

Safeguarding, Child Protection and Welfare requirements policy

The Little Wendy House Day Nursery

The little Wendy house recognises that it has an explicit duty to safeguard all children. Staff working in the nursery have a duty of care towards the children attending and this duty brings with it the responsibility to ensure that all efforts are made to safeguard children from suspected and actual harm. Children attending the nursery have a right to feel safe and staff in partnership with parents/carers, have a responsibility to act on any concerns they may have regarding a child's welfare and well-being.

'The welfare of the child is the paramount concern'

Everyone in our setting shares an objective to help keep children safe we aim to:

- Provide a safe environment for children to learn and play in.
- Help children to establish and sustain relationships within their families, with peers and with other adults.
- Work with parents to build their understanding of and commitment to the principles of safeguarding all our children.
- Encourage children's development in ways that will promote a sense of self-esteem and independence and enabling them to have the self-confidence and vocabulary to challenge inappropriate approaches.
- Recognise and respond to children in need of support and or protection.
- Ensure that all staff are familiar with safeguarding issues and procedures when they register with the nursery and kept informed of all updates when they occur.
- Ensure that all staff are alert to the signs and understand what is meant by safeguarding and are aware of the different ways in which children can be harmed, including by other children i.e. bullying.
- Ensure that confidentiality is maintained at all times
- Ensure that children are never placed at risk while in the charge of the nursery staff.
- Regularly review and update this policy.

Setting commitment

- 1- Create and maintain an environment in which children feel safe and secure, are encouraged to talk aloud and are listened to.
- 2- We will provide adequate and appropriate staffing resources to meet the needs of children.
- 3- Ensure all children have effective means of communication with adults in the setting.
- 4- Promote group discussions about thoughts and feelings in an atmosphere of trust, acceptance and tolerance.
- 5- We notify the registration authority (Ofsted) of any significant incidents or accidents and any changes in our arrangements which may affect the wellbeing of children.
- 6- We abide by Ofsted requirements in respect of references and criminal record bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children. Volunteers do not work unsupervised with children.
- 7- We have a copy of 'what to do if you are worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.

Planning

The layout of the rooms allow for constant supervision. Where children need to spend time away from the rest of the group, the door is left open. No child is left alone with students or volunteers in a one to one situation without being visible to qualified staff.

Staff/Visitors

All applicants who apply for a post at The Little Wendy House are clearly informed that their positions are exempt from Rehabilitation of offenders Act 1974. Candidates are informed of the need to carry out checks before a post can be confirmed. Where applicants are rejected because of information that has been disclosed, applicants have the right to know and challenge incorrect information. All applicants MUST have an enhanced CRB disclosure check and full work history.

We abide by Ofsted requirements in respect of 2 references and criminal record bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children. For security we have a biometric system on our front door where only parents and staff can operate this service and gain access to the nursery. All visitors or anyone not registered on our biometric system will use the intercom system where a member of staff has to let them in.

We have procedures for recording the details of visitors to the nursery where they must sign in and out and are never left unsupervised whilst with children.

Roles and responsibilities

We acknowledge that abuse of children can take different forms- physical, emotional, sexual and neglect. Children may also be in households where domestic abuse is occurring or being cared for through a private fostering arrangement in either circumstance practitioners have a duty to report it to the advice referral and assessment team.

All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children.

All staff will be informed of their responsibilities in being alert to the signs of abuse and the procedure using 'WHAT TO DO IF YOU'RE WORRIED A CHILD IS BEING ABUSED' and for referring concerns to the designated member of staff for safeguarding.

The designated member of staff for safeguarding is DONNA MIDDLETON who will receive module 3 training at least every three years and will be supported by Gemma Middleton in her absence.

All new staff will receive module one training through SSCB and all staff will have refresher training every three years and training is made available by the provider and must enable staff to identify signs of possible abuse and neglect at the earliest opportunity and respond in a timely and appropriate way. These may include inappropriate behaviour displayed by members of staff, or any other person working with children. For example inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Statistically children with behavioural difficulties and disabilities and limited communication skills are more vulnerable to abuse. Staff need to be particularly sensitive to signs of abuse in these children.

