



Safeguarding and Child Protection Policy

Purpose and Aim

The purpose of the policy is to provide secure framework for the workforce in promoting Safeguarding and promoting the welfare of the children who attend the nursery

The policy aims to ensure;

1. All children are safe and protected from harm
2. Other elements of provision and policy are in place for children to feel safe and adopt safe practices
3. All Staff, children, parents and other visitors are aware of the expected behaviour and the legal responsibilities in relation to Safeguarding and Child Protection for promoting the welfare and safety of the children at the Nursery

Ethos

The care, safety and wellbeing of all the Children attending the nursery is our highest priority, at all times. As such we will take all possible steps to ensure children in our care are safe from abuse and that any suspicion of abuse is promptly and appropriately responded to.

All aspects of Safeguarding at Compton Valley Nursery is considered everyone's responsibility and as such the Nursery aims to create the safest environment and the highest quality of care

Responsibilities and Expectations

Under The Children Act 1989 and Section 175 of The Education Act 2002, Managers and Staff at Compton Valley Nursery take seriously their responsibilities for the safeguarding of children. The nursery will endeavour to take every reasonable measure to ensure that its functions are carried out with a view to promoting and safeguarding the welfare of its children.

- Compton Valley Nursery have a legal responsibility to ensure that the nursery has an effective Safeguarding and Child protection policy. The policy is regularly reviewed and the Nursery regularly monitors, updates and reviews its procedures. All statutory guidelines are adhered to and staff have access to all policies and practices on line
- The policy is made available to all parents and visitors .All Staff are properly checked to ensure they are safe at work They know the policies and procedures and All Staff are trained to level One Safeguarding



- All Staff have a Safeguarding Booklet that is updated each year(2016) and receive Three Safeguarding Updates every year(2016).All these are available on line and staff are expected to read and act on the updates given.
- The DSL Cathy Holroyd and the DSL Deputies are Merion Chisholm, Kirsty O'Driscoll, Esther Heath and Fran Higgins.
- The DSL has the responsibility for dealing with all Safeguarding and Child protection issues The DSL ensures all Staff are appropriately trained, regularly updated and have access to supervision as required. The DSL attends where appropriate meetings on Child protection, Case reviews, core group meetings where it concerns a child or parent at the Nursery as required.
- Safeguarding is discussed regularly at Managers meeting as well as Staff meetings/Supervision meetings to increase Awareness and knowledge.
- The Nursery completes an Annual Safeguarding Audit in January in which demonstrates Safeguarding and Child Protection arrangements at the Nursery are regularly reviewed and met. This self review is shared with the Authority annually which meets the Safeguarding requirements under 175/157 of the Education Act 2002
- Staff are required to read the Keeping Children Safe in Education(March 2015) annually and managers are expected to go over the Prevent Duty(June 2015) with staff in their team meetings .On line staff also have accessibility to a wide range of support tools eg Threshold Tool and the Working together to Safeguard children Guidelines(2015).
- There is an expectation that staff keep regularly updated through their meetings , updates and Safeguarding supervision meetings which have been set up in response to the new Policy and legislation of the summer of 2015
- The nursery establishes and encourages an environment where children feel secure, are encouraged to talk and are listened to.
- Staff are expected to read the Policies and update their knowledge annually.
- Staff use Mobile devises for the recording of children's progress and their use is monitored regularly by Managers.
- Staff cannot access any form of Social media in the Nursery for personal use and Mobile phones are banned from the nursery at all times.
- Staff are regularly reminded of their responsibilities in this area and Managers monitor this daily to check the duty of care is being followed.



The Nursery have a number of policies which govern issues of Safety:

- **Health and Safety**
- **Use of Technology /E-Safety**
- **SEN and Inclusion**
- **Visitors**
- **Parental Involvement**
- **Equal Opportunities**
- **Confidentiality**
- **Complaints**
- **Whistle Blowing**

The nursery has in place systems designed to :

- i) prevent unsuitable people working with children by ensuring adults are appropriately recruited and vetted.
- ii) promote safe practice and challenge poor and unsafe practice
- iii) identify instances where there are grounds for concern about a child's welfare and take appropriate action to keep him/her safe
- iv) contribute to the effective partnership working between all involved with providing services for children

PREVENT DUTY

In July 2015, the government, through the Counter Terrorism and Security Act 2015, placed duties on education providers to have 'due regard to the need to prevent people from being drawn into terrorism'. Compton Valley Nursery has regard to these duties within this policy. PREVENT duties are discussed in staff meetings and PREVENT Awareness Training will be available to staff to support them on protecting children from the risk of radicalisation.

The promotion of British Values is an integral part of building their resilience to radicalism .This, together with setting high standards of Learning Care and development for the children in our care, will Safeguard the children in the Nursery care.

