

***Fordfield Nursery LTD***

***Safeguarding Children Policy***

**Last Updated: February 2017**

The Safeguarding Policy is written for staff, parents, visitors, outside agencies and anyone who has contact with the children at Fordfield Nursery Ltd.

**AIM OF THE SAFEGUARDING POLICY**

To ensure that the staff at Fordfield Nursery are aware of all forms of abuse and understand the procedures to be followed if there is any cause for concern regarding the safety of the children.

At Fordfield Nursery we believe that it is unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of children and young people by a commitment to practice which protects them.

• Ongoing staff training ensures safeguarding procedures are understood by all.

• Staff are aware of the impact domestic violence can have on children.

• Staff undertake a rigorous induction period to ensure the safeguarding of children.

* All staff are DBS checked.

• The designated person at Fordfield Nursery looking after the protection of children is Mrs T Payne who last completed an updated level 3 training course on Child Protection in December 2015

The company required staff to complete safeguarding training every two years and refresh their knowledge and skills on an ongoing basis.

• Fordfield Nursery’s whistle blowing policy is read and signed by each member of staff, as part of the induction process. Staff behaviour policies are included as part of the induction pack.

• Each room displays an outline of the Safeguarding advice, a flow chart of procedures to follow and a staff manual for protection. Safeguarding contact details are also displayed on the board inside the manager’s office.

• Each room has a day book for logging any Safeguarding information.

**PROCEDURE FOR CONCERNS ABOUT A CHILD’S WELFARE**

• A member of the management team must be informed immediately of any concerns regarding the welfare of a child

• After consideration and observation, the Manager on duty can report these concerns to the:-

|  |  |
| --- | --- |
| ACCESS & REFERRAL  0300 300 8585 | PREVENT OFFICER  0300 300 8585 |
| OFSTED  0300 300 8000 | CHILDREN’S SPECIALIST SERVICES 0300 300 8585 |
| LADO  0300 300 4833 |

An initial assessment will be made.

• If concerns are of a sexual nature, or the child is at risk, the parents/carers will not be approached prior to contacting ACCESS & REFERRAL 0300 300 8585.

• Other concerns will be discussed with the parent/carer, an agreement will be sought and the reason for making the referral explained. If the parents/carers do not agree that the safety of the child is paramount, their wishes may be discounted.

• Written records, giving dates, times, the activity the child was involved with at the time, what was said or observed, will be kept.

• Confidentiality is crucial in all matters and written records will be locked away.

**PROCEDURE FOR ALLEGATIONS AGAINST A MEMBER OF STAFF (LADO)**

If a concern or an allegation is made about a member of staff and they may have:

• behaved in a way that has harmed a child, or may have harmed a child

• possibly committed a criminal offence against or related to a child or

• behaved towards a child or children in a way that indicates s/he is unsuitable to work with children, then the following procedure should be followed:-

However, these procedures may also be used where concerns arise about:

• A person’s behaviour in their personal life which may impact upon the safety of children to whom they owe a duty of care

• A person’s behaviour with regards to his/her own children

• The behaviour in the private or community life of a partner, member of the family or other household member

• The nursery Management Team must be informed immediately of any concerns or allegations against a member of staff.

• The member of staff who is subject to the allegation will be suspended immediately, pending investigation

• The nursery Manager must report the incident to the Local Authority Designated Officer (LADO) within one working day.

• The LADO will then advise on the best way to proceed with the referral

• OFSTED must then be informed as soon as possible, within 14 days of the incident occurring

• Confidentiality is crucial in all matters and written records will be locked away.

The Local Authority Designated Officer (LADO) 0300 300 4833

**OTHER USEFUL TELEPHONE NUMBERS**

NSPCC CHILD PROTECTION HELPLINE 0808 800 5000

NATIONAL CHILDLINE 0800 1111

**MOBILE PHONES AND CAMERAS**

• Staff, parents and visitors to the nursery are asked not to bring a mobile phone onto the premises.

