

# The Day Nursery Safeguarding Children/Child Protection Policy

EYFS: 3.4-3.18

At The Day Nursery we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

## Legal framework and definition of safeguarding

Safeguarding Vulnerable Groups Act 2006

The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014

Working together to safeguard children, 2013

Childcare Act 2006

Children Act 2004

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

*(Definition taken from the HM Government document 'Working together to safeguard children 2013').*

## Policy intention

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.
- The DSCO/SPOC will check the LSCB monthly and record updates and implement anything required to enhance our practices.

The nursery is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police.

All staff will work with other agencies including as part of a multi-agency team, where needed, in the best interests of the child.

The nursery aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained to understand the safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Ensure that all staff feel confident and supported to act in the best interest of the child share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures
- Make any referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Local Safeguarding Children Board
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Ensure that children are never placed at risk while in the charge of nursery staff
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children, or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery.
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the local Safeguarding Children Board.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group.

#### **Contact telephone numbers**

- **Ofsted 0300 123 1231**
- **Safeguarding Contact centre – 01733 864180/01733 864170**
- **Emergency Duty Team – 01733 234724**
- **Local Authority Designated Officer:  
01733 864038  
[lado@peterborough.gov.uk](mailto:lado@peterborough.gov.uk)**
- **Prevent Team – 07894177337 (Jayne Drury)**

#### **Types of abuse and particular procedures followed**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them, or by failing to act to prevent harm. Children may be abused within a family, institution, or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

#### **Indicators of child abuse**

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries.

### **Recording suspicions of abuse and disclosures**

Staff should make an objective record of any observation or disclosure, supported by the Designated Safeguarding Co-ordinator<sup>1</sup> (DSCO). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any other witnesses
- Name of the person to whom any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the DSCO dated and kept in a separate confidential file.

The DSCO will take responsibility of all concerns raised, and together with the Nursery Owner will take the appropriate course of action. If a referral is deemed appropriate, this decision will be made by the DSCO and the Nursery Owner and all steps taken will be in accordance with the Step by Step Staff Guide – In house safeguarding procedure.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and Ofsted, and/or an Early Help Assessment needs to be initiated. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about a parent's or staff's supposed or actual behaviour.

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### **Physical abuse**

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face, these should be logged and discussed with the DSCO.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the DSCO.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the DSCO.

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<sup>1</sup> Referred to in the EYFS as a lead practitioner  
Safeguarding Children/Child Protection Policy

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### **Female genital mutilation**

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. For those nurseries caring for older children in their out of school facility this may be an area of abuse you could come across. Symptoms may include bleeding, painful areas, and acute urinary retention, urinary infection, wound infection, septicaemia, and incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as physiological concerns. If you have concerns about a child in this area, you should log all your concerns and discuss them with the DSCO.

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### **Fabricated illness**

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

All details should be logged and discussed with the DSCO

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### **Sexual abuse**

Action needs to be taken under this heading if the staff member has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge, and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse they may be experiencing; the procedure stated later in this document under 'recording abuse suspicions' will be followed.

All details should be logged and discussed with the DSCO

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### **Emotional abuse**

Action should be taken under this heading if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

All details should be logged and discussed with the DSCO

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### **Neglect**

Action should be taken under this heading if the staff member has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment when required on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

All details should be logged and discussed with the DSCO

The DSCO will take responsibility of all concerns raised, and together with the Nursery Owner will take the appropriate course of action. If a referral is deemed appropriate, this decision will be made by the DSCO and the Nursery Owner and all steps taken will be in accordance with the Step by Step Staff Guide – In house safeguarding procedure.

## **Step by Step Staff Guide – In house Safeguarding Procedure**

**ALL PHONE CALLS TO EXTERNAL AGENCIES ARE ONLY TO BE MADE BY THE DSCO (NURSERY MANAGER OR DEPUTY MANAGER IN MANAGERS ABSENCE. NURSERY NURSES/PRACTITIONERS/STUDENTS ARE NOT TO RING ANY EXTERNAL AGENCIES TO MAKE A REFERRAL.**

1. Practitioner raises concerns
2. All signs or observed instances of marks/injuries to a child when they come into nursery or occur during time at nursery will be recorded as soon as noticed by staff on Family.
3. The adult should reassure the child and listen without interrupting if the child wishes to talk. This is the opportunity for the child to talk, the practitioner must not influence the child's conversation
4. If the practitioner feels it is appropriate, a concern form needs to be completed, identifying all the concerns and documenting evidence.
5. The concern form is then taken to the DSCO (Designated Safeguarding Co-ordinator) and the practitioner raising the concern, completes the "All children's concern form log list", and "The individual child concern log list"
6. The DSCO now takes over responsibility and management of the concern.
7. The DSCO checks all of the previous concerns in the concern folder
8. If a referral is being considered as an option, the DSCO must have a discussion with the owner. All relevant history and all previous concerns should be brought to the owners' attention and discussed in full.

