



## **Safe Guarding Children Stoborough Nursery Child Protection Policy and Procedures**

### **UNCRC Article 19- Protection from all forms of violence, Article 34- Sexual exploitation**

The Stoborough Nursery and its entire staff have a duty to be aware that abuse does occur in our society. They all work to promote a culture of safeguarding. This statement lays out the procedures that will be taken if we have reason to believe that a child in our care is subject to either emotional, physical or sexual abuse or neglect. Or are at risk of radicalization.

Our primary responsibility is the welfare and well being of all children in our care. As such we believe we have a duty to the children, parents/main carers and staff to act quickly and responsibly in any instance that may come to our attention.

Stoborough Nursery has a duty to report any suspicions around abuse to the Children's Social Care (CSC) where the child lives, whether this stems from allegations against staff, volunteers, carers or the general public. The Children Act 1989 (Section 47(1)) places a duty on the CSC to investigate such matters. Stoborough Nursery will follow the procedures set out by the Dorset Safeguarding Children's Board. We will seek the CSC's advice on all steps taken subsequently.

Stoborough Nursery will notify Ofsted if the CSC is investigating a child protection matter related to the group.

The Designated Lead for Safeguarding (DSL) will take the lead in dealing with any concerns raised initially, and will take advice from the Children's Social Care officers and the police. If they decide the issue should be discussed with the parents/carers of the child the Designated Lead for Safeguarding will facilitate the discussions (although no discussions will take place if it is believed this would place the child at risk of significant harm).

The DCC Local Authority Designated Officer (LADO) is Patrick Crawford- 01305 228327

The Designated Safeguarding Lead is Pauline Edwards.

The Deputy Designated Safeguarding Lead is Rebecca Dominy

The Designated Committee Member Safeguarding Lead is Sue Bessant.

All Designated Safeguarding Leads have to attend Level 3 Safeguarding Training.

An allegation of child abuse or neglect could lead to a criminal investigation so staff will not do anything that may jeopardise a police investigation, for example, ask a child leading questions or attempt to investigate the allegations of abuse. If initial clarification is needed or if requested by the CSC, staff may use open ended questions (T.E.D. tell me, explain to me, describe to me) but should be mind-full that CSC and Police are responsible for child protection matters.

The CSC takes the lead role in enquiring about child protection issues related to the child whilst the employer retains the responsibility for disciplinary actions related to their staff member, volunteer or carer.

Parents/Carers are provided with a summary of this document in the welcome pack they receive when their child starts Stoborough Nursery. This is to ensure them of the settings commitment to their child's well-being and Stoborough Nursery's right to seek advice, regarding a concern they may have about a child, before discussing it

with the child's parents. If the child is thought to be at risk of significant harm, a referral may be made to CSC without having first discussed it with the parent

### **1. Physical Abuse**

Action will be taken under this heading if the staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is a definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

#### Procedure

- a. Any sign of a mark/injury to a child when they come into Stoborough Nursery will be recorded by the parent/carer, discussed with the parent, and the parent will be asked to countersign a 'Bumps at Home' record. Parents/Carers are made aware of this procedure in their welcome pack when the child starts Stoborough Nursery.
- b. The incident will be discussed with the parent/main carer.
- c. Such discussion will be recorded and the parent/main carer will have access to such records.  
(Discussion will take place unless it is believed that this would place the child at risk of significant harm)
- d. If there appear to be any queries regarding the injury the Children's Services and/or the police will be notified

### **2. Sexual Abuse**

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play, and drawing or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.

#### Procedure

- a. The observed instances will be recorded by the witness and reported to the DSL.
- b. The matter will be referred to the CSC and /or the police by that staff member

### **3. Emotional Abuse**

Action will be taken under this heading if the staff team have 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.

#### Procedure

- a. The concern will be discussed with the parent/main carer by DSL.
- b. Such discussion will be recorded and the parent/main carer will have access to such records.  
(Discussion will take place unless it is believed that this would place the child at risk of significant harm)
- c. If there appear to be any queries regarding the circumstances, the matter will be referred to the CSC and /or the police.

