

Safeguarding and Promoting Children's Welfare

Policy Statement

The nursery has a moral and legal obligation to ensure that children are given the highest possible standard of care. All staff members will be required to have read, understood and adhere to this policy as part of their induction, parents are also encouraged to read the policy. The nursery has a duty to report any suspicions around abuse. The policy reflects the principles in the United Nations convention on the rights of the child.

The welfare and safety of children attending TLC Neighbourhood Nursery is paramount at all times, Section 3 of the EYFS statutory framework, welfare requirements states that children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them. If concerned about a child staff will always consider 'What will happen to a child's health and development without services becoming involved?' The Children Act 1989 states that a child shall be considered in need if:

- s/he is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health and development without the provision of services by a local authority under this part of the Act
- his/her health or development is likely to be significantly impaired or further impaired, without the provision of such services
- s/he is disabled.

Section 47 of the Act places a duty on local authorities to make enquiries, or cause enquiries to be made, where it has reasonable cause to suspect that a child is suffering, or is likely to suffer significant harm.

The abuse of a child can have a serious impact on all aspects of the child's health, development and well-being which can last throughout adulthood. The immediate and long-term impact can include depression and self - destructive behaviours. Therefore the nursery must be alerted to any causes for concern in a child's life at home or elsewhere.

The Common Assessment Framework

We will follow guidance as set by the Wolverhampton Threshold Model to ensure that differing needs of children are treated with appropriate responses and actions. For example, we will consider a common assessment framework as a means to provide support for children with additional needs. The Common Assessment Framework is a standard and holistic assessment tool that is used by all children's services, particularly during early intervention. This tool supports the setting in working in partnership with parents and other agencies.

A CAF pre-assessment checklist will be completed, if this indicates a need for a multi agency response a discussion with carers, parents and the child should take place. Parents will be asked for their consent for the CAF procedure to begin. A CAF should have been completed if a child is being referred to the Duty and Assessment team under Section 17.

Aims

Our aim is to create an environment, which encourages children to develop a positive self-image, regardless of race, language, religion, and culture or home background. We aim to work in partnership with parents to build their understanding of and commitment to the welfare of all our children. We will take any necessary steps to safeguard and promote the welfare and health of all children.

The setting makes the following information available for parents:

- The type of activities provided for the children
- The daily routines of the provision
- The staffing of the provision
- Food and drinks available for the children
- The settings policies and procedures, including the complaints procedure
- Details for contacting Ofsted

The setting ensures we have the following information relating to children:

- Emergency contact numbers
- Special dietary requirements
- Special health requirements
- Legal contact and parental responsibility details for each child
- Medical attention consent

The setting ensures the safety of children at all times by:

- Preventing intruders
- Ensuring children are only released into the care of a designated person
- Ensuring children do not leave the premises
- Ensuring children are kept safe whilst on outings
- Obtaining necessary consents from parents / carers
- Have regard to the SEN code of practice

Safeguarding children

Types of Abuse:

All staff must be able to identify signs of possible abuse and neglect at the earliest opportunity and respond to these quickly and appropriately. Signs may include: -

- Significant changes in children's behaviour
- Deterioration of children's general well being
- Unexplained marks and signs of possible abuse or neglect
- Children's comments
- Inappropriate behaviour by adults

Physical Abuse

Physical injury to a child, including deliberate poisoning, where there is a definite knowledge, or a reasonable suspicion that the injury was inflicted or knowingly not prevented.

Possible indicators may include: untreated injuries, flinching at sudden movements, unexplained injuries, fear of medical help, fear of returning home, running away, refusal to discuss injuries, withdrawal from physical contact, etc

Sexual Abuse

Actual or likely sexual exploitation, where a child is involved in sexual activities that they do not fully comprehend. The child may indicate sexual activity through play, words, drawings or an excessive pre-occupation with sexual matters or inappropriate knowledge of adult sexual behaviour.

