

safeguarding policy

Jenny Giles is the Safeguarding Officer for the Nursery

The Nursery works with children, parents/carers and the community to ensure the safety of children. Every child has the right to be safe.

The Nursery aims to create an environment which encourages children to develop a positive self-image, regardless of race, language, religion, culture or social background. We want to help children to establish and sustain satisfying relationships within their families, with peers and with other adults. We aim to enable children to have the self-confidence and the vocabulary to resist inappropriate approaches, and to work with parents/carers to build their understanding of and commitment to the welfare of all our children.

Legislation

The Children's Act 1989

The Children's Act 2004

Safeguarding Vulnerable Groups Act 2006

Children's Act 2008

Data Protection Act 1999

The Nursery works with the Local Safeguarding Children's Board, designated officer Barbara Piddington (telephone 01962 876364).

The Nursery has set procedures for contacting the LSCB regarding safeguarding children. A copy of the Area Child Protection Guidelines, 'What to Do', is displayed on the Nursery noticeboard, reinforcing to parents/carers that the Nursery has a professional and moral duty to report any concerns regarding the safety and wellbeing of a child.

If a report is made to the LSCB the Nursery will act within the recommended guidelines in deciding whether the parents/carer should be informed at the same time as the referral. This will depend upon the nature of the concern.

The Nursery notifies the registration authority (Ofsted) of any serious accidents or incidents that take place within the setting; this also includes any serious unexplained injury a child receives whilst in the care of the Nursery staff.

The Nursery acknowledges that abuse of children can take different forms; physical, emotional, sexual and neglect. When children are suffering from abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such behaviour occurs, or when children's play gives cause for concern, the nursery has a professional and moral duty to investigate, and if necessary make a referral.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff will:

- offer reassurance to the child, ask “What happened” taking care not to influence the outcome either through the way the adult speaks to the child, or by questioning
- try to discretely attract the attention of another practitioner
- listen to the child
- give reassurance that they believe the child, recording suspicions of abuse and disclosures

The following information is recorded:

- the child’s name
- the child’s address
- the age of the child
- the date and time of the observation or the disclosure
- an objective record of the observation or disclosure
- the exact words spoken by the child
- the name of the person to whom the concern was reported, with date and time
- the names of any other person present at the time

All records are signed, dated and locked in a cupboard to ensure confidentiality.

Informing Parents

Parents are normally the first point of contact if a suspicion of abuse is recorded. The parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children's Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform the parents.

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 Local Safeguarding Children's Board.

Support to Families

The Nursery takes every step in its power to build up trusting and supportive relations amongst families, staff and volunteers in the group.

The Nursery continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.

Confidential records kept on a child are shared with the child’s parents or those who have parental responsibility for the child only if appropriate under the guidance of the Local Safeguarding Children's Board. The care and safety of the child is paramount. We do all in our power to support and work with the child’s family.

Responding to Allegations against Nursery Staff

The Nursery ensures that all parents/carers know how to complain about a member of staff/student, which may include an allegation of abuse.

The Nursery follows the guidance of the Local Safeguarding Children's Board when investigating any complaint that a member of staff/student has abused a child.

The Nursery follows all of the disclosure and recording procedures when investigating an allegation that a member of staff/student has abused a child as if it was an allegation of abuse by any other person.

The Nursery Policy is to seek advice from the local Authority Designated Officer (LADO) Barbara Piddington on 01962 876364.

The Nursery co-operates entirely with any investigation carried out by the Local Safeguarding Children's Board, Ofsted and additionally in conjunction with the police.

The Nursery policy is to suspend the member of staff on full pay 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 the children and families throughout the process.

Disciplinary Action

Where a member of staff or volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, the Nursery notifies Ofsted so that the name may be included on the list for the Protection of Children and Vulnerable Adults.

The Nursery promotes awareness of child abuse issues throughout its training. The Nursery seeks out training opportunities for all staff in the setting to ensure that they are able to recognise the signs and symptoms of abuse, and are aware of the local authority guidelines for making referrals.

The Nursery introduces key elements of child protection into their activities. They promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.

As well as protecting the children, it is also important to protect the staff and to ensure that they are not put into a vulnerable position. The layout of the Nursery allows for staff to be seen between rooms. No child is left alone with a member of staff/student without being visible to others.

Photographs

Nursery practice includes taking photographs of children during their daily experiences. The photographs might be included in Nursery wall displays, as evidence in your child's Learning Journal, a group photograph in another child's Journal or for marketing purposes for the College. Please ensure that you complete the appropriate photography policy included on your child's Registration Form. Only Nursery or College cameras will be used in the setting.

Knocks and Bumps Book

The Nursery has a Knocks and Bumps Book. The purpose of the book is for parents/carers to record and sign as acknowledgement of any injury that their child has sustained BEFORE they come into the Nursery environment.

This ensures that there can be no misunderstanding of who was responsible for caring for the child when the child received the injury.

Parents/carer will also be asked to sign the Knocks and Bumps Book if their child comes to the Nursery suffering from sunburn.

Mobile Telephones

The Nursery requests that parents and visitors refrain from using their mobile telephones in the play rooms, toilets/changing area, corridor and kitchen area.

All staff and visitors are requested to sign in their mobiles while working in the Nursery.

Staff are only authorised to use their telephones in the staff room during their lunch break.

Social Media Policy

Although the Nursery appreciates that Facebook and other forms of media such as Twitter are an excellent way for people to keep in touch and communicate, the Nursery does not see this as good practice between staff and parents/carers. Please do not be offended if a member of staff declines to accept your request to become friends.

Equality and Diversity Policy

The Nursery is committed to providing equality of opportunity and anti-discriminatory practice for all children, families and employees. We believe that no child, individual or family should be excluded from the Nursery activities on the grounds of age, gender, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief.

We aim to:

- provide a secure environment in which all of our children can flourish and in which all contributions are valued
- include and value the contributions of all families to our understanding of equality and diversity
- not stereotype different ethnic groups and people with disabilities
- improve our knowledge and understanding of issues relating to equality and diversity

We develop action plans to ensure that people with disabilities can participate successfully in the services offered by the pre-school and in the curriculum offered.

Discriminatory behaviour/remarks

These are unacceptable in the Nursery and will be actively discouraged. The response to such behaviour or remarks will aim to be sensitive to the feelings of the victim and to help those responsible to understand and overcome their prejudices.