### **4. Neglect**

Action will be taken under this heading if the staff team have 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 and starvation) which results in serious impairment of the child's health or development, including non-organic failure to thrive.

#### Procedure

- a. The concern will be discussed with the parent/main carer by the DSL.
- b. Such discussion will be recorded and the parent/main carer will have access to such records.(Discussion will take place unless it is believed that this would place the child at risk of significant harm)
- c. If there appear to be any queries regarding the circumstances the CSC and /or the police will be notified.

#### **Whistle Blowing**

Staff are aware that the safety of the children in their care is their paramount concern. Therefore if they have any concerns regarding inappropriate behaviour displayed by colleagues or any other persons working with children or a colleague's actions or behaviour towards child/children should be reported. For example actions such as: inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibility; or the inappropriate sharing of images.

- a. Allegations should initially be reported to The DSL or the Designated Committee Member
- b. If they are not available or the concern is regarding either of the above the Deputy Supervisor should be informed.
- c. If the allegation is about the DSL or the Deputy Supervisor this should be made to the Designated Committee Member.
- d. If the allegation is about the Designated Committee Member- this should be made to the supervisor.
- e. **If a member of staff or a staff member is uncomfortable about contacting the above they should contact Children's Social Care department- 01292-553456**
- f. All allegations will be investigated by the local Children's Social Care department and not the setting.
- g. All allegations must be referred to the LADO and Ofsted
- h. All concerns will be treated in confidence and every effort will be made not to reveal the identity of the reporting person.
- i. If an allegation is made in good faith but is confirmed by investigation to be untrue no action will be taken against the reporting person.
- j. If an allegation is found by the investigation to be had been made frivolous, malicious or for personal gain, disciplinary action will be considered.

#### **Parents with Concerns**

Parents are reassured that allegations against staff, students or volunteers of abuse or neglect will be taken seriously and will be reported to the Children's Social Care department to investigate. Any concerns should be made to the settings DSL- Mrs Edwards or the Committee DSL. If the allegations are against Mrs Edwards the concerns should be made to Miss Dominy or Committee DSL.

#### **Allegations against member of staff or volunteer**

Action will be taken under this heading if allegations of child abuse/neglect are made against a member of staff or volunteer working at the Group.

#### Procedure

- a. The concern will be discussed with the parent/main carer by the DSL.
- b. Such discussion will be recorded and the parent /main carer will have access to such records.

- c. The DSL will report the incident to their employer (e.g. the committee).
- d. The employer will contact the Children Social Care for guidance and follow their advice.
- e. The matter will also be reported to Ofsted within 14 days
- f. The matter will also be referred to the LADO
- g. Suspension may be considered necessary if:
  - There is cause to suspect a child is at risk of significant harm,
  - The allegation warrants investigation by the police.
  - The allegation is so serious that it might be grounds for dismissal.

The suspended person will be suspended on full pay during the period of the investigation. If there is no proof of any misconduct and a suspended person is to return to work, appropriate support should be set up e.g. mentor/management of contact with child/children/parents that made the allegation. If the complaint is upheld the staff member will be dismissed on the grounds of gross misconduct following usual disciplinary procedures. **A referral will be made to The DBS. Any disqualified member of staff/volunteer/committee member can have no involvement at all with the setting.**

**Full DSCB guidance and procedures on Managing Allegations is found in “Working Together to Safeguarding Children and young People 2010”**

#### **Use of Mobile phones and cameras**

1. All staff, volunteers, visitors and parent helpers mobile phones should not be carried on the person or within the nursery rooms; they should be stored in the cupboard in the office.
2. All parents and carers are asked not to make or receive calls when dropping off and collecting their children.
3. The nursery main telephone number should be used as the main point of contact for all staff, volunteers, visitors, and parent helpers.
4. The use of mobile phones being carried on a person or used in the nursery room will result in a disciplinary procedure.
5. Only the nursery’s digital camera, Ipad and Iphone are to be used to take photos of the nursery children.
6. It is the responsibility of the nursery supervisor/deputy to delete all photographs stored on a digital camera, Ipad or Iphone after transfer to the computer for printing purposes.
7. It is the responsibility of nursery / deputy to approve photographs for use on public displays and for marketing purposes.
8. Any parent wishing to take photo of their child must inform the nursery staff they are doing so and only their child should be included in the photo unless they have gained the permission of the other child/children and their parents.

