SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN

Including Child Protection Procedures

At Little Jo’s Day Nursery we believe that the health, safety and welfare of each child is of paramount importance. Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. Each individual has a right to feel safe, secure and protected. We ask that parents contribute to the policy review process as an important part of the annual (or more frequent) procedure.

This document provides a framework for practitioners at Little Jo's to enable them to work together to safeguard and promote the welfare of children, it details procedures that must be followed by staff, students and volunteers to ensure the welfare of each child. This policy has been informed by specific legal obligations within the Welfare Requirements of the Early Years Foundation Stage, Working Together to Safeguard Children 2015, Keeping Children Safe in Education 2015 and the Local Safeguarding Children Board (LSCBs) guidance and procedures. A statutory duty is placed on organisations and individuals with regard to the necessity to safeguard and promote the welfare of children. The Local Safeguarding Children Boards in South Yorkshire have developed procedures for local use in line with ‘Working Together to Safeguard Children’ (HM Government, 2015). They are underpinned by the Childcare Act 2006, (section 40) and Safeguarding Vulnerable Groups Act (2006).

Children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them (EYFS, 2014). The Statutory Framework for the Early Years Foundation Stage outlines mandatory procedures to ensure children remain safe and well under section 3 – The Safeguarding and Welfare Requirements the setting has a statutory duty to ensure that we meet the legal requirements to safeguard and promote children’s welfare. Our responsibilities are set out as follows:

- **Child Protection** – Keeping children safe, policies and procedures to ensure this is in line with the guidelines and procedures of BSCB.
- **Suitable People** including Staff Suitability, Qualifications, Training, Support and Skills. Key Person and Staff Child Ratio’s
- **Health** including Medicines, Food and Drink, Accident or Injury,
- **Managing Behaviour** including a behavior management policy must be in place and procedures adhered to.
- **Safety and Suitability of Premises, Environment and Equipment** including Health and Safety Policy and Procedures, No Smoking Policy, First Aid Policy, Risk Assessments (including outings), Equipment and Environment checks.
- **Equal Opportunities** including a policy and procedures which are implemented and effective.
- **Information and Records** including Information about the Child, Information for Parents and Carers. A Complaints Procedure.

In addition we have a duty to protect children from the risk of radicalisation by identifying risk and implementing preventative strategies to build children’s resilience (DfE 2015, The Prevent Duty).
Early Years settings and schools have a duty to promote the basic British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance for those of different faiths and beliefs. This ensures young people understand the importance of respect and leave nursery fully prepared for life in modern Britain (DfE 2014, Guidance on promoting British values in school).

The setting will ensure at all times that the Welfare Requirements are met in full through continuous professional development, reflection, review and a commitment to quality. We have a commitment to work together with children, parents and external agencies and the wider community to ensure the welfare and safety of all children and to give them the very best start in life. The persons responsible for coordinating Safeguarding Procedures are Toni Millward (Manager), Kerry Ollivant (Lead Practitioner) and Samantha Wrend (Coordinator). She will record the information obtained by other practitioner’s in our *Existing Injury File/Child’s personal file*; any concerns will be monitored for example:

- monitoring of original injuries, summary system;
- significant changes in behaviour;
- deterioration in children’s general well-being;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children’s comments which give cause for concern;
- any reason to suspect neglect or abuse outside the setting, for example in the child’s home; and/or
- inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Children have the right to be treated with respect, be listened to and to be safe from *any* form of abuse. Staff are trained and well placed to recognised signs of abuse and to follow policy and procedures to protect children from significant harm or situations that could be potentially harmful to a child’s wellbeing. All staff are familiar with their own responsibilities to safeguard and promote the welfare of children. Staff understand how important it is to *listen to children*. They fully understand that concerns regarding children and their families are *confidential and should not be discussed either publicly or privately in or out of the setting*. Staff responsibilities do not include investigating the suspected abuse. However, the staff will keep accurate records of their observations, signed and dated, of anything said to them by the child or others in connection with the suspected abuse. This information is kept in a locked cabinet.

The nursery also has a statutory duty to ensure abuse does not occur within the settings own environment. We have a duty of care to children and a responsibility to parents/carers to act quickly and responsibly to any concerns brought to our attention. Staff will never be left alone with children without appropriate enhanced DBS checks and references.

