

ABC NURSERY POLICIES AND PROCEDURES**POLICY 1: Safeguarding Children****Introduction:**

- 1.1 The purpose of this child protection policy is to inform staff and volunteers about the nursery's responsibilities for safeguarding children. Written procedures are also laid down to enable everyone to have a clear understanding of how these responsibilities should be carried out.
- 1.2 Staff will be given on induction a pack on 'Are You Worried that a Child is being abused' and this is intended to provide supplementary information. Staff are particularly well –placed to observe outward signs of abuse, changes in behaviour and failure to develop because they are in daily contact with children. Staff should be aware of the important role the nursery has in the early recognition of the signs and symptoms of abuse or neglect and the appropriate referral process. Staff are also given a copy of the Government's Statutory guidance "Working Together to Safeguard Children".

The nursery will endeavour to:

- 1.3 Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to when they have a worry or concern.
- 1.4 Include opportunities in the PSED area of the Foundation Stage Curriculum where children begin to develop skills they need to recognise abuse and stay safe from harm.
- 1.5 Protect all children from abuse within the nursery environment. Suspicions of abuse will be promptly reported and responded to in the appropriate manner and through the correct channels.
- 1.6 Promote British values within the EYFS framework at a basic understandable level, such as turn taking, equal opportunities regardless of gender, race or religion.
- 1.7 Provide training to staff regarding the June 2015 Prevent Duty provided by the Department of Education.
- 1.8 Attempt to understand and recognise the risks of radicalisation and extremism within our local community and region, and what warning signs to look out for in this regard.
- 1.9 Exclude known abusers from working with children at the nursery by making it clear that applicants for positions at the nursery are exempt from the provision of the Rehabilitation of Offenders Act 1974.
- 1.10 Ensure that all applicants for positions at the A.B.C. Nursery will be interviewed before an appointment is made and be asked to provide references. All such

references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

- 1.11 Ensure all appointments of trainees and newly qualified staff will be subject to a probationary period of three months and will not be confirmed unless the nursery is confident that the applicant can be safely entrusted with children.
- 1.12 Ensure all applicants for positions within the nursery will be checked on the Police National Computer prior to appointment. Documentation required for DBS checks will be required before appointment to position. If inadequate documentation is supplied then the applicant will be refused employment.
- 1.13 Ensure that adults who have not been through the above checks will not be left alone with children or take children unaccompanied to the toilet. This will include employment trainees, work experience pupils, nursery nurse students, parents who come in to help and any other volunteers.
- 1.14 Staff are diligent and observant to changes in children's behaviour and appearance. If any changes are noted they will be promptly investigated.
- 1.15 Staff seek out explanations from parents and primary carers for the cause of injuries to their children asking for explanations as to how and when they occurred.
- 1.16 The nursery seeks out training opportunities for all staff to ensure they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse. The nursery will keep abreast of new legislation and update staff's knowledge where applicable.
- 1.17 That all suspicions and investigations will be kept confidential, shared only with those who need to know.

Designated Senior Person:

- 1.18 The designated Senior Person for Child Protection in the nurseries are the Nursery Managers. It is the role of the Designated Senior Person for Child Protection to:
 - Ensure that the nursery operates within the guidance and procedures of the local Safeguarding Children's Board.
 - Ensure that staff and volunteers are aware of the Coventry Safeguarding Board procedures.
 - Ensure that appropriate training and support is provided to all staff.
 - Ensure that staff are aware that they need to keep the Designated Senior Person fully informed of any concerns.
 - To develop an effective working relationship with other agencies and services.
 - Decide with support from the owners whether or not to take further action about specific concerns.

- Liaise with Coventry's Local Safeguarding Children's Board over suspected cases of child abuse.
- Ensure that accurate records relating to individual children are kept separate from other files in a secure place marked 'Strictly Confidential'.
- Submit reports to and ensure attendance at meetings when appropriate / necessary.
- Provide guidance with support from the owners to parents, children and staff about obtaining suitable support both on an ongoing basis and regarding any specific issues.

Guidance and Procedures:

1.19 The nursery follows the procedures established by the Coventry Safeguarding Children's Board. Details of guidance, procedures and telephone contact numbers are kept within the Child Protection file – a copy of which is kept at both nurseries.

- If any member of staff is concerned about a child he or she must inform the Designated Senior Person.
- The member of staff must record information regarding the concerns on the same day. The recording must be clear, precise and be a factual account of their observations.
- The Designated Senior Person with support from the owners will decide whether the concerns should be referred to the Coventry Local Safeguarding Children's Board.
- If it is decided to make a referral to the Coventry Local Safeguarding Children's Board this will be done with prior discussion with the parents, unless to do so would place the child at further risk of harm.
- Particular attention will be paid to the attendance and development of any child whom the nursery has concerns and a written record will be kept.