#### **Confidentiality**

The Early Years Foundation Stage 2013 states *“Providers must enable a regular two way flow of information with parents and or carers and between providers, if a child is attending more than one setting”* The aim of this nursery is to promote an environment of respect with reference to confidential information relating to the children, families or group users and the groups business (please see our confidentiality policy.) However, if it becomes necessary to disclose information concerning a child and/or member of staff (if the allegation is made against a staff member/volunteer) to an outside agency or another setting, the following procedure will be followed:

- a. The consent of the parent/main carer of that child and/or the consent of the staff member to the disclosure will be sort first (unless it is believed that obtaining such consent would place the child at risk of significant harm).
- b. If it is believed that obtaining such consent would place the child at risk of significant harm, the disclosure will be made without obtaining consent (bearing in mind the public interest in safeguarding the child's welfare overrides the need to keep information confidential).

This is allowed under the Data Protection Act 1998 which allows the sharing of information for the prevention of serious harm to the mental or physical condition of any individual.

**PLEASE NOTE:**

THERE ARE EXCEPTIONS TO THE ABOVE PROCEDURES. IF ANY CHILD IS THOUGHT TO BE IN IMMEDIATE DANGER, PRE-SCHOOL/NURSERY STAFF WILL CONTACT SOCIAL SERVICES ON TEL 01929-553456 AND/OR THE POLICE ON TEL: 01929-552222 IMMEDIATELY.

**The Prevent Duty**

In accordance with section 26 of the Counter-Terrorism and Security Act 2015 Stoborough Nursery have to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent Duty.

To adhere to and achieve the Prevent Duty we will endeavour to:

- ❖ Provide appropriate training for staff. Part of this training will enable staff to identify children who may be at risk of radicalization.
- ❖ We will build the children’s resilience by promoting fundamental British values and enable them to challenge extremist views through the implementation of the statutory framework for the Early Years Foundation Stage; particularly by assisting children’s personal, social and emotional development and their understanding of the world.
- ❖ We will assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of the terrorist ideology.
- ❖ We will ensure all staff understand these risks so they can respond in an appropriate and proportional way.
- ❖ We will be aware of the online risk of radicalization through the use of the internet.
- ❖ If we have a concern we will follow our safeguarding procedures and will contact the local children’s services.
- ❖ If applicable we will report our concerns to the following:
  - The local police force on 101-non-emergency
  - The department of education dedicated line- 020 7340 7264
  - E-mail [Counter.extremism@education.gis.gov.uk](mailto:Counter.extremism@education.gis.gov.uk)

**Ensuring Suitability of adults working with children**

In accordance with the Childcare Act 2006 and EYFS Welfare Requirements, all staff

working at Stoborough Nursery will be subject to rigorous checks and references (DBS check, health check, references check) under our Safer Recruitment and Selection Policy Procedures. Practitioners and Committee Members will be asked annually to sign a suitability to work with children declaration. All adults that volunteer on a regular basis are required to apply for a DBS. Committee Members are subject to DBS & EY2 checks.

Volunteers, student and Committee Members who have not undergone these checks will be fully supervised and never left alone with the children nor have access to information regarding the children or their families. In addition any Committee Members that have not gained DBS & EY2 clearance will not be able to participate in any management decision making for the setting.

All staff are required to regularly attend training in Safeguarding Children and Young People and will be expected to familiarize themselves with this document. Staff roles include a responsibility to safeguard children and report any concerns they may have to the DSL.