Possible indicators may include: fear of a particular person, distress when removing clothing, regression to younger behavior, confusion, sadness, inappropriate sexual play, language or knowledge, soreness of throat, genital or anal area, bedwetting, nightmares, etc

Emotional Abuse

Adverse effect on a child's behaviour and emotional development caused by persistent or severe ill treatment or rejection.

Possible indicators may include: over reaction to mistakes, developmental delay, extremes of passivity or aggression, self mutilation, inappropriate responses to stressful situations, etc

Neglect

Failure to protect a child from any kind of danger, or failure to carry out important aspects of care. There is reason to believe that there has been persistent or severe neglect of a child which results in serious impairment of the child's health or development including failure to thrive.

Possible indicators may include: constant hunger, poor personal hygiene, low self esteem, no social relationships, untreated medical problems, lateness or non-attendance, stealing, etc

Domestic Abuse

The government defines domestic violence as "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality." In families with children where domestic violence occurs 90% of children are in the same or next room during an incident.

Responding To Disclosures, Suspicions and Allegations Procedure

Practitioners receiving information concerning a disclosure should:

- Always react calmly so as not to frighten the child.
- Tell the young child they are not to blame and that it was right to tell.
- Take what the child says seriously.
- Do not ask leading questions
- Do not attempt to investigate allegations yourself
- Keep questions to a minimum to ensure a clear and accurate understanding of what has been said.
- It is likely that the child will be unsure of what will happen. Be open and honest when explaining to them.
- Do not make promises to keep the information a secret. The child must be told that the information will be passed on. Important to reassure the child but not to promise confidentiality.
- Complete a Child Concern Form (Appendix A), using the same vocabulary as the young person.
- Concerns should be shared with parents/ carers unless it is felt that this would place the child at an increased risk of harm.
- The records should be completed as soon as possible and on the same day. It should be signed and dated. Information should be in a clear and comprehensible format.
- Do not take sole responsibility: Contact and consult the Safeguarding Officer stating that you wish to discuss a possible child abuse incident. This way you can begin to protect the child by referring concerns to the appropriate agencies and so that you can get some support for yourself in what could be a difficult situation.

Responding to Concerns

Actions to Take:

- Complete a Child Concern Form (Appendix A).
- Do not interrogate a child or parent. Firstly speak to the Manager or Safeguarding Officer who will ensure that the matter is dealt with in an appropriate manner and will contact outside agencies if necessary.
- A record of conversations with parents relating to explanations for injuries received outside the setting should be documented.
- The police will need to be given details of the family and the child from our records, the basis of the concern and any appropriate dates recorded.

- All suspicions and findings will be treated in the strictest confidence, not disclosed or discussed with any other party than those needed.
- Differences of opinion should be discussed and recorded.
- Consideration will be given to the information we give and acted upon sensitively by the appropriate agencies in order to protect any children involved.
- Further enquiries may be necessary in order to collate information which may involve speaking to the setting again and making contact with the child or family.
- Telephone referrals will need to be confirmed in writing.
- Written confirmation will be given that a referral has been made and is receiving their attention and any advice will also be given.

Actions to be avoided:

Staff members receiving the disclosure should not:

- Panic
- Dismiss the concern
- Probe for more information than is offered
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises or agree to keep secrets

Sharing Concerns with Parents:

At TLC Neighbourhood Nursery we strongly believe the importance of having positive relationships with all parents and carers. We encourage parents and carers to share regular information with the nursery staff regarding their child and their needs in order for us to help provide the best possible opportunities and care for the individual child at nursery. TLC Nursery is committed to working in partnership with parents and carers where there are concerns about their child.

In most situations any initial concerns about a child will be shared with parents and carers, as there may be a reasonable explanation to clarify the concerns. Parents and carers must be informed of concerns and actions to be taken in relation to their child, and the setting has an obligation to help and support families through these processes. Circumstances may arise, where sharing concerns with parents may put a young person at greater risk. In these situations or where concerns still exist, any suspicion, allegation or incident of abuse will be reported to the Safeguarding Officer as soon as possible and recorded appropriately

Allegations against TLC Employees

Child abuse can and does occur outside the family setting. It is crucial that all staff members are aware of this possibility and that all allegations are taken seriously and appropriate action taken. Concerns should be raised in respect of all cases in which it is alleged that a person who

works with children has (whether the allegations relate to harm or abuse committed on the premises or elsewhere):

- behaved in a way that has harmed, 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.

