

Child Protection and Safeguarding Children Policy

AIM

- **To have a clear set of detailed guidelines that will tell all staff what to do if there are concerns about a child**
- **To raise awareness to staff on child protection issues and appropriate agencies to use**
- **To identify children who are suffering**
- **To have a clear code of conduct for staff and children to ensure a safe and fair environment**

In the Department for Education (DfE) document Working Together to Safeguard Children (March 2013:7), 'safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes and undertaking that role so as to enable those children to have optimum chances and enter adulthood successfully.

Knowle Nursery staff are committed to safeguarding the children in their care and provide a safe and caring environment for children to flourish. It is the children's right to be protected regardless of their race, culture, disability, age and gender. We will seek to safeguard children by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and code of conduct for staff and volunteers
- Recruiting staff and volunteers safely ensuring all necessary checks are made (refer to our Recruitment and Retention Policy)
- Sharing information about child protection and good practice with children, parents, staff and volunteers
- Sharing information about concerns and agencies who need to know and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support and training
- By reviewing good practice and our policy annually
- Follow the guidance set out in the current guidelines on safeguarding
- Following Data Protection guidelines with regards to sharing personal information and records.
- Transferring Child Protection information with the child to the next setting or school.

Different Types of Abuse

PHYSICAL

- ❖ Bruising, biting, burning, hitting, squeezing, shaking, attempting to drown or suffocate
- ❖ Violence causing the child injury or suffering
- ❖ Failing to prevent physical injury or suffering
- ❖ Harms a child by giving them alcohol, inappropriate drugs or poison

SEXUAL

- ❖ Enticing or forcing a child to engage in fondling, masturbation, oral, anal or vaginal intercourse
- ❖ Making a child observe inappropriate sexual behavior
- ❖ Showing a child pornographic material or engaging them in inappropriate discussion about sexual matters

EMOTIONAL

- ❖ Persistently withholding love and affection
- ❖ Constantly shouting at, threatening or demeaning the child
- ❖ Persistently being overprotective to the extent the child is denied opportunities to develop
- ❖ Racial, homophobic or other forms of harassment that undermine a child's self-esteem and prevent the child developing a positive self image

NEGLECT

- ❖ Any of their basic needs are not being met
- ❖ They are left unsupervised in situations which represent possible dangers, whether at home or elsewhere
- ❖ They are left alone when it is inappropriate for their physical or emotional development
- ❖ Denied food

How to recognise the signs of abuse

- ❖ Injuries which a child cannot explain, or explain unconvincingly
- ❖ Injuries which have not been treated or treated inadequately
- ❖ Bruising which reflects hand and finger marks
- ❖ Cigarette burns or human bite marks
- ❖ Broken bones
- ❖ Reluctance to have their parents/carers contacted
- ❖ Aggressive behavior or severe temper outbursts
- ❖ Running away or showing fear of going home
- ❖ Flinching when approached or touched
- ❖ Significant changes in behavior
- ❖ An excessive need for approval, attention and affection
- ❖ An inability to cope with praise
- ❖ An unwillingness or inability to play
- ❖ Compulsive nervous behaviour such as hair twisting or rocking
- ❖ Lack of confidence or a fear of making mistakes
- ❖ Being constantly hungry and sometimes stealing food
- ❖ Being in an unkempt state, frequently dirty or smelly
- ❖ Loss of weight or being constantly under weight
- ❖ Being dressed inappropriately for weather conditions

- ❖ Untreated medical conditions not being taken for medical treatment for illness and injuries
- ❖ Being tired all the time and frequently missing school or being late
- ❖ Bruising in children who are not independently mobile
- ❖ Having few friends being left alone or unsupervised on a regular basis

Dealing with a disclosure

When a child is telling a member of staff he or she has been abused, staff should:

- ❖ Listen to what the child said without displaying shock or disbelief
- ❖ Allow the child to talk freely
- ❖ Listen, rather than ask direct questions
- ❖ Try and make brief notes
- ❖ Record date, time, place and the words used by the child
- ❖ Refer to the Level of Need Document

