

Safeguarding Children Policy and Procedure

At The Green Umbrella Day Nursery we want to work with children, parents/carers and the community to ensure the safety of our children and to give them the very best start in life.

Our Aims:

- Promoting children's rights to be strong, resilient and listened to.
- Create an environment in nursery that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
- 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.
- Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- Work with parents/carers to build their understanding of and commitment to the Principles of Safeguarding our Children.
- Being alert to any issues for concern in the child's life at home or elsewhere.
- To keep children safe.

The legal framework for this work is:

Primary Legislation

- Statutory Framework for the Early Years Foundation Stage (2012)
- The Children Act 1989 – s 47
- The Protection of Children Act 1999
- Human Rights Act 1998
- Data Protection Act 1998
- The Children Act 2004 – Every Child Matters
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012

Secondary Legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Rehabilitation of Offenders Act 1974
- Equalities Act (2010)

Other Related Guidance

- Working Together to Safeguard Children (revised March 2013)
- What to do if you are Worried a Child is Being Abused (revised 2013)
- The Common Assessment Framework (2005)
- North Somerset's Safeguarding Procedure for Early Years and Play Providers 2014

All of the documentation above is available to read and is stored on the desktop of both computers in the office in a folder named 'SAFEGUARDING'.

Liaison with Outside Agencies

- We work within the North Somerset Safeguarding Children Board guidelines.
- We have a copy of the North Somerset Safeguarding Procedure for Early Years and Play Providers 2014 for staff and parents/carers to view in the main nursery which can be found in the Safeguarding Children file on the desk situated in the main hallway. We follow these procedures when contacting social care with any concerns.
- We have copies of 'What to do if you are Worried a Child is Being Abused' for parents/carers and staff and all staff are familiar with what to do if they have any concerns.
- We have a copy of 'Working Together to Safeguard Children' downloaded on both computers in the office which can be accessed by all staff. If you would like to download this, you can find this document at <https://www.gov.uk/government/publications/working-together-to-safeguard-children>
- If we have concerns about children's safety or welfare, we will notify agencies with statutory responsibilities without delay (This means the North Somerset's Children's Social Care Referral and Assessment Team and, in emergencies, the Police)
- We notify Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. **This will be done within 14 days of the allegation being made.**
- If a referral is made to North Somerset's Children's Social Care Referral and Assessment Team, we act within North Somerset's Safeguarding Procedure for Childcare, Learning and Play Providers in deciding whether we must inform the child's parents/carers at the same time.

Safeguarding Officers

The nursery's named person who co-ordinates the Safeguarding Children Training and who is the nominated safeguarding member of staff is **Alison Jones, Nursery Manager.**

Alison has attended or is due to attend the following courses:-

- *Child Protection: Basic Awareness – March 2011*
- *Inter Agency Child Protection: Introduction – February 2013*
- *Advanced Inter Agency Child Protection – June 2014*
- *Inter Agency Child Protection for Managers – September 2014*
- *Domestic Abuse: The Impact on Children – March 2014*
- *Safer Recruitment Training – April 2014*



The nursery's named deputy Safeguarding Children staff member is **Alison Joliffe, Deputy Manager.**

Alison has attended or is due to attend the following courses:-

- *Child Protection: Basic Awareness – September 2012*
- *Inter Agency Child Protection – September 2012*
- *Advanced Inter Agency Child Protection – January 2015*
- *Inter Agency Child Protection for Managers – Date to be confirmed*



The designated practitioner is responsible for;

1. Liaising with North Somerset's Children's Social Care Referral and Assessment Team and the Police
2. Providing support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue within the setting as required
3. Undertaking the appropriate level of child protection training to equip them to identify, understand, and respond appropriately to signs of possible abuse and neglect and take the lead in responding to safeguarding concerns.

Staff, Students and Volunteers

All other staff have either attended or are due to attend the Child Protection: Basic Awareness course and the attendance dates can be seen on our Staff Record of Current Qualifications.

In addition:

- 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 exempt from the rehabilitation of offenders act 1974.
- Candidates are informed of the need to carry out ‘enhanced disclosure’ checks with the Disclosure and Barring Service 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.
- We inform staff, volunteers, students and others of their requirement to disclose and convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). A reminder of this is within their Supervision cycle.
- If we become aware of relevant information which may lead to disqualification of an employee we will take appropriate action to ensure the safety of our children.
- We will not employ or continue to employ a person who has a disqualification.
- Volunteers do not work unsupervised.
- We abide by the Safeguarding Vulnerable Groups Act 2006 requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concerns.
- In the event of the disqualification of a registered provider, a childcare worker, a person living in the same household as the registered provider, or a person employed in that household, the provider will not continue as an early years provider- nor be directly concerned in the management of such provision. Where a person is disqualified, the provider will not employ that person in connection with early years provision. Where an employer becomes aware of relevant information that may lead to disqualification of an employee, we will take appropriate action to ensure the safety of children.
- We are aware that a registered person or a childcare worker may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed.
- We will notify OFSTED of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee could be an instance of a significant event.
- We will give OFSTED the details laid out in section 3.17 of the Early Years Foundation Stage, Safeguarding and Welfare Requirements.
- OFSTED will be informed within 14 days of the date that as a provider we are aware of the information.
- We abide by OFSTED requirements in respect of references and Disclosure and Barring Service checks and other suitability checks for staff and volunteers, students and others (including those living or working on the premises) to ensure that no disqualified person or unsuitable person works at the setting or has access to the children. This includes recording information about staff qualifications, checks and vetting processes and the carrying out of staff identity checks. We do not allow people whose suitability has not been checked to have unsupervised contact with children being cared for.
- All staff will be required to read this policy and North Somerset’s Safeguarding Procedure for Early Years and Play Providers 2014 during their induction and confirm they have read and understood the contents by signing to say they have done so. They will be required to read and confirm understanding of the contents of the above documents annually.
- We have strict procedures for the recording of visitors to the nursery plus checking their identification and recording this.
- We 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.

Procedure for checking the identity of visitors

- If the visitor or prospective parent is unknown to the setting we check their credentials and reason for visit before allowing them to enter the nursery.

- We ask for at least 1 form of identification to verify who they are and , if appropriate, which organisation they work for (e.g. official identity badge, driving licence, bankcard which shows signature)
- If we require further identification we will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager.
- We ensure that the visitor or prospective parent is supervised whilst we carry out these checks, and throughout their visit.
- We record that ID has been checked, together with the visitor's name, reason for visit, time and date in our visitor's book/log found on the desk by the main front door. The visitor or prospective parent is required to sign the book/log and their signature is then checked against their identification.
- If the visitor or prospective parent is known to the setting we check that they have a valid reason to enter. They are then required to complete the visitor's book/log and will not be left unsupervised in the setting.

Mobile Phones – Staff (including Volunteers)/Student/Parent/Carer/Visitor

Staff mobile phones must be stored in the staff room inside staff lockers and must never be taken into any area used by children. Mobile phones should be either switched off or put onto silent. If a member of staff needs to use their mobile phone in an emergency or during their break this must only be done in either the staff room, the office or beyond the kitchen door. These are the areas that children do not use. If a member of staff is expecting an emergency call from outside of nursery they should give the caller the nursery telephone number. The nursery telephone number is **for emergency use only** and should be given to family members in case of emergency. Staff are not permitted to take photographs of any child using their mobile phone. We request that Parents/Carers and Visitors do not use their mobile phones in whilst inside the nursery building and leave the nursery building should they need to use them.

Camera Equipment / CCTV Cameras

The nursery supplies 4 cameras (1 for each unit) which are used to take photographs of children for their individual Learning Diaries and for wall displays. We do not attach identifying names to photographs of children which are on display. When a child first joins the nursery we request the parents'/carers' consent to use photographs of their child for these purposes only. These signed forms are stored with the child's registration forms. We never put photographs of children on our website. The nursery manager always approves photographs of children prior to them being displayed.

There are 2 security video cameras inside the building. There is 1 camera in each sleep room in the Baby Unit and Toddler Unit. The monitor connected to these 2 cameras is located in the office and is switched on every morning and switched off every evening. It has a rolling recording system of approximately 4 weeks of storage. There is also 1 security camera outside the front of the building. During times that the office is unmanned by a senior member of staff the door is locked with a key.

Responding to Suspicions of Abuse

- We acknowledge that abuse of children can take different forms – physical, emotional and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the child's key person or member of staff who has concerns makes a dated record of the details of the concern on a Concern Recording Form and discusses what to do with the setting manager who is the 'designated person'. The information is stored in a file with the child's name on and they are kept in the office in a lockable filing cabinet. The Designated Safeguarding Practitioner, Alison Jones will then follow North Somerset's Safeguarding Procedure for Early Years and Play Providers.
- Staff in the setting take care not to influence the outcome either through the way they speak to the children or by asking questions of the children.

Disclosures

If a child makes a disclosure to a member of staff, the member of staff must:

- Offer reassurance to the child and if appropriate assure them that you will take action
- Listen to the child
- Do not question the child with leading questions. Make sure they are open questions.
- Inform the nursery manager in private as soon as possible

Recording Suspicions of Abuse and Disclosures

Staff, along with the guidance from the nursery manager must record:

- The child's name
- The child's address
- The age of the child
- The date and time of the observation or disclosure
- An objective record of the observation or disclosure
- The exact words spoken by the child as far as possible
- The name of the person to whom the concern was reported with date and time
- The names of any other people present at the time
- Any conversations with parents/carers or other significant persons
- Action taken and by whom
- These records must be signed and dated by the staff member and the nursery manager and stored in the locked filing cabinet in the office under the child's name.

