

Safeguarding and welfare of children Policy and Procedure.

Our nursery wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

Aims

- Create an environment in our nursery which encourages children to develop a positive self image, regardless of race, language, religion, culture or 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; and
- Work with parents to build their understanding of and commitment to the welfare of all our children.
- Commit to building a “*culture of safety*” in which children are protected from abuse and harm in all areas of our service delivery.

The legal and or other recognised frameworks for this work are:

- The Rehabilitation of Offenders Act
- The Children & Families Act 2014
- Data Protection Act 1998
- The Protection Of Children Act 1999
- Safe Guarding the vulnerable Groups Act 2006
- What to do if you are worried a child is being abused (HMG 2006)
- We keep abreast of new information through attending local forums, the nursery world updates and BSCP workshops.
- Working Together 2015.
- Statutory Framework for the Early Years Foundation Stage (2017).
- Keeping Children safe in Education 2017.
- Bexley Safeguarding Partnership June 2017.

Liaison with other bodies

- We work within the Local Safeguarding Board.
- We have a copy of Bexley Local Safeguarding Board guidelines available for staff and parents to see plus the London Childs Protection procedure. Further Edition 2016.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which affect the wellbeing of children.
- 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 nursery and social care to work well together.
- Records of the local NSPCC contacts are also kept.
- If a report is to be made to the authorities, we act within the Local Safeguarding Board guidance in deciding whether we must inform the child’s parents at the same time.

Methods

Staffing and Volunteering

- Our named person (a member of staff or a committee member) who coordinates child protection issues is Pat Kent.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the pr-nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applicants 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 police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children.
- Volunteer do not work unsupervised with the children.
- We abide by the Protection Of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the nursery.
- We take security steps to ensure that we have control over who comes into the nursery so that no unauthorized person has unsupervised access to the children.

Disciplinary Action

Where a member of staff or a volunteer is dismissed from the nursery or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

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 and so that they are aware of the local authority guidelines for making referrals.

We ensure all staff understands the procedures for reporting and recording their concerns in the nursery.

Karen Lucas and Pat Kent have completed both the safe guarding B and case conference training courses and attended the Children in Need and Child Protection meetings. In 2017 we attended training on Safeguarding Managers & designated people and attended a Safeguarding Networking forum, which is now held termly. All staff regularly attends refresher courses. Pat Kent is now recognised as a “Champion” Safeguarding Officer.

Planning

The layout of the room allows constant supervision, when children need to spend time away from the rest of the group we step away allowing them free space observing from a distance. The room has dividers separating play so that individual and group play can be localised without children running into each other.

We have nursery rules displayed on our wall which we promote to the children which are, listening ears, looking eyes, running feet etc.

Curriculum

- We introduce key elements of child protection into our foundation stage curriculum, so that children can develop understanding of why and how to keep safe.
- We create within the nursery a culture of value and respect for the individual.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

Complaints

- We ensure that all parents know how to complain about a member of staff or volunteer working within the nursery, which may include an allegation of abuse. A poster displayed on our notice board gives further information.
- We follow the guidelines of the Local Safeguarding Children's Board when investigating any complaint that a member of staff or volunteer has abused a child.
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect.
- When children are suffering from physical, sexual or emotional, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause to concern, the nursery investigates.
- We allow investigation to be carried out with sensitivity. Staff in the nursery take care not to influence the outcome either through the way they speak to the children or ask questions to the children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.

Recording suspicions of abuse and disclosures

Staffs make a record of:

- The child's name;
- The child's address;
- The age of the child;
- The date and time of the observation or the disclosure;
- An objective record of the observation or disclosure;
- The exact words spoken by the child;
- The name of the person to whom the concern was reported, with the date and time; and
- The names of any other person present at the time.

These records are signed and dated and kept in a separate confidential file.

All members of staff know the procedures for recording and reporting.