

# **SAFEGUARDING CHILDREN POLICY**

## **Statement of Intent**

Our intention here at Smartees Day Care Nursery is to provide a safe, secure environment for children to learn and develop keeping their welfare and protection our first priority. We recognise that children can be harmed by their parents, carers, relatives or others resulting from a direct act or by failure to provide appropriate care. Because of our closeness to children and their families we are well placed to observe children and identify problems and to get help quickly for a child at risk, therefore it is the duty of every member of staff to play a role in keeping children safe from abuse.

We intend to do this by;

- Having a designated Safeguarding Lead **Hannah Chrisp:**
  - o **Update in Child Protection September 2016**
  - o **Working Together in Child Protection September 2015**
  - o **Safer Recruitment February 2016**
- The nursery has two deputy safeguarding leads: Kelly Hawkins and Justine Chapman.
- Providing safe and secure premises
- Enforcing suitable recruitment procedures and checks on staff
- Encouraging children to develop a positive self-image
- Helping children to establish and sustain trusting relationships
- Working with parents and professionals
- Ensuring staff are up to date with current legislation and training

## **Methods**

### **Providing safe and secure premises**

As the protection of children is of paramount importance to us here at Smartees, we have a policy that only staff can answer the door and allow parents access. Parents are reminded of this regularly.

All outer doors are fitted with a notification when opened so staff can monitor when the outside spaces are accessed.

### **Visitors**

All visitors to the building are checked for ID, asked to leave their phones in the secure locked office and a member of staff will always accompany visitors around the nursery and their presence will be recorded in the visitor's book. Collection of Children is by password and parents consent if different from the registered parents.

Once in the building the layouts of our rooms are designed to permit constant supervision of all children.

### **Vetting of staff and their responsibilities**

- All applicants for work within the nursery, whether voluntary or paid, will need to go through the recruitment procedure before being given a post. This ensures that all checks that are a requirement by Ofsted are carried out before that person has access to any of the children. This includes references and DBS checks.
- Volunteers and students who have not been vetted will always be monitored and never left unsupervised.
- Being in a position to notice changes, all staff are responsible for passing on information and must do so in the first instance to the manager if they share concerns in relation to any of the following;
  - Significant changes in children's behaviour

- Unexplained bruising or marks on their bodies
- Comments children make which give cause for concern
- Deterioration in the child's general well-being
- All staff follow our procedures for recording and communicating concerns about possible abuse, always respecting confidentiality in regard to this extremely sensitive information.
- Our staff aim to build supportive, trusting long-term relationships with children and their parents/carers. Listening being a crucial process which is never rushed.

### **Training**

- All staff will be encouraged to extend their knowledge and understanding of Child Protection through regular refresher courses, monthly staff meetings, in house training and by the take-up of all other training opportunities, which come their way.
- All members of staff will cover the issues of Safeguarding within their induction training, to ensure that they are able to recognise the symptoms of possible physical, emotional, sexual abuse or neglect and will know how to respond.
- Staff and volunteers will have updates and refresher training where appropriate provided by the designated Safeguarding Lead on a termly basis.
- Staff are required to complete the Prevent Duty and FGM training as an addition to the basic safeguarding training.

### **Responding to suspicions of abuse**

- Routine observations of children and monitoring of their progress and development are carried out within Smartees Day Care Nursery.
- Where a child shows changes in behaviour or appearance or any signs and symptoms of neglect or abuse they will be investigated immediately.
- Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.
- All investigations are carried out with sensitivity and staff take care not to influence the outcome through the way in which they speak to the children.
- Any suspicions are reported to the Safeguarding Lead.

### **Record Keeping**

- All suspicions and investigations will be kept confidential, shared only with those who need to know.
- All records are signed and dated and kept in a separate file.
- Whenever worrying changes of behaviour are observed in a child, specific and confidential records are kept. Included in these records are;
  - the child's name, age and address
  - the date and time of the observation or disclosure
  - a description of the child's behaviour/appearance
  - where possible the exact words spoken by the child
  - the name of the person reporting, the date and time
  - the names of any other person present at that time

### **Child Awareness**

Using the following strategies we aim to enable children to have the self-confidence and the vocabulary to resist inappropriate approaches

- Opportunities will be created for children to explore and learn to express their feelings and emotions and develop an understanding of why and how to keep safe through our curriculum for Personal, Emotional and Social Development.
- Children will be encouraged to develop independence and a positive self-image by creating a culture of value and respect for the individual throughout the nursery.

- Children are encouraged to establish and sustain, trusting relationships within their families and with other children and staff at the nursery.