Supervision should provide opportunities for staff to;

- Discuss and issues- particularly concerning children's development or wellbeing;

- Identify solutions to address issues as they arise; and
- Receive coaching to improve their personal effectiveness.

Staff will be provided with relevant information on a need to know basis about individual children to keep them vigilant to any specific needs.

Staff will complete existing injury forms and will monitor any reoccurring accidents within a period of time.

What is Child Abuse?

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Staff in the nursery recognise that child abuse can and does happen in all types of families. The different social and culture backgrounds of the children do not constitute barriers to child abuse and in most cases children are abused by individuals known to them, rather than strangers. Child abuse can take many formats, but all instances can be broadly categorised under one of four headings; Neglect, Physical Abuse, Sexual Abuse, and Emotional Abuse. The following identifies some possible manifestations of child abuse; however these lists are not exhaustive.

Neglect- is the persistent failure to meet basic physical and psychological needs, which may result in the serious impairment of the child's health and development. For example; poor hygiene, untreated medical problems or under nourishment. Staff may notice behavioural signs such as a child who always seems to be hungry, is constantly tired or talks of being left alone.

Procedure:

- The concern should be discussed with the parent/carer
- Such discussions will be recorded and the parent/carer will have access to such records.
- If there appears to be any queries regarding the circumstances the children's services will be notified.

Physical Abuse – physical signs may involve unexplained bruising in unlikely areas, facial bruising, hand/finger marks, bite marks, burns, lacerations or abrasions. Staff may notice certain behavioural signs that also indicate physical abuse such as a child that shy's away from physical contact, is withdrawn or aggressive towards others or their behaviour may change suddenly.

Procedure:

- All signs of marks/injuries to a child when they come into nursery will be recorded as soon as noticed by a member of staff and recorded on an existing injury form.
- The incident will be discussed with the parent/carer at the earliest opportunity.
- Such discussions will be recorded on the same form and a signature will be obtained from the parent/ carer.
- If there appears to be any queries regarding the injury, children services will be informed immediately.

Sexual Abuse- physical signs may include bruising consistent with being held firmly, discomfort in walking/sitting, pain or itching in genital area, discharge or blood on underclothes, or loss of appetite. Behavioural signs may include drawing or play showing indicators of sexual activity, sexual explicit language, knowledge of adult behaviour, seductive behaviour towards others, poor self-esteem and a child may be withdrawn.

Procedure;

- The observed instances will be detailed in a confidential report.
- The observed instances will be reported to the nursery manager who is the safeguarding officer.
- The matter will be referred to the children services immediately.

Emotional abuse-physical signs of emotional abuse may include a general failure to thrive, not meeting expected developmental milestones and behaviourally a child may be attention seeking , telling lies, have an inability to have fun, low self-esteem, speech disorders and be inappropriately affectionate towards others.

Procedure;

- The concerns should be discussed with the parent/carer and nursery manager
- Such discussions will be recorded and the parent/carer may access such records
- If there appears to be any queries regarding the circumstances, then children services will be notified.

However when identifying any potential instances of abuse, staff must at all times be aware that children may demonstrate individual or combinations of the indicators detailed, but may not be the subject of abuse. Individual or isolated incidents do not necessarily indicate abuse. However, staff should always remain vigilant and must not ignore warning signs and contact children's services at any stage for support.

Recording suspicions of abuse and disclosure

Staff will make an objective record of any observation or disclosure and include;

- Child's name
- Child's address
- Child's age and date of birth
- Date and time of the observation or the disclosure
- EXACT words spoken by the child/injuries or marks seen on incident record form and existing injury forms.
- Name of person to whom the concern was reported, with date and time and the names of any other persons present at the time.
- Any discussions held with parent/carer.

These records are signed and dated and kept in a separate confidential file. All members of staff MUST know the procedure for recording information. It may be thought necessary that through discussions with all concerned, the matter needs to be raised with children's services and Ofsted. Staff involved may be asked to supply details of any information they have of concerns with regards to a child. The nursery expects all members of staff to co-operate with the children's services and Ofsted in any way to ensure the safety of the children.