Staff will assess the risk for children in our care being cognoscente of our local context. Staff monitor children's behaviour daily and pass any concerns to the room manager immediately. The normal Safeguarding policies and procedures are followed closely. If there are concerns the Managers will make appropriate referrals to the CHANNEL programme which will offer support to children at an early stage. CHANNEL is part of the PREVENT strategy. The process is a multi-agency



approach to identify and provide support to individuals who are at risk of being drawn into terrorism. Staff at Compton Valley Nursery are aware of the indicating characteristics so that they can identify individuals at risk, assess the nature and extent of the risk and provide the most appropriate support for those individuals.

We recognise the need to take all possible steps to ensure that every person working at the nursery is suitable to work with children. To achieve this we will adopt the following approach when recruiting all our staff:

- in order to deter unsuitable applicants, we will highlight our commitment to safeguarding children, at every stage of the recruitment process using the Safer Recruitment template and policy. This includes Safeguarding being a priority in interviews for new Staff
- We will seek to exclude unsuitable people by adopting a rigorous selection process including interviewing, pre-employment checks and employment history checks
- We will prevent unsuitable people from being employed at the nursery by carrying out pre-employment checks; by implementing a strong code of conduct for all staff; by providing protection for whistleblowers; and sustaining an open but vigilant staffing culture.
- It will be made clear to applicants for posts that the position is exempt from the provisions of the rehabilitation of offender's act 1974. All applicants will be required to declare any information that might affect their suitability to work with young children.
- All applicants for posts will be interviewed before an appointment is made. Questions will be included at all interviews to assess applicants knowledge of and commitment to implementing strong child protection and safeguarding policies and procedures; and to further assess their suitability to work with young children following the Safer Recruitment requirements implemented at the interview by qualified staff
- All potential employees will be asked to provide two references, at least one of which is from their most recent employer.
- Referees will be asked to complete the nursery's reference form, which includes questions regarding applicant's suitability to work with young children and details of any disciplinary action previously taken against the applicant. In the case of applicants with unexplained gaps in employment history, or who have moved rapidly from one job to another, explanations will be sought.
- All employees will be required to obtain an enhanced criminal records Bureau clearance. Whenever possible, new employees will not commence employment at the nursery until DBS clearance has been received.
- All appointments will be subject to a probationary period and employment will not be confirmed unless Nursery managers are confident that the applicant has demonstrated their understanding of and capability to implement all aspects of the nursery's safeguarding and child protection policies and procedures.

Seek and supply training

- All employees will receive detailed Induction training in the policies and procedures of the nursery. As part of this induction detailed information will be gathered on employees training



needs and priority given to identifying and acting on any gaps in safeguarding knowledge and understanding.

- All employees will receive training during induction, on how to respond to a child making a disclosure and basic information regarding the different types of child abuse and guidance on recognising possible signs and symptoms of abuse.
- All new employees will be given opportunities at induction to read all the nursery's policies, with particular emphasis being placed on safeguarding policies and related procedures, in particular procedures regarding the sharing of information and what a member of staff should do if they have safeguarding related concerns about the actions or behaviour of another member of the staffing team.
- All employees will be required to attend Safeguarding Level One and update accordingly
- The Designated Safeguarding Lead (Cathy Holroyd) and her DSL Deputies (Merion Chisholm, Kirsty O'Driscoll, Esther Heath and Fran Higgins) will ensure their appropriate level of Safeguarding training (level 3) is updated on a three yearly cycle. The DSL will also monitor any developments regarding Safeguarding and ensure any such information or guidance is disseminated regularly.
- Annual Safeguarding updates to support Supervision meetings have been introduced in the 2016 (initially update staff of the 2015 Developments) and ensure their consistency of practice
- All Staff will be expected to have a working knowledge of the Safeguarding Booklet and use that to inform good practice.
- All staff are expected to read and act on the advice given in the Termly Updates sheet

To protect children, staff and visitors

- Nursery visitors must sign in and out of the nursery at all times and will always be accompanied by a member of staff at all times throughout their visit.
- All new members of staff will receive DBS clearance prior to taking up their post. In exceptional circumstances, such as undue delay in processing clearances, staff may take up their post but will be accompanied by a trained member of Staff when they are working with children at all times and would not be permitted to carry out any personal care of children. Any other adult present in the nursery, who has not received a DBS clearance from the nursery, will not be left alone with children under any circumstances.
- In a way that is appropriate to their age, children at the nursery will be encouraged, through adult support, to develop a sense of autonomy and independence in making choices and in finding names for their feelings and acceptable ways to express them. This will enable children to have the confidence and vocabulary to resist and talk about inappropriate approaches.
- The layout of the nursery will enable constant supervision of all children throughout the nursery day.
- Staffing will be organised in such a way that a member of staff will not be in a position to be alone with children in an area that is out of sight from other staff members.
- The nursery will adopt and maintain a use of technology policy to ensure that no unauthorised cameras, mobile phones or other items of technological equipment can be used in a way that compromises the protection of children from abuse.



