedures

We intend to ensure that our Nursery is an environment where children are safe and that the children in our care are free and protected from any form of abuse. All staff will give their full commitment to safeguard and promote the welfare of all children within our care. A Designated Safeguarding Lead will be available during full opening hours.

It is important to recognise that children cannot protect themselves from abuse but have a right to be protected.

It is everyone's responsibility to protect children.

Outcomes for children and young people

The purpose of all services, whether meeting the needs of all children, children who are vulnerable or children in need, should be to achieve the best possible outcomes for each child recognising each child is unique.

Overall Outcome	Includes
Stay Safe	Safe from maltreatment, neglect, violence and sexual exploitation.
	Safe from accidental injury and death.
	Safe from bullying and discrimination.
	Safe from crime and anti – social behaviour in and out of school.
	Have security, stability and are cared for.
Be Healthy	Physically healthy.
	Mentally and emotionally healthy.
	Sexually healthy.
	Healthy lifestyles.
	Choose not to take illegal drugs.
Enjoy and achieve	Ready for school.
	Attend and enjoy school.
	Achieve stretching national educational standards.
	Achieve personal and social development and enjoy recreation.
Make a positive contribution	Engage in decision making and support the community and environment.
	Engage in law – abiding and positive behaviour in and out of school.
	Develop positive relationships and choose not to bully or discriminate.
	Develop self – confidence and successfully deal with significant life changes and challenges.
	Develop enterprising behaviour.
Achieve Economic Well - being	Engage in further education, employment or training on leaving school.
	Ready for employment.
	Live in decent homes and sustainable communities.
	Access to transport and material goods.
	Live in households free from low income.

An integrated approach

Safeguarding and promoting the welfare of children – and in particular protecting them from significant harm – depends upon effective joint working between agencies and practitioners, who have different roles and expertise, and parents and carers.

It is important to share information and child protection concerns with other agencies; the management team would decide which information to share and if they were unsure they would seek advice from Starting Points (Derbyshire County Council – 01629 533190). Will we pay regard to Derbyshire Children's Safeguarding Board.

Recognition

The majority of injuries to children happen accidentally, indeed bruises and scratches are part of exploring and growing-up. However, they should always be accounted for, discussed and recorded.

Occasions when concern should be noted: -

- *The child and/or carer is unwilling to discuss an injury.
- *The apparent explanation does not appear consistent with the injury.
- *The child's mood alters and they become withdrawn or distressed.
- *A child shows fear of an adult or particular situation.
- *If a child has a specific injury.
- *If a child tells of a worrying incident.
- *If concerns are expressed by a third party.
- *If there is a significant change in a child's behaviour.

Responsibility

All incidents should be discussed superficially with parents and recorded. Derbyshire Children's Safeguarding Board Thresholds will be considered.

If child protection concerns exist, these should be reported to the management team who are accountable for work on safeguarding and promoting the welfare of children.

1. All staff must be alert to the signs of abuse and neglect
2. Staff should question the behaviour of children and parents/carers and do not necessarily take what you they are told at face value.
3. Ask for help - Initial concerns should be discussed with the designated officer. The designated officer will decide with the member of staff the most appropriate action to take, depending on the circumstances of the case and the support or action required, including a referral to starting point. Advice can be sought from Starting point by contact 01629 535353 Monday to Friday (8-6).
4. However, An immediate referral to DCC Starting Point or to the police, by the designated officer if appropriate, must be made if a member of staff has a significant concern or suspects that a child is at risk of harm or is in immediate danger by calling 01629 533190 (or the police 999)
5. It will then be the role of social care and health practitioners via the Starting Point referral (and/or the police) to investigate individual cases and take further action if required.
6. We will record in writing, all concerns and discussions about a child's welfare, the decisions made and the reasons for our decisions. If we see further signs of potential abuse and neglect, the matter will be reported and referred again
7. Ofsted will be informed (0300 1231231) within 14 days of the incident and the setting's insurance company as soon as possible. Further information – Working Together to Safeguard Children (2015)

Actions employed to prevent abuse

Ensure adequate awareness

All staff should be aware of the signs of abuse. Training opportunities will be supported. Staff will attend the child protection course provided by The Early Years Development Team and will update their training on a two yearly basis. Obtaining a certificate in this course is compulsory. A refresher course is also mandatory in the gap year between.