Mobile phones must remain in their vehicles or be switched off and stored securely within the nursery office.

• Each room has its own ipad, used to take observational photographs of the children throughout the day. These ipads are stored within the rooms during the day and returned to the office overnight and must never leave the premises.

**THE CLUB MOBILE PHONES**

• The Club staff make use of 5 nursery owned mobile phones.

• Any member of The Club staff leaving the premises to either drop-off and collect children from school, must have a nursery mobile phone in their possession in case of any issues or emergencies.

Staff from the pre-school rooms may also use the nursery mobile phones when leaving the premises with children for outings.

• These phones are only to be used in connection with nursery related matters and must never be used for staff personal use.

• These phones do not have a camera facility.

• The nursery mobile phones are securely stored within The office and are to remain onsite when not in use for the purposes described above.

**CHILDREN’S ELECTRONIC DEVICES**

• Electronic devices such as mobile phones, I-pads, hand-held computers and laptops are not permitted in nursery

• If staff are made aware of any children who arrive at nursery with electronic devices, they must then store these securely within the nursery office until they are collected

• Parents should then be reminded of the Safeguarding Policy with regards to electronic devices

**CHILD ATTENDANCE REGISTRATION (DAILY DETAILS)**

• Registration of a child is the responsibility of the room leader (or an assigned member of staff in their absence)

• Staff must sign their child in when they enter the room and sign their child out on departure.

• Staff mark the register when a child is present.

• Staff insert a circle by the child’s name when the child is absent.

• Staff write on the register the time when a child has been collected.

• The register must be completed in all rooms and checked by 9.30a.m and again at 1.30p.m.

**THE CLUB**

• Children over the age of eight years may sign themselves in. Staff also complete the register with the children.

• Parents must always collect their children and sign out when they do so. Staff circle the register when the child has been collected and note down the time.

**ENTRANCE SECURITY**

• All entrances to the nursery have their security locks on at all times.

• Fobs and swipe card access details are removed periodically for parents that no longer attend.

• Children must never leave nursery with anyone other than the person expected. Children will only be released to authorised adults over the age of 18 years, who are known to the nursery staff. If anyone new is collecting a child, nursery personnel must be informed, and a description of the person given, car registration and password.

• A keen eye should be kept on doors and gates to ensure that parents close them securely when entering, or leaving, the premises.

• If you do not know who a person is, ask before letting them in. If they are a tradesperson, ask for

some identification. Trades people and visitors to the nursery should be directed to the main entrance, where a member of office staff will greet them.

• All visitors should sign the visitors’ book located in the hall. Visitors should sign in and out, stating the time on each occasion.

• If you see anyone suspicious in the car park, report immediately to the office.

• BE OBSERVANT - DON'T TAKE CHANCES. Be vigilant at all times with unfamiliar people, and report any concerns to the manager/deputy manager in charge immediately.

**ROOM SECURITY**

• During the day there may be times when a staff member is required to leave their room, for example to go to the kitchen or toilet.

• Before leaving the room the member of staff MUST make the other staff within the room aware that they are leaving, as well as passing on key information with regards to the children they are observing at that time.

• AT ALL TIMES throughout the day, a member of staff within the team MUST be allocated to observing the children.

• Staff must not leave the room to check their mobile phones unless this has previously been agreed by management.

**CATEGORIES OF ABUSE**

A child is considered to be abused, or at risk of abuse by parents or carers when the child’s basic needs are not being met, either intentionally or non-intentionally. A child’s basic needs include:

• Physical care and protection from harm

• Love and security

• Praise and recognition

• Intellectual stimulation and development

A person may abuse or neglect a child by inflicting harm or by failing to prevent harm.

There are four categories of abuse:

1. Physical

2. Emotional

3. Sexual

4. Neglect

**Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. This includes fabricating the symptoms of, or deliberately causing, harm to a child.

