



Poulton St Chad's Nursery



Child Protection and Safeguarding Policy

Our designated person who co-ordinates child protection issues is: Michaela Hancock.

Poulton St Chad's Nursery is committed to creating and maintaining the safest possible environment for children in which to be cared and educated. We believe that it is always unacceptable for a child to experience abuse of any kind and we recognise our responsibility to safeguard the welfare of all children, by a commitment to practice which protects them.

The purpose of this policy is to:

- provide protection for all the children who are in our care
- provide all team members with guidance on procedures they should adopt in the event that they suspect a child may be experiencing, or be at risk of, harm – including how to make a referral.
- provide all team members with guidance on what will happen if an allegation is made against them. This policy applies to all staff including nursery, office, as well as students, volunteers and anyone working on behalf of the company.

We recognise that:

- the welfare of the child is paramount
- all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse and have the right to freedom from abuse
- working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare
- all our team members need to be carefully selected and trained, and accept responsibility for safeguarding children in their care.

We will endeavour to safeguard children by:

- valuing them, listening to and respecting them
- adopting child protection guidelines and statutory requirements through detailed procedures
- adopting a code of conduct for team members, parents / carers, volunteers and visitors
- responding quickly and appropriately to all suspicions or allegations of abuse or issues relating to child welfare



Poulton St Chad's Nursery



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- working in partnership with parents, carers, families and children and providing them with the opportunities to voice any concerns they may have
 - recruiting staff safely and ensuring all necessary checks are made
 - sharing information about child protection and good practice with parents and team members
 - sharing information about concerns with agencies who need to know, and involving parents / carers and children appropriately
 - providing effective management for all team members through induction, supervision, support and appropriate safeguarding training
 - ensuring that confidential information is stored and managed in accordance with national guidance We are also committed to ensuring that our Safeguarding Children policies and procedures are live documents that are continually reviewed and updated. This policy has been produced in line with the Government publication the Statutory Safeguarding and Welfare Requirements set out in The Statutory Framework for the Early Years Foundation Stage September 2014.
 - We ensure all the team, parents / carers and volunteers are made aware of our safeguarding policies and procedures.
 - We provide adequate and appropriate staffing resources to meet the needs of children.
 - Applicants for posts within the setting are clearly informed that the positions are 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 (DBS) 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 abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
 - Volunteers in Poulton St Chad's Nursery do not work unsupervised.
 - We abide by the Protection of Vulnerable Groups Act 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 concern. We will notify OFSTED if this situation arises.
 - We have procedures for recording the details of visitors to the setting. We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.



Poulton St Chad's Nursery



- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us

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.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as abuse of disabled children, fabricated or induced illness, child abuse linked to beliefs in spirit possession, sexual exploitation of children such as through internet abuse and Female Genital Mutilation that may affect or may have affected children and young people using our provision.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young persons refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- Where we believe a child in our care or known to us may be affected by any of these factors we will
 - Complete a dated record of the concern – this may include the following, but is not an exhaustive list: changes in behaviour, deterioration in general well-being, unexplained bruising, marks or a conversation with the child which leads to a disclosure. The dated record of concern will include the date and time of the observation / conversation, the exact words spoken by the child / parent. The name of the person to whom the concern was reported with date and time and the names of any other present at the time



Poulton St Chad's Nursery



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- This will then be discussed with the manager or whoever is acting as the 'designated person'.
 - The manager or 'designated person' will review the information and any previous information recorded in relation to the child. The manager will then make a decision on how to proceed. This may be to initially discuss the concern with the parent / carer (unless this will put the child in further danger), monitor and complete a Chronological of Events form or it may be to refer our concerns to the local authority children's social care. A referral form can be found on the website www.lancashire.gov.uk (Click C on the A-Z and select CAF). A copy of all forms are stored on the desktop of our laptop under the folder "SAFEGUARDING FOLDER 2014". Also a flowchart and contact numbers are displayed on the Nursery Office wall if anyone is unsure.

Liaison with other agencies

We work within the Local Safeguarding Children Board guidelines.

We have a copy of 'What to do if you're worried a child is being abused' for parents / carers and the team and all the team are familiar with what to do if they have concerns.

We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together.

We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children or where an allegation of abuse is made against a member of the team.

Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.



Poulton St Chad's Nursery



Allegations against staff

We ensure that all parents know how to complain about the behaviour or actions of the team or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.

We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of the team, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.

We respond to any disclosure by children or team member that abuse by a member of the team or volunteer within the setting, or anyone living or working on the premises occupied by the setting, 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's social care department to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.

We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.

Where the management committee and children's social care agree it is appropriate in the circumstances, the Manager will suspend the member of the team on full pay, or the volunteer, for the duration of the investigation.

This is not an indication of admission that the alleged incident has taken place, but is to protect the team member as well as children and families throughout the process. For allegations made against a team member contact Tim Booth Local Authority Designated Officer (LADO) on 01772 536694 / timbooth@lancashire.gov.uk

Disciplinary action

Where a member of the team or a volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA) of relevant information so that individuals who pose a threat to children (and vulnerable groups), can be identified and barred from working with these groups. We will also notify OFSTED

Training

We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.



Poulton St Chad's Nursery



We ensure that all team members know the procedures for reporting and recording their concerns in the setting.

Planning

The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

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 Local Safeguarding Children Board.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance

Further Guidance

- Working Together to Safeguard Children (revised HMG 2010)
- What to do if you are Worried a Child is Being Abused (HMG 2006)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)



Poulton St Chad's Nursery



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- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
 - Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
 - Information Sharing: Guidance for Practitioners and Managers (HMG 2008)
 - Independent Safeguarding Authority: www.isa.gov.org.uk

Poulton St. Chads Safeguarding file contains:

Appendix 1 Useful contacts and further information

Appendix 2 What to do if you're worried a child is being abused – summary

Appendix 3 Lancashire agency pathway for the CAF process within private, voluntary and independent early years provision

Appendix 4 How to ... fill in a CAF form

Appendix 5 Lancashire Common Assessment Framework (CAF) blank form

Appendix 6 Notification of Significant Event

Appendix 7 Local Authority Designated Officer information

Appendix 8 Flowchart: Procedure for Managing Allegations