## **Complying with The Prevent of Duty and British Values**

As a nursery we are expected to actively promote British Values. This means we will promote a tolerant, democratic society where we have freedom of speech and respect for all people. They are also woven into the Prevent Duty, which within early years is about safeguarding children who may be at risk of extremism. Under the counter-terrorism and security act 2015, we, as a childcare provider, have a duty to actively protect children from the risk of radicalisation, the process by which a person comes to support terrorism and forms of extremism. Our staff are supported to identify children who may be vulnerable to radicalisation and know how to act if necessary. Attached is how we, as a nursery, support children and promote British Values in line with the Early Years Foundation Stage (EYFS).

- We aim to have robust safeguarding policies and procedures in place that outline how the settings and those working directly with the children identify and manage risks.
- Training and reviews of the documentation has been provided to ensure staff understand their own role and responsibilities on how to protect children from extremism.
- We follow policy and procedures when identifying specific children at risk eg change in behaviour or absent from nursery for periods of time.
- Staff know when and how to take action after identifying a child at risk.
- We ensure staff have up to date training that provides them with the knowledge on how to identify children at risk.
- We promote and embed fundamental British Values in the setting through planning

## **Allegations of staff abusing children**

The EYFS statutory framework states: 'Registered providers must inform Ofsted of these allegations as soon as reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider, who without reasonable excuse fails to comply with this requirement, commits an offence' (2007: 22).

Where an allegation is made against a member of staff the nursery will follow the Somerset LSCB guidelines:

- report such allegations in the same way as any other child protection referral.
- record the details that give cause for concern.
- due to the serious nature of the concerns, the disciplinary procedure must be instigated and the member of staff suspended until a full investigation has taken place
- not take further disciplinary action until the outcome of the investigation is known
- co-operate fully with the process of Social Care and the Police investigations.
- support and treated with respect the member of staff whilst suspended.
- if it appears from the results of the investigation that the allegations are justified, then disciplinary action will follow. This will be done in full consultation with the management committee and with legal advice
- if the result of the investigation is that it was a false allegation, the individual will be given the appropriate support

Staff should inform the Manager of any allegation made against a member of staff or volunteer, this is also the designated Safeguarding Lead.

## **Online Safeguarding**

The EYFS framework states:

The Manager will then inform the Local Authority Designated Officer (LADO) within 1 working day. The LADO will provide advice and guidance to the nursery with the allegation and liaise with police or other agencies.

**For allegations against the setting or staff contact:  
Local Authority Designated Officer  
Somerset Direct  
0300 123 2224**

The nursery must notify Ofsted of any allegations made against staff and of the action taken.

**Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
Tel: 0300 123 1231**

If a member of staff is removed from working with children (or would have been if they had not left first) as the person poses a risk of harm to children, the nursery is required to make a referral to the Disclosure and Barring Service.

### **Liaison with other bodies**

- We operate in accordance with guidelines laid down by the Local Safeguarding Children Board
- OFSTED are notified of any incident or accident, or any changes which affect the well-being of children.
- If a report on a child needs to be made to the authorities, the child's parents will be informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this, in which case the investigating officers will inform parents.
- The nursery will maintain ongoing contact with the local authority, maintaining a list of names, addresses and telephone numbers of individual Social Workers, to ensure that it would be easy, in an emergency, for the nursery and the Social Services Department to continue working effectively together. The number for Children's Social Care (via Somerset direct) is **0300 123 2224**

### **Support to families**

- Smartees Day Care Nursery takes every step in its power to build trusting and supportive relationships between families, staff, and volunteers in the group.
- Where abuse at home is suspected, the nursery will continue to welcome the child and family while investigations proceed.
- Confidential records kept on the child will normally be shared with parents, unless it is inappropriate, under the guidance of the Local Safeguarding Children Board.
- With the proviso that the care and safety of the child must always be paramount, the nursery will do all in its power to support and work with the child's family

### **Mobile phones and social networking**

We believe our staff, including students and volunteers, should be completely attentive during their hours of working, to ensure all children in the nursery receive good quality care and

education. This is why mobile phones are not to be used during working hours and kept in the office whilst staff are on duty.

It is prohibited for any staff to use their mobile phones to take pictures of the children attending the setting. Any staff known or seen to be using a mobile phone will be disciplined.

It is also requested that parents do not use their mobile phones whilst in the nursery and that visitors to the nursery leave their mobile phones in the manager's office during their visit.

We also feel that restrictions need to be placed on staff, students and volunteers when they access social networking sites. The nursery has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the nursery view the staff.

- o Mobile phones must not be used unless on a designated break and then this must be away from the children
- o Mobile phones should be stored safely in the staff room, downstairs cloakroom or office at all times during the hours of your working day
- o Staff, students and volunteers must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation
- o Staff, students and volunteers must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery

**If any of the above points are found to be happening then the member of staff, student or volunteer involved will face disciplinary action, which could result in dismissal.**

It is recommended that only parents or other professionals that you knew before you were employed by Smartees should be able to view your page and this relationship must remain professional at all times.

This policy was adopted on	March 6th 2017
Signed on behalf of nursery	
Month for review	March 6th 2018