Recognising concerns signs and indicators of abuse

Safeguarding is not just about protecting Children from deliberate harm .For our Nursery it includes such things as Child Safety, Bullying, Racist abuse, radicalisation (prevent duty),harassment, educational visits, intimate care, attendance and internet safety etc. The witnessing of abuse can have a damaging affect on those are party to it, as well as children subjected to abuse and harm. It can have significant impact on the Health and well being of the children in our care. Abuse can take place in any family, institution or community setting, by telephone or the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or family circumstances change.

It is important to know the indicators of abuse and alert to the need to consult further

PHYSICAL ABUSE

This can involve

- Hitting ,shaking, throwing, punching, kicking, burning and suffocating.
- It can also result in a parent or carer deliberately causing the ill health of a child in order to seek attention through fabricated or induced illness.

This was previously known as Munchausen Syndrome by Proxy

EMOTIONAL ABUSE

This occurs where a child's need for love, support, security, recognition and praise is not met. It may involve seeing or hearing the ill treatment of someone else such as Domestic Violence or Abuse. Emotional abuse occurs when a parent or carer is consistently hostile, rejecting, threatening or undermining the child or other family members. It can occur when a child is prevented from social contact with others or if inappropriate expectations is placed on them Symptoms can include;

- excessive clingy or attention seeking
- very low self esteem or excessive self criticism
- withdrawn or fearful behaviour
- lack of appropriate boundaries with strangers ;too eager to please
- eating disorders or self harm

SEXUAL ABUSE

This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware that it is happening. This may include physical contact both penetrative and non penetrative or viewing pornography, inappropriate material on the internet

- Indicators of abuse are;
- allegations or disclosures
- genital soreness
- injuries or disclosure



- inappropriate sexualised behaviour including words play or drawing

NEGLECT

This is the persistent failure to meet a child's basic physical and /or psychological needs which can significantly harm their health and development. Neglect can include; inadequate supervision (being left alone for long periods of time),

- lack of stimulation
- lack of social contact or education
- lack of appropriate food or shelter
- lack of appropriate clothing for the weather conditions/seasons
- lack of medical attention and treatment where necessary

Respond appropriately to suspicions of abuse

- All such suspicions and investigations will be kept confidential and shared only with those who need to know. This will usually include the child's keyworker and manager.
- All staff must consider the welfare of children as paramount at all times and should report concerns about the behaviour or actions of other staff to the DSL immediately. Should the DSL not be available and a member of staff is concerned that there is significant risk of harm to a child, they should inform the deputy DSL as listed. Staff must not discuss concerns with other team members.

Record keeping

- Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child: time and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the date, name and signature of the observer.
- Such records are to be kept in a separate file and will only be accessible to the DSL/manager.
- Note: all staff are aware that general upheaval such as moving house, new baby, changes in family circumstance can cause changes in behaviour, these changes are noted in a file in each room for the benefit of all staff.

Liaise with other agencies

- The nursery operates in accordance with local authority guidelines. All suspicions that a child might be at risk of significant harm will be referred immediately to the Devon County Council Multi Agency Safeguarding Hub (MASH). Parental consent to such a referral will be sought wherever possible. Should parental consent be withheld and staff consider the risk of significant harm to the child concerned to be at such a level, a referral may be made without consent. In such cases parents will be informed of the



action taken. The only circumstances in which the nursery will neither seek consent nor inform parents of action to be taken, is where the DSL believes that by so doing this would increase further the risk of significant harm to the child. In any case where staff are uncertain about the appropriate action to take regarding concerns about a child, staff will seek advice from MASH. If a report on a child is to be made to the authorities, the child's parents/carers will be informed at the same time as the report is made

- If a referral is made to MASH, the DSL or her deputies will inform OFSTED of the action they have taken, at the same time as the referral is made
- The DSL will ensure that information is received as appropriate, regarding any action taken by MASH in response to a referral.
- Where an allegation is made against a member of the nursery staffing team the DSL will immediately refer this to the Devon County Council, Local Authority Designated Officer (LADO). At the time of the referral the DSL or her deputies will inform OFSTED of the action that has been taken. In any case where the DSL or her deputies uncertain about the appropriate action to take she will seek advice from the LADO.
- The nursery is committed to working with all external agencies, specialists and other professionals, as required, to support action taken in relation to safeguarding and child protection issues.

