

Safeguarding Children/Child Protection Policy

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from mal-treatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances with the provision of safe and effective care

and undertaking that role so as to enable those children to have optimum life chances and enter adulthood successfully.

Our Aim

The nursery believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm. We intend to create an environment in which children are safe from mal-treatment and in which any suspicion of mal-treatment is responded to promptly and appropriately.

Our Safeguarding Children/Child Protection Policy applies to all staff, trustees and volunteers. There are several elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures of identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, nursery staff are well placed to observe the outward signs of abuse. The nursery will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Establish and maintain an environment where families of children feel a sense of trust and are able to seek support as necessary.

In order to achieve our aims we follow the process below:

1. All applicants to work in the nursery will be interviewed before being appointed and at least one written reference followed up. Each staff member, student and volunteer receives a copy of the policy and procedures on safeguarding at their induction and at each annual appraisal.
2. All appointments will be subject to a probationary period.
3. All staff, including the chairperson, to attend child protection course (Safeguarding), to be updated every three years.
4. The designated Child Protection Liaison Officer (CPLO) is Kate Dean, Nursery Manager, and the Deputy CPLO is Samantha Zwaga, Deputy Nursery Manager. These officers have undergone specialist training which is updated on a regular basis. They are responsible for liaising with Social Services, the Local Safeguarding Children's Board (LSCB) and Ofsted in any child protection matter. If you have a concern relating to a safeguarding issue you should speak, in confidence, to Kate Dean in the first instance.

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5. A minimum of two adults will be with the children at all times.
(Under normal circumstances ratios are: 2yrs-3yrs - 1:4, from 3yrs 1:8)
6. All staff will undergo an Enhanced DBS (Disclosure and Barring Service) check. Committee members must complete an EY2 for Ofsted and volunteers are advised to be checked.
7. Adults who are not DBS checked will not have unsupervised access and care of children (i.e. escorting children to the toilet). On arrival, adults are asked to sign to say they understand they may not be alone with the children.
8. No personal mobile phones are permitted in the areas accessed by the children.
9. The layout of the nursery will permit constant supervision of all children.
10. Any concerns with a child's behaviour will be kept confidential and shared with the CPLO/Manager.
11. Children will be encouraged to talk, listened to, and reassured.
12. Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff are required to have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect. If we have a concern about a child, such as worrying changes in behaviour or appearance, these will be investigated by the manager, initially with the child's parents/carers. However, if sharing these concerns puts the child at risk of significant or further harm we will seek advice from the duty manager at Surrey County Council's Contact Centre.
13. Confidential records will be shared with Children's Services Social Care Team (0300 200 1006 / 01483 517898) if adequate explanations for changes in the child's condition have not been provided. The child's parents will be informed at the same time unless they are suspected of the mal-treatment.
14. Advice will be sought from professionals - Social Services at West Assessment Team (01483 518484) - Local Authority Child Protection Designated Officer (LADO) (01372 833895/833919).
15. A list of useful telephone numbers to be used if concerns are raised regarding a child or allegations are made against a member of staff are as follows:
 - Children Services Social Care Contact Centre - Tel: 0300 200 1006
 - Surrey Early Years Named Person - Tel: 01372 833826
 - Ofsted - Tel: 0300 123 1231
 - Surrey LADO Team (Allegation made against a staff member) - Tel: 01372 833310
16. The nursery will endeavour to build a trusting and supporting relationship between family, staff and volunteers within the nursery.
17. Where mal-treatment at home is suspected the nursery will continue to welcome the child and family while investigations proceed.

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18. In the event of a member of staff being accused of mal-treatment the following procedure will be followed:
- a. Member of staff will be suspended on full pay.
 - b. Ofsted will be notified as soon as is reasonably practicable (but at the latest within 14 days), as well as the Social Care Team and LADO.
 - c. An interview will take place between the parents, the chairman, the manager and an independent person. A second interview will take place between the accused member of staff, his/her independent representative, the chairman and the manager.
 - d. Appropriate action will be taken in light of the interviews.
19. Every effort will be made to avoid instances when members of staff are left alone with a child other than their own, for their own protection and that of children and young people. Anyone who has not undergone a DBS check will not be allowed to have unsupervised access to the children (other than their own). There will be a minimum of two adults in the building with children, or accompanying the children outside at all times. If it is necessary for a member of staff to be left alone with a child i.e. whilst changing a nappy or giving support after a toileting accident, another member of staff should be informed and a note of any intimate care provided should be written in the 'note' diary recording the names of the child and adult, the type of care and support provided and the time at which it took place. Staff always encourage children to be as independent as possible in their personal hygiene and dress. Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times. All allegations made by a child against a member of staff will be fully and accurately recorded, including any action taken, in the incident record file. There will be liaison with parents at all times.