1.20 All staff should be concerned about a child if he or she :

- Has any injury which is not typical or the bumps and scrapes normally associated with children's injuries.
- The child has regularly has unexplained injuries.
- The child frequently has injuries (even when reasonable explanations are given).
- The parent or child gives confused or conflicting explanations about how injuries were sustained.
- The child exhibits significant changes in behaviour, performance or attitude.
- The child indulges in sexual behaviour which is usually explicit and / or inappropriate to his or her age.
- Discloses an experience in which he or she may have been significantly harmed.
- Any other cause to believe a child may be suffering from harm.
- A child exhibits and behaviour that could be attributed to a family environment of radicalisation or extremism
- A child or a family have a long unexplained absence from nursery at any time

1.21 Dealing with a disclosure- If a child discloses that he or she has been abused in some way, the member of staff / volunteer should:

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely.
- Reassure the child, but make no promises which it might be impossible to keep.
- Do not promise confidentiality – it might be necessary to refer this eventually to the Local Safeguarding Children’s Board.
- Reassure him or her that what has happened is not his or her fault.
- Stress that it is the right thing to tell.
- Listen rather than ask direct questions.
- Do not criticise the alleged perpetrator.
- Explain what has to be done next and who has to be told.
- Make a written record. (See record keeping)
- Pass the information on to the Designated Senior Person without delay.

1.22 Dealing with a disclosure from a child and a Child Protection case in general is likely to be a stressful experience. The member of staff / volunteer should therefore consider seeking support and discuss this with the Senior Designated Person.

1.23 Child Protection raise issues of confidentiality that must be clearly understood by all staff / volunteers in the nurseries.

1.24 All staff in the nurseries have a responsibility to share relevant information about the protection of children with other professionals especially the Local Safeguarding Children’s Board and the Police.

1.25 If a child confides in a member of staff / volunteer and requests that this information is kept secret, it is important that the member of staff / volunteer tell the child sensitively that he or she has a responsibility to refer cases of alleged abuse to the Designated Senior Officer for the child’s sake. Within that context, the child should however, be assured that the matter will be disclosed only to people who need to know about it.

1.26 Staff / volunteers who receive information about children and their families in the course of their work should share that information only within the appropriate professional contexts.

1.27 Record Keeping:

When a child has made a disclosure, the member of staff / volunteer should.

- Make brief notes as soon as possible on the conversation.
- Not destroy the original notes in case they are needed by a court.
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child.
- Draw a diagram to indicate the position of any bruising or other injury.
- Record statements and observations rather than interpretations or assumptions

1.28 All records must be given to the Designated Senior Person promptly. For confidentiality reasons no copies should be retained by the member of staff or volunteer.

1.29 Procedures if an allegation of abuse is made against a member of staff- This allegation may be made by other staff, parents or children in the nursery.

Staff / volunteer including the owner Mrs Ginn, the person receiving the allegation must take it seriously and immediately inform the owners,

If an allegation is made against one of the owners then they must immediately inform the Designated Senior Person. (The Nursery Manager). Information on procedures can be found on www.coventrylscb.org.uk/reporting_concerns

1.30 If any member of staff / volunteer has reason to suspect that another member of staff / volunteer may have abused a child at the nursery, or elsewhere, they must immediately inform the Owners or Nursery Manager as appropriate. (see above)

1.31 They should also make a record of the concerns including a note of anyone elsewhere who witnessed the incident / alleged incident. If the concerns are about the owners then they should inform the Designated Senior Person / Nursery Manager who will refer to the Local Safeguarding Children's Board for support / guidance.

1.32 The Designated Senior Person / Nursery Manager will not investigate the allegation itself or take detailed or written statements but he / she will assess whether it is necessary to refer to the Coventry Local Safeguarding Children's Board.

1.33 If the Designated Senior Person/ Nursery Manager decides that the allegation warrants further action through the Child Protection Procedures she / he must make a referral to the Coventry Local Safeguarding Children's Board. Under these circumstances the member of staff against whom an allegation has been made should not be informed of said allegation until future action is agreed with the Social Care Team. It may be necessary to discuss appropriate steps to ensure other children are not at risk. The allegation will be investigated in accordance with Coventry's Local Safeguarding Children's Board's procedures.

1.34 It will be necessary to suspend the member of staff on full pay until the investigation has been carried out. If the allegation had been found to be false then the member of staff may return to work immediately but will need to have support from the Nursery Manager to make their transition back to work as stress free as possible. This may mean working with the family and also the member of staff and could result in re-organisation to remove the member of staff from caring for the child if one or both parties find this difficult.

