Fledglings Day Nursery

# Safeguarding & Welfare

# Child Protection Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

# Linked policies / procedures:

Accident and Incident, Induction of New Staff, Intimate Care and Toileting, Key Person, Administering Medicine, Behaviour, Mobile Phones and Cameras, Children’s Arrival and Departure, Compliments, Concerns and Complaints, Confidentiality, Non-attendance, No Smoking, Alcohol and Drugs, Off-site Visits, On-site Visitors, Lost or Missing Child, Documentation and Record Keeping, Equality and Inclusion, Equipment, Routine of the Day, Staff Supervision, Staff Training and Development, Fire Safety, Parent/Carer Partnership, Health and Safety, Healthy Eating, Illness, Upset and Crying, Admissions, Uncollected Child, Whistleblowing, Childs Voice.

## 1 Introduction

At Fleglings Day Nursery, we comply with all the legal requirements set out in the ‘Statutory Framework for the Early Years Foundation Stage’ – September 2012 and with the new requirements which came into force in September 2014 and GDPR. (General Data Protection Regulations 2018). We work in line with the guidance and procedures of the Local Safeguarding Children Board and the Government’s statutory guidance ‘Working Together to Safeguard children’. This can be seen on the following website:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

These Early Years statutory framework requires all children to be safeguarded through an effective policy and related procedures that are understood and consistently applied. This policy is in line with Local Safeguarding Children’s Board (Northamptonshire LSCB)

At Fledglings Day Nursery we have an exstensive Safeguarding Procedure folder to support this Document.

## 2 Aims and objectives

The aim of this policy is to help all staff to recognise the importance of working together to implement safeguarding requirements.

The objective of this policy is to ensure that we, as a team, provide the best possible care and welfare for each child attending Fledglings Day Nursery.

At Fledglings Day Nursery, we also seek to share information about children in an appropriate manner whilst continuing to maintain confidentiality. We also follow the guidance ‘Good Practice in Information Sharing in the Foundation Years found at: <http://www.foundationyears.org.uk/files/2013/11/Good_Practice_Support_in_Information_Sharing.pdf>

## 3 Safeguarding and welfare

The staff at Fledglings Day Nursery will consistently work with parents/carers and all those involved with the child to ensure that they are safeguarded and the highest priority given to their welfare and emotional well-being.

 **3.1**

We believe that all children have the right to be supported and enabled in an environment where they are listened to, and in which they are able to develop a positive self image, through opportunities to develop a sense of autonomy and independence.

In order to achieve this we will:

* work with parents/carersto build a shared understanding of our commitment and approach to the safeguarding and welfare of their child.
* promote children’s rights by enabling children to have the confidence and the vocabulary to resist inappropriate relationships. Whilst establishing and sustaining meaningful and satisfying relationships within their own families, and with other children and staff at Fledglings Day Nursery.
* work to encourage a positive self image of themself as a unique child, with confidence in their own abilities and pride in their achievements. To achieve this we will enable their voices to be heard concerning their needs and interests, likes and dislikes, and their abilities to cope with challenge and change.promote the key person/adult role by ensuring that staff who are close to the child, including the key person:

(i) are sufficiently experienced in “tuning into” children’s verbal language and non verbal body language;

(ii) recognise a child’s right and need to communicate their thoughts and feelings;

(iii) are able to act upon their understanding of what the child communicates, as/when required;

(iv) promote a layout of the room/s which will allow for constant supervision.

* have a Designated Safeguarding Lead (DSL) who will oversee, support, manage and coordinate child protection matters including building a culture of effective safeguarding and welfare through which all children are protected from harm and abuse.

The Designated Safeguarding Leads at Overstone Park School and Fledglings Day Nursery are:-

Teacher Ms Romany York (01604969232)

Nursery Manager Miss Ashleigh West (As above)

* ensure that all staff working directly with childrenare inpossession of a current enhanced DBS check. Staff are aware that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). The DSL will receive training in line with that recommended by the local safeguarding childrens board. Staff are appropriately trained on safeguarding issues through regularly updated staff training. We will ensure that all staff have training that enables them to recognise and respond to the signs and signals of possible physical, emotional or sexual abuse and neglect.
* liaise/work with other agencies.The setting/school works within the guidelines of the local Safeguarding Children Board guidelines. We will follow the Local Authority (LA) procedures regarding child protection issues, including maintaining a list of names and addresses and phone numbers of social workers to ensure that in the case of an emergency it is easier for the social care team to be contacted and to work closely with the school/setting. We will work closely with Multi Agency Safeguarding Hub (MASH) where nessesary. We will notify the registration authority ISI and Ofsted as required/appropriate of any incident or accident which may affect the well-being of children and where an allegation of abuse is made against a member of staff (where this relates to harm or abuse committed on the setting/school premises or elsewhere).
* where appropriate/necessary, contact the local children’s social care team.The DSL will make or support a referral to the social care team following the procedures provided by our local Safeguarding Children Board. This will be supported by written documentation signed and dated and outlining the cause of concern and any supporting information gathered**.**

