



## **SAFEGUARDING CHILDREN / CHILD PROTECTION POLICY**

### **Staff**

St. Peter's Nursery complies with Ofsted requirements in respect of references and DBS checks for staff to ensure that no disqualified person or unsuitable person works at the Nursery or has access to the children in our care. All staff at the Nursery have enhanced disclosure certificates from the DBS. This also applies to any volunteers considered suitable to assist at Nursery.

Our DSL (Designated Safeguarding Lead) is Susie Morris. Susie has attended the Working Together to Safeguard Children: Introduction and the Surrey Safeguarding Children's Board two day multi-agency Modules 1 and 2 training and the New to Role DCPO half day training. Our Deputy DSL is Claire Ansell (Head of Nursery). Claire has attended Working Together to Safeguard Children: Introduction and the Surrey Safeguarding Children's Board two day multi-agency Modules 1 and 2, also the New To Role DCPO half day training. Claire Ansell (Head of Nursery) and Mark Warren (Chair of Trustees of the Nursery) oversees this work. All other staff attend the Working Together To Safeguard Children: Introduction Training. Staff are sent on refresher training every 2 years for the DSL and Deputy DSL, and every 3 years for the rest of staff.

Staff undertake Supervision with the Head of Nursery every term.

We ensure that all staff and volunteers have read and understood our Safeguarding Policies and Procedures. Parents are also made aware of these policies and procedures and may read these either at the Nursery or via our website.

All staff/volunteers are aware who is the DSL at the setting. Staff/volunteers are made aware of the importance of information sharing within the setting.

A Visitor's book is kept on the reception table to record details of any person visiting the premises. Security procedures are in place to control who comes into the setting so that no unauthorised person has unsupervised access to the children.

Applicants for posts within 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 DBS 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.

Any volunteer working at the Nursery without an enhanced disclosure, for example, work experience students, will never be left unsupervised or alone with any children or have access to confidential information.

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 lead to dismissal for reasons of child protection concern. We have a legal duty to inform the DBS.

### **Responding to and recording suspicions of abuse**

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).

We are aware that abuse of children can take different forms - physical, emotional, sexual, neglect or domestic abuse. Children suffering from any abuse may demonstrate this through the things they say (direct or indirect disclosure), through their behaviour, their play or their physical appearance.

We take care not to influence any 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 action will be taken. We never make any promises to the child that the information they have shared will not be shared with any other person or agency.

Where such evidence is apparent, the member of staff with the concern or evidence would initially discuss their concerns with the DSL, and together they would complete the Nursery's Child Protection Record (see Appendix 1).

This form will be completed using the child's exact words or by recording any observations. Any visible signs of accidents/injury will be recorded on a body map. This information is stored on the child's personal file, which is kept in a secure locked cupboard.

The setting has a copy of 'What to do if you are worried a child is being abused' (HMG 2006) for staff, volunteers and parents/carers. All staff/volunteers are familiar with what to do if they have any concerns.

### **Informing Parents/Carers**

Dependant on the type of disclosure or observation, 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 Board does not allow this, ie: where the child may be placed at greater risk if the parent/carer is informed. 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 are worried a child is being abused' (HMG 2006) the DSL decides to refer the child to Children Services Social Care (Telephone no: 0300 123 1610), this will be done in accordance with 'How do I refer for assessment by social care', which is Appendix 2 to this policy. Referrals will be confirmed in writing within 48 hours of the initial referral. A multi-agency referral form and a body map will be used where appropriate. If it is an emergency and the child is deemed to be at risk from significant harm, then the Police will be contacted as a matter of urgency.

(To download form: [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding) - click on guidance for professionals).

In the event that we are informed that a social worker has been assigned to a child, we will log the name, address and telephone number(s) of the social worker, to ensure a good working relationship for the welfare of the child, the nursery will exchange relevant concerns and information.

If a referral is to be made to Children Services Social Care, we will 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, ie: where the child may be placed at greater risk if the parent/carer is informed.

We will notify the registration authority (Ofsted) or any incident, accident or change in our arrangements which may affect the well-being of the children in our care. Tel: 0300 123 1231.

Details of the local National Society for the Prevention of Cruelty to Children (NSPCC) - [www.nspcc.org.uk](http://www.nspcc.org.uk)

### **Allegations against staff**

Parents/carers are informed how to complain about the behaviour or actions of staff or volunteers employed by the Nursery, or anyone living or working on the premises occupied by the Nursery, which may include allegations of abuse.