Respond to signs or suspicions of abuse

- ❖ If staff have concerns about a child's welfare it should be discussed with the nominated persons which is Bryony Creed
- ❖ This should be recorded in our child concerns folder, which is kept in our locking file
- ❖ Inform OFSTED of the allegations as soon as possible but at the latest within 14 days of the allegations being made
- ❖ If the concern is likely to put the child at risk of harm the local safeguarding children board procedures need to be followed immediately
- ❖ Bryony Creed to check whether a Early Help Assessment Form has already been completed to identify the needs of the child and identify which other services are involved. We will add to the existing EHAF the information to help meet the child's needs
- ❖ If a EHAF has not been completed then Bryony Creed will do so
- ❖ Concerns will be discussed with the child's family and where possible to seek their agreement to any further action that will be required, including talking about the child with other agencies
- ❖ All information will be in confidence, as in line with our confidentiality policy

WHISTLEBLOWING

- ❖ Allegations of abuse against another member of staff, other worker or volunteer should be reported to the Owner or Manager.
- ❖ If the staff member is not satisfied that the Owner/Manager or DSL will pass on the information then they must refer to the IMPORTANT CONTACT INFORMATION. Do not wait until later make this your absolute priority. If there is a concern with regards to abuse concerning another member of staff, the Manager or Owner then staff must contact LADO and OFSTED
- ❖ Concerns will be treated in confidence and every effort will be made not to reveal the staff members identity

When you make a referral to the appropriate authorities for investigation you will need to know:

- Details of the concern or allegation, name, date of birth and address of the child or young person
- Details of the service or setting being referred, including the contact details of the Manager on site

- Additional relevant information regarding the child, if possible, for example ethnicity and details of other agencies involved

USING IMAGES OF CHILDREN

- ❖ At Knowle Nursery photographs are used for recording children's achievements and show their progress. We have four nursery Ipads which are used for this purpose. Once images are uploaded to a child's learning journal on Tapestry which is password protected they are then deleted from the Ipad. It is the responsibility of the Senior Room Supervisors to ensure they are deleted at the end of each week.
- ❖ All parents are asked to sign a consent form, regarding the taking of photos and parents wishes are taken into consideration if they do not want photos to be taken of their child. Or if they do not want their child's Christian name to be used or mentioned on another child's records
- ❖ The official photographer for Knowle Nursery visits once a year and takes portraits/photographs and is supervised at all times.
- ❖ The local newspaper photographer takes photos of special events is supervised at all times.
- ❖ Only children's Christian names are supplied
- ❖ Webcams are not used in Nursery

SOCIAL NETWORKING

- ❖ Knowle Nursery is connected to the Park Mead School secure internet server. Staff only use the Ipads to access online learning journal.
- ❖ All staff members are advised by the owner about inappropriate social networking which may affect Nursery confidentiality. There are reminders during discussions at staff meetings

USE OF MOBILE PHONES

- ❖ Knowle Nursery does not have a landline, therefore the main contact telephone number is a mobile phone. Refer to our E-Safety Policy
- ❖ All staff mobile phones are kept in their bag in the kitchen cupboard away from children.
- ❖ All staff are aware that their personal phones are not used in the main room, toilets or nappy changing areas
- ❖ Staff phones are only used in conjunction with our LOST CHILD POLICY, which states the phones will be required for a coordinated search plan
- ❖ In outside hours and emergencies, parents have been supplied with the Owners Nursery mobile number.

NON-ATTENDANCE

- ❖ Manager/Key person will contact parent/carer if a child has not arrived at nursery. Refer to our Non-Attendance Policy

MEDICINES

- ❖ Children's medication is kept in clipped plastic container in a high wall cupboard in the kitchen. Staff can access this area it is locked and secure with a gate. In case of an emergency where a member of staff requires assistance they are to call out code word 'Red, Red, Red'.

PHYSICAL INTERVENTION

There are occasions when restrictive physical intervention (RPI) is an appropriate response to the risks presented in a particular situation. However, the scale and nature of any physical intervention must be proportionate to both the behaviour of the individual to be controlled, and the nature of the harm they might cause. The use of force should, wherever possible, be avoided. Any incidents of a staff member using physical intervention will be recorded in our incidents and record book, shared and discussed with parent/carer at the end of the session.