**3.2** We believe in building trusting and supportive relationships with parents/carers, families, staff and volunteers but we make it clear prior to the child starting at Fledglings Day Nursery what our roles and responsibilities are in relation to protecting the children.

**3.3** Confidential records kept on a child are shared with that child’s parents/carers and those who have parental responsibility, but only if this is appropriate under local guidelines and the GDPR. (General Data Protection Regulations 2018)

**3.4** A private fostering arrangement is one that is made privately (that is without the involvement of a local authority) for the care of a child under the age of 16 by someone other than a parent or close relative with the intention that it should last for 28 days or more.

The nursery will notify the local authority of a private fostering arrangement that comes to their attention, where they are not satisfied that the local authority have been, or will be, notified of the arrangement, so that the local authority can then discharge its duty to satisfy itself that the welfare of the privately fostered child concerned is satisfactorily safeguarded and promoted. Any staff that have concerns should raise them with the DSL (Miss A West) or deputy where required.

## 4 Supporting procedures

**4.1** All nursery staff members are required to acknowledge their commitment to and understanding of the Fledglings Day Nursery Safeguarding and Welfare Child Proctection policy.

**4.2** Students and volunteers will not work with children at any time without being supervised.

**4.3** Information on staff qualifications, identity checks and vetting processes will be recorded, including the enhanced CRB/DBS disclosure certificate reference number. Staff must update the setting of any disclosures that may affect their suitability to work with children. Any member of staff that is identified as being disqualified from registration may have their employment terminated to meet the requirements of the ‘Working Together to Safeguard children’.

**4.4** We will abide by the Safeguarding Vulnerable Groups Act (2006) where the situation arises that any member of staff is either dismissed from our employment or resigns in circumstances that would have otherwise led to dismissal regarding child protection concerns this information will be forwarded to the DBS.

**4.5** We have effective and robust procedures for recording the details of all visitors to the school/setting and take security steps to ensure that no unauthorised person/s has unsupervised access to children.

**4.6** Parents/carers are asked to sign a permission consent form when their child starts at the school/setting for photographs or videos to be taken for the purposes of recording children’s development and their participation in events organised by the setting/school. Parents have access to any records which include visual images of their child. Also written parental permission will be obtained before children are taken on off site for visits.

**4.7** Staff are trained to keep records/observations of all children in the setting. This includes detailed written notes on any disclosure of abuse made by a child and they will respond promptly and appropriately to all incidents, suspicions or concerns of abuse that come to their attention and work with the statutory agencies in accordance with agreed procedures.

**4.8** Each child will be assigned a key person. Their role is to help ensure that every child’s care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents

**4.9** Where a child makes comments to a member of staff, or shows significant changes in behaviour, unexplained bruising, other marks and/or signs of possible abuse or neglect, the staff member will:

* listen to the child;
* offer reassurance;
* create a written record that is an objective reflection of the observation or disclosure including: date, time, exact words spoken by child (as far as possible) and the names of any person present at the time.

The DSL will be informed of the issue at the earliest opportunity and the signed and dated records are kept securely and confidentially in the child’s personal file. The DSL will take the appropriate measures regarding any disclosure.

**4.10** Concerns will be discussed with parents/carers to gain their view of event except where it is felt that this may put the child in greater danger. Parents/carers are informed that any discussion with them regarding a concern is logged in their child’s confidential, personal file.

**4.11** Mobile phones are not allowed to be carried by staff in the setting. All personal phones must be put away with personal possessions.

**4.12** Only cameras owned by the nursery and kept on nursery premises can be used in the setting.

**4.13** Staff will inform ISI and Ofsted without delay or within 14 days at the latest, of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation related to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place.

**4.14** Staff will also inform ISI and Ofsted of the action taken in respect of any allegations as soon as is reasonably practical but in any case, within 14 days.