1.35 A founded allegation of abuse constitutes Gross Misconduct and will result in dismissal as laid down by the company's Disciplinary Procedures that can be found in the Staff Handbook.

1.36 An investigation will be carried out by all relevant agencies such as the Coventry Local Safeguarding Board and the Police on a member of staff then the Designated Senior Officer or Owner whichever appropriate will inform Ofsted that this investigation has been carried out.

1.37 The use of mobile phones and cameras (that are not nursery designated cameras) are strictly forbidden in the nursery by parents, staff and visitors.

1.38 Staff are forbidden to carry a mobile phone on their person and this MUST be kept in their locker. If staff are found using a mobile phone while carrying out intimate care routines then this will constitute an immediate dismissal on the grounds of gross misconduct and a child protection investigation may proceed as a result.

Please refer to Staff Mobile Phone policy, Escort Policy, Intimate Care policy, Cameras and Recording Devices Policy and Professional Abuse Policy in conjunction with this Policy.

The Coventry Safeguarding Children Board can be contacted on:

Coventry Safeguarding Children Board

4th Floor

Broadgate House

Broadgate

Coventry

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Tel: 024 76833443

APPENDIX TO SAFEGUARDING POLICY REGARDING PREVENT DUTY:

Ethos and Practice

When operating this policy we use the following accepted Governmental definition of extremism which is:

‘Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas’.

- There is no place for extremist views of any kind in our setting, whether from internal sources –children, staff or management, or external sources - school community, external agencies or individuals. The children see our setting as a safe place where they can ask questions about the world and where our staff encourage and facilitate these opportunities.
- As a setting we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for children and so should be addressed as a safeguarding concern as set out in this policy. We also recognise that if we fail to challenge extremist views, we are failing to protect our children.

- We aim to provide a broad and balanced early years curriculum, delivered by skilled professionals, so that our children understand and become tolerant of difference and diversity and also to ensure that they thrive and feel valued and respected as individuals.
- Children can be exposed to extremist influences or prejudiced views from an early age which originate from a variety of sources and media, including via the internet. There may be times when children may reflect or display views that may be discriminatory, prejudiced or extremist, including using derogatory language.
- Any prejudice, discrimination or extremist views, including derogatory language, displayed by children or staff will always be challenged and where appropriate supported through discussion with children and their families and with staff.
- Where misconduct by a member of staff is proven the matter will be referred to the Local Authority.

As part of wider safeguarding responsibilities setting staff will be alert to:

- Disclosures by children of their exposure to the extremist actions, views or materials of others outside of the setting, such as in their homes or community groups.
 - Graffiti symbols, writing or art work promoting extremist messages or images
 - Children exposed to extremist material online, including through social networking sites
 - Parental reports of changes in behaviour, friendship or actions and requests for assistance
 - Local authority services, and police reports of issues affecting children in other schools or settings
 - Use of extremist or 'hate' terms to exclude others or incite violence
 - Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture
- Our setting will closely follow any locally agreed procedure as set out by the Local Authority and /or the Safeguarding Children Board's agreed processes and criteria for safeguarding individuals vulnerable to extremism and radicalisation.

Teaching Approaches

- We will ensure our teaching approaches help children to build resilience to extremism and give them a positive sense of identity through Personal, Social and Emotional development and the promotion of critical thinking. We will aim to ensure that all our staff are equipped to recognize extremism and are skilled and confident enough to challenge it in a way appropriate to the child's age and level of development.
- We will facilitate a 'safe place' for children to speak confidently and openly about any worries or concerns they may have concerning their safety and will equip our children with the appropriate skills to become self-assured young people.
- This approach will be embedded within the ethos of our setting so that children know and understand what safe and acceptable behaviour is in the context of extremism and radicalisation. Our goal is to build mutual respect and understanding and to promote the use of dialogue not violence as a form of conflict resolution.
- We will work with local partners, families and communities in our efforts to ensure our setting understands and embraces our local context and values in challenging extremist views and to assist in the broadening of children's experiences. We will help support children who may be vulnerable to such influences as part of our wider safeguarding responsibilities and in such instances seek external support from the Local Authority and/or local partnership structures working to prevent extremism.
- At our setting we will promote the values of democracy, the rules of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs. We will teach and encourage children to respect one another and to respect and tolerate difference, especially those of a different faith or no faith.

Whistle Blowing

- Where there are concerns of extremism or radicalisation children and staff will be encouraged to make use of our internal systems to Whistle Blow or raise any issue in confidence.

Please refer to our setting's Whistle Blowing Policy.