Staff are aware that they should:

- aim for side-by-side contact with the child. Avoid positioning themselves in front (to reduce the risk of being kicked) or behind
- aim for no gap between the adult's and child's body, where they are side by side. This minimise the risk of impact and damage
- aim to keep the adult's back as straight as possible
- beware in particular of head positioning, to avoid head butts from the child
- hold children by "long" bones, i.e. avoid grasping at joints where pain and damage are most likely
- ensure that there is no restriction to the child's ability to breathe. In particular, this means avoiding holding a child around the chest cavity or stomach.
- avoid lifting mobile children where possible.

PREVENT AND FUNDAMENTAL BRITISH VALUES

Prevent is about all forms of Terrorism under the Counter Terrorism and Security Act 2015. Prevent is part of the Home Office's Counter Terrorism Strategy known as Contest. Protecting children from the risk of radicalisation is part of our safeguarding duty. We support prevent by promoting and following our Fundamental British Values, we have these displayed on the wall in both main rooms. We encourage children to see their views count, value each others views and talk about their feelings demonstrating democracy. We have regular team meetings, staff discuss and reflect ways in which we are following the British Values. Sally Duck has completed the training and other members of staff will be completing the online Prevent training the Prevent e-learning package.

Alongside the staff team's awareness of prevent is –

- Honour Based Violence (HBV)
- Female Genital Mutilation (FGM)
- Forced Marriage (FM)
- Breast Ironing (BI)
- Child Sexual Exploitation (CSE)
- Disguised Compliance

Concerns relating to Terrorism are immediately referred to:

MASH – Multi Agency Safeguarding Hub - 0300 4709100

INTIMATE CARE AND TOILETING

CURRENT TRAINING

ALL MEMBERS OF STAFF HAVE UNDERTAKEN SAFEGUARDING/CHILD PROTECTION COURSES

THE NAMED DESIGNATED SAFEGUARDING LEAD IS SALLY DUCK

THE NAMED DEPUTY DESIGNATED SAFEGUARDING LEAD IS BRYONY CREED

IMPORTANT CONTACT INFORMATION – EGRESS CONTACT OWNER/MANAGER FOR LOG IN

Police - 999 For immediate risk or 101 Non-emergency

For Referrals OR consultation call MASH (Multi Agency Safeguarding Hub) - 0300 470 9100

For concerns for a child or young person: csmash@surreycc.gov.uk (For secure email accounts, please use: csmash@surreycc.gcsx.gov.uk)

For concerns for an adult: ascmarsh@surreycc.gov.uk (For secure email accounts, please use: ascmarsh@surreycc.gcsx.gov.uk) or send via Egress.

Emergency Duty Team (EDT) – 01483 517898

For concerns that already **have an allocated social worker/ professional** please contact them directly or via your relevant area referral hub:

South West Referral Hub 0300 123 1640 (Guildford/ Waverley)

If in your professional opinion as the DSL or DDSL you feel the child's needs can be met through an **Early Help Assessment** then you can contact your area Early Help Hub directly.

South West 01483 519722

OFSTED – 0300 1234 666 (reporting an allegation against a member of staff or volunteer and reporting a case of child abuse)

OFSTED – 0300 123 1231 – general helpline

Ofsted Whistleblowing Hotline Tel: 0300 123 3155 www.ofsted.gov.uk

(OFSTED are informed if there are any allegations of serious harm or abuse made against a member of staff on or off the premises/Owner/Manager to inform if there is any other abuse that has taken place on the premises and the action taken in respect of these allegations about a member of staff not the DSL). DBS to also be informed.

NSPCC Child Protection Helpline – 0808 800 500 (24 hr)

LADO – Allegations against staff - 0300 1231650 (Option 3)
(Local Authority Designated Officer)
Email: LADO@surreycc.gov.uk

Supporting Children Team named person (allegations against adults working with children and young people)

Tel: 01372 833826 sue.monk@surreycc.gov.uk please use egress for confidential information