Family Support

- The nursery will take every step possible to build up trusting and supportive relationships between staff and families in the group
- Every child will be allocated a Key worker who will take lead responsibility for the welfare and safety of the child whilst at the nursery. The keyworker will ensure that all appropriate information is maintained and development and progress monitored. The key worker will work very closely with the child's parents/carers to ensure the highest possible level of care is maintained and will use their detailed knowledge of the child to contribute to the early identification of any safeguarding or child protection concerns.
- Where safeguarding or child protection issues at home are suspected, the nursery will continue to welcome the child and family while investigations proceed
- Confidential records kept on a child will be shared with the child's parents/carers
- With the proviso that the care and welfare of the child is always paramount, nursery will do all in its power to support and work with the child's family

Child Protection Procedures

In any instance where there is a suspicion that a child is at risk of significant harm, staff must respond promptly and appropriately, as follows:



- ❖ The Key worker or staff member who becomes concerned, should talk to the child, taking care not to lead the child in any way.
- ❖ If a child should make a disclosure about abuse, Staff should follow the guidance given on the 'what to do if a child makes a disclosure' form and follow the guidance given.
- ❖ The Key worker or staff member should share her/his concerns with the DSO
- ❖ If there are concerns that the child is at immediate risk of significant harm a referral will be made at once, to the MASH. At the time of making a referral to MASH, the DSL will inform OFSTED of the action taken.
- ❖ Wherever possible parental consent will be sought before making the referral. In other cases parents will be informed that a referral is to be made. The only circumstances where no consent or information is given to parents/carers as a referral is to be made, is where it is considered that by doing so the risk of significant harm to the child could be increased. In any case where the DSO or her deputy is uncertain of the appropriate action to take, advice will be sought from the MASH.
- ❖ The Key worker should speak to the parents/carers about the concerns
- ❖ The Key worker or staff member raising the concern will prepare a confidential report on the child, detailing all concerns. The report must be timed, dated and signed, and conversations with the child should be reported verbatim if possible; details of explanations given by parents/carers should be included; and all other comments should be strictly objective.
- ❖ The key worker or staff member raising the concern, should carry out observations on the child as part of the report; these must be timed and dated and signed by the staff member
- ❖ The report should be kept in a locked cabinet only accessible to the DSL
- ❖ The DSL will follow guidelines on information sharing to ensure any dissemination of confidential information meets all statutory guidance
- ❖ The nursery shall ensure that all staff are fully aware of the nursery's safeguarding and child protection procedures, including what to do if they have concerns about a child and related reporting procedures; and have access to this information via the computer network system, at all times.

Procedures for reporting and dealing with allegations made against staff

- ❖ Staff must always consider the welfare of children to be paramount and must report concerns about the behaviour and actions of other staff to the DSL, immediately. Allegations must be kept confidential and will usually only be discussed with the DSL. The DSL will refer these allegations to the Local authority designated officer (LADO). At the time a referral has been made, OFSTED will be informed of the action taken.
- ❖ If a member of staff should have concerns about the behaviour or actions of the DSL these should be shared with the staff member's immediate line manager who will then seek advice and support sought from the LADO, as to the most appropriate way to proceed.
- ❖ Staff should make a note of all actions/incidents that have led to their concerns; details should be timed, dated and signed. Any written statements should be kept in a lockable file, only accessible by the DSL.
- ❖ Where allegations are made against a member of staff by a child's parent/carer a written statement of the allegation must be taken. The statement must be signed and dated by the



parents and the DSO. Parents/carers should be advised of the nursery's policies and procedures in such cases and kept fully informed of all action taken

- ❖ If the DSL or her deputies are uncertain about the correct action to take, she will seek advice from the LADO.
- ❖ where a formal complaint has been made, the member of staff involved will be asked to make a written statement, which will be signed and dated. If advised to do so by LADO, the member of staff will be suspended from duty whilst the allegations are investigated.
- ❖ In cases where the allegation is made by a member of staff and involves a specific child or children, the parents/carers will be informed and asked to sign a statement which explains the allegations and the action taken by the DSO and the nursery, to date.
- ❖ Once any allegations have been investigated, a report will be prepared and signed by the DSL. The DSO will work closely with the LADO and any other external agencies as appropriate or required, in compiling the report and in determining any action to be taken. The findings of the report will guide any further action, which may include disciplinary action. Any action against a member of staff will be taken in the light of the Nursery's statutory obligations as child care providers and as employers; and in accordance with the Nursery's own disciplinary and grievance procedures.
- ❖ When determining a response the DSL will, as far as is appropriate, consider the welfare of the member of staff and the role of additional training and support in addressing inappropriate behaviour.
- ❖ As part of their induction training, all staff will be made aware of what they should do if they have concerns about the behaviour or action of a member of staff, including reporting procedures; this information will be available to them at all times ,via the nursery's networked computer system.

DEVON MULTI-AGENCY SAFEGUARDING HUB (MASH) CONTACT TELEPHONE No: 0345 155 1071 or EMAIL MASHSECURE@DEVON.GCSX.GOV.UK

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