Prevent abuse by means of good practice

Children should never be left unsupervised by staff.

Staff will be supported and valued to ensure their needs are met.

Children will be encouraged to communicate and develop their own self-esteem in order to resist any unwelcome approach.

Providing information and advice to parents on the management of children's behaviour.

Ensure that staff adhere to Health and Safety policies and daily procedures.

Students will not be allowed to change nappies or toilet children unaccompanied

Adult screening

All applicants for posts at Sunnybank will be required to disclose their employment history and provide two written references.

All applicants will undergo an initial interview followed by a 'working' interview.

A probationary period of three months will be required for all posts.

We ensure all new members of staff receive copies of the Health and Safety policies and procedures for the nursery.

It will be made clear to applicants that posts within Nursery are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All students and 'work experience' candidates will be required to undertake an interview prior to the commencement of their placement.

All staff and students must undergo a DBS check to ensure they have no previous criminal records. Students and volunteers will never be left unsupervised.

Allegation Procedure

All staff have a duty to inform the management if they are concerned about the care given to a child by another member of staff. The Manager will investigate any allegations first hand, in the group, by observation and monitoring and will also conduct interviews (with the Management team) to seek other staff opinions. If a staff member felt that action was not being taken they can contact our Local Authority Designated Officer or Ofsted themselves. There is legal protection for staff under these circumstances under The Public Interest Disclosure Act (1998).

If the allegation is substantiated, our Local Authority Designated Officer and Ofsted will be informed of appropriate information and disciplinary procedures will be implemented. The Child Protection Officer is the Lead Officer responsible for managing allegations against teachers and other staff.

If a member of staff or volunteer is subject to an allegation of abuse an immediate referral must be made to our Local Authority Designated Officer or the police.

The person against whom the allegation has been made should be made aware that there has been a complaint, but not of the substance of the concern as this may become subject of a police or Starting Point investigation.

A decision as to whether or not to suspend the member of staff during the investigation should be made in consultation with our Local Authority Designated Officer/Starting Point.

Keep confidential records

If there is a cause for concern, a specific and confidential record will be set up, separately from the usual developmental records.

The record will include:

Timed and dated observations

Descriptions of the child's behaviour and appearance.

The exact words spoken by the child – without comment.

The dated name and signature of the recorder.

The record will be kept separately and under the direct supervision of the management team.

Liase with other bodies

The proprietor will ensure that all causes of concern are shared with the appropriate bodies. OFSTED will be informed of any allegations of serious harm against, or abuse of a child, or any serious matter or event which is likely to affect the welfare of any child on the premises. The Nursery will welcome any advice or support given by recognised and appropriate bodies.

Support Families

The Nursery is committed to supporting families by building trust and mutual respect.

Parents will be aware of the Nursery's policy concerning Child Abuse.

Should there be a cause for concern, the Nursery will continue to welcome and support the child and family concerned whilst investigations are carried out.

Confidential records will be shared with the parents.

The child's care and safety will always be regarded as paramount.

Child Protection Policies

The children's safety and well being is our main concern. We are therefore committed to all aspects of safety, welfare and protection of children.

This includes:

- ❖ Ensuring correct supervision.
- ❖ Meeting required staff to child ratios.
- ❖ Making sure that police checks are undertaken on all staff and that adequate checks are undertaken on volunteers, to establish there are no known reasons why they should not work with children.
- ❖ Providing access to appropriate training for staff in First Aid.
- ❖ Having a clear recording policy, which includes an accident and incident book.
- ❖ Providing training for staff in all aspects of child development and protection.
- ❖ Providing staff support systems.
- ❖ Providing information about how staff manage children's behaviour.
- ❖ Keeping a record of who has parental responsibility.
- ❖ Having a clear agreement about who will bring/collect the children.
- ❖ Knowing emergency contact points.
- ❖ Having Child Protection Procedures.
- ❖ Being able to talk with children and carers in a way which does not disadvantage them.

Prevent

The Counter Terrorism and Security Act places a duty on Early Years settings to "have due regard to the need to prevent people from being drawn into Terrorism." We are aware of radicalisation and remain vigilant for those who we think may be at risk. It is our duty to support children with their understanding of compassion, consideration and tolerance of living in a free, equal and fair society. All staff have undertaken PREVENT training and continue to keep up to date with current legislation and guidelines. All staff have also attended WRAP workshops, as mandatory practice.