Dealing with allegations

Grayswood Nursery School is committed to ensuring that it meets its responsibilities in respect to child protection by treating any allegation seriously and sensitively. On discovering an allegation of abuse, the CPLO will immediately refer the case to the appropriate statutory child protect agencies. In addition the following principles will govern any suspected or reported case of abuse:

- Where actual or suspected abuse comes to the attention of staff, they will immediately report this to the Manager and the Deputy CPLO. This includes any allegation about a staff member.
 - Staff are encouraged and supported to trust their professional judgement and if they suspect abuse has, or is taking place, to report this.
 - Full written factual records of all reported incidents will be produced and kept confidential, dated and signed. These will include:
 - Full details of the alleged incident.
 - Details of all parties involved.
 - Any evidence or explanations offered by interested parties.
 - Relevant dates, times and locations and any supporting information or evidence from members of staff.
- In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:
 - Listen fully to what the child has to say.
 - Make no observable judgement.
 - Ask open ended questions that encourage the child to speak in their own words.
 - Ensure the child is safe, comfortable and not left alone.
 - Make no promises that cannot be kept, such as promising not to tell anybody what they are being told.

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Where possible the nursery will respect the wishes of children who do not consent to share confidential information, however, the lack of consent can be overridden in the child's interest, or if the facts of the case are in the public interest. Staff will be made aware of The Department of Health's Booklet 'What to do if you are worried a child is being abused?' (2006) and 'Working Together to Safeguard Children; A guide to inter-agency working to safeguard and promote the welfare of children DCSF March 2013'.

Referring allegations to child protection agencies

If the Manager or Deputy CPLO has reasonable grounds for believing that a child has been, or is in grave danger of being, subject to abuse the following procedure will be activated:

- Immediate contact to be made with local children's care services, and in emergencies the police.
- The Manager or CPLO will communicate as much information about the allegation and related incidents as is consistent with advice given by Social Services and the police.
- At all times the safety, protection and interests of children concerned will take precedence. The Manager and staff will work with and support parents/carers as far as they are legally able.
- The nursery will assist Social Services and the police during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.
- Ofsted will be informed of any allegations of abuse against a member of staff, student or volunteer or any abuse alleged to have taken place within 14 days.

Whistleblowing

Whistleblowing is an important aspect of safeguarding where staff, volunteers and students are encouraged to share genuine concerns about a colleague's behaviour.

Please refer to our separate Whistleblowing Policy.

Use of Mobile Phones, iPads and cameras in the setting

Staff may not use personal mobile phones, cameras, iPads, camcorders and any other equipment (which includes: technology, computers, e-mail and the internet) that would enable them to take photos of children.

Please refer to our Use of Mobile Phones, Social Media and Photographic Recording Equipment Policy.

Social Media

Staff may not list or refer to their position within the nursery on Facebook or any other social media i.e. Twitter.

Please refer to our Use of Mobile Phones, Social Media and Photographic Recording Equipment Policy.

Monitoring and reviewing our policies and procedures

The nursery is committed to constantly monitoring and reviewing its policies and procedures. They are immediately updated if there is any new legislation and in the light of serious case reviews. All updated policies are shared with staff, volunteers and students. They are also shared with parent/carers by providing a copy of the current policy within the Parent Handbook.

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This policy was adopted at a meeting of the nursery school held on: _____

Signed on behalf of the nursery school by: _____

Position: _____

Signature: _____

Review date: _____

Grayswood Nursery School child protection procedures comply with all relevant legislation:

- The Children Act 1989
- The Children Act 2004
- Disability Discrimination Act 1995
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 1998
- Safeguarding Vulnerable Groups Act 2006
- UN Convention on the Rights of A Child
- Protection of Freedoms Act 2012

The nursery also complies with other guidance; for example Working Together to Safeguard Children (March 2013) along with advice from the Local Safeguarding Children Board.