

## **safeguarding children policy & procedure**

Our nursery will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect and to be safe from any abuse in whatever form.

To this end we will:

- create an environment to encourage children to develop a positive self-image
- encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- provide a safe and secure environment for all children
- always listen to children.

Children's Corner Day Nursery has a clear commitment to safeguarding children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the owner at the earliest opportunity.

**The legal framework for this policy is based on:**

- The Children Act 1989 – section 47
- The Children Act 2004 (Every Child Matters)
- The Children (Protection from Offenders) (Miscellaneous amendments) regulations 1997
- The United Nations Convention on The Rights of The Children Rehabilitation of Offenders Act 1974
- Safeguarding Vulnerable Group Act 2006
- Data Protection Act 2000
- Statutory Framework for the Early Years Foundation Stage
- The Human Rights Act 2003
- Sexual Offences Act 2003
- Health & Safety at Work Act 1974

The Guidance:

- Ealing Safeguarding Children Board (ESCB)
- Working Together to Safeguard Children (Revised 2006)
- London Child Protection Procedures
- Information Sharing and Assessment
- The Framework for the Assessment of children in Need and Their Families (2000)
- The Common Assessment Framework 2005
- Contact Point

Practitioners have a duty to safeguard and promote the welfare of children. Due to the many hours of care we are providing, staff will often be the first people to sense that there is a problem. They may well be the first people in whom children confide about abuse. The nursery has a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be followed if we have any reason to believe that a child

in our care is subject to welfare issues including physical, sexual, emotional abuse or neglect.

Our prime responsibility is the welfare and well being of all children in our care. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention. All staff will work as part of a multi-agency team where needed in the best interests of the child.

All staff will be familiar with their own responsibilities to act swiftly upon any suspicions or concerns they may have about any child or member of staff at the nursery. The nursery will follow the procedures set out in the Early Years Foundation Stage and Local Safeguarding Children Boards (LSCB's) Guidance (England) and as such will seek advice on all steps taken subsequently. The nursery has a duty to report any suspicions around abuse to the local authority who have an obligation to investigate such matters.

Staff must not make comment either publicly or in private about a parent's supposed or actual behaviour. Staff must raise any concerns initially with the manager. The manager will then discuss the matter with the registered person and appropriate action will be considered. Staff responsibilities do not include investigating the suspected abuse. However, the staff will keep accurate records of their observations, signed and dated, and of anything said to them by the

child or others in connection with the suspected abuse.  
This information will be kept in a locked cabinet.

It is always important to listen to children. Strict confidentiality will be observed at all times. All our staff will receive training on the protection of children from abuse. It is the policy of the nursery to provide a secure and safe environment for all children. The nursery will therefore not allow an adult to be left alone with a child who has not received their enhanced CRB check clearance. This procedure will be updated with the introduction of the Independent Safeguarding Authority (ISA). From summer 2010 all new staff recruited to work with children will be required to be registered with the ISA. As a nursery we will not be able to legally employ new staff unless they are ISA registered, (England and Wales). Further information is available at [www.isa-gov.org.uk](http://www.isa-gov.org.uk)

Staff who do not have an up to date enhanced CRB check will not be allowed unsupervised access to a child and will not be allowed to change nappies (whether supervised or not) until an enhanced CRB returns clear. They will not be allowed access the child's records, personal or development, and will not be allowed to take children's photographs until these checks are returned clear.

All staff will have an enhanced CRB check and this will be updated on a regular basis to ensure the ongoing suitability of all staff caring for the children

The nursery aims to:

- ensure that children are never placed at risk while in the charge of nursery staff
- ensure that confidentiality is maintained at all times
- ensure that all staff are alert to the signs and understand what is meant by safeguarding and are aware of the different ways in which children can be harmed including by other children i.e. bullying.
- ensure that all staff are familiar with safeguarding issues and procedures
- ensure parents are fully aware of safeguarding policies and procedures when they register with the nursery and kept informed of all updates when they occur
- regularly review and update this policy.

Children will be supported by offering reassurance, comfort and sensitive interactions. Activities will be devised according to individual circumstances to enable children to develop confidence within their peer group.

Parents and families will be treated with respect in a non-judgmental manner whilst investigations are carried out in the best interests of the child.

The setting is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedure that are set down in (Yellow) Ealing Child Protection Policies and Procedures 2007 manual.

### **contact telephone numbers**

- Ofsted Tel: 08546 40 40 40
  
- Ealing Child Protection Advisers
  - Paul Samuels
    - Tel: 0208 825 7304
    - Email: [samuelsp@ealing.gov.uk](mailto:samuelsp@ealing.gov.uk)

Pat Sayers

Tel: 0208 825 5856

Sandra Miller

Tel: 0208 825 5501

Email: 0208 825 6404

- Ealing Local authority social services  
**0208 826 1901**
  
- Charles Barnard, Manager, (statutory sector)  
Address: Perceval House, 2<sup>nd</sup> Floor SW (Green Zone) 14/16 Uxbridge Road,  
Ealing, W5 2HL,
  