Female Genital Mutilation

To implement FGM Duty we ensure all staff and volunteers have access to training to ensure they all have an understanding and build capability to deal with the risks identified. This includes:

- An understanding of what FGM means;

- An understanding of FGM types, including short and long term health effects;
- An understanding of FGM risk factors;
- An understanding of FGM legislation;
- How to challenge FGM ideology;

- How to obtain support from the senior leadership team, the police, local authorities and multi-agency partnerships;
- How to share information to ensure a person at risk of FGM obtains appropriate support;
- How and when to make a direct FGM referral to the police;
- How to record and maintain records to comply with Nursery's responsibilities

Signs and symptoms of child abuse

Physical abuse

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries
- Admission of punishment which appears excessive
- Bald patches
- Withdrawal from physical contact
- Arms and legs kept covered in hot weather
- Fear of returning home
- Fear of medical help
- Self-destructive tendencies
- Aggression towards others
- Running away

Neglect

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Frequent lateness or non-attendance at Nursery
- Untreated medical problems
- Destructive tendencies
- Low self-esteem
- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing or scavenging

Emotional abuse

- Physical, mental and emotional development lags
- Admission of punishment which appears excessive
- Over-reaction to mistakes
- Continual self-deprecation
- Sudden speech disorders
- Fear of new situations
- Neurotic behaviour (e.g rocking, hair-twisting, thumb-sucking)
- Self-mutilation
- Fear of parents being contacted
- Extremes of passivity or aggression
- Drug/solvent abuse
- Running away
- Compulsive stealing, scavenging

Sexual abuse

Children from the age of five may:

- Hint about secrets they cannot tell
- Say that a friend has a problem
- Ask if you will keep a secret if they tell you something
- Begin lying, stealing, blatantly cheating in the hope of being caught
- Start wetting themselves
- Have terrifying dreams
- Exhibit sudden, inexplicable changes in behaviour, such as becoming aggressive or withdrawn
- Stop enjoying previously liked activities
- Be reluctant to undress

- Become fearful of or refuse to see certain adults for no apparent reason ; show a particular dislike for a relative or other adult
- Act in a sexual way inappropriate to their age
- Draw sexually explicit pictures depicting some act of abuse
- Seem to be keeping secret something that is worrying them
- Have urinary infections, bleeding or soreness in the genital, anal or throat areas
- Have chronic ailments, such as stomach pains or headaches
- Have a poor self-image
- Show discomfort when walking
- Say that they are no good, rotten, dirty
- Regress to younger behaviour, such as thumb sucking
- Become severely depressed
- Develop eating disorders

Radicalisation

- Periods of absence
- Sudden unexplained foreign travel
- Changes in faith/ideology
- Sudden name change linked to faith/ideology
- Significant change in appearance
- Narrow/limited religious/political views
- "Them" and "us" language
- Isolation from usual friendship groups.

SEN and Disabilities

At Nursery we are aware that children with additional needs or disabilities may present an increased risk with regard abuse due to their increased need for personal support and dependency. We are also aware that due this factors, barriers can exist in identifying children at risk or of concern.

Staff who work with children in any capacity must be particularly aware of and sensitive to how the effects of abuse or harm may present, and be able to pick up on any changes in behaviour or presentation that might indicate a concern. Staff should have a detailed knowledge of children' individual care needs as well as their developmental needs and take these into account when working with them and their families. Concerns should be shared immediately with the Designated Safeguarding Officer.

All staff within Nursery receive appropriate training to enable them to meet the needs of children with additional needs appropriately and to recognise and report any concerns.

What to do if a child goes missing / stops attending

In the event of child not attending Nursery, we will endeavour to phone the family an hour into their session to find out the reason for absence.

If the child has a short term illness, we will check in with the family every couple of days to find out progress.

If the child has a long term illness, we will contact the family every couple of weeks to find out how they are doing and any developments.

If the family do not answer when Nursery call, we will leave an answer phone message where possible and try calling again on the next day. Depending on the child's attendance pattern at Nursery and family circumstances will determine how often and when the Nursery will phone again. An individual plan will be made based on this evidence.

Nursery will endeavour to safeguard children and management will gather information regarding non attendance as by the above criteria and decide on an appropriate course of action, i.e following through to Starting Points.

All absences at Nursery are logged by management and in children's files via an attendance log.