All members of staff are responsible for safeguarding and promoting the welfare of children. However, if anyone believes that this policy is not being followed, it is their duty to report the matter to Toni Millward Nursery Manager, Kerry Ollivant or Samantha Wrend who are Advanced Safeguarding Officers or if appropriate, directly to the Local Authority Designated Officer (LADO) as in BSCB document and the Safeguarding poster displayed in reception.
Safer Working Practices:
The setting has responsibilities in regard to the safeguarding and the welfare of children. This includes safer recruitment practices as well as procedures for those in continuing employment. By following agreed procedures for recruitment and supervision, and systematically addressing any allegations of abuse, the setting will be fulfilling their duty to safeguard and promote the welfare of children.

Everyone employed at the Nursery has a responsibility to each child in relation to safeguarding and welfare and therefore must have sufficient understanding and use of English. In day to day contact with children we have the opportunity to note concerns and to meet with parents and others concerned to discuss the welfare of a child. This document should be read in conjunction with other policies of the setting, some of which are listed below:

- Health and Safety Policy including:
  - Risk Assessments
  - Riddor
  - Training
  - Fire Drill and Log
  - Emergency Treatments
  - Outings Policy - Permissions and Transport
  - No Smoking Policy
  - Bullying
  - Drinking and Drugs

- Medication, illness and injury policy

- Health and Safety/First Aid Policy

- Allergies and Allergic Reaction

- No Mobile Phone Policy/Photograph Policy/Internet and Email Usage Policy

- Behaviour Management Policy

- Recruitment and Selection Policy

- Special Educational Needs Policy

- Equality of Opportunity Policy

- Disability and Discrimination Policy

- Learning and Development Policy

- Complaints Register

- Food and Drink Policy

- Parent Involvement Policy

- Confidentiality and Professional Conduct Policy

Principles - (Defined in Working Together to Safeguard Children (2013))

- The needs of the child should be considered at all times and the child’s voice should be heard to take account of their perspective, their wishes and their feelings.

- Work to safeguard and promote the welfare of the child including child protection, should be informed by informed knowledge of child development. Plans and interventions should be based on a clear
assessment of risk, the child’s developmental progress and any difficulties experienced. Interventions should be timely and appropriate.

• When working directly with the child and their family, the plan developed should be based on the assessment of:
  1. Whether the child is suffering or is likely to suffer significant harm
  2. The child’s development needs
  3. The parents/caregivers’ capacity to respond to these needs
  4. The community context

• An holistic approach takes account of all the factors that impact upon the changing needs of the developing child. The assessment of the child’s situation will inform planning and intervention in order to secure the best outcomes for the child as set out in the Every Child Matters agenda, and will inform a review of the effectiveness of that intervention.

• All children should have the opportunity to achieve their optimum development. Vulnerable children may be disadvantaged in their access to appropriate services that will promote their wellbeing, both in the short and long term. Such vulnerability should be taken into account when planning interventions, and ensure that services delivered are of an equal standard for all.

• Working in partnership with children and their families enables the transfer of vital information about their child, themselves and their circumstances.

• Identifying and building on the strengths and difficulties of the child and family is an important part of any intervention.

• Multi/inter-agency approaches will be implemented when there are concerns about a child’s welfare, not just when there are concerns about possible harm.

• Effective practice with children and families requires sound professional judgments’ that are underpinned by a rigorous evidence base.

Definitions:

Safeguarding: Safeguarding is keeping children and young people safe from maltreatment, neglect, violence and sexual exploitation. In the wider context it involves all elements of ‘Staying Safe’ (Every Child Matters Programme), please see policies listed above.

Child Protection: Child protection is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering or at risk from suffering significant harm.

Recognising Children who are at Risk

Child abuse is a term used to describe ways in which children harmed by someone often in a position of power. It may not be our responsibility to decide whether child abuse is occurring but we are required to act on any concerns and report it to the appropriate party. The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Under section 47 children’s social care are under a duty to make enquiries, or encourage enquiries to be made, where they have reasonable grounds to suspect that a child is suffering, or is likely to suffer, significant harm.
Aims

This policy aims to:

- inform parent/carers of our obligations, policies and procedures for safeguarding children.
- raise awareness of the individual responsibilities in identifying and reporting possible cases of abuse
- outline procedures that must be followed by staff, students and volunteers.
- provide a systematic means of monitoring, recording and reporting of concerns.
- provide guidance on recording and reporting suspected cases of abuse.

Nursery staff are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop. Child abuse covers not only acts of commission of violence but also acts of omission in meeting the needs and welfare of the child.

Designated Member of Staff

We have three designated members of staff who are the first line of contact if there are child protection issues for example: suspicion of abuse or a disclosure by a child or other.