There may be a number of following occur through such an allegation:

- a police investigation of a possible criminal offence
- enquiries and assessment by children's social care about whether a child is in need of protection or in need of services
- Consideration by TLC Organization of disciplinary action in respect of the individual.
- The staff member will be suspended for the duration of the investigation
- Should the outcome result in the allegation being unfounded the employee will be reinstated
- Should the outcome result in a charge being made, the employee will be formally dismissed

In all cases the following procedures must be followed:

- Notify the designated Safeguarding officer or the settings Manager, who will then notify the local children's service without any delay and inform Ofsted of any allegations of serious harm or abuse by any person, as soon as possible (maximum of 14 days)
- Confidentiality will be maintained during the investigation as far as practical
- The Manager will comply with any requests into the allegation, and written documents will be made available as appropriate

If an allegation is made against you

If you are the person who is the subject of an allegation, the situation will be explained to you in due course and you will be asked to stop working for TLC Neighbourhood Nursery whilst investigations take place. This will result in suspension whilst an investigation is carried out, ensuring all parties involved are protected.

Following the investigation, the appropriateness of you returning to work will be assessed and will be dependent on the outcome of the investigation and all other available information (including information from the Police and Children's Services). TLC Neighbourhood Nursery will assess on a case-by-case basis the support that can be offered to an individual who has an allegation made against them.

Suitable Persons

All staff members working with children will be subject to an Enhanced Criminal Record Bureau (CRB) check. A minimum of two written references will be taken up and may be confirmed by telephone. Practitioners are required to have an DBS check every three years and provide proof of identification.

Staff are expected to disclose any convictions, cautions, court orders, reprimands, and warnings which may affect their suitability to work with children (either before or during their employment). If a member of staff is disqualified (under section 75 of the Childcare Act 2006) they cannot be employed by TLC. Details of the disqualification will be sent to Ofsted within 14 days.

Practitioners must not be under the influence of any alcohol or any other substance which may affect their suitability to care for children. Practitioners must inform their Manager of any medication they are taking.

Practitioners must have sufficient understanding and use of English language to ensure the well being of children in their care.

Interviews and Induction:

All employees will be required to undergo an interview and will receive a formal induction upon commencement of employment. Inductions will include confirming job requirements and clarifying their roles and responsibilities, along with all policies and procedures read and understood, including evacuation procedures, safeguarding, equality and health and safety issues. Any safeguarding training deemed necessary will be booked for all new staff to ensure the safety of children within the setting. Staff who carry out the recruitment process have undergone 'Safer Recruitment' training.

Staff have supervisions to provide support and continuous improvements and encourage confidential discussions of sensitive issues.

Please also see Recruitment policy and Supervision policy.

Positions of trust:

Staff are aware that they are in a position of trust within their job role and therefore should always maintain appropriate professional boundaries and avoid behavior which may be misinterpreted by others. This includes practices such as no babysitting for children of the setting out of hours, no mobile phone use within the nursery and cameras are only to be used for nursery purposes with the consent of parents.

See also Code of Conduct procedure/policy.

Staff Training:

In order to ensure the safeguarding and welfare of children within the setting all members of staff are required to undergo appropriate training, this is in line with the children's workforce development council common core skills. Ongoing training ensures practitioners are able to fulfill their responsibilities to safeguard and promote children's welfare along with being competent to complete a nationally specified common assessment for a child. The training is to be updated every three years. This training enables staff members to:

- Recognize their responsibilities and report any concerns about suspected poor practice or possible abuse.

- Respond appropriately to concerns expressed by a young person.
- Work safely, effectively with young people.