Overall Procedures

We work in partnership with other agencies in the best interests of the children. Therefore the setting will where necessary make referrals to children's services. The designated senior member of staff should make referrals to the referral and assessment team on 08453510131 to be followed in writing and a copy kept in the designated place for child protection records.

We will endeavour to discuss our concerns with parents/carers and seek their consent to refer concerns unless we feel that to do so would place a child at risk of, or cause further significant harm, parents may see a copy of the policy in the nursery hallway in the policy folder.

A flow chart of the safeguarding procedure is displayed in all children's rooms and in hallway on the notice board.

Where it is believed that a child is suffering from or is at risk of significant harm we will follow the procedures set out in the local safeguarding children board, further defined in the local authority education safeguarding procedures/Ofsted requirements.

Telephone referrals to children's social care will be followed up in writing using the relevant form within 48 hours.

Written records of any concern regarding a child's safety will be kept in a file in a locked cabinet in the office of the designated member of staff for safeguarding.

The setting recognises that it does not have the responsibility to investigate cases of suspected child abuse.

The setting will cooperate with and share information with relevant external agencies in any enquiries regarding safeguarding matters, including representation at case conferences, core groups and multi-agency planning meetings. We will seek consent to share information from the parent or carer unless to do so would place a child at risk of, or cause further significant harm or would compromise the safeguarding process.

All staff will make it clear to any child disclosing information that they cannot guarantee confidentiality, but they will only pass the information on to the relevant people that can help them.

Information concerning children at risk will be shared with all members of staff on a "need to know" basis. The designated member of staff for safeguarding will make a judgment in each individual case about who needs and has a right to access particular information.

Where there are concerns about a child, a member of staff may be asked to keep a log of observations. This will be kept secure and separate from generally accessible records.

If there is any doubt as to the rights of any party to access information, we may seek legal advice prior to releasing any information.

Children transferring settings

When a child or young person moves to a new setting, we will ensure that we will contact the designated member of staff for safeguarding in the receiving setting when safeguarding records are in existence.

Allegations against staff

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If an allegation is made against a member of staff the manager will immediately inform LADO (local authority designated officer) and will take note of the name of the person spoken to and they will advise on the next steps to be taken. LADO may arrange a strategy meeting and offer advice and support. Ofsted and independent safeguarding authority will also need to be notified and will be investigated.

If a child makes an allegation against a member of staff the setting manager should be immediately informed.

The setting manager will discuss the allegation with the local authority designated officer (LADO- Uzma Bhatti 0121 569 4770) and any substantiated concern will be referred to Ofsted. They will follow procedures specified by the local safeguarding children's board.

If the allegation concerns the behaviour of the setting manager the nursery designated safeguarding officer and Ofsted must be informed immediately in all circumstances, however if the manager is the designated officer they must report it to the deputy officer. They will liaise with the appropriate services and follow procedures specified by the local safeguarding children board.

- Staff will co-operate with the investigating authority
- The nursery reserves the right to suspend any member of staff on full pay during an investigation.
- All investigations/interviews will be documented and kept in a locked file. Records on the alleged perpetrator will be kept until they reach normal retirement age or for 10 years if the period of time is longer.
- Unfounded allegations will result in all rights being re-instated
- All allegations will be passed on to relevant organisations and will result in the termination of employment. Ofsted may be notified immediately of the allegation. The nursery will also be required to notify LADO and ISA to ensure their records are updated.
- If an allegation of abuse is made about nursery manager/ registered person, the person making the complaint may report it to deputy officer or may wish to contact Ofsted, children's services or the police directly.

ICT, internet and email

The use of the nursery computers are for the use of the children, meeting the EYFS and day to day running of the nursery. Full supervision is required at all times. The computer

may also be used to look for work related reasons with consent of the manager or deputy. There is strictly no Facebook, you tube, personal emailing, gambling sites or any other sites not related to the day to day of children and meeting requirements.

You are required to sign on and off the computer in the monitoring book and the manager or deputy will check the history of your usage, if the history is deleted then we will assume that you have accessed sites not suitable to be accessed whilst at nursery, there is a spy software that early years have direct access to and a report will be sent directly to them if they feel unsuitable sites are being accessed. If you are willing to take the risk and access sites that are not child care related a warning will be issued and may result in loss of internet usage and dismissal depending on the site accessed.