1st Designated Member of staff for Safeguarding Children:
Kerry Ollivant (Safeguarding Officer)

2nd Designated Member of staff for Safeguarding Children:
Mrs T. Millward (Nursery Manager).

3rd Designated Member of Staff for Safeguarding Children:
Miss Samantha Wrend (Coordinator).

The Role of the Designated Members of Staff

The designated member of staff has the responsibility of ensuring that appropriate procedures are followed to ensure the safety and welfare of all children. They have a DUTY to report any concerns to the Social Services (now called Children Young People and Families) and liaise with other agencies during development or welfare concerns. Issues related to Child Protection should be referred to a designated member of staff to be recorded, monitored and establish appropriate action if necessary.

Responsibilities are to:

- ensure all practitioners hold Safeguarding Training Certificates (or are awaiting training).
- ensure practitioners, students and volunteers have a firm knowledge of and fully understand the responsibilities involved in the safeguarding process through effective in-house training methods.
- advise practitioners when concerns are raised.
- coordinate action within the nursery and liaise with Young People and Families (Social Services) and other related agencies.
- refer individual cases of suspected abuse.
Categories of Abuse:

1. **Neglect**: including non-organic failure to thrive: Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child’s born, neglect may involve a parent or care-giver failing to:
   - Provide adequate food, clothing or shelter including exclusion from home or abandonment
   - Protect a child from physical and emotional harm or danger
   - Ensure adequate supervising including the use of inadequate care-givers
   - Ensure access to appropriate medical care or treatment.

   It may also include neglect of, or unresponsiveness to child’s basic emotional needs.

Procedure:

   - The concern will be discussed with the parent/carer
   - Such discussions will be recorded and the parent/carer given access to records
   - If there appear to be queries regarding the circumstances the Safeguarding Children’s Board Barnsley will be notified.

2. **Physical injury**: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocation, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or caregiver fabricates symptoms of, or deliberately induces, illness in a child.

Procedure:

   - All signs of marks/injuries to a child, when they come into nursery will be recorded as soon as they are noticed by a staff member. If there are clearly visible signs on entry to nursery parents will be asked to sign an original injury form.
   - 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 appears to be any queries regarding the enquiry, the Safeguarding Children’s Board Barnsley will be notified.

3. **Sexual abuse**: Sexual abuse involves forcing or enticing a child or young person into sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetration (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children looking at, or in the production of sexual online or printed images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Procedure:

   - The observed instances/concerns will be detailed in a confidential report.
   - The instances will be reported to the Managing Director, the Nursery Manager or Assistant Manager.
   - The observed instances will be reported to the Safeguarding Children’s Board Barnsley will be notified.
4. **Emotional abuse**: Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability or preventing them participating in normal social interaction, as well as over-protection, or limitation of exploration and learning. It may involve seeing or hearing the ill treatment of another (e.g. domestic abuse). It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Procedure:**

- 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 appears to be any queries regarding the enquiry, the Safeguarding Children’s Board Barnsley will be notified.

**Action by practitioners on Suspicion of Abuse:**

- In all cases where abuse is suspected or disclosed, nursery staff should report the information to the designated person, however staff are able to report incidents directly to Barnsley Safeguarding Children Board if they deem necessary.
- An initial concern form should be completed and any relevant information collated.
- The Nursery Manager should report these cases to, or discuss them with, the investigating agencies according to the procedures established by the Local Safeguarding Children Barnsley.
- If the designated person is unsure about whether a case should be formally referred, advice and support from the appropriate Assessment Team (see below) to identify if the concerns constitute abuse.
- The designated person will liaise with members of staff regarding reports for conferences and will attend these conferences with other appropriate staff whenever possible.
- The designated person has the responsibility for keeping records and ensuring that confidentiality is clearly understood by all staff.

If you urgently need to contact Barnsley Safeguarding Children Board please see the “Do you think a child is at risk of abuse? Poster at the end of this policy.

Where verbal referrals are made, this should be written in a formal response within 24 hours and Ofsted should be notified on 0300 123 1231 and send written notification within 14 days.

**Supporting Children at Risk**

For children at risk, nursery may be the one stable place from which they can expect security and reassurance. It is not only being alert to potential abuse but providing appropriate support to help children through difficult times. Providing them with the coping skills that can help avoid situations arising and deal with the emotional difficulties afterwards if they do.
Working with Parents

It is important that the nursery has an established approach to working with parents (Please refer to Parent Involvement Policy). Parent’s and children’s need for privacy should be protected. Attitudes to and contact with parents should be non-judgmental in order to obtain the most constructive relationship. The priorities are the needs of the child and effective liaison is crucial for this.

