



"Since the Nursery opened 30 years ago there has been a principle of creating a setting with the highest regard for valuing and respecting the individual, their heritage, colour, ethnicity, language, cultural and social background, which are key elements of the Steiner Waldorf ethos. The concept of caring and protecting the children at St Peter's Nursery School is also fundamental to the ethos of the Nursery". Claudette Curtis Jenkins, Head of St Peter's Nursery School

This Child Protection Policy is written in line with the Welfare Requirements within the Statutory Framework of the Early Years Foundation Stage, which came into force in September 2008. The three key commitments listed under Procedures are in line with the Pre-School Alliance recommendations.

Aims

The Nursery will carry out this policy by:

- Sharing with parents our commitment to the principles of safeguarding the children whilst at Nursery.
- Helping the children to value themselves so that they can establish and sustain good relationships in their families, in the Nursery and the world outside.
- Creating an environment at Nursery that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
- Encouraging children to begin to develop a sense of autonomy and independence.
- Supporting children to have the self-confidence and the vocabulary to resist inappropriate approaches.

Procedures

Key Commitment 1

The Nursery is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Staff

We comply with Ofsted requirements in respect of references and Criminal Record Bureau checks for staff to ensure that no disqualified person or unsuitable person works at Nursery or has access to the children. All staff at the Nursery have enhanced disclosure certificates from the Criminal Records Bureau. This would also apply to any volunteers considered suitable to assist at Nursery.

- Our designated persons are Claudette Curtis-Jenkins, the Head of Nursery and Diane Andrews, the Deputy Head of Nursery, who co-ordinate child protection issues.
- Our designated officer is Catherine Wilson, Chair of the Trustees of the Nursery, who oversees this work. (Catherine also holds an enhanced disclosure certificate).
- We ensure all staff and parents are made aware of our safeguarding policies and procedures.
- The Nursery has a high staff to child ratio.
- We have a Visitors' Book for recording the details of visitors to the Nursery and this is kept on the Registration Table.
- Applicants for posts within the Nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. They are also informed of the need to carry out 'enhanced disclosure' checks with the Criminal Records Bureau 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.
- Only volunteers with an enhanced disclosure certificate from the CRB will be allowed to work at Nursery and they never work unsupervised.
- We comply with the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.
- 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.

Key Commitment 2

The Nursery is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (HMG 2006).

Responding to and recording suspicions of abuse

- We are aware that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We listen to the child, offer reassurance and give assurance that she or he will take action; we do not question the child;
- Where such evidence is apparent, the child's key person completes the Nursery's Child Protection Record (see Appendix 1) and discusses what to do with the Head of Nursery, who is acting as the 'designated person'. The information is stored on the child's personal file.
- We have a copy of 'What to do if you a worried a child is being abused' (HMG 2006) for parents/carers and staff, and all staff are familiar with what to do if they have concerns.

Informing parents/carers

- Parents/carers will normally be the first point of contact.
- If a suspicion of abuse is recorded, parents/carers are informed at the same time as the report is made, except where the guidance of the Surrey Safeguarding Children and Child Protection does not allow this.
- This will usually be the case where the parent/carer is the likely abuser. In these cases the investigating officers will inform parents/carers.

Liaison with other bodies

- If, following the guidance contained in 'What to do if you a worried a child is being abused' (HMG 2006), the Head of Nursery decides to refer the child to Surrey Social Services, this will be done in accordance with "How do I refer for assessment by social care", which is Appendix 2 to this policy. In the event that we are informed that a social worker has been assigned to a child, we will maintain a list of the name, address and telephone number(s) of the social worker, to ensure that it is easy, in any emergency, for the setting and Social Care to work well together.

- If a referral is to be made to Surrey Social Services, we liaise with them when deciding whether we must inform the child's parents/carers. This will be in accordance with the Surrey Safeguarding Children and Child Protection guidance.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children: Tel 08456 404045
- Details of the local National Society for the Prevention of Cruelty to Children (NSPCC) contacts are also kept: Tel 020 7825 2775.

Allegations against staff

- We inform parents how to complain about the behaviour or actions of staff or volunteers within the Nursery, or anyone living or working on the premises occupied by the Nursery, which may include an allegation of abuse.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident on the Child Protection Record (Appendix 1).
- We refer any such complaint immediately to the local authority social care department to investigate when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child. This will be in accordance with the Surrey Safeguarding Children and Child Protection guidance.
- We also report any such alleged incident to Ofsted, informing them of what measures have been taken. This must be done as soon as is reasonably practicable, but at the latest within 14 days of the allegation being made. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management committee and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

Disciplinary action

- Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

Key Commitment 3

The Nursery is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- We look out for training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

Planning

- The layout of the room and the Nursery's high staff ratios allow for constant supervision. No child is left alone without being visible to several members of staff. Children are accompanied to the toilets in groups of 4-5 children.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they develop an understanding of why and how to keep safe.
- We create within the Nursery a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Surrey Safeguarding Children Board*.

Support to families

- Building trusting and supportive relationships with families and staff is of great importance to the Nursery.
- Parents are made aware of the Nursery's responsibilities with regard to child protection, such as reporting concerns, providing information, monitoring of the child and if required liaising with the local children's social care team.
- We will continue to welcome the child and the family if any investigations are being made in relation to any alleged abuse.

- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Surrey Safeguarding Children Board*.

Legal framework

Primary legislation

The Children Act 1989 - s 47
 The Protection of Children Act 1999
 Data Protection Act 1998
 The Children Act 2004 (Every Child Matters)
 The Child Care Act 2006
 Safeguarding Vulnerable Groups Act 2006

Secondary Legislation

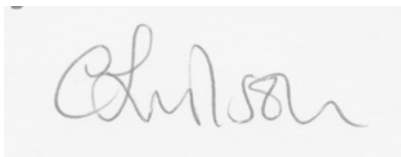
Sexual Offences Act (2003)
 Criminal Justice and Court Services Act (2000)
 Human Rights Act (1999)
 Race Relations (Amendment) Act (2000)
 Race Relations (Amendment) Act (1976)
 Regulations
 Rehabilitation of Offenders Act 1974

Guidance

Working Together to Safeguard Children (revised HMG 2006)
 What to Do if You are Worried a Child is Being Abused (2006)
 The Framework for the Assessment of children in Need and Their Families (2000)
 Statutory Guidance on making arrangements to safeguard and promote the welfare of children under Section 11 of the Children's Act 2004 (HMG 2007)
 The Common Assessment Framework 2006

*The local Safeguarding Children Board (in this case Surrey) is the key statutory mechanism for agreeing how the relevant organisations in each local area will co-operate to safeguard and promote the welfare of children in that locality and for ensuring the effectiveness of what they do. (Working Together to Safeguard Children, 2006).

This policy was reviewed and agreed at a meeting of the St Peter's Nursery School Management Committee held on **13th January 2010**.



Signed on behalf of the Management Committee by Catherine Wilson, Chair of the Management Committee