Roles and Responsibilities of All Practitioners:

- 1 Abide by the Safeguarding Children Policy and Procedures to ensure a duty of care for children, safeguarding their well-being and protecting them from abuse
- 2 Respect and promote the rights, wishes and feelings of all children
- 3 Be aware of procedures to follow should they have any concerns regarding a child
- 4 Attend relevant training courses and ensure your knowledge is up to date on safeguarding issues
- 5 Liaise with the parents
- 6 Prevent children from being abused and neglected
- 7 Identify children who are at risk of being harmed, or who are already being harmed
- 8 Provide services for children and their families where abuse has taken place or where action is required to prevent harm.
- 9 Where there are concerns about a child's welfare, act appropriately, in accordance with legislation, regulation and government guidance.
- 10 Recognise indicators that a child's welfare or development may be being impaired or that they are at risk of suffering harm.
- 11 Be alert to messages children are giving them about their safety and welfare and know how to respond and communicate with them to establish their wishes and feelings.
- 12 Respond appropriately to significant changes in children's behaviour, deterioration in children's well-being, unexplained bruising, marks or signs of possible abuse, signs of neglect or comments which children make which give cause for concern
- 13 Asked to provide information about a child or family regardless of who made the referral
- 14 To provide specific service to a child as part of an agreed plan and take part in reviewing the child's progress.

Roles and Responsibilities of the Designated Safeguarding Officer:

The settings designated Safeguarding Officer is [Sarah Simm](#) (Nursery Manager) who is located within the nursery.

- 1 Organise training and supervise practitioners in order to adopt best practice to safeguard and protect all children
- 2 Support, advice and provide guidance to other staff on an ongoing basis and on specific safeguarding issues.
- 3 Attend any relevant safeguarding training
- 4 Ensure all practitioners feel confident in reporting any child concerns
- 5 Liaise with outside organizations and agencies who are involved, such as the LSCB.
- 6 Be involved in initial and core assessments
- 7 Provide parents with information, including information on Parent Partnership Services

- 8 Monitor the settings Safeguarding Policy
- 9 Responsible for liaising with local statutory services as appropriate.
- 10 Safeguarding for Managers training every 5 years

Key person:

All children will be assigned a key person to help support individual children's needs

Staff: child ratios:

Children are adequately supervised at all times and staff are deployed effectively to ensure ratios are maintained.

Promoting Good Health

Medicines:

Staff follow strict procedures to ensure only suitable medicines are administered with parental consent. Sick children are cared for compassionately and procedures followed to restrict the spread of infection.

Food and drink:

The setting follows strict procedures for ensuring children's dietary requirements are adhered to. Fresh drinking water and healthy snacks are available for children. All meals served on the premises are healthy, balanced and nutritious. All staff involved in the preparing and handling of food preparation receives food hygiene training.

Accidents and injuries:

The setting follows strict policies on dealing with reporting and recording all accidents. All staff receive first aid training to ensure the well being of children. If any serious accidents occur Ofsted will be notified within 14 days.

Resources/Physical Environment:

At TLC we aim to provide rich learning experiences and opportunities for all children in our care. All toys and equipment in the nursery are fully risk assessed by our Health and Safety Officer to ensure the safety of all children, parents/carers and staff. The nursery's physical layout has been planned and organized to ensure safe and easy accessibility for both children and adults and to cater for all individual needs and has a spacious layout in all of the rooms in order for children to maneuver freely and safely. We also offer a safe and stimulating outdoor area for the children to play in, in which caters for all children's needs and abilities. The garden is a spacious area where children can play freely and safely whilst enjoying being and exploring the natural environment around them.

Behaviour Management

Staff will not use any form of corporal punishment or degrading treatment. Physical intervention will only be used as a last resort when all other behavior management strategies

have been tried and failed and the child's behavior is causing a risk to themselves or others. This will be documented and parents will be informed.

See also Behaviour Management policy.

Maintaining Records

Confidentiality:

If you have concerns about an adults' behaviour towards a child it is important that you share your concerns with the Designated Safeguarding Officer. It is acknowledged that it may be difficult for an individual to report his / her concern about a colleague's practice and will support and protect anyone who (without malicious intent), reports an incident of poor practice or suspected abuse involving a TLC employee. TLC will ensure that confidentiality for all concerned is maintained in all incidents of suspected child abuse. Information will be handled and shared on a "need to know" basis only.