We respond to any allegations by children or staff that abuse by a member of staff, volunteer, parent, carer, member of public or other professionals 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 allegation immediately to Surrey County Council Local Authority Designated Officer (LADO) to investigate (Telephone No: 0300 200 1006). This will be in accordance with the Working Together 2013 and Surrey Safeguarding Children Board (SSCB). We also report any such alleged incident to Ofsted, informing them what measures have been taken. This must be done as soon as 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 and this will be followed up in writing within 14 days of the allegation. If more advice is needed, we would contact the Early Years and Childcare Service's named person for allegations against adults working with children and young people by calling 01372 833826.

We co-operate entirely with any investigation carried out by children's social care in conjunction with the police. Any in house investigations would be undertaken by the Head of Nursery along with the Committee. In the case of any allegation being made against the Head of Nursery the Committee would take full control of the investigation with the co-operation of the Deputy Manager.

Where the Management Committee and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member or 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 DBS so that the name may be included on the Protection of Children and Vulnerable Adults Barred list.

### **Mobile phones, cameras & social networking**

All Staff wishing to bring mobile phones or cameras on site will leave these items in the kitchen area of the setting and not have them about their person whilst they are working. A box will be provided to keep the phones in. This procedure extends to all visitors to the nursery.

In the event of all the staff being outside of the building, for example in the garden with the children, then the box containing all the mobile phones will be stored in a locked area.

Staff may check their mobile phones for missed calls whilst on a break but are advised to use our main number for the receipt and making of emergency calls.

The setting's digital camera, which is used to photograph the children playing, recording progress, wall displays and special occasions will remain in use and stored in a locked area when the setting is closed. During open hours, all parents/carers of children attending can request to see the photographs stored on the memory card (prior to their development) at any time. The camera has only one memory card, which only leaves the setting when photographs are printed.

St. Peter's Nursery School does not have internet access and is not likely to in the future.

The use of social networking sites provides a great way for people to maintain contact with friends. However, through the open nature of such sites, it is also possible for third parties (including St. Peter's Nursery School parents/carers) to access this information. Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, it is not appropriate to share work related information whether written or pictorial in this way. Under no circumstance should comments be made about St. Peter's Nursery School, its staff, children, parents/carers or Committee members on the Internet. Staff members should respect the privacy and the feelings of others. With regard to Facebook, St. Peter's Nursery does not allow members of staff to be 'friends' with current parents/carers of children at the nursery. St. Peter's Nursery is registered with ICO to ensure compliance with Data Protection.

The nursery operates its own mobile usage policy in relation to staff and visitors to the premises. We also, ask the following of parents/carers whilst in the setting. We recognise that there may be emergency situations which necessitate the use of a mobile telephone, but in order to ensure the safety and welfare of children in our care and share information about the child's day, parents/carers are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children. This information is displayed on our notice board.

### **Toilet Procedure**

Due to the nature of St. Peter's Nursery operating from public premises, we are aware that the main doors to the building are very difficult to secure shut due to fire regulations and other groups using the hall at the same time as the nursery. The location of the toilets in the building are in the main reception area outside of the secured rooms used for the nursery session. This being the case, only one child with one member of staff will use the toilets at any one time, to prevent any child being in a part of the building that is not totally secure without adequate supervision. Before leaving the room to undertake toilet duties, the staff let another member of staff know that they are leaving the room and the name of the child they are taking with them, they will alert that staff member on their return to the room.

### **Early Help Assessment Form (EHAF)**

The EHAF procedure was introduced to help professionals understand what to do if they have concerns about a child and to find out whether the child has additional needs or needs that may mean they have been, or a likely to be, significantly harmed.

The Nursery would complete an EHAF referral should we have any such concerns about a child in our care or become aware that a child is going to need extra support, for example Speech and Language Therapy. This form would be completed with the parent/carers consent. The aim of EHAF is to piece together all information available about that child, to ensure the child's welfare.

### **Bruising in Children who are not independently mobile**

Although rare, bruising is occasionally caused by deliberate injury. It is important that, where this occurs, it is picked up as soon as possible in order to support the family and protect the child. Referral to Children's Services is not an accusation of wrongdoing, but a way of looking for causes of bruising in the same way the doctor looks for illnesses. Even when bruising is due to falls and knocks the family may benefit from advice on accident prevention and home safety. St. Peter's Nursery operates a policy of automatic referral to Children's Services where bruising is observed on a child who is not independently mobile. Procedure will be carried out in line with the section named in this policy under '**Informing Parents/Carers**'.

### **The Prevent Duty**

The Prevent Duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism. The nursery keeps up to date with the latest Government advice and all staff read and understand advice issued. The nursery uses the Early Years Foundation Stage learning, development and care standards, and this assists children with their personal, social and emotional development and understanding of the world.

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This policy was reviewed and agreed at a meeting of the St Peter's Nursery School Management Committee held on

Signed on behalf of the Management Committee by Mark Warren, Chair of the Management Committee

Policy update - 31<sup>st</sup> March 2016