Informing Parents/Carers

- Parents/Carers are normally the first point of contact.
- If a suspicion of abuse is recorded, parents/carers are informed at the same time as the report is made, and if possible in person, except where the guidance of the North Somerset Safeguarding Children Board does not allow this.
- This will usually be the case where the parent/carer is the likely abuser, in these cases the investigating officer will inform the parents/carer.

Making a Referral to the Local Authority Social Care Department

- Follow North Somerset's Safeguarding Procedure for Early Years and Play Providers 2014 when contacting Social Care with any concerns.
- If a referral is to be made to North Somerset's Social Care Referral and Assessment Team, we act within North Somerset's Safeguarding Procedure for Early Years and Play Providers 2014 in deciding whether we must inform the child's parents/carers at the same time.

Allegations Against Staff

- We ensure that all parents/carers know how to complain about staff or volunteers actions within the setting, which may include an allegation of abuse.
- All staff and volunteers are made aware of the role of the North Somerset LADO (Local Authority Designated Officer)
- We follow the guidance of the North Somerset Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child.
- We have a Whistle Blowing Policy and Procedure for staff to follow.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer and Early Years Team Safeguarding lead to investigate.
- We co-operate entirely with any investigation carried out by social care in conjunction with the police and OFSTED.
- We contact our LADO and follow any advice and guidance given by them.
 - Mike Reay – Tel: 01275 888624 Email: mike.reay@n-somerset.gov.uk
- Our policy is to suspend the staff member on full pay for the duration of the investigation. This is not an indication of admission but to protect the staff as well as children and families throughout the process.

- We notify Ofsted of any allegations of serious harm or abuse by any person, living working or looking after children on our premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). **This will be done within 14 days of the allegation being made.**

Disciplinary Action

Where a member of staff or volunteer is dismissed from the nursery or internally disciplined because of misconduct relating to a child, we notify OFSTED as soon as is reasonably practicable, but at least within 14 days of the incident.

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 North Somerset Safeguarding Children Board.

Support to Families

- The nursery believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- The nursery makes clear to parents/carers on induction its role and responsibilities in relation to Safeguarding Children, such as reporting concerns, providing information, monitoring of the child and liaising with the local social services department.
- The nursery continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- Confidential records kept on a child are shared with the child's parents/carers or those who have parental/carer responsibility for the child in accordance with this policy and only if appropriate under the guidance of the Local Safeguarding Children Board.
- With the provision that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

Training

We seek out training opportunities for all adults involved in the nursery to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect. All staff have either attended or are due to attend the Child Protection: Basic Awareness course and the attendance dates can be seen on our Staff Record of Current Qualifications.

The training will enable staff to identify the signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. This will also include inappropriate behaviour displayed by other members of staff, or any other person working with children. For example, inappropriate sexual comments; excessive on-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. If you have such concerns, please refer to our Whistleblowing Policy and Procedure.

Room Planning

The layout of the rooms allows for constant supervision. Where children need to spend time away from the group, doors are left ajar.

Early Years Foundation Stage/Curriculum

- We introduce key elements of child protection into our programme at a developmentally appropriate level for our children.
- Children's personal, social and emotional development of all children is promoted so that they feel emotionally safe in our setting and grow to be 'strong, resilient and listened to' and develop an understanding of why and how to keep themselves safe.
- Children are provided with opportunities and experiences which foster a culture of mutual value and respect through having positive regard for each other's heritage arising from their colour, gender, ethnicity, languages spoken at home, culture and social background.

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 North Somerset Safeguarding Children Board.

Support to Families

- The nursery believes in building trusting and supportive relationships with families, staff and volunteers.
- The setting makes clear to parents its role and responsibilities in relation to child protection such as for the reporting of concerns, providing information, monitoring of children, and liaising with the local social services department.
- The setting continues to welcome the child and family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the social care department in relation to the nursery's designated role and tasks in supporting the child and family, subsequent to any investigation.

Complaints

- We ensure that all our parents/carers know how to complain about staff or volunteer action within the nursery, which may involve allegations of abuse.
- All parents/carers are given a copy of our complaints policy when they register with the nursery, there are also copies of our complaints policy displayed on the notice boards around nursery, we encourage all parents/carers to discuss any complaints they have with us.

Other related documents:

- Flow chart for referring a child
- Whistle Blowing Policy
- What to do if you are worried a child is being abused booklet
- Concern Recording Form
- North Somerset Safeguarding Procedure for Early Years and Play Providers
- South West Child Protection Procedures
- Working Together to Safeguard Children
- Staff Record of Current Qualifications
- Photographs and Photographer Consent Form
- Confidentiality Policy
- Disciplinary Procedure

All policy documents are subject to regular review

This policy was reviewed: January 2015