**4.15** If a suspicion of abuse/neglect warrants referral to Caf/MASH and/or the police where appropriate. Parents/carers are informed at the same time that the referral is made exceptwhere the guidance of the local Safeguarding Children Board does not allow this.This may be where it is believed that the child may be placed in greater danger, for example, if the parents/carers are the likely abuser. In these cases it will be the task of the social worker to inform the parents/carers.

 **4.16** Management will always respond promptly to any inappropriate behaviour of staff or other persons working with children, including:

* excessive one-on-one attention beyond the requirements of their usual role;
* inappropriate sexual comments;
* inappropriate sharing of images.

All staff will respond to any disclosure by children or staff that abuse has taken place within the nursery by another member of staff or volunteer.

**4.17** All suspicions and investigations are kept in confidence and shared only with those who need to know. Following GDPR. (General Data Protection Regulations 2018)

**4.18** We work in line with the Governments statutory guidance: ‘Working Together to Safeguard Children 2016’.

**4.19** All staff are aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults. Staff have clear regard to the schools policy and procedures with reference to peer on peer abuse. Additional training for staff relating to peer on peer abuse will be carried out in team or one to one meetings to help minimise the risks in the area.

**5 Procedure to be Followed if an Allegation of Child Abuse is made against a Member of Staff**

**5.1** We ensure that all parents and staff know how to complain about staff/manager or volunteers within the Nursery, including an allegation of abuse. The immediate manager will be informed, if that manager is the person the allegation is made against, another DSL will be the contact.

**5.2** The person making the allegation will be treated with respect and assured of a thorough investigation.

**5.3** The member of staff will be informed of the allegation against them and given information about possible actions of other agencies.

**5.4** ISI andOfsted will be informed as soon as is reasonably practical and in any case within 14 days of the event occurring and advice taken.

**5.5** Social Services/ Caf/MASH/LADO will be informed and advice taken .

**5.6** The member of staff may need to be suspended pending further enquiry.

**5.7** The member of staff will be supported through the process of investigation.

**5.8** The person making the allegation will be kept informed of progress.

**5.9** All information will be kept confidential. Following GDPR. (General Data Protection Regulations 2018)

**5.10** All actions will be in line with the complaints procedure.

**6 The Prevent Duty**

*(In order for schools and childcare providers to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified.’)*

*From: The Prevent Duty June 2015, Department of Education)*

We are aware of the Prevent duty which came into force on July 1st 2015. This states that all early years providers must promote British Values. The fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are already implicitly embedded in the 2014 Early Years Foundation Stage on which our curriculum is based.

Early years providers serve arguably the most vulnerable and impressionable members of society. (*Prevent Duty Guidance in England and Wales*). We are aware of the need to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. If we have concerns we will contact the most appropriate authority which could include Channel or Social Care Services. In all events we would contact ISI and Ofsted as soon as possible and consider their advice.

**6.1** The EYFS makes clear that to protect children in their care, providers must be alert to any safeguarding and child protection issues in the child’s life at home or elsewhere (paragraph 3.4 EYFS). We take this very seriously at Fledglings Day Nursery and all staff are aware of their responsibilities in this area.

**6.2** As with managing any other safeguarding risks, staff members are alert to changes in children’s behaviour which could indicate that they may be in need of help or protection. Staff must use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately to inform the DSL immeadiately. This may include the DSL making a referral to the Channel programme.

Channel

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation.

## 7 Monitoring and review

 This policy was agreed and implemented in August 2023 and is due for review in August 2024.

 There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**

**Key contacts**

Mrs Marion Brown – Designated Person (Secondary)

Telephone: 01604 643787

Miss Ashleigh West – Designated Person (EYFS)

Telephone: 01604 643787

Mrs Dawn York – Designated Person (Primary)

Telephone: 01604 643787

Mr Mark Thompson – Senior Management Team

Telephone: 01604 643787

Multi agency contacts:

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| **CAMHS – Child & Adolescent Mental Health Service** |
| T: 01604 656060 (Northampton)T: 01536 313850 (Kettering) |
| **Childline** |
| T: 0800 1111 |
| **County Council****Families Information Service - Northampton** |
| T: 0300 126 1000 |
| **Ofsted** |
| T: 0300 123 1231 |
| **Northamptonshire LADO**  |
| T: 01604 365013 ext 65013 |
| MMASH |
| T: 0300 126 1000E: MASH@northamptonshire.gcsx.gov.uk  |
| NSPCC |
|  |
| T: 0808 800 5000E: help@nspcc.org.uk  |
| ISI (Independent Schools Inspectorate) |
| T: 02076000100E: concerns@isl.net |