

# **Safeguarding Children Policy (Incorporating Child Protection Procedures)**

The Safeguarding & Welfare Requirements of the Statutory Framework states:

*'Providers must take all necessary steps to keep children safe and well.'*  
(EYFS: Section 3: 3.2 p13)

The section of the Childcare Register relating to this policy is: CR2.1-CR2.3

Overall and final responsibility for Safeguarding within the company is that of:

## **The Chief Executive**

Operational responsibility for ensuring this policy is put into practice by settings is delegated to:

## **Group Management Executive**

Day to day responsibility for ensuring this policy is put into practice by settings is delegated to:

## **Designated Senior Member for Safeguarding (DSMS/DSP)**

(Local authorities may use different names e.g. Designated Senior Person but they are the same meaning)

The Designated Senior Member for Safeguarding (DSMS) at your site is:

|             |                       |                  |                       |
|-------------|-----------------------|------------------|-----------------------|
| Studley:    | <b>Tina Davis</b>     | Crabbs Cross:    | <b>Anita Shepherd</b> |
| Northfield: | <b>Sofia Kousar</b>   | Studley Infants: | <b>Tina Davis</b>     |
| Wigwam:     | <b>Michelle Smith</b> |                  |                       |

## *Aims*

The purpose of this safeguarding policy is to provide a secure framework for the Bright Kids workforce in safeguarding and promoting the welfare of those children/young people who attend our setting. The policy aims to ensure that:

## **All our children are safe and protected from harm.**

Other elements of provision and policies are in place to enable children to feel safe and adopt safe practices. Staff, children, visitors, volunteers and parents are aware of the expected behaviours' and the settings legal responsibilities in relation to the safeguarding and promoting the welfare of all of our children.

All children deserve the opportunity to achieve their full potential. In 2003, the Government published the Every Child Matters Green Paper alongside the formal response to the report into the death of Victoria Climbié. The Green Paper set out five outcomes that are key to children and young people's well-being:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution; and
- achieve economic wellbeing.

The five outcomes are universal ambitions for every child and young person, whatever their background or circumstances. Improving outcomes for all children and young people underpins all of the development and work within this setting.

### *Responsibilities*

Safeguarding in Bright Kids is considered everyone's responsibility and as such our settings aim to create the safest environment within which every child has the opportunity to achieve their full potential. We recognize the contribution it can make in ensuring that all children registered with our setting feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours. In addition we:

#### **Prevent abuse by good practice –**

- Each child will be assigned a key person.
- Staff are not left alone for long periods with individuals or groups of children.
- We employ a robust supervision strategy and supervision meeting system
- Although it is appropriate to cuddle children, staff are advised not to do this in isolation
- When changing nappies, or soiled/wet clothing – the door remains open.
- Discipline procedures take place in full view of others.
- Adults who are not yet approved 'fit' persons cannot take children to the toilet unaccompanied.
- Inappropriate behaviours such as over tickling, over boisterous or inappropriate questions such as asking children to tell them they love them is discouraged.

#### **Encourage self-confidence**

- children are encouraged to be independent to name their own feelings and finding ways to express themselves. This enables children to have self-confidence and the vocabulary to resist inappropriate approaches.

#### **Be vigilant**

- by ensuring that the issues of child protection receive continuous attention and regularly review the way we operate to support this principle.

#### **Report**

- inappropriate behaviour displayed by other members of staff, or any other person working with the children,
- any significant changes in staff members behaviour patterns. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

It is the responsibility of the Chief Executive to ensure that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting, to achieve this we:

**Exclude known abusers** – be ensuring all applicants for work are informed of the Rehabilitation of Offenders Act 1974 exclusion clause and know that CRB and Medical checks are carried out. Specific Recruitment Procedures (SD1) are always followed and two up to date and relevant references are also taken up on prospective employees. All employees work under a probationary period where they are closely supervised. During Induction Child Protection procedures are discussed and training needs analysed.

It is the responsibility of the DSMS to ensure that all safeguarding issues raised in setting are timeously and effectively responded to, recorded and referred to the appropriate agency. The Training Coordinator in conjunction with the DSMS is responsible for arranging the whole settings safeguarding training for all staff and volunteers who work with children and young people. The DSMS must ensure that the whole settings safeguarding training takes place at least every three years.

Training should be broad and encompass a holistic view of safeguarding by their awareness of the child's life and everyone that the child comes into contact with however well known they are to the child. As well as training staff to understand our safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues which enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.

The DSMS is required to attend (or ensure that a senior member of staff who has the relevant training and access to appropriate supervision), attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child at our setting and to contribute to multi-agency discussions to safeguard and promote the child's welfare.