This includes the following people:

- Parents of the person who is alleged to have been abused.
- The person making the allegation
- Children's Services/Police
- The alleged abuser

The Safeguarding Officer will be responsible for ensuring that the information is stored in a secure place where access will be limited to certain designated people. Data Protection legislation will be upheld and strictly adhered to. All concerns will be taken seriously and managed accordingly within the policies and procedures of TLC.

The setting will adhere to guidance as set out in the Information sharing: practitioners guide (2006) which states that information sharing is vital for early intervention to protect children suffering harm from abuse and neglect. It is important that all practitioners understand when, why and how to share information and are able to do so confidently and appropriately as part of their practice. Information should be accurate, up to date and necessary for the purpose of which it is being shared. Reasons to share or not share should be recorded.

Records and Information:

Confidential or personal information about a child or their family will be treated with respect and never be used casually in conversation or shared with any person other than on a need to know basis. If abuse is alleged or suspected information will need to be shared. Information that is passed to Children's Services or the Police must be as helpful as possible. All alleged incidents of child abuse are to be reported to the Police or Children's Services without delay by the Designated Safeguarding Officer. A record will be kept of the name and position of the Officer to whom the concerns were passed, of advice given, and together with the date and time of the call and agreed actions including feedback to TLC Designated Safeguarding Officer

Policies and Procedures

Photography and videos:

Cameras will be used for professional purposes only both within the nursery and whilst on outings. Hand held devices such as IPAD's and Tablets will only be used within the nursery for professional use such as assessment and self evaluation. Any videos or photographs taken will be done so with informed written consent from parents or carers and be used solely for the purposes stated. Images will be stored securely and not shared without the parents' permission. No mobile phones are to be used in the setting. Staff will take the nursery mobile phones with them which have no camera and internet access. There are no circumstances that will justify adults possessing indecent images of children; if these are found the police and the local authority designated safeguarding officer will be informed immediately.

Intimate and personal care:

All children have a right to safety, privacy and dignity during times of intimate care. Depending on their abilities, age and maturity children will be encouraged to act as independently as possible.

Monitoring the Policy:

It is the role of the [Sarah Simm](#) the settings Designated Safeguarding Officer to monitor the nursery's safeguarding policy, to ensure that it is effective and implemented. The policy will be reviewed every 12 months.

Complaints Procedure:

In the rare instance that a parent should want to make a complaint regarding their child, they should firstly speak to their child's key person. Should the parent feel that the issue has still not been resolved the parent should then consult with the nursery manager. In extreme cases OFSTED can be contacted should the parent not feel satisfied.

Anonymous concerns can be logged on www.wolvesscb.org.uk

Useful Telephone Numbers

Children and Families, Duty and Assessment Team:	01902 555662/ 555392
Emergency Duty Team:	01902 552299
South West Locality Team:	01902 553100
Integrated Working Team:	01902 558073
MAST 5:	01902 555920
Police Child Abuse Unit:	01902 643419
Stop it now:	01384 561775
Safeguarding Service:	01902 553046

Legislation and Guidance

- Children Act 1989 (Section 17) - places a duty on promoting children's welfare
- Children Act 1989 (Section 47) - places a duty to investigate all causes of concern
- Children Act 2004 - places a responsibility for key agencies to safeguard all children and promote their welfare
- Statutory framework for the EYFS 2008 (Section 3) - providers must take reasonable steps to safeguard and promote the welfare of children
- The United Nations Convention on the Rights of the Child (1991)- protects children's rights by setting standards in health care, education and legal, civil and social services.
- The Common Assessment Framework (2006)
- Guidance for Safer Working Practice for Adults Who Work With Children and Young People in Education Settings (2009)
- What To Do If You're Worried a Child is Being Abused (2006)
- Wolverhampton Essential Safeguarding Children Information
- Safeguarding Vulnerable Groups Act (2006) if and when government put the vetting and barring in place.

Please also see: Whistle Blowing policy, Special Educational Needs policy