**After the discussion, if there are no longer any concerns:**

9. No immediate action is to be taken, however the DSCO must monitor all future concern forms closely.
10. The DSCO will then feedback to all the relevant staff, Childs keyworker, and room staff of the decision taken and the reasons behind the decision, and if appropriate ask the relevant staff to confidentially monitor all further instances

**After the discussion, if there are still concerns:**

11. The DSCO completes a referral form
12. The DSCO investigates the concern further
13. If there are still concerns, the DSCO must have a follow up discussion with the nursery owner to decide if it is appropriate to discuss the concern with the parents.
14. If it has been deemed appropriate to contact the parents and inform them of the concern, the DSCO will arrange and attend a private and confidential meeting with the parents to inform them of the concerns.
15. All discussions during the meeting will be recorded (note taking) and the parents will have access to the records.
16. If after the meeting with the parents, it is still felt that a referral should be made. There should be another discussion with the owner and DSCO, and **only at that stage once all of the above steps have been done, and the owner and DSCO are both in agreement, then a referral should be made by the DSCO.**
17. The DSCO will then feedback to all the relevant staff, Childs keyworker, and room staff of the decision taken and the reasons behind the decision and if appropriate ask the relevant staff to confidentially monitor all further instances

**PLEASE NOTE: PRACTITIONERS MAY ONLY MAKE A REFERRAL TO EXTERNAL AGENCIES IN THE EVENT THAT THEY ARE NOT SATISFIED THE ABOVE PROCEDURE HAS BEEN FOLLOWED. PRACTITIONERS MUST CHECK WITH DCSO ALL INFORMATION REQUIRED PRIOR TO MAKING A REFERRAL**

**Staffing and volunteering**

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the

Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or any other adult who may be present in the nursery regardless of whether or not they have a DBS clearance.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be shown where the contact details are for the LADO (local authority designated officer), the local authority children's services team, the Local Safeguarding Children Board (LSCB) and Ofsted. All of the children's rooms have safeguarding folders which contains all the relevant information and procedures for reporting concerns and the correct referral process.

We have a named person within the nursery who takes lead responsibility for safeguarding and co-ordinates child protection and welfare issues, known as the Designated Safeguarding Co-ordinator (DSCO). The nursery DSCO liaises with the Nursery Owner, the Local Safeguarding Children Board (LSCB) and the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field.

The Designated Safeguarding Co-ordinator (DSCO) at the nursery is: Lauren Conte & Kelly Bailey/Jade Smith (in Lauren Conte Absence)

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within the 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 applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- We give staff members/volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children.
- This information is also stated within every member of staff's contract
- We use the DBS update service to re-check staff's criminal history and suitability to work with children on an annual basis.
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us
- All students will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act (2006) and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support

- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

### **Informing parents – Please follow Procedure/Flow Chart**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed except where the guidance of the LSCB/ local authority children's social care team/Police does not allow this. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. The DSCO and Nursery Owner will make the decision whether the parents need to be informed.

### **Confidentiality**

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the LSCB.

### **Support to families**

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interests of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

### **Employees, students or volunteers of the nursery or any other person living or working on the nursery premises**

If an allegation is made against a member of staff, student or volunteer or any other person who works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

The allegation should be reported to the DSCO on duty. If this person is the subject of the allegation then this should be reported to the Nursery Owner instead.

The Local Authority Designated Officer (LADO), Ofsted and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled
- The nursery will follow all instructions from the LADO, Ofsted, LSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The nursery reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being re-instated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re-investigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry

- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

### **British Values Policy**

British values are about promoting a tolerant, democratic society where freedom of speech lives comfortably alongside respect for all. By teaching the children British Values, this will help them grow into well rounded adults. The broader a child's experiences, the more confident and effective they are likely to be at contributing to Britain's diverse society.

*'In the Early Education and childcare: Statutory guidance for local authorities document by the DfE British values are described as: Fundamental British values, first set out in the Government's Prevent strategy, are:*

- *Democracy*
- *The rule of law*
- *Individual liberty*
- *Mutual respect*
- *Tolerance of different faiths and beliefs.*

*The promotion of fundamental British values will be reflected in the Early Years Foundation Stage (EYFS) and exemplified in an age-appropriate way through practice guidance.'*

Please refer to the British Values Policy, for further information

### **Extremism – the Prevent Duty**

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police. This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care. The "Prevent Duty" came into force on 1<sup>st</sup> July 2015 and provides information on what the Early years provider should be doing if they have concerns about any individual or family. The Nursery Prevent lead will check monthly for local prevent networks and other information sources available to keep abreast of the changing Prevent landscape.

Please refer to the Preventing Radicalisation and Extremism Policy, for further information

### **The Day Nursery E – Safety Policy**

The Day Nursery has a commitment to keeping children safe and healthy and the E-safety policy operates at all times under the umbrella of the Safeguarding Policy. The E-safety policy is the implementation of the Safeguarding policy in relation to electronic communications of all types.

Please refer to the E-Safety policy, for further information

### **New Trends**

The Day Nursery takes seriously new and upcoming trends such as Drones and Pokémon Go and as and when new trends occur we will carry out a Risk Assessment where appropriate and take all necessary action to keep our children, staff and visitors safe.

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Nursery Manager and or Nursery Owner at the earliest opportunity.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
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01/02/2019

Lynne Blyth

01/02/2020