

## Child Protection and Safeguarding Policy

**Insurance Policy Number: B1262PCO180115**

### 1. Policy statement

"Children are best protected when professionals are clear about what is required of them individually, and how they need to work together." (Working Together to Safeguard Children)

This policy needs to be read in conjunction with the South West Child Protection Procedures, available electronically on [www.swcpp.org.uk](http://www.swcpp.org.uk) and information available on the Somerset LSCB website: [www.somerset safeguarding children board.org.uk](http://www.somerset safeguarding children board.org.uk)

### 2. Legal context

This policy is covered by:

- Keeping Children Safe in education, August 2016
- Section 26 of the Counter Terrorism and Security Act 2015 (the 'Prevent duty')
- The Protection of Children Act 1999
- The Children Acts 1989 & 2004, Adoption and Children Act 2002
- Childcare Act 2006, 2016
- Safeguarding Vulnerable Groups 2006
- Working Together to Safeguard Children 2015
- SEND code of practice: 0-25 years, 2014
- UN Convention on the Rights of the Child, 1989
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014
- Statutory Guidance: Working Together to Safeguard Children 2010
- Information Sharing: A Guide for People Working with Children, Young People and Families 2005
- Sexual Offences Act 2003

This policy also takes account of:

- The Rehabilitation of Offenders Act 1974
- Human Rights Act 1998
- Data Protection Act 1998

### 3. Statement of Intent

Conkers Nursery will:

- Keep the child at the centre of all we do and always put the needs and wishes of the child first
- Provide positive role models
- Always listen to children
- Foster a culture of respect
- Create a safe and secure environment which encourages children to develop a positive self image, regardless of race, language, religion, culture or home background
- Ensure that all staff are trained to understand the safeguarding policy and procedures, understand what is meant by the term 'Child Protection' and feel confident to implement appropriate procedures

- Ensure that staff are regularly informed about and understand updates about Child Protection, e.g. through the Early Years E bulletin and Early Years News and Views publications
- Help children to establish and sustain satisfying relationships within their families, with peers and with other adults
- Encourage children to develop a sense of autonomy and independence
- Have specific consideration for children with disabilities or additional needs
- Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches
- Provide an environment where practitioners are confident to identify where children and families may need intervention and support
- Work with parents/carers to build their understanding of, and commitment to, the welfare of all our children
- Share information with other agencies as appropriate
- Ensure that parents and carers are fully aware of child protection policies and procedures upon registration and kept fully informed about any change to either the policy or procedure through the Safeguarding notice board

#### 4. **Scope**

- This policy applies to everyone in the nursery, including staff, volunteers, families and visitors
- The designated person responsible for safeguarding is Frances Coleridge, Conkers Nursery Manager.
- The deputy designated person is Tina Graham, Conkers Nursery Deputy Manager

**Contact Numbers:** please use in line with procedures stated later in this document

- Sue Place (Balsam Centre Manager) 01963 31842
- Somerset Direct 0300 123 2224 Opt 1
- Local Authority Designated Officer 0300 123 2224 Opt 1
- Out of hours Emergency Duty Team (EDT) 0300 123 2327
- Ofsted 0300 123 1231
- Local Authority Safeguarding Lead consultation line 0300 123 3078

#### **Definition of Safeguarding**

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Preventing children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes (taken from the HM Government document 'Working together to Safeguard Children, 2015')

#### 5. **Mandatory systems and procedures**

##### **Recruitment and Staffing Procedures**

- Applications for staff and volunteer positions are exempt from the 1974 Rehabilitation Act (above), and therefore have to declare previous convictions. Candidates are informed of the need to carry out checks before posts can be confirmed. If an applicant is rejected because of information which has been disclosed in the checks, s/he has a right to know and to challenge incorrect information
- Two written references must be received before a new member of staff begins employment at the nursery
- References are checked and gaps in employment history are explored