The signs of physical abuse may include:

• Bruising – it is important to note that most children will collect cuts and bruises in their everyday life, usually on the bony parts of their body. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury.

• Multiple bruises in clusters

• Multiple bruises of uniform shape

• Bruises that carry the imprint of an implement used, hand marks or fingertips

• Although bruising is the most common injury in physical abuse, fatal non- accidental head injury and non-accidental fractures can occur without bruising

**Emotional abuse** is the persistent emotional ill treatment of a child that may 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.

Emotional abuse may also include developmentally inappropriate expectations being imposed, causing children to feel frightened and/or exploited.

The physical signs of emotional abuse may include:

• A failure to thrive or grow

• Sudden speech disorders

• Developmental delay either in terms of physical or emotional progress

Changes in behaviour which can also indicate emotional abuse include:

• Neurotic behaviours e.g. sulking, hair twisting, rocking, showing signs of withdrawal

• Being unable to play

• Fear of making mistakes

• Self harm

• Fear of parent/carer being approached regarding their behaviour.

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening. The activities may involve physical contact including penetrative or non-penetrative acts. They may include involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways.

The physical signs of sexual abuse may include:

• Pain or itching in the genital/anal areas

• Bruising or bleeding near genital/anal areas

• Sexually transmitted disease

• Vaginal discharge or infection

• Stomach pains

• Discomfort when walking or sitting down

• Pregnancy

Changes in behaviour which can also indicate sexual abuse include:

• Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn

• Fear of being left with a specific person or group of people

• Having nightmares

• Sexual knowledge which is beyond their age or developmental level

• Sexual drawings or language

• Bedwetting

• Eating problems such as over eating or anorexia

• Self harm or mutilation, sometimes leading to suicide attempts

• Saying they have a secret they cannot tell anyone about

• Substance or drug abuse

• Suddenly having unexplained sources of money

• Unwilling, or unable, to make friendships (particularly in adolescence)

• Acting in a sexually explicit way towards adults or peers

• Using inappropriate vocabulary which may include words of a sexual nature normally beyond their

understanding

**Neglect** is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development.

The physical signs of neglect may include:

• Constant hunger, sometimes stealing food from other children

• Constantly dirty or smelly

• Loss of weight, or being constantly underweight

• Inappropriate dress for the conditions

Changes in behaviour which can also indicate neglect may include:

• Complaining of being tired all the time

• Not requesting medical assistance and/or failing to attend appointments

• Having few friends

• Mentioning their being left alone or unsupervised

It is important to remember that many children and young people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring.

**FEMALE GENITAL MUTILATION**

Female genital mutilation (FGM) is a collective term for procedures, which include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between 4 and 13, but in some cases it is performed on new-born infants.

**SIGNS AND SYMPTONS**

A girl at immediate risk of FGM may not know what's going to happen. But she might talk about:

• being taken 'home' to visit family

• a special occasion to 'become a woman'

• an older female relative visiting the UK.

A girl who's had FGM may:

• have difficulty walking, sitting or standing

• spend longer than normal in the bathroom or toilet

• have unusual behaviour after a period of absence

• ask for help, but may not be explicit about the problem due to embarrassment or fear.

**MANDATORY REPORTING OF FGM**

From the 31st October 2015, regulated professionals in health and social care and teachers in

England and Wales have a duty to report **‘known’** cases of FGM in under 18s to the police.

Following consultation with social care professionals as well as other relevant professionals, only

then will the police take action to ensure the girl/young woman is safe and her needs are

prioritised.

‘Known’ cases are those where either a girl informs the person that an act of FGM has been carried

out on her, or where the person observes physical signs on a girl appearing to show that an act

of FGM has been carried out.