Staff must:

- Give comfort and support to the child as appropriate.
- Not force the child to talk about the abuse or ask leading questions.
- Maintain confidentiality for the protection of the child and family.
- Speak to the DSL or deputy as soon as possible to ensure that appropriate actions can be taken.
- Record, using clear language, what has been seen or heard.
- Staff must ensure that their conduct is at all times exemplary and does not put children at danger or bring the setting into disrepute.

**Full DSCB guidance and procedures on a code of conduct for people working with children is found in “Working Together to Safeguarding Children and young People 2010”**

### **Child Protection Information for Staff**

#### **Are you worried about a child in your care?**

All staff and volunteers working at Stoborough nursery have an important part to play in helping parents care for their children. They can work with parents during times of stress offering support and respite.

Most children are subject to minor accidental injuries, but there may be occasions when you are concerned about the nature or frequency of injury. If you are concerned, you should raise the matter immediately with the Designated Safeguarding Lead (DSL) Mrs Edwards. They will then discuss the concerns with the parents/carers of the child unless it is believed that such discussion would place the child at risk of significant harm.

Any concerns of this nature should be reported by the DSL to the local Children’s Social Care office promptly where staff will advise her and can decide what action, if any, needs to be taken. The information provided by a day carer might be part of a larger picture of abuse or neglect.

Remember that an allegation of child abuse or neglect could lead to a criminal investigation so do not do anything that may jeopardise a police investigation, for example, ask a child leading questions or attempt to investigate the allegations of abuse.

Parents are made aware from their introductory information pack that nursery is obliged to inform the Children's Social Care of any concern you may have that a child may be at risk or has been abused. The safety of children may include a duty to share confidential information with others involved in protecting children.

It is important that you understand something about child abuse and neglect, and are familiar with the procedures for reporting abuse.

**A few danger signs to look out for and write down**

- Behaviour changes for no obvious reason.
- Bruising in unusual places – arms, stomach, around the mouth, head and back.
- Finger marks – each finger may mark or bruise the skin.
- Bite marks
- Child not using a leg or arm – it may have been broken by a blow
- Inadequate clothing for the time of year.
- Weight loss or an unexplained increase in appetite

However, the most important signs may not be those listed above, but things that you notice about a child that you know well, that make you feel concerned and uneasy. In such cases you should feel confident in the experience you have of working closely with children, and tell the designated staff member for child protection liaison- Mrs Edwards who will then telephone the Children's Social Care Duty Social Worker.

**Take action by telephoning or calling into your local Children's Services Office at:**

**Address 19 Bonnets Lane, WAREHAM, Dorset BH20 4HB**  
**Tel No: 01929-553456 Out Of Hours Duty Line 01202-657279**

**Procedures following Referral**

Your DSL should confirm your referral in writing within 48hours and the Children's Social Care should acknowledge receipt within 1 working day, so if you have not heard within 3 working days you should contact the Children's Social Care again.

The Children's Social Care officer may arrange a visit to the family/setting to see the child and parents for themselves. If this leads them to suspect a child has been abused or neglected, advice and support will be offered to improve the care of the child.

Stoborough Nursery will continue to provide the best care for the child and work to support parents/carers in confidential, non-judgmental manner.

This policy was adopted at a meeting of the committee on .....

This Policy will be reviewed at a meeting of the committee on.....

Signed on behalf of the Committee by .....

**Record of Distribution of Stoborough Nursery Child Protection Policy and Procedures**

Person	Signed	Date
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Committee Chair Person (DSL)		
Committee Secretary		
Committee Treasurer		
Committee Member		
Committee Member		
Committee Member		
Committee Member		
Pauline Edwards (Nursery Supervisor DSL)		
Rebecca Dominy (Deputy Supervisor)		
Bronwyn Chevalier		
Dee Prior		
Jodie Collington		
Paula Francis		
Kelly Mannering		
Yuki Garshore (Deputy DSL)		





