

1. SAFEGUARDING CHILDREN

1.1 - Safeguarding children and child protection

(Including managing allegations of abuse against a member of staff)

At St Michael's Community Nursery we will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

Procedures

Staff and volunteers

- Our designated person (a member of staff) who co-ordinates child protection issues is:
DSL - Hilary Budd, Deputy DSL - Beverly Green

- We ensure all staff and parents are made aware of our safeguarding policies and procedures. They are available in paper format by request or also on our web site www.stmichaelscommunitynursery.co.uk
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Staff are not permitted to use personal devices for recording information about children (e.g camera phones, digital cameras , I watches~ see separate policy). Permission is sought from parents to enable the use of photographs for promotion and marketing.
- 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. Candidates may be employed subject to appropriate references, but will not have unsupervised contact with children until DBS check is completed and clear.
- Volunteers do not work unsupervised.
- 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.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We refer concerns without delay to the local authority children's social care department and Ofsted and co-operate fully in any subsequent investigation.
NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.
- 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 makes a dated record of the details of the concern and discusses what to do with the setting leader or manager who is acting as the 'designated person'. The information is stored on the child's personal file.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- Bruising in children who are not independently mobile is very rare. If a practitioner observes a bruise or suspicious mark, a referral to Children's services will be made immediately.

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Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not question the child;
 - makes a written record that forms an objective record of the observation or disclosure that includes:
 - the date and time of the observation or the 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; and
- the names of any other person present at the time.

These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

Informing parents

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

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 and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff 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 staff, 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 staff that abuse by a member of staff 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 as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. We will report 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 chairperson will suspend the member of staff 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 staff as well as children and families throughout the process.

Disciplinary action

- Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Local Safeguarding Children Board/ Independent Safeguarding Authority administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

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.

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

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

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.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.

- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

Physical contact

There are many occasions when staff will have cause to have physical contact with children for a variety of reasons, for example: • Communication • First Aid • to comfort a child in distress (so long as this is appropriate to their age) • to direct a child (holding hands, hand on shoulder etc) • for educational skills (e.g. climbing, using tools, directed movements) • for life skills (dressing, changing clothing, toileting, using cutlery etc) • in an emergency to increase safety to the child or young person and staff In an emergency incident staff may take into account the use of reasonable force and their responsibilities under duty of care.

Prevent Duty

From 1st July 2015 all Schools Registered Early years Childcare providers are subject to a duty under section 26 of The Counter Terrorism and Security Act 2015 'To have due regard to the need to prevent people from being drawn into terrorism'

This duty is known as the PREVENT DUTY.

The prevent strategy is based on four areas of work

- 1) Pursue ~ to stop terrorist attacks
- 2) Prevent~ to stop people becoming terrorists or supporting terrorism
- 3) protect ~ to strengthen our protection against terrorist attack
- 4) prepare ~ to mitigate the impact of a terrorist attack

If the setting has cause for concern regarding the prevent duty it will be reported to the Surrey Community Safety Board, or the Police if the concern needs immediate action.

<u>Adopted by:</u>	<u>Signature:</u>	<u>Date:</u>	<u>Position:</u>
<i>H Budd</i>		<i>31/01/2018</i>	<i>manager</i>

<i>Policy Review Date: August 2019</i>			

Further Guidance

- South East Children's Services Referral hub ~03001231620