FGM HELPLINE 0800 028 3550

fgmhelp@nspcc.org.uk

**PEER ON PEER ABUSE – SEXUALLY HARMFUL BEHAVIOUR**

The nursery recognises that children are capable of abusing their peers, including child on child sexual abuse. Staff at the nursery are aware of the ‘Brook Traffic Light Tool’ to help identify behaviours that are inappropriate or potentially harmful and therefore in need of assessment

• Any concerns regarding a child’s behaviour must be immediately reported to the management team

• After consideration and observation, the manager must follow the safeguarding procedure and refer any concerns to the ACCESS & REFERRAL TEAM

• Assessment and intervention MUST take account of learning difficulties and disability factors and

the mental functional age of the perpetrator

• Concerns will be discussed with the parent/carer and the reason for making the referral explained.

**PROCEDURES TO FOLLOW WHEN RESPONDING TO A CHILD DISCLOSING ABUSE**

Communicate with the child in a way that is appropriate to their age, understanding and preference. This is especially important for children with special educational needs and/or disabilities and for children whose first language in not English.

When responding to a child making an allegation of abuse you must:

• Stay calm

• Listen carefully to what is said

• Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others- do not promise to keep secrets

• Allow the child to continue at his/her own pace

• Ask questions for clarification only

• Reassure the child that they have done the right thing in telling you

• Tell them what you will do next and with whom the information will be shared

• Record in writing what was said using the child’s own words as soon as possible- note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated

• Contact the manager or deputy manager in charge immediately.

• The manager will then review the information and may decide to contact the ACCESS & REFERRAL TEAM. It is important to note that the person who first encounters a case of alleged, or suspected, abuse is not responsible for deciding whether or not abuse has occurred. That is the responsibility of the professional child protection agencies following a referral

**ROLE OF THE SAFEGUARDING OF CHILDREN CO-ORDINATOR belongs to TRICIA PAYNE**

The role and responsibilities are to:

• Provide information and advice on child protection within the setting

• Co-ordinate action with the setting and liaise with the appropriate agencies

• Ensure that the child protection policy and procedures are implemented and followed

• Review and update the Safeguarding policy and procedures as appropriate. This should be carried out annually.

• Be aware of the local statutory child protection network, the role of the Local Safeguarding

Children Board (LSCB) and be familiar with local child protection procedures

• Know where to access the relevant contact numbers and addresses of the statutory agencies

• Inform the ACCESS & REFERRAL TEAM of relevant concerns regarding individual children

• Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, within 48 hours.

• Liaise with the agencies as appropriate

• Keep the relevant people within the setting informed about any action taken and any further action required

• Ensure records are maintained of the action taken

• Receive relevant up to date training and advice on the child protection training needs of all staff

• Deal with the aftermath of an incident in the setting and debrief staff as appropriate

NOTE

It is NOT the role of the setting to investigate any allegation of child abuse. This is the role and duty of Social Care and the police.

**PARENTAL RESPONSIBILITY**

It is a legal requirement that nurseries know who has parental responsibility for each child. This information will be included on the Contract and Enrolment Form which is completed when a child starts at Fordfield Nursery.

• Parental responsibility is where an adult is responsible for the care and well-being of their child and can make important decisions about their food, clothing, education, home, medical treatment, and religion.

• A married couple who have children together both automatically have parental responsibility.

Parental responsibility continues after divorce.

• Where the parents are not married, mothers automatically have parental responsibility.

• Where the parents are not married, the unmarried father has parental responsibility if:

His name is registered on the birth certificate – this is the case for births registered after 1

December 2003. Fathers can re-register if their names have not been placed on the birth

certificate before this date;

o He later marries the mother;

o Both parents have signed an authorized parental responsibility agreement;

o He obtains a Parental Responsibility Order from the Court;

o He obtains a Residence Order from the Court;

o He becomes the child’s guardian.

• Others, such as grandparents and step-parents, do not have parental responsibility. They can

acquire it by:

o Being appointed as a guardian to care for a child if their parent dies;

o Obtaining a Residence Order from the Court for a child to live with them;

o Adopting the child.

• A person living permanently with a child, in a parental role, may want the authority, stability and

recognition. This is especially so if the other parent has no contact, or is abroad, unknown or dead.