Mobile phones

The nursery operates a strict policy on the use of mobile phones. There is strictly no use of a mobile phone whilst you are in working hours unless you have consent from the manager. You are not allowed to have your phone with you at any time; if you are caught handling or using your mobile phone a warning will be issued. If you are caught taking photos of children this will lead to instant dismissal. All parents and visitors must refrain from using their mobile phones whilst on the nursery grounds unless on the third floor where children have strictly no access.

Cameras and camcorders

The nursery operates a strict policy when using cameras and camcorders. All cameras must stay on site at nursery (unless on an outing). All photos taken must be kept on the premises either on display or in the children's files. The child's keyworker is responsible for keeping photos safe and secure, however parents and other staff members do have access with notification from the keyworker. The manager monitors photos taken and is responsible for printing them off. All parents are asked to sign a consent form before any photos are taken. Photographs are then sent home in children's files and any left children's photos are shredded. The children's camera is used under supervision and must be used appropriately. All photos are to be used for displays, evidence, labelling children's files, forms and belongings.

Useful Numbers;

Ofsted complaints, investigation and enforcement team – 03001231231

Children's services – 08453510131

LADO (local authority designated officer) – 01215694770

Code of practice

- 1. It is the policy of THE LITTLE WENDY HOUSE Day Nursery Ltd to provide a safe and secure environment in which children can thrive and develop, where all aspects of their welfare will be protected.**
- 2. THE LITTLE WENDY HOUSE Ltd will minimize the situation in which the abuse of children might occur.**
- 3. Any child using the services of THE LITTLE WENDY HOUSE Day Nursery Ltd and anyone acting on behalf of such a child, may complain to the management about any aspect of the service they receive. There will be a simple and well publicized process for this and complaints will have a right of appeal to an independent person if they are dissatisfied with the way the complaint is handled.**
- 4. Any child using the services of THE LITTLE WENDY HOUSE Day Nursery Ltd may discuss to a staff member or volunteer any abuse they may be suffering elsewhere in their lives and staff and volunteers will be vigilant for the signs.**
- 5. Any indications that a child may be suffering from abuse will immediately trigger THE LITTLE WENDY HOUSE Day Nursery Ltd child protection procedures. These procedures are consistent with the good practice guidelines of the area child protection committee.**
- 6. In recruiting staff and volunteers THE LITTLE WENDY HOUSE Day Nursery Ltd will follow a process designed to assess the applicant's suitability for the post and to work with children.**
- 7. Checks will be made to ensure that all the information provided by any potential member of staff or volunteer at THE LITTLE WENDY HOUSE Day Nursery Ltd is accurate and within the limits of procedures available staff and volunteers will be checked for any offences they may have committed against children.**
- 8. No member of staff will be appointed to any position in THE LITTLE WENDY HOUSE Day Nursery Ltd without two suitable references being provided. All referees must be persons who can comment on relevant and recent aspects of the applicants work with children and not family members.**
- 9. All staff appointments to THE LITTLE WENDY HOUSE Day Nursery Ltd will be subject to a 3 month probationary period which they will be closely supervised.**
- 10. All paid staff and volunteers of THE LITTLE WENDY HOUSE Day Nursery Ltd will have clear roles detailed for them.**

- 11. The supervision of staff and volunteers will be used as means of ensuring that the children using the services of THE LITTLE WENDY HOUSE Day Nursery Ltd receive adequate and appropriate protection.***
- 12. Where staff occupy high risk posts or are working in high risk settings or situations THE LITTLE WENDY HOUSE Day Nursery Ltd will be extra vigilant in its supervisory role.***
- 13. Induction programs for all new staff and volunteers will include basic information on recognizing and responding to child protection issues. Staff at all levels will be encouraged to undertake further training on child protection issues and in appropriate circumstances this training will be compulsory.***
- 14. THE LITTLE WENDY HOUSE Day Nursery Ltd will ensure that issues of child protection receive continuous attention and will regularly review in the way that we operate to support this principle.***

Safeguarding officer.....

Signed Date

Deputy safeguarding officer

Signed Date

Review date