- We abide by Ofsted requirements regarding references and police checks for staff and volunteers, so that no disqualified or unfit person works at the nursery or has access to children
- Volunteers do not work with children unsupervised
- Students must have enhanced DBS checks conducted (applied for) before starting their placement
- No unauthorised person has unsupervised access to the children
- The designated person responsible for safeguarding has completed the LSCB 'Working Together to Safeguard Children' 2 day course, which is updated every 3 years
- All staff undertake initial basic awareness child protection training during their induction period (see Staff Training section). All staff are given contact details for the Local Authority Designated Officer (LADO) the Local Safeguarding Children Board, Somerset Direct and made aware of [www.swcpp.org.uk](http://www.swcpp.org.uk)
- Regular opportunities are given for staff, trustees, volunteers or students to declare changes that may affect their suitability to care for children. This includes information about their health, medication or changes in their home life, such as someone living in the household having committed an offence that would disqualify them from working with children. A copy of signed declarations is kept
- The Balsam Centre subscribes to the Ofsted Update service and a record of annual updates is kept
- All visitors are required to sign the Visitors Book on entry to the nursery, giving details of their name, who they represent, the purpose of their visit, and time of arrival and departure. No unauthorised person has unsupervised access to the children
- We respect all requirements in the Protection of Children Act (1999), Safeguarding Vulnerable Groups Act (2006) and Childcare Act 2006 regarding any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal, for reasons of child protection concern
- Adequate staff ratios are observed in accordance with Ofsted requirements for childcare
- There is an established process for contacting Children's Social Care, and the relevant contact numbers are easily located within the nursery in case of emergency
- The nursery has access to the South West Child Protection Procedures on [www.swcpp.org.uk](http://www.swcpp.org.uk) which is available for staff, volunteers and families to see.

## Dealing with Allegations or Concerns – Procedures

### Disclosures

Where a child makes a disclosure to a member of staff, s/he will

- Offer reassurance to the child
- Listen to the child
- Give reassurance that action will be taken

### Responding to Suspicions of Abuse

In line with the South West Child Protection Procedures staff will:

- **Notice, Listen, Record and Refer** all suspicions
- It is acknowledged that abuse of children can take many different forms; physical, emotional, sexual and neglect. If a child shows signs and symptoms of 'failure to thrive' or neglect, staff will monitor and make referrals as appropriate
- Staff should respond to children in these circumstances with particular sensitivity, but cannot promise complete confidentiality. It is important that the child is allowed to speak openly and staff do not put words in the child's mouth or in the questions that they might ask
- If staff members are unsure of how to proceed, or indeed whether they should proceed, they must speak to the Nursery Manager as the Designated Safeguarding Lead (DSL)

- Person, or the Deputy Designated Safeguarding Lead person. There should be no delay with this, since this might threaten the welfare of a child in an emergency situation
- The first point of contact with the Local Authority is through Somerset Direct (Children and Young People's Team) who are contacted on **0300 123 2224 Opt 1**. It is important to recognise that staff from the Social Care Team are also available for advice and guidance, as well receiving referrals for Safeguarding/Child Protection issues
  - If in doubt about whether the concern meets the threshold for referral, the DSL should phone the consultation line: 0300 123 3078

## **Recording Suspicions of Abuse and Disclosures**

Examples of possible indicators of abuse that staff should be aware of include:

- Failure to thrive or meet developmental milestones
- Any changes in a child's behaviour or appearance (behaviour could be withdrawn and fearful or aggressive);
- Unexplained injuries to the child or conflicting reports from parents or staff
- Indications that the family is under extreme stress

In these cases it would be acceptable for staff to discuss this initially with the child's parent/carer, **unless doing so may place the child at further risk**. Examples of these exceptions may include incidents of Fabricated or Induced Illness. Again, guidance is found in the South West Child Protection Procedures on [www.swcpp.org.uk](http://www.swcpp.org.uk)

Staff should make an objective record of any disclosure, supported by the Designated Safeguarding Lead. The record should include:

- The child's name
- The child's address
- The child's date of birth
- The date and time of the observation or the disclosure
- An objective record of the observation or disclosure
- The exact words spoken by the child
- The exact position and nature of any injuries seen
- The name of the person to whom the concern was reported, with date and time
- The names of any other person present at the time

If the conversation is undertaken on the telephone, the same procedure applies and if necessary will become a referral with immediate action.

Concerns are logged on incident sheets. All staff have access to blank incident forms. These are kept in a central location (3<sup>rd</sup> drawer of filing cabinet) and a copy is in the Operational File.