• A step-parent cannot automatically have the child live with them on the death of a resident parent

unless they have parental responsibility. The other parent (providing that he or she has parental

responsibility) will take the child.

• Several people can have parental responsibility at the same time. Adoption and care proceedings

are different. Parental responsibility can be lost where:

o In the case of parents their child is adopted.

o In the case of a person having acquired parental responsibility through a Court Order, that

Order later being revoked by the court.

o In the case of a local authority with Care Order and the Court later revoking the Care Order.

o In the case of a guardian where the court appoints another guardian.

A parental responsibility form can be downloaded from:

www.hmcourts-service.gov.uk/courtfinder/forms/cpra1pdf

If the case goes to Court there is a duty to deal promptly with all matters concerning children and

applications are treated as priority. Legal advice should be obtained if the case goes to court and fees discussed with the solicitor.

**Further Help**

Children’s Legal Centre. Offers information on all aspects of child law in England and Wales.

01206 872 466 [clc@essex.ac.uk](mailto:clc@essex.ac.uk) www.childrenslegalcentre.com

Parentline 0808 800 2222 [parentsupport@parentlineplus.org.uk](mailto:parentsupport@parentlineplus.org.uk)

www.parentlineplus.org.uk

**THE PREVENT DUTY**

In response to the Counter-Terrorism and Security Act 2015, all registered early years childcare providers must have “due regard to the need to prevent people from being drawn into terrorism”. This is known as the Prevent duty.

• All staff within the setting work to protect children from the risk of radicalisation and being drawn

into terrorism.

• If any member of staff identifies a child who may be vulnerable to radicalisation, they should record in writing what was said or observed, the date, time and names of the individuals involved. The manager or deputy manager in charge should be contacted immediately.

• The manager will then review the information and may decide to contact the Integrated Access and Referral Team for guidance. The Prevent Co-ordinator at Bedfordshire Police must also be informed:

• Channel is a multi-agency programme which provides support at an early stage to people who are

identified as being vulnerable to being drawn into terrorism. Families are encouraged to be actively

involved in the programme.

• Fordfield Nursery aims to build children’s resilience to radicalisation by promoting

fundamental British values as part of everyday practice:

o **Democracy: Making decisions together** –the nursery actively promotes an environment where children’s questions, opinions and feelings are valued. Children are encouraged to work together, share and take turns and their interests and ideas drive the curriculum throughout the setting.

o **Rule of Law: understanding that rules matter** – staff encourage children to

understand the difference between right and wrong and to understand how their behaviour

can have an effect on others.

o **Individual Liberty: freedom for all** – the nursery prides itself on a positive attitude

towards children taking risks, both physically and with their thinking and ideas. Children are

encouraged to develop confidence in their own abilities and to feel that they can ‘have a go’.

o **Mutual Respect and Tolerance: treat others as you want to be treated** – the

nursery actively celebrates different faiths, cultures and traditions across the setting.

Resources, books and activities challenge gender, racial and cultural stereotyping and

recognise the differences amongst our families.

**STAFF RECRUITMENT PROCESS**

• Vacancies can be advertised locally and in job centres.

• Applicants can be asked to submit a C.V. and accompanying letter.

• Shortlisted applicants will be invited to attend an interview.

• Suitable applicants will be invited to spend a day in the nursery.

• After discussion with the appropriate room leader the successful applicant will be offered a position in the nursery subject to references, DBS check and satisfactory completion of a probationary period.

**INDUCTION OF NEW STAFF**

• All staff receive a contract of employment which includes a job description, terms and conditions, and a list of their responsibilities. Staff are required to sign this.

• A full induction will be started for every new member of staff on their first day of work, by the nursery manager. This process includes an induction spread sheet which clearly states who to go to for the most effective training and any specific area.

• Staff must be aware of where the nursery Policies and Procedures Files are kept within each of the rooms. Staff will be expected to read these within the first few days of employment as well as at regular intervals afterwards, to check for any changes or additions.