- Lesley Hunter, Pre-School Learning Alliance (non statutory sectors)
  - Address: Hanwell Library, Cherington Road, Hanwell, W7 3HL
  - Tel: 0208 567 5247
  - Email: [Lesley.pla@btconnect.com](mailto:Lesley.pla@btconnect.com)

- Local Authority Designation Officer (LADO)
  - Rupinder Virdee
    - Address: Acton Town Hall, Winchester Street, High Street, Acton, London, W3 6NE
  - Tel: 0208 825 5177
  - Email: [virdeer@ealing.gov.uk](mailto:virdeer@ealing.gov.uk)

## **types of abuse**

### **physical abuse**

Action will be taken under this heading if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning; where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

procedure:

- all signs of marks/injuries to a child, when they come into nursery, will be recorded as soon as noticed by a staff member
- the incident will be discussed with the parent/carer at the earliest opportunity
- such discussions will be recorded and the parent/carer will have access to such records
- if there appear to be any queries regarding the injury, the Safeguarding Children's Board in the local authority will be notified.

### **sexual abuse**

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour.

procedure:

- the observed instances will be detailed in a confidential report
- the observed instances will be reported to the nursery manager
- the matter will be referred to the Safeguarding Children's Board in the local authority.

### **emotional abuse**

Action will be taken under this heading if the staff team have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or 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
- if there appear to be any queries regarding the circumstances, the matter will be referred to the Safeguarding Children's Board in the local authority.

### **neglect**

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health 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
- if there appear to be any queries regarding the circumstances the Safeguarding Children's Board in the local authority will be notified.

### **recording suspicions of abuse and disclosures**

Staff will make an objective record of any observation or disclosure and include:

- child's name
- child's address
- age of the child and date of birth
- date and time of the observation or the disclosure
- exact words spoken by the child/injuries or marks seen
- an objective record of the observation or disclosure
- name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time.
- The name of any person present at the time
- any discussion held with parent/carer.

These records are signed and dated and kept in a separate confidential file (pre-school Alliance publication 'Child Protection Record'). All members of staff know the procedures for recording and

reporting. It may be thought necessary that through discussion with all concerned the matter needs to be raised with the Local Safeguarding Board (LSB) and Ofsted Staff involved may be asked to supply details of any information they have concerns with regard to a child. The nursery expects all members of staff to co-operate with the LSB and Ofsted in any way necessary to ensure the safety of the children.

All staff will attend safeguarding training within their first six months of employment, and receive initial basic training during their induction period.

### **staffing and volunteering**

We have a named person within the nursery that co-ordinates safeguarding and welfare issues. The designated person undertakes specific training and accesses regular updates to developments within this field.

The named person regarding safeguarding at the nursery is: **The Manager. In the absence of the Manager, then the name reporting person is the Deputy Manager**

- we provide adequate and appropriate staffing resources to meet the needs of children
- applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- from July 2010 all new applicants must be registered with the Independent Safeguarding Authority (ISA) and will have an additional enhanced Criminal Records Bureau disclosure conducted on them
- all enhanced CRB checks will be updated in a regular basis to ensure the suitability of the adults caring for the children
- we abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children

- we ensure we receive at least two references BEFORE a new member of staff commences employment with us
- all students will have enhanced CRB checks conducted on them before their placement starts
- volunteers, including students, do not work unsupervised
- we abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of safeguarding children concern
- we have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children
- all contractors / external workers will be CRB checked and the manager will request this before allowing them access to the nursery. All visitors / contractors will still be accompanied whilst on the premises, especially when in the areas the children use
- the deployment of staff within the nursery allows for constant supervision. Where children need to spend time away from the rest of the group, the door will be left ajar.

### **informing parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LSCB does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

### **confidentiality**

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the LSCB.

### **support to families**

- the nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the nursery

- the nursery continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation
- confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate under the guidance of the LSCB.
- with the proviso that the care and safety of the child is paramount, we will do all in our power to support and work with the child's family.

### **employees of the nursery**

If an allegation is made against a member of staff, Ofsted and the Local Safeguarding Children's Board will be informed and this will be investigated. This may result in the nursery disciplinary procedure being followed and detailed in Chapter 6 and Appendix 5 of 'Working Together 2006' documents.

The incident will be dealt with by the manager, in the absence of the Manager then the Deputy Manager:

- a full investigation will be carried out to determine how this will be handled
- if the allegation could possibly interfere with the normal working of the nursery, the member of staff will be allocated to another area, after due consultation with all parties
- the nursery reserves the right to suspend any member of staff on full pay during an investigation
- all investigations/interviews will be documented and kept in a locked file
- At the earliest opportunity the lead manager will inform the proprietor of the allegation
- unfounded allegations will result in all rights being re-instated
- founded allegations will be passed on to the relevant organisation (police) and will result in the termination of employment. Ofsted will be notified immediately of this decision. From October 2009 the nursery will be required to notify the Independent Safeguarding Authority (ISA) to ensure their records are updated.
- counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

**This policy was adopted on: 31<sup>st</sup> Mach 2010**

**Signed on behalf of the nursery: .....**

**Signed by Nursery Manager** .....

**Date for review:** 31<sup>st</sup> March 2011