The record should be signed by the staff member completing it, dated and placed in a secure separate file. A referral may need to be made to the Local Authority's Children's Social Care team or an Early Help Assessment completed. Staff involved may be asked to supply details of information or concerns they have about the child

## **Allegations against staff**

The same guidance from the South West Child Protection Procedures (see [www.swcpp.org.uk](http://www.swcpp.org.uk)) is followed when investigating an allegation that a member of staff, student or volunteer who works on the premises has abused a child. This would involve using similar disclosure and recording procedures just as if it were an allegation of abuse by any other person.

An allegation against a member of staff must be reported to the senior manager on duty. If this person is the subject of the allegation it should be reported to the Balsam Centre Manager, Sue Place.

### Contact Numbers:

Sue Place 01963 31842

Safeguarding Lead consultation line 0300 123 3078

Somerset Direct 0300 123 2224 Opt 1

Local Authority Designated Officer 0300 123 2224 Opt 1

Out of hours Emergency Duty Team (EDT) 0300 123 2327

Ofsted 0300 123 1231

The LADO, Ofsted and the LSCB will be informed immediately.

- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled
- The nursery will follow all instructions from the LADO, Ofsted, SSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The nursery reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being re-instated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and, where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re-investigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

### Informing Parents

- Parents are normally the first point of contact **unless doing so may place the child at further risk**
- If a suspicion of abuse is recorded, parents are informed directly after the report is made

### Complaints

- We will ensure that all parents/carers know how to complain about staff or volunteer activity within the nursery, which may include an allegation of abuse
- This will be done by use of appropriate signage and written guidelines made available for all families using the nursery

For general information on Ofsted and how to make a complaint, visit [www.ofsted.gov.uk/parents](http://www.ofsted.gov.uk/parents) , or ring the helpline on 0300 123 1231.

## 6. Implementation, methods

### Within the nursery

- The DSL or DDSL is available during opening hours
- The annual Safeguarding audit is RAG rated and used to inform the safeguarding action plan
- All staff comply with the Staff Behaviour Policy
- The Local Authority Professional choices website is available: the Early help Assessment and other documentation can be accessed here
- Staff have access to the E bulletin and early Years News and Views, through which updates are circulated

### Liaison with other Bodies

- All staff in the nursery work within local Somerset procedures and the South West Child Protection Procedures. A copy of this is electronically accessible for staff, volunteers and parents/carers to access
- All staff members have access to the [www.swcpp.org.uk](http://www.swcpp.org.uk) icon on the computer screen for easy access.
- There is a clearly defined procedure for contacting the Local Authority through Somerset Direct (**0300 123 2224 Opt 1**) through which access can be gained to the local Children's Social Care team. This will ensure that in an emergency the nursery and Social Care staff can work effectively together
- If a report about a family is made to the Social Care staff, the nursery will act within the South West Child Protection Procedures in deciding whether to inform the child's parents at the same time
- For staff working with families during out of hours contact [1700 – 0830] the Emergency Duty Team is available in emergency situations, on **0300 123 2327**. Involving the Police is appropriate if immediate support is needed. The Police Child Abuse Investigation Team number is **01823 363003** but they may not always be available. The Police can also be contacted routinely on **101** or, in an emergency, on **999**
- Should a member of staff be involved in an out of hours emergency contact, then the manager must be informed as soon as possible on the following day with a full account of the incident which also needs to be completed in writing
- Approaches to nursery staff from the Police, CAFCASS [Children and Families Court Advisory Support Service] or solicitors regarding families, must be passed to the manager for an initial response
- Staff must not make any comments, either publicly or in private about a parent's or staff's alleged behaviour

### Confidentiality

- Confidentiality is a priority for the nursery. All documented concerns and allegations are kept confidential and shared only with key members of staff who may need to know; such staff will ensure that their own record-keeping is appropriate to their level of professional responsibility
- Any information which needs to be shared falls strictly under the guidance of the county council Information Sharing documentation. In cases of child protection, everything must be shared with the Social Care team. In other cases, information must be shared in accordance with the green flowchart on pages 12, 13 and 14 of the above document
- Parental consent must be given before liaison with other agencies (e.g. the Health Service, Area SENco) outside the nursery in the absence of child protection concerns
- Refer to the nursery policy on Information sharing and confidentiality