• The manager discusses the progress of all new staff at the on a monthly basis until the end of the probationary period. During this time room leaders and members of the team they have worked with, are asked to assess the progress they have made.

• Until the probationary period has been successfully completed and all checks have been made, new staff are never left alone with children. The probationary period can be extended if necessary.

**STUDENTS AND VOLUNTEERS**

• Students and volunteers complete a staff induction on their first day in nursery, to ensure they are aware of all nursery policies and procedures.

• Students and volunteers are always supervised when with children.

• Students and volunteers are not counted in the child/staff ratios.

• Like other members of staff, volunteers have a Disclosure and Barring Service check and all references are taken up before they are allowed to join the group.

• Students’ Ofsted and Disclosure and Barring Service declaration will be made by the college they attend but this will be checked by the nursery.

• All staff rules and disciplinary procedures must be adhered to.

• A senior member of staff will be allocated to the student/volunteer to give close help and guidance at all times.

• Students and volunteers are not included on rotas for changing or toileting children.

**DISCLOSURE AND BARRING SERVICE (DBS)**

• All applicants invited to interview are informed that a DBS check will be made.

• Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

• **Having a criminal record will not necessarily bar employment at the nursery.**

**Consideration will be given to the nature of the position and the circumstances relating to the offence.**

**LEARNING JOURNEY BOOKS**

• Each child has an electronic Learning Journey book which records progress made and the experiences the child has had.

• The Learning Journey is contributed to mainly but not exclusively by the child’s key worker.

• Observations are made of the child, with links to the areas of the EYFS. These observations are evaluated and next steps are planned.

• Parents may see their child’s Learning Journey online through a secure email link generated by the nursery Tapestry team.

**DEVELOPMENTAL REPORTS**

• Children’s progress is carefully monitored and recorded.

• A baseline assessment of the child’s development is completed so that progree can be shown on the Tapestry system.

• All reports are checked by a member of the management team, prior to them being released to “private view” on the Tapestry site. Parents are asked to add their views which they do directly via their link and app.

• Staff should not be judgemental when writing records or reports, but should state what has been observed, giving evidence where possible, to reflect that child as an individual.

• Cohort tracking is carried out for the over two’s. This is reviewed and assessed on a termly basis.

**NURSERY TO HOME COMMUNICATION**

Parents are welcome to come into the nursery at any time, to speak to their child’s key worker, or other member of staff if the key person is not available.

• A daily note book for each child which is given to parents at the end of the day for any children under 2 years, this period can be extended at the request of the parent. This note book includes details of food and drink intake, sleep times, nappy changes and activities taken part in throughout the day. It also notes and medication which has been given. This must have been authorised by the parents.

• Parents also have the opportunity to provide comments and feedback on their child’s day, using the face to face time created by the nursery staying fully staffed during operational hours. Parents can email the office. Parents can contribute to the online Tapestry journal.

• Confidential information is not put into the daily records. Any concerns will be shared with the manager or deputy.

• Parents Evenings are held annually.

• A newsletter is sent to parents explaining the activities the children have taken part in and suggestions are given as to how these can be followed up at home. This information is also published on the nursery website.

**CONFIDENTIALITY**

• Records will only be passed to social services in cases of suspected abuse, in line with the nursery’s Child Safeguarding Policy.

• The legal principle that the welfare of the child is paramount means that considerations of confidentiality which may apply to other situations in the setting should not be allowed to over-ride the right of children to be protected from harm. However, when an allegation has been made and is being investigated, every effort should be undertaken to ensure that confidentiality is maintained for all concerned.

• Personal details of children and their parents are confidential and will not be shared with other parents. These details are stored securely within the office and on the computer system.

• The nursery management team may view information of a more serious nature, such as access or custody arrangements. This type of information may be given to nursery staff when it ensures the safety or welfare of a child.

• Fordfield Nursery is required to keep all financial records on the premises for a minimum period of seven years.