The Manager in conjunction with the DSMS is responsible for ensuring the acceptable, safe use and storage of all camera technology, images, and mobile phones through the implementation, monitoring and reviewing of the appropriate policies and procedures.

### **Common Assessment Framework (CAF)**

Through the development of the CAF, we want to encourage and help all practitioners working with children to identify the broader needs of a child whom they judge unlikely to achieve the five outcomes without additional support. We want to support earlier intervention, encouraging practitioners to look outside their normal work area and recognise where the provision of extra support (by themselves or another practitioner or agency) is necessary. There is a CAF Practitioners Guide available to view and download on our Head Office drive EYFS resources if you have not yet undertaken any awareness training. It is not for when you are concerned that a child may have been harmed or may be at risk of harm. In these instances our Child Protection procedures must be followed:

### **Recognising concerns, signs and indicators of abuse**

Safeguarding is not just about protecting children from deliberate harm. For our setting it includes such things as child safety, bullying, racist abuse and harassment, visits, intimate care and internet safety etc.

However it must be acknowledged that technology itself will not present the greatest risk, but the behaviours of individuals using such equipment will. The witnessing of abuse can have a damaging affect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the need to consult further.

### **Physical Abuse**

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchausen's Syndrome by Proxy.

#### *Procedure*

- a) Any sign of a mark/injury to a child when they come into Setting will be recorded on HS2.2 Record of Markings form
- b) The incident will be discussed with the parent/carer.
- c) Such discussion will be recorded and a note made on the child's Accident Tracker (HS1.2) filed in their development record and the parent/carer will have access to such records.
- d) If there appear to be any queries regarding the injury the Local Safeguarding Children's Board (LSCB) will be notified.

### **Emotional Abuse**

Emotional Abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention seeking.
- Very low self-esteem or excessive self-criticism.
- Withdrawn behaviour or fearfulness.
- Lack of appropriate boundaries with strangers; too eager to please.
- Eating disorders or self-harm

#### *Procedure*

- a) The concern will be discussed with the parent/carer.
- b) Such discussion will be recorded and the parent/carer will have access to such reports.
- c) If there appear to be any queries regarding the circumstances, the matter will be referred to the Local Safeguarding Children's Board

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include

physical contact both penetrative and non-penetrative, or viewing pornographic material including through the use of the internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.

#### *Procedure*

- a) The observed instances will be reported to the Manager or the Deputy.
- b) The matter will be referred to the Local Safeguarding Children's Board

#### *Neglect*

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

#### *Procedure*

- a) The concern will be discussed with the parent/main carer.
- b) Such discussion will be recorded and the parent/carer will have access to such records.
- c) If there appear to be any queries regarding the circumstances the Local Safeguarding Children's Board will be notified.

### **What to do if you are concerned**

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, or says something to give you cause for concern, it is important that you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform your DSMS as soon as possible.
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position on the Report of Concern (HS2.1) and Record of Markings (HS2.2) if appropriate
- Record all subsequent events up to the time of seeking specialist advice

If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the DSMS. Where those concerns relate to the DSMS however, this should be reported to the Group Management Executive or Chief Executive using the settings Whistle blowing policy (HS2.5).

### **Child Protection Procedures:**

The setting must have regard to the Government's statutory guidance '**Working Together to Safeguard Children**' which can be downloaded on the Head Office drive EYFS Resources. The Setting has a duty to report any suspicions about abuse to the Local Safeguarding Children Board (LSCB). The Children Act 1989 (Section 47(1)) places a duty on the LSCB to investigate such matters. The Setting will follow the procedures set out in

the LSCB Documents, an overview of which will be supplied to you in your Induction Pack, and as such will seek their advice on all steps taken subsequently.

All staff should be aware and take the time to read the Department of Health booklet **'What to do if you are worried a child is being abused'** (DCSF:2006) and ensure they are aware that posters relating to this document are on display within the setting for their own or parents referral. Individual copies are available if required by contacting the number on the booklet.

The Designated Senior Member for Safeguarding (as specified at each site) will need to be informed by the staff member or Room Leader who has become aware of a concern over the child. A Report of Concern (HS2.1) form will need to be completed in all cases. Any subsequent discussions with parent and carers should be initiated via the DSMS and thereafter under the guidance of Local Safeguarding Children's Board (LSCB) guidelines. All Report of Concerns will remain confidential, not be openly discussed and kept in a secure location in the office.

Ofsted also need to be informed of all referrals made to the LSCB. Ofsted should be contacted as soon as is reasonably practicable but at the latest within 14 days of the allegation being made.

### **Professional Abuse Procedures (Allegations against professionals)**

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our setting.