It should be recognized that families from different backgrounds and cultures will have different approaches to child rearing. These differences should be acknowledged and respected providing they do not place the child at risk as defined earlier in the document.

Handling information

In the event of any concerns brief notes at the time or immediately afterwards will help you to complete the Critical Incident Sheet which is available to record any relevant significant information about a child if you have serious concerns i.e if a child has said something you are not sure about, or if a child appears to have significant bruising. Staff should not under any circumstances remove the children’s clothing if abuse is suspected. An injury map should be completed of those marks which have been observed or which have been brought for your attention by the child. Each separate incident, however trivial, should be accounted for. Abuse of one child in a family should alert the worker to the possibility of abuse to siblings.

Remember to record only factual information and not assumptions or interpretation. Use the child’s own language to quote rather than translating into your own terms. Be aware that these sheets may be used at a later date to support a referral to an external agency.

If a child discloses any form of abuse he or she MUST be believed. It is important to:

- Listen carefully to what the child has to say, be accessible and receptive.
- Take the situation seriously
- Reassure children they were right to tell
- You are glad that they told you
- That what the perpetrator did was wrong
- That it was not their fault
- That you will try to help them
- Negotiate getting help
- Find help quickly
- Make careful records of what is said/seen immediately eg:-
  A description of any observed injuries (i.e. site, size, colour, etc) and who has seen them
  Any allegations made and who witnessed them
  Any discussions with the child or others
  Dates/times/locations of alleged incidents
  Any known witnesses to the alleged abuse
  Action taken and people contacted (including when the referral was made, to whom, their response and any agreed action)

If a child discloses any form of abuse you MUST NOT

- show shock, horror or disgust at the child’s disclosure,
• ask questions.
• promise to keep the disclosure secret but tell the child you will only tell people who need to know.

When the child has disclosed, write down everything you remember and tell the designated person immediately. **DO NOT** contact parents/carers if they are the abusers.

Children should not be subjected to repeated interviews or to probing and confrontational types of “disclosure interviews”. **DO NOT** make further enquiries – leave this to the Statutory Agencies for example Children, Young People and Families/Police/NSPPC. This incident sheet should be passed to management in order to assess and record the findings. All documents should be stored safely in a lockable file and further incidents monitored or actioned.

**Record Keeping**
It is important that concerns are recorded in writing as and when a situation occurs, recording factual and firsthand knowledge only. Any suspected or disclosed abuse must be reported immediately to the designated member of staff who will advise further action. Physical signs, observations or disclosures that cause concerns should include the following information.

• Child’s name, date of birth, address
• Location of child at time of referral i.e. Nursery
• Circumstances which are causing concern
• Details of your concerns
• Description of injuries
• Any explanation or comment from the child or parent(s)/carer(s) relating to your suspicion. These should be exact words if possible.
• Identify whether any contact has been made with the parents(s) if so, what information has been given to them.
• Any background information, which may possibly be useful and present the family history, if known.
• If appropriate continue to observe, record, monitor.

**Referrals by Designated Person**
The Designated Person will:

• Follow up the referral using the critical incident sheet as a basis for consideration before action.
• Make additional records of the discussions and any investigation that takes place.
• Make a decision whether to continue to monitor the situation or to take the referral further. This decision is communicated to the individual making the initial referral.
• Where a child is referred to social care a full written report should be sent within 24 hours.

All documentation should be copied and are stored in a separate file in the office along with any information from external agencies. Any inclusions should be given to the Designated Person to file appropriately.

The range of information that should be referred to the Duty Social Worker will include:

• Our address and telephone number at which we can be contacted
• Place of work and occupation
• The name of the child and child’s age and date of birth
• The name of the child’s social worker, if he/she has one
• Any family details know, e.g:-
  - Parent(s) / carer(s) names and if they are aware of the referral
  - Address of child and parents/carers
  - Names of brothers and sisters of the child
  - Date of birth of other family members
  - School(s) which the child or family members attend
  - The name of the family doctor
  - The name of the family Health Visitor
• How long you have known the child
• Why you are worried about the child
• What the child said about the injury/situation
• The current whereabouts of the parents/carers eg:-
  - Place of work
  - Times of work
  - When parents are due home
  - When the child is due to go home

**Inter-agency Liaison**

At times staff will be called to participate in meetings chaired by Social Care. These might be:

• Strategy discussions
• The child protection review conference
• Child protection conferences
• Family group conferences
• Core group meetings

At these meetings, representatives from the nursery should be ready to provide information about:

• Attendance and punctuality
• Academic achievement
• The child’s behaviour and attitude
• Relationships with peer group and social skills generally
• Child’s appearance and readiness for school
• Contact with parents/carers
• Any specific incidents that need reporting

Prior to the meeting staff and other adults working closely with the child should be asked for their comments. Following the meeting feedback should be given and staff brought up to date with any actions that are needed.