## **Family Support**

- The nursery takes every step within its power to build up trusting and supportive relations with families, staff and volunteers. With the proviso that the care and safety of the child is paramount, the nursery will always do everything in its power to support and work with the child's family
- In the event of any child protection investigation and subject to a satisfactory health and safety risk assessment, family support and child support will continue to be made available for families

## **Record Keeping**

- Any records that need to be kept on a child will be kept in a safe, secure and confidential location
- The contents of these records will only be available to staff who have a legitimate need, or right, to view them
- They should contain any concerns and/or discussions about the child, decisions made, and also the reasons for those decisions; they should be based on fact rather than opinion and speculation
- All notes made should be signed legibly, dated and kept in order. There should also be an up-to-date chronology which reflects this process
- Each child should have an allocated lead worker in the relevant agency with full contact details on file
- Paper records are acceptable in the first instance. Eventually these records will form part of the electronic Integrated Children's System, which will contain the information requirements for Children's Social Care
- Attendance registers are retained, irregular attendance is monitored and a record kept of these contacts with parents/carers. Irregular attendance is questioned as appropriate
- Daily health and safety checks are retained
- The Deputy Manager has responsibility for Health and safety. The condition of finger guards, cables and other hazards are continually monitored and all faulty equipment is replaced immediately.
- Accidents are recorded and records analysed

## **Staff Training**

The Nursery Manager will ensure that all staff members understand the procedures for recording and reporting their concerns around child protection. Training is provided for all staff and volunteers to help them recognise children who may be suffering, or be at risk of suffering, significant harm and to understand their own, and others' role, with such children. This will include their responsibilities to these children. Safeguarding will be included on every staff meeting agenda

Mandatory training is undertaken every three years with a focus on:

- The recognition of signs and symptoms of possible physical, emotional, sexual abuse and neglect
- The Local Authority guidelines for making a referral
- The procedures for recording and reporting their concerns in the nursery
- Staff responsibility to contribute, as necessary, to multi agency assessments, planning and provision for vulnerable children and families
- The correct way to record details on a child's file in line with the Integrated Children's System [ICS]

## **7. Monitoring and reviewing**

- It is the responsibility of the Nursery Manager to monitor and review the effectiveness of all policies relating to the nursery
- The Nursery Manager will review and update this policy as needed, in line with any emerging and relevant government legislation or County Council guidance. Updates to procedure are a rolling agenda item for staff meetings.

### **Related policies**

The following policies may be read in conjunction with this document:

- Staff behaviour policy
- Use of cameras, mobile phones and social media
- Equal Opportunities Policy
- Home-visiting and lone-working
- Student placement
- Use of volunteers
- Information sharing and confidentiality
- Staff induction
- First aid
- Partnership with parents
- Security
- Grievance and disciplinary

## **8. For further information please contact:**

Frances Coleridge, Nursery Manager  
Conkers (Balsam Centre's Community Nursery)  
Churchfield  
Wincanton  
Somerset  
BA9 9AG

01963 31882

[frances@balsamcentre.org.uk](mailto:frances@balsamcentre.org.uk)

[info@balsamcentre.org.uk](mailto:info@balsamcentre.org.uk)

[supeplace@balsamcentre.org.uk](mailto:supeplace@balsamcentre.org.uk)

It is intended that by adopting this policy and keeping staff, volunteers, families and the management committee informed, trained and up-to-date with procedures, the nursery can avoid the need for complaints.

However, the Nursery Manager is the first point of contact if you have any queries over this policy and its related procedures



## Monitoring and review

- All nursery policies are monitored and reviewed annually
- Policies and procedures are updated and amended in line with any emerging and relevant government legislation or county council guidance

## Informing parents of changes to policy

Our policies are reviewed regularly. Parents are notified by email, usually with their invoice or newsletter.

This policy was adopted on	Signed on behalf of the nursery	Date for review

## **Appendix 1 Cameras, Mobile Phones and Social Networking**



Photographs and (to a lesser extent) video recordings play an important part in the life of every child attending the nursery. We use them for a range of purposes, including sharing children's activities with their parents, demonstrating learning and development, creating books to be used in the nursery (promoting a love of reading), and in promotional materials.

To ensure the safety and well being of all the children attending the nursery we implement the following procedures:

- Upon registration we obtain written permission from each child's parent (the parent/carer who registers the child) to take photographs.
- The permission form details the full range of our uses of images and parents can select which uses to authorise. We will never use a child's photo for promotional materials without specific, up to date permission to do so.
- If a parent is not happy about one or more of these uses we will respect their wishes and find alternative ways of recording their child's play or learning.
- Photographs will only be taken with cameras provided by the nursery. Neither staff nor parents may take photos using a mobile phone.
- If group photographs are taken to record special events, parental permission will be obtained for each child before their inclusion.
- Staff and parents are asked not to post any photos or comments which include other children on social media or websites without permission from parents of every child involved.
- Parents wishing to use any camera or recording device on nursery premises must ask consent from the duty manager prior to the event.
- We ask parents to refrain from using mobile phones whilst in the nursery, unless taking a call in an emergency.
- Staff mobile phones are locked in a secure place during working hours. The nursery phone number must be used as the first point of contact.
- The nursery will provide mobile phones for use during outings, but they are not used for taking photographs.
- Staff must not post anything on social networking sites that relates to any family using the nursery.

### **Internet Access/Use**

The internet can provide valuable information for supporting staff development, improving quality delivery and as a learning tool for children and young people. While the benefits are recognised we also have to consider the possible misuse.

To ensure Nursery staff and volunteers, also the children and young people themselves benefit from this resource and reduce inappropriate use thereby keeping children safe the following steps will be taken:

- Staff and volunteers must first seek permission from the Nursery Manager to use the internet
- The Nursery Manager/senior staff member on duty will regularly monitor the use of the internet, ensuring only relevant and appropriate sites are being accessed

**Informing parents of changes to policy**

Our policies are reviewed regularly. Parents are notified by email, usually with their invoice or newsletter, and updates are added to the Safeguarding notice board

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>

## Appendix 2

### THE PREVENT DUTY

The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism.

- Staff can ensure that children understand their own and others' behaviour and its consequences, and learn to distinguish right from wrong
- Staff can collaborate with children to create the rules and the codes of behaviour, for example, to agree the rules about tidying up and ensure that all children understand rules apply to everyone.

#### **Individual liberty: freedom for all**

As part of the focus on self-confidence & self-awareness and people & communities as cited in Personal Social and Emotional development and Understanding the World:

- Children should develop a positive sense of themselves. Staff can provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities, for example through allowing children to take risks on an obstacle course, mixing colours, talking about their experiences and learning.
- Staff should encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions, for example in a small group discuss what they feel about transferring into Reception Class.

#### **Mutual respect and tolerance: treat others as you want to be treated**

As part of the focus on people & communities, managing feelings & behaviour and making relationships as cited in Personal Social and Emotional development and Understanding the World:

- Managers and leaders should create an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued and children are engaged with the wider community.
- Children should acquire a tolerance and appreciation of and respect for their own and other cultures; know about similarities and differences between themselves and others and among families, faiths, communities, cultures and traditions and share and discuss practices, celebrations and experiences.
- Staff should encourage and explain the importance of tolerant behaviours such as sharing and respecting other's opinions
- Staffs should promote diverse attitudes and challenge stereotypes, for example, sharing stories that reflect and value the diversity of children's experiences and providing resources and activities that challenge gender, cultural and racial stereotyping.
- A minimum approach, for example having notices on the walls or multi-faith books on the shelves will fall short of 'actively promoting'.

**What is not acceptable is:**

- actively promoting intolerance of other faiths, cultures and races
- failure to challenge gender stereotypes and routinely segregate girls and boys
- isolating children from their wider community
- failure to challenge behaviours (whether of staff, children or parents) that are not in line with the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs

**Informing parents of changes to policy**

Our policies are reviewed regularly. Parents are notified by email, usually with their invoice or newsletter, and updates are added to the Safeguarding notice board

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>