Allegations will usually be that some kind of abuse has taken place. This could include inappropriate behaviour displayed by members of staff or other persons working with the children such as inappropriate sexual comments, excessive one to one attention beyond the requirements their role and responsibilities, inappropriate sharing or images. They can be made by children and young people or other concerned adults. Allegations are made for a variety of reasons:

- Abuse has actually taken place.
- Something has happened to the child that reminds them of a past event – the child is unable to recognize that the situation and people are different; Children can misinterpret your language or your actions.
- Some children recognise that allegations can be powerful and if they are angry with you about something they can make an allegation as a way of hitting out.
- An allegation can be a way of seeking attention.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the DSMS who will advise the Group Management Executive and Chief Executive. In the case of the allegation being made against the DSMS this will be brought to the immediate attention of the Group Management Executive and Chief Executive.

The Group Management Executive and Chief Executive will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegations made against the adult, in order for the appropriate action to be taken. This may constitute an initial

evaluation meeting or strategy discussion depending on the allegation being made. Group Management Executive and Chief Executive will need to:

Refer to the Local Authority Designated Officer (LADO) immediately and follow up in writing within 48 hours. Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.

- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- The suspected person shall be instantly suspended on full pay until the matter has been resolved through an investigation process.
- Advise Ofsted of allegation within 14 days of the allegation
- Act on any decision made in any strategy meeting.
- Advise the Independent Safeguarding Authority where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

Full Disciplinary measures will be taken against any member of staff found to be undertaking any form of abuse on children. Any proven incidents will be treated as a matter of Gross Misconduct and immediate dismissal without notice will be sought. The right to full pay whilst on suspension will also be withdrawn at this time.

### **Abuse to Professionals:**

If any member of the setting staff is subjected to abuse by either:

- another member of staff
- a parent or carer
- anyone else concerned with the nursery

Then they should report this abuse immediately to the DSMS:

In the unlikely event that a parent / visitor / other person starts to act in an aggressive or abusive way at the nursery, our policy is to:

- Direct the parent away from the children and into a private area such as the office
- Ensure that a second member of staff be in attendance where possible whilst ensuring the safe supervision of the children
- Act in a clam and professional way, ask the parent to calm down and make it clear that we do not tolerate aggressive or abusive language or behaviour
- Contact the police if the behaviour does not diffuse
- Once the parent calms down, the member of staff will then listen to their concerns and respond appropriately
- An incident record will be completed detailing the time, reason and action taken
- With incidents like this staff may require support and reassurance following the experience, management will provide this and seek further support where necessary
- Management will also signpost parents to further support if applicable

### **Related Setting Policies**

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as child health and safety, bullying

and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, setting security, drugs and substance misuse, etc.

There may also be other safeguarding issues that are specific to the local area or population' Safeguarding Children and Safer Recruitment in Education DfES 2007. This policy will cross reference to related setting policies and procedures:

Access to Information and Confidentiality Policy CC9.4

Accident & Emergency Procedure HS1.0

Behaviour Policy CC2.0

Computer Internet Policy NA12.1

CRB Policy

CRB Procedure NA2.1

Equality and Diversity Policy CC3.1

Failure to Collect Procedure HS8.7

Food & Drink Policy HS6.16

Health & Safety Policy HS0

Infant Sleeping Policy HS2.6

Key Person Policy CC2.4

Managing Access Policy HS8.4

Medication Policy HS7.0

Mobile Phone Policy

Missing Child Procedure CC9.7

Outings & Special Events Policy HS8.14

Parents as Partners Policy CC9.0

Photograph & Camera Use Policy NA12.3

Professional Code of Conduct SD13.8

Recruitment & Selection Policy SD1.0

Smoking Alcohol & Drugs Policy SD13.5

Special Education Needs & Disability Policy CC3.2

Staff Training & Development Policy SD7.0

Sun Protection Policy HS2.3

Whistle Blowing Policy HS2.5

To Contact Ofsted call **0300 123 1231**

**Ofsted**

**National Business Unit**

**Piccadilly Gate**

**Store Street**

**Manchester**

**M12 WD**

**To contact the Local Authority call:**

Studley

See Child Protection Advice Sheet

Crabbs Cross

Main switchboard: 01905 752800  
Safeguarding Team: 01905 752803  
Fax: 01905 752836  
Email: WSCBtraining@worcestershire.gov.uk

Worcestershire Safeguarding Children Board  
The Pines  
Bilford Road  
Worcester  
WR3 8PU

Northfield  
See Children's Services Guidance for Professionals

### **Other Useful Contact Numbers**

General:

Childline 0800 1111

Pre School Learning Alliance

National Childminders Association 01208 4646164

NSPCC 0800 0184318 – 0800 800500 – 0800 0560566

Samaritans 0845 790790 – 0845 7909192

Family & Parents Advice Line 0800 0184318

Lone Parents Advice Line 0800 818 5026

NDNA 01484 541641