**Sharing Information and Confidentiality**

Information sharing is a requirement when working effectively and in consultation with other agencies and is a vital necessity and key to effective child protection. Staff have a professional responsibility to share relevant information relevant to child protection with other professionals, particularly investigating agencies. If a child
confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he or she has a responsibility to tell other people who need to know and who can help the child. Staff who receive information about children and their families in the course of their work should share that information only within the appropriate professional contexts. Where the Designated Member is unsure whether or not to inform parents/carers about making the referral please contact Children, Young People and Families for guidance.

Where children are on the child protection register and leave the nursery for another setting, the designated person must inform the new setting and the social worker.

The following information should be regarded when collating reports in regard to suspected abuse or when the child is placed on the child protection register. Reports prepared for child protection conferences should focus on the child’s educational progress and achievements, behaviour, participation, relationships with adults and peers and, where appropriate the child’s appearance. If relevant, reports should include what is known about the child’s relations with his or her family and the structure of the family. They should distinguish between fact, observation, allegation and opinion. Reports will be made available to the child’s parents/carers when they attend the child protection conference.

Child protection records can be kept on computer and are exempt from the disclosure provisions of the Data Protection Act 1984. For manual records, the Education (Schools Records) regulations 1989 exempt information relating to child abuse from the requirements of disclosure. However, in cases of alleged child abuse cases which come to court, the court may require the establishment to provide its child protection records.

Allegations against Staff

It is a statutory requirement (EYFS 2014, Welfare Requirements 3.6) that any inappropriate behaviour displayed by staff members or any other person working with children should be reported and dealt with in line with the disciplinary policy. This includes for example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. All staff are advised to minimise the amount of time spent alone with children. The manager will ensure that the rota covers ratios and there are at least two members of staff at all times, and if in a room alone, for example when assisting in toileting a child, then doors must be left open at all times.

If an allegation is made against a member of staff, the Managing Director/Manager will:

- Follow disciplinary procedures
- Write a full report of the allegations made
- Inform the following agencies via Email: Barnsley Safeguarding Children’s Board
  Early Childhood Services
  OFSTED (Within 14 days of allegations)
- Interview all staff present at the time of allegation
- Interview the member of staff of whom the allegation has been made
- If a member of staff has been working alone or have not been observed by another member of staff, then the member of staff will be suspended until a full investigation has taken place.

The full report will be forwarded onto Ofsted with the outcome of the investigation and full findings.
Safeguarding Training

It is strongly recommended that all childcare practitioners periodically undertake Safeguarding Training to keep up to date their knowledge of signs and symptoms, accurate record keeping and referral procedures along with allegations and complaints, dealing with disclosure and writing a child protection policy/staff awareness. Staff at Little Jo's will receive safeguard training within their first six months of employment, and receive initial basic training. This includes:

- Managers, Supervisors of staff, Nursery Practitioners and Students on apprenticeship.

Recruitment Process

The Nursery has a Recruitment and Selection Policy Statement which complies with national and local guidance. The statement details all aspects of the process and is linked to this document and the Child Protection Policy. The statement sets out the procedures to evaluate the candidate’s suitability for the particular post. The recruitment and selection process is non-discriminatory and reflects qualifications and experience of the candidate to that of the job description. The setting will:

- ensure receipt of at least two references prior to commencement of the post
- ensure staff/students/supply who have not received their enhanced CRB check are **not left unsupervised** and will not be allowed to change nappies until receipt of a clear CRB
- ensure staff who have not received their enhanced CRB check are not allowed access to the child’s records

Please see the Barnsley Safeguarding Children's Board (2014) poster for up to date contact numbers if:

- you are not sure whether your concerns constitute child abuse you should feel free to consult with the appropriate Assessment Team.
- you are concerned about abuse by people who work with children, as employees, students, volunteers or carers you should report them to the LOCAL AUTHORITY DESIGNATED OFFICER (LADO).

This policy is reviewed at least annually and more frequently if circumstances require.

Amended to meet The Prevent Duty June 